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MOVING COPIES TO ANOTHER LIBRARY SITE

Use the steps below when:

- Moving items already cataloged to a different library that will own and house them.
- Cataloging new items at one library that a different library will be own and house.

MOVE COPIES

You can scan barcodes in directly by utilizing the “Barcode” option and then move them.

1. Go to **Catalog > Change > Move Copies**.
2. **Search for the copies** to move by: inputting the barcode(s), selecting a subset, or selecting a copy subset.
3. Select “Change Prefix” to change the prefix of the barcode to the “Change Library To” prefix setup.
Note: Only an option when you are scanning barcodes directly into the “Move Copies” grid.
4. Select “Auto Generate New Barcode” to create a new barcode generated by Insignia automatically.
5. Select “Original Library” to specify the library where the barcode originated from.
6. Select “Checkin Checked Out Books” to check in copies automatically while they are being moved.
7. A **new barcode** for a copy can be added by entering the desired barcode number in the New Barcode column.
8. **Select the copies** to be moved by using the checkboxes.
9. **Specify the library** the records are moving to by selecting it from the dropdown list.
10. The Circulation Type and the New Location can be specified.
11. **Select “Change Ownership”** to change the owning library from the library where the copy is coming from to the new school specified in the “Change Library To” dropdown.
Important: *If you do not select Change Ownership, the copy will show in red* at the new library to notify that it needs to return to your library after use. You will **not** be able to change ownership at the receiving library once the copy is moved.
If available:
 - 11.1. Select “Clone Item” to make a copy of the Title record in the other library.
 - 11.2. Select “Delete Original Item” to delete the Title record from catalog you are logged into.
12. Click **Preview** to view your records before moving and to Print or Save a report of them.
13. Click **Apply**.

CREATE A COPY SUBSET

A useful option to use with Move Copies if you want to gather all your items together first and then move them. Copy Subsets are like Item Subsets but are for gathering the actual barcoded **copies**, not Item/Title records. If you are pulling books, etc. from the shelf or on a cart to work with use the “Scan Barcodes” option.

1. Go to **Catalog > Change > Copy Subset**.
2. Use the radio button **Search** and then specify the criteria.
 - 2.1. Click **Find** to locate the copies for the subset.**OR**
3. Use the radio button **Scan Barcodes** to scan all of your barcoded items into a list.
 - 3.1. Use **Import From File** to import a list of copies from a Notepad (.txt) file saved on your computer.
4. Click the first record and hold **Ctrl** while clicking to select multiple copy records in the grid.
5. Click **Subset** to subset the highlighted copies.
6. Click **Subset All** to include all the copies displayed in the grid.
7. Select an existing Copy Subset to move them into.
OR
8. Create a new one.

Note: **Clear Grid** button does **NOT** delete anything. It only clears your results from the Grid so you can start fresh.