

## Hints for re-classification of stock

Re-classification of stock is sometimes needed to conform to changes in the Wessex Classification Scheme, and to ensure books are on the shelf as indicated by the updated subject index and 'where to find a book' index for users.

### Identifying items

There are several ways you can do this:

#### (1) via Copies search

- Open a Copies search
- Filter on your location via *At Location*
- Filter on *Classmark* using Equals and the exact number which has been identified as having been deleted

#### (2) via Titles search

- Open a Titles search
- Change the search criteria to Titles by Classmark  
(Wordview: drop down at top of screen; Olib Web *Other Searches* above search box)
- Filter on your location

#### (3) via Classmarks search (not recommended if a lot of titles at the classmark)

- search for the section you are checking e.g. HQ
- on the list of all numbers in that classmark double click in to any marked as Deleted
- the screen will show all the titles with number still in the Title record
- double click on each title to see if your location has a copy at that number
- change your holding on the copies record

### Follow up

*During this process please take into account the following:*

- **is the book on loan/overdue/long overdue?** If so remember to put trap on the copy record indicating classification needs amending.
- **is book missing?** You should either add a trap to the copy about classification number, or decide whether it is lost for good and take appropriate action.
- **is the book withdrawn?** Can the item be removed from SWIMS altogether? If not amend the classification number (or remove it from copy field).

- **have you checked all copies at your location?** Sometimes one copy has been amended and another is still at the deleted number...
- **is the new classification you use for your copy/copies also given in the classmarks box ?** –there are instances where libraries have added a class number beside their copy but NOT in the classmarks field. The two things need to tally or you will miss things on filtering!
- **are you the last location/only location** using the deleted classification number on a Title record? If so, amend your copy details to a new classification number. Now **delete** the unused and unwanted classification number from the Title record *Classmark* field.
- **are there more than three classification numbers** on the Title record? Check whether the number to be deleted lurks as the fourth/fifth number which is not immediately visible, especially on Worldview

If you have queries or concerns about doing this work please contact your representative on the cataloguing group.