

How to Change Restricted Item Types

(Written by Karen Glass, Keene Valley, adapted by Betsy Brooks, CEFLS)

When you wish to keep books to circulate only to your patrons, they are labeled f7d (or other codes listed below) in the itype (item type).

This can be changed quickly when you decide to have them circulate through the system.

1. go to Item Group Editor
2. now highlight loc in the menu, type your location code
3. Click on the “and” button, below the menu
4. now navigate to itype and enter f7d (or whatever your restricted code is, such as f14d)
5. What comes up is a screen of all the books you set out as f7d.

Go to display on the bottom of the list.

You can highlight only those things you want to look at

I suggest additionally highlighting:

title
author
date created
and item status

now go to sort.

I sort by created (which means date created);

Then highlight those whose itype you want to change because they are no longer new or popular.

go to the Edit button

in the new form enter “f” (or whatever is appropriate) in the itype. Press enter and you are all set.

No need to even go to the shelves.

Protected types by library (as of 7/11/19):

Akwasasne:	f14d, jf14d, jnf14d, comm, newm, newaud, newdvd, nf14d, obj
AuSable Forks:	f14d, jf14d, jnf14d, newaud, newdvd, newdvd, newm, nf14d, obj, pass
CEF:	newm
Champlain:	f14d, nf14d, obj
Chateaugay:	f14d, newdvd, nf14d, obj
Chazy:	f14d, jf14d, nf14d, obj
Crown Point	f14d, newdvd, nf14d
Dannemora:	f14d, obj

Elizabethtown:	f14d, obj
Ellenburg:	f14d, newm, nf14d
Essex:	f14d, jobj, newaud, newdvd, nf14d, obj
Keene:	f14d, newaud, newdvd, nf14d, obj
Keene Valley	f7d, newm, nf7d, obj
Keeseville	f7d, f14d, nf7d, nf14d, jf7d, jf14d, newm, jnf7d, jnf14d
Lake Placid	f14d, obj
Malone	f14d, f7d, jfnw, nf14d, nf3d, nf7d, object
Mooers	f14d, obj
Peru:	f14d, newm, nf14d, obj
Plattsburgh:	eread, f14d, lb, newdvd, newdvd1, nf3d, pass, obj, passloc
Port Henry:	f7d, hol, jf7d, jhol, newdvd, nf7d, obj
Rouses Point	f7d, f14d, nf7d, nf14d, jf7d, jf14d, newm, obj, pass
Saranac Lake	f14d, f7d, nf14d, nf7d, newaud, newdvd, newm, jf14d, object
Schroon Lake:	eread, f7d, nf7d, newdvd1, newm, nwdvd11, obj, obj14, obj7
Ticonderoga	f14d, f7d, obj7
Tupper Lake	f14d, jf14d, newaud, newdvd, newm, nf14d, obj
Upper Jay	f14d, nf14d, jf14d, local, newm, nf14d
Wadhams	f14d, newm, nf14d, obj
West Chazy	f14d, jf14d, lb, newaud, newdvd, nf14d, obj
Westport	f14d, jf14d, jnf14d, newaud, newdvd, nf14d, object
Willsboro	f7d, newm, nf7d, obj
Wilmington	cd, dvd, f14d, jcd, newm, nf14d, jf14d, obj