How to Change Restricted Item Types

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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.
goto 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):

Akwesasne: f14d, jf14d, jnf14d, comm, newm, newaud, newdvd, nf14d, obj
AuSable Forks: f14d, jf14d, jnf14d, newaud, newdvd, newdvd1, 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, obj, 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, jf14d, nf14d, nf3d, nf7d, object
Mooers: f14d, obj
Peru: f14d, newm, nf14d, obj
Plattsburgh: eread, f14d, lb, newdvd, newdvl, 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
Schoon Lake: eread, f7d, nf7d, newdvl, newm, newdvl1, 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