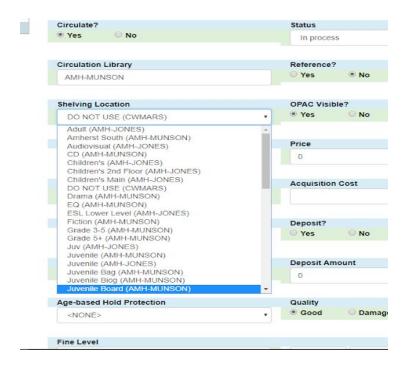
Copy Templates for Centralized Cataloging for Main and Branch Libraries

Copy templates and branch shelving locations: Add or edit items

On the edit tab of the volume/copy editor screen the shelving locations for both main library and the branch selected in holdings view display in the drop-down menu. The main library can catalog items and edit items belonging to that branch.



Copy templates and branch shelving locations: Create new templates

On the copy templates tab of the volume/copy editor screen the only shelving locations that display are those for the workstation. If logged in as the main library you cannot create a template for a branch. This is true even if selecting a branch library in holdings view and then going to the copy template tab.

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Adult (AMH-JONES)	
Audiovisual (AMH-JONES)	Pric
Children's (AMH-JONES)	
Children's 2nd Floor (AMH-JONES)	
Children's Main (AMH-JONES)	
DO NOT USE (CWMARS)	Acq
ESL Lower Level (AMH-JONES)	
Juv (AMH-JONES)	
Juvenile (AMH-JONES) Lower Level (AMH-JONES)	
Main Floor (AMH-JONES)	
Special Collections (AMH-JONES)	Dep
Storage (AMH-JONES)	⊖ Y