



Add or Remove a Collection

Begin this process using the BackOffice/Main Menu

- ✓ Select Catalog Management
 - From the Right Hand Column select
 - Manage Collections
 - Assistance is available through the Program Help
 - Select from the Drop Down Action Menu
 - **Add Collection**
 - ✓ When adding a collection name avoid the use of special characters like “, ‘, *
 - **Remove Collection**
 - ✓ Note this action requires the selection of an alternate collection and will not delete records within any selected collection; records will be transferred to the Destination collection.
- ✓ Manage Collections view

LRMS(Build 3.0.25) : DEMO (User: admin) (Server: lion) - [Manage Collections]

File Action Help Previous Menu Main Menu

Selected Collection: ALL, MAIN COLLECTION, PROFESSIONAL COLLECTION, BATCH/WORK FILE, E-BOOKS, TEXTBOOKS, **SPECIAL COLLECTION**, MEDIA COLLECTION, LOST BOOKS, EQUIPMENT

Transfer Destination: ALL, MAIN COLLECTION, PROFESSIONAL COLLECTION, BATCH/WORK FILE, E-BOOKS, TEXTBOOKS, SPECIAL COLLECTION, MEDIA COLLECTION, LOST BOOKS, EQUIPMENT

Transfer

Show In OPAC

Show In Union Searches

Flag as Textbook

Collection

Transfer Only

Select your action, refer to Help for assistance. If your collection has no records within it, the program will still refer to transferring of records as the program does not check for the presence of data.

Library Automation System Help

Adding Collections

To add a new collection definition, simply select Add Collection from the Action menu and assign the collection a name.

Removing Collections

To remove a collection, you must first select a "destination" collection on the right-hand list box. Then click Remove Collection from the Action menu. This does not delete the items in the collection, but will transfer the items in the collection to the Transfer Destination collection before removing the collection definition. It may be useful to create a "Work" or "Batch" collection for temporary work.