Popular Books in Voyager (Placing Items On and Taking Them Off of Popular)

Placing Items On Popular

1. From the Circulation module, select Functions, then Pick and Scan.

2. In the Changes to Make tab, set the Temporary Location to [Campus] Popular and the Temporary Type to Popular Book. All other values should be set to No Change.
3. Click on the **Records to Change** tab.

4. **Attention:** By default Pick and Scan is in Preview Mode. No actual changes are being made to the catalog. Please make sure to select **Update Database** under **What to do** for the changes to take place.

5. Scan in the barcode of each item to be changed, checking the first item carefully to be sure it is changing as you meant it to. (You don’t have to press **Return** or **Enter** on this screen, just continue to scan barcodes until you have finished scanning the items you wish to move.)

6. When all items have been scanned, the required changes have been made in the catalog to move these items from “Book” to “Popular”. **It is vital that these procedures are followed to the letter.** If the Temporary Location is not set to a Popular location, the item will display the Book location in the OPAC. If the Temporary Type is not **Popular Book**, the item will not circulate for the correct period of time.

7. Please contact Amy Eklund (**amy.eklund@gpc.edu**) or **sofia.slutskaya@gpc.edu** with any questions.
Taking Items Off of Popular

1. From the Circulation module, select Functions, then Pick and Scan.

2. In the Changes to Make tab, set the Temporary Location and the Temporary Type to Clear. All other values should be set to No Change.

3. Click on the Records to Change tab and scan in the barcode of each item to be changed, checking the first item carefully to be sure it is changing as you meant it to. (You don’t have to press Return or Enter on this screen, just continue to scan barcodes until you have finished scanning the items you wish to move.)
4. When all items have been scanned, the required changes have been made in the catalog to move these items from “Popular” to “Book”. **It is vital that these procedures are followed to the letter.** If the Temporary Location is not removed, the item will display the incorrect location in the OPAC. If the Temporary Type is not removed, the item will not circulate for the correct period of time.

5. Please contact Amy Eklund ([amy.eklund@gpc.edu](mailto:amy.eklund@gpc.edu)) or Sofia Slutskaya ([sofia.slutskaya@gpc.edu](mailto:sofia.slutskaya@gpc.edu)) with any questions.