

## Box Rotation

When sending boxes, transfer all items out:

- From Bibliovation Circulation click on the Transfer option in the left-hand column.
- Choose the destination library.
- Scan each item.

After receiving your new boxes, change the home library to your library:

- From any page in Bibliovation click on More in the masthead.
- Select Tools from the drop down menu.
- Under Tools select Batch item Editor.
- In Batch Item Edit Lists click New List and select enter text. (From Search and Upload probably work, too, but I haven't tested them.)
- Name the list. (I'm suggesting ABC box #, library initials/staff initials, date)
- Scan barcodes to enter them.
- Click Validate to remove invalid barcodes (such as withdrawn or mis-scans) from the list.
- Click Save. This saves the list in Batch Item Edit Lists.
- Click on your list in Batch Item Edit Lists. This will bring up the list of items you scanned.
- From here you can click Edit List to edit, add or remove items.
- To change the home library click on Process and select Modify Items.
- Select Library in the Field pull down menu.
- Action should be Set To and in Value select your home library. You can only change items from another location to your home library. (To send a box we can scan the items in Transfer so they won't show up in Bibliovation as available.)
- Click Process.
- Processing the list may take a few minutes. It will alert you when everything's been changed.
- Delete the list when you're finished.