

Finding Items Using Call Numbers Work Instruction

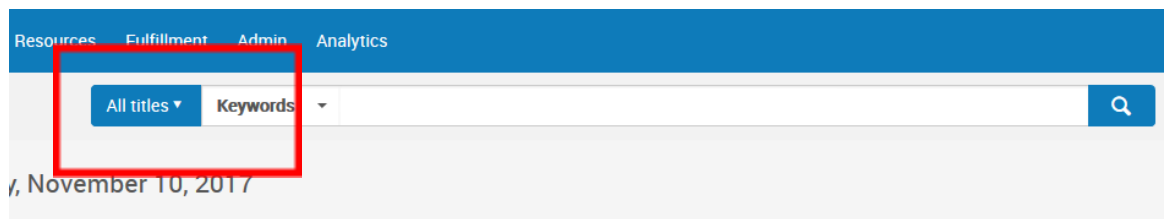
Version	1.0
TRIM file number	11/XXXX
Short description	A Work Instruction on how to locate an item using a call number search
Relevant to	Frontline staff
Authority	This Procedure has been approved by Team Manager, Frontline
Responsible officer	Team Leader, Frontline
Responsible office	Client Services, Division of Library Services
Date introduced	28 August, 2015
Date(s) modified	30 August, 2022
Next scheduled review date	30 October, 2025
Related University documents	Division of Library Services Fines Policy Rule of Library Division of Library Services Paper Records Management Guidelines
Key words	Call Number, Alma, work instruction

1. PURPOSE

This work instruction describes how to find an item searching by its call number.

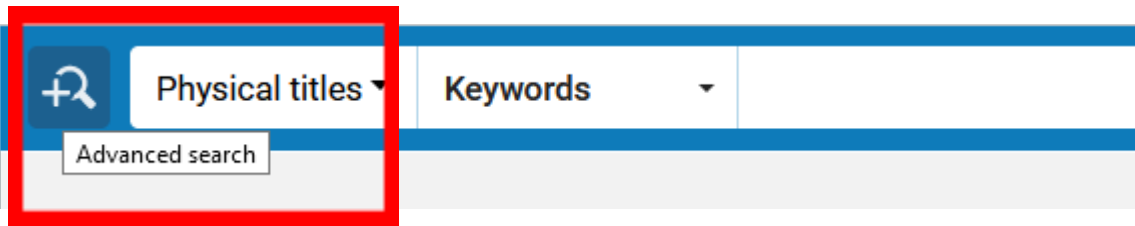
2. PROCESSING STEPS

From the Alma search bar, click on All titles



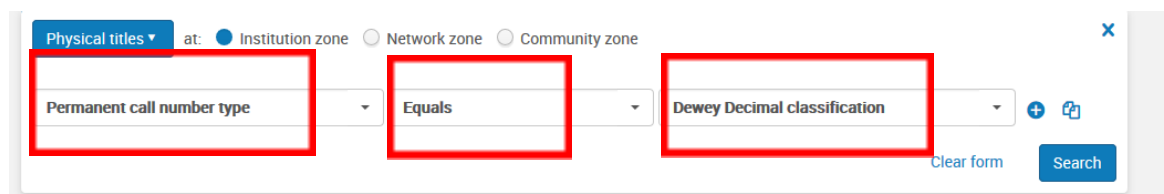
1

Select Physical titles from the drop down list and click on Advanced



2

Select Permanent call number type from the first drop down box, select Equals from second drop down box, and select Dewey Decimal classification from the third drop down box.



Click on the + to the right of drop down boxes and select Permanent call number from the first drop down box.

Physical titles ▾ at: Institution zone Network zone Community zone

Permanent call number type ▾ Equals ▾ Dewey Decimal classification ▾ + 📄

AND OR Permanent call number ▾ Contains Keywords ▾ + 📄 X

Clear form Search

Add call number to search box and click the search button.

Physical titles ▾ at: Institution zone Network zone Community zone

Permanent call number type ▾ Equals ▾ Dewey Decimal classification ▾ + 📄

AND OR Permanent call number ▾ Contains Keywords ▾ 361.06 MAC 4 + 📄 X

Clear form Search

Items will then display individually, as below:

3

Physical titles ▾ at: Institution zone Network zone Community zone


Permanent call number type ▾ Equals ▾ Dewey Decimal classification ▾ + 📄

AND OR Permanent call number ▾ Contains Keywords ▾ 361.06 MAC 4 + 📄 X

Clear form Search

Physical Titles (1 - 1 of 1) where (Permanent call number type equals "Dewey Decimal classification" AND Permanent call number contains keywords "361.06 MAC 4") Save Query

🏠 Institution Network Community

1  An introduction to counselling / John McLeod. Book By McLeod, John, (Maidenhead : Open University Press, 2003) Language: English Record number: (pisbn)0335211909

📄 Holdings Items ...

Physical (1) Other details

Click on **items**, for more details.

To locate the item history, once in items, click on the **barcode**.


1 - 1 of 1

Status: All

	Barcode	Library	Location	Call Number	Alternative Call Number	Description	Temporary Location	Status	Process type
1	39339060098651	Bathurst Campus Library	Main	361.06 MAC 4	-	-	No	Item not in place	Loan

It will then default to the general information tab, click on **History**.

< Physical Item Editor

 **An introduction to counselling / McLeod, John, 1951-, author. Open University Press, M**

Holding	Bathurst Campus Library: Main; 361....	Holdings ID	2246972100002357
Barcode	39339060098651	Item ID	2346972090002357
Process type	Loan	Status	Item not in place

General Information | **ENUM/CHRON Information** | Notes | **History**

General Information

Barcode	39339060098651	Copy ID	-
Material type	Book	Item policy	Standard L
Provenance	-	Is magnetic	No

Then choose **Fulfillment activities**.

Physical Item Editor

An introduction to counselling / McLeod, John, 1951-, author. Open University Press, Maidenhead :

Holding Bathurst Campus Library: Main; 361... **Holdings ID** 2246972100002357 [View all holdings](#)
Barcode 39339060098651 **Item ID** 2346972090002357 [View all items](#)
Process type Loan **Status** Item not in place [Browse shelf list](#)

General Information ENUM/CHRON Information **Notes** History

Report type Item changes Holdings changes Fulfillment activities

Circulation desk name

Action type	Desk name	Operator	Date	Borrower name	Borrower id
1 Loan	Bathurst Loans Desk	swistuba	08/11/2017 11:00:14 AEDT	Elizabeth Menadue	CS11569260
2 In house use	Bathurst Loans Desk	swistuba	17/01/2017 14:20:20 AEDT	-	-
3 Return	Orange Loans Desk	dhughes	16/01/2017 10:41:17 AEDT	Prudence Furner	CS11542408

APPENDICES (or ATTACHMENTS)

1. (Name of appendix or attachment)
2. (Name of appendix or attachment)

Table of amendments

Author	Date	Short description of amendment
Karen Klein	28/8/15	New for Alma
Petrina smith	10/11/17	Updated with screen shots for new Alma UI
David Anderson	30/8/22	Updated screen shots. Fixed typos.

