

TitleWise Analysis MARC Profile

Editing the MARC Profile to Recognize Call Number Prefixes

For this step to be effective you need to know all of the call number prefixes that are used in your collection.

Go to Destiny Back Office.

Click "Reports" then "Library Reports".



Click "Collection Statistics - Summary".

Statistics

[Collection Statistics - Historical - E](#)

[Collection Statistics - Summary - E](#)

Review the resulting list of call number prefixes. Identify which are for student circulating materials and which are non-student circulating materials.

- ADV
- B
- BIOG
- CDROM
- CLA
- DVD
- E
- EQ
- F
- FAN
- FIC

Return to your most recent TitleWise Analysis.

To ensure that all call numbers for student circulating books are recognized by Titlewise you will need to ensure they are entered correctly in your MARC profile.

In your analysis, click "MARC Profile".

[Settings](#) | [MARC Profile](#) | [Diagnostics](#)



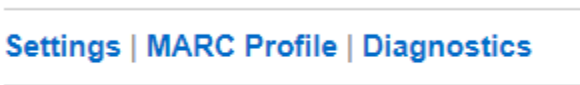

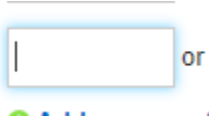
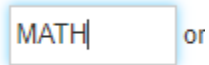
Click "edit" next to Classifications & prefixes.

Classifications & prefixes [edit](#)
 General Fiction starts with: F, FIC, author's surname

If a student call number in use in your catalog is not listed, scroll down to the first empty text field.

Type in the name of the call number description. For instance if you are adding genre call numbers, type the name of the genre to be added.

Graphic Novels

<p>Click the text field in the first column of the same row and enter the call number prefix associated with that genre or group of items.</p>	
<p>Repeat these steps for each student call number prefix that needs to be added.</p>	
<p>Once all student call number prefixes are added, click Save Changes.</p>	
<h3 style="color: #00a0c0;">Editing the MARC Profile to Ignore Call Number Prefixes</h3>	
<p>For this step to be effective you need to know all of the call number prefixes that are used in your collection. Refer to the Collection Statistics - Summary report from the previous step to identify all call number prefixes for non-student-circulating items.</p>	
<p>Return to your most recent TitleWise Analysis.</p> <p>To ensure that all call numbers for non-student-circulating items are ignored by TitleWise you will need to ensure they are entered correctly in your MARC profile.</p>	
<p>In your analysis, click "MARC Profile".</p>	
<p>Click "edit" next to Ignored prefixes.</p>	
<p>Click in an empty text field.</p>	
<p>Type in a call number prefix that you do not want Titlewave to</p>	

include in your analysis.

Repeat these steps for all call numbers that you want Titlewave to ignore. All non-student circulating item call number prefixes should be entered here.

Click Save Changes.

Save Changes

Help and Questions

Please contact the Library Media Services Department for assistance with Destiny.

Nancy Cravey,
Library Media Services Lead Teacher
craveyn@gcsnc.com

Natalie Strange
Director of Library Media Services
strangn@gcsnc.com