1. Load GreenGlass data into Millennium Create Lists (see Millennium - SCS GG Export - ILS Import for instructions)
2. Use Global Update to add the 583 - if your item records will not accept the 583 field, submit a ticket to Innovative to have it added - you may also need to adjust your webpub.def to have the 583 display in your OPAC (e.g., add i|y|583|uz| |15|b|)
   - Access Global Update in Millennium
   - Check the [Item] Record Box under Record Type and Select the Review File you created

| 1. Select records | 2. Command input | 3. Preview | Statistics |

Record Type

☐ BIBLIOGRAPHIC ☐ AUTHORITY ☐ PATRON ☑ ITEM ☐ ORDER ☐ CHECKIN ☐ COURSE

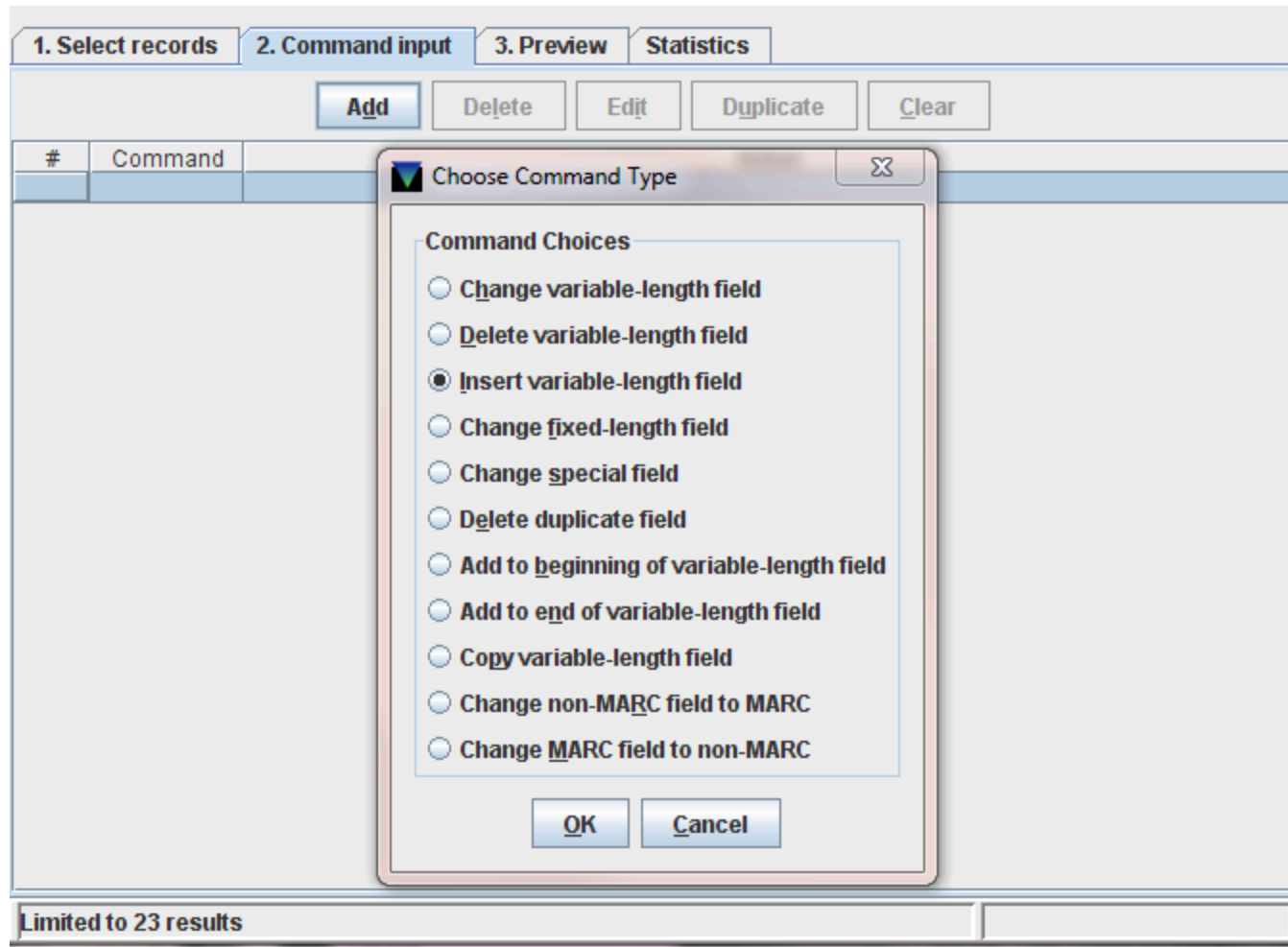| Review ▼ | Review file: | replaceEAST(07-11-2016) (23) (Item Records) ▼ | Search |

#			BARCODE	🖶 # ENTRIES
☑	1	i	35239003914846	1
☑	2	i	35239004003318	1
☑	3	i	35239004013697	1
☑	4	i	35239004014539	1
☑	5	i	35239004016039	1
☑	6	i	35239004019348	1
☑	7	i	35239004019355	1
☑	8	i	35239004019496	1
☑	9	i	35239004020098	1
☑	10	i	35239004020114	1
☑	11	i	35239004020122	1
☑	12	i	35239004020148	1
☑	13	i	35239004020155	1
☑	14	i	35239004020478	1
☑	15	i	35239004021625	1
☑	16	i	35239004023746	1
☑	17	i	35239004024454	1

| 23 Selected Entries | Limited to 23 results | Total : 23 Groups, 23 Entries |

- Click on Command Input and Add
- Insert variable-length field, then OK

- Enter the 583 1_ |acommitted to retain|c20160815|d20310815|fEAST|uhttp://eastlibraries.org/retained-materials|5{marc organization code}|zEAST

- You may also add internal notes (e.g. EAST Retention requirements: only one copy needs to be retained) to the 583 |x
- Click OK

- Click on Preview

	#	Record	Data
✔	1	i13534245	Insert y - "5831 |acommitted to retain|c20160815|d20310815|fEAST|uhttps://blc.org/east-project|5NLouvS"
✔	2	i13626000	Insert y - "5831 |acommitted to retain|c20160815|d20310815|fEAST|uhttps://blc.org/east-project|5NLouvS"
✔	3	i13635050	Insert y - "5831 |acommitted to retain|c20160815|d20310815|fEAST|uhttps://blc.org/east-project|5NLouvS"
✔	4	i12660565	Insert y - "5831 |acommitted to retain|c20160815|d20310815|fEAST|uhttps://blc.org/east-project|5NLouvS"
✔	5	i12913121	Insert y - "5831 |acommitted to retain|c20160815|d20310815|fEAST|uhttps://blc.org/east-project|5NLouvS"
✔	6	i10520247	Insert y - "5831 |acommitted to retain|c20160815|d20310815|fEAST|uhttps://blc.org/east-project|5NLouvS"
✔	7	i12546501	Insert y - "5831 |acommitted to retain|c20160815|d20310815|fEAST|uhttps://blc.org/east-project|5NLouvS"
✔	8	i12638870	Insert y - "5831 |acommitted to retain|c20160815|d20310815|fEAST|uhttps://blc.org/east-project|5NLouvS"
✔	9	i11307985	Insert y - "5831 |acommitted to retain|c20160815|d20310815|fEAST|uhttps://blc.org/east-project|5NLouvS"
✔	10	i11506222	Insert y - "5831 |acommitted to retain|c20160815|d20310815|fEAST|uhttps://blc.org/east-project|5NLouvS"
✔	11	i10081914	Insert y - "5831 |acommitted to retain|c20160815|d20310815|fEAST|uhttps://blc.org/east-project|5NLouvS"
			Insert y - "5831 |acommitted to retain|c20160815|d20310815|fEAST|uhttps://blc.org/east-pr

1. Select records   2. Command input   3. Preview   Statistics

View All Entries ▼ Process

Complete   Limited to 23 results   23 Records

- Click on Process if finished or Click on Command input to add additional fields to the item records, depending on your institution's preferences

4. Check your work.

Bib Record · i10520247

File Edit View Go Tools Window Help

| Insert | Save | View | Edit | Summary | Export | Print | Close |

b10495526

AUTHOR   Coughlan, Neil, 1938-
TITLE   Young John Dewey : an essay in American intellectual history / Neil Coughlan.
CALL #   B945.D44 C63 1975

LOCATIONS   2ndfl

| Summary | Record i10520247 | 0 Item-Level Holds | 0 Bib-Level Holds |

i10520247   Last Updated: 07-27-2016   Created: 01-31-1996   Revisions: 15

COPY #	1	LCHKIN	- -	LOCATION	2ndfl SECOND FLOOR
ICODE1	0	INVDA	- -	LOANRULE	0
ICODE2	-	# RENEWALS	0	STATUS	- AVAILABLE
I TYPE	0 Circulating Items	# OVERDUE	0	INTL USE	0
PRICE	$0.00	ODUE DATE	- -	COPY USE	0
OUT DATE	- - :	IUSE3	0	IMESSAGE	
DUE DATE	- -	RECAL DATE	- -	OPACMSG	-
PATRON#	0	TOT CHKOUT	0	YTDCIRC	0
LPATRON	0	TOT RENEW	0	2YRCIRC	0

y   583 1   committed to retain|c20160815|d20310815|fEAST|uhttp://eastlibraries.org/retained-materials|5NLouvS|zEAST
b   35239004019348

Start Over   Save Record   MARC Display   Another Search   (Search History) ▼

RECORD # ▼   b1049552   Search

☐ *Limit search to available items*

Author	Coughlan, Neil, 1938-
Title	Young John Dewey : an essay in American intellectual history / Neil Coughlan.
Imprint	Chicago : University of Chicago Press, 1975.

LOCATION	CALL #	NOTE	STATUS	
SECOND FLOOR	B945.D44 C63 1975		AVAILABLE	EAST

Full Record   **More Details**   **Similar Subjects**   **Copy Status**

Call #	B945.D44 C63 1975
Phys. Description	xii, 187 p. ; 23 cm.
Bibliog.	Bibliography: p. 181-182.
Note	Includes index.
ISBN	0226116042 :

Author	Coughlan, Neil, 1938-
Subject	Dewey, John, 1859-1952.
	Siena Donor: Boisvert, Ph.D., Raymond D.