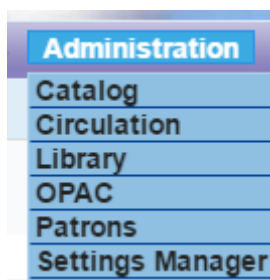
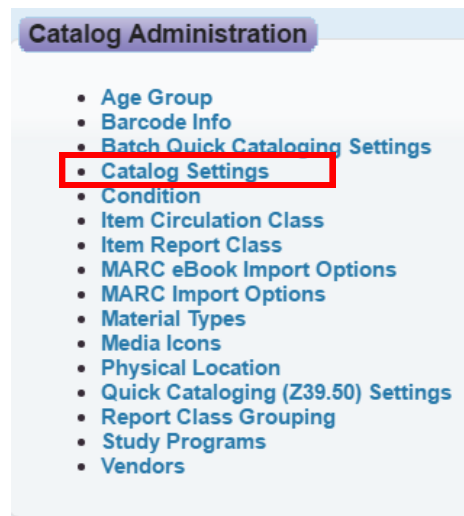


# Configuring the catalog setting for options related to Call Numbers, locations, and more.



1. Go to Administration on the menu bar
2. Click Catalog
3. Click Catalog Settings



Enable Call Number Generation: Yes: ☒ No: ☐

Call Numbers can be automatically generated from imported MARC records or bibliographic information (like author's name or title); they can also be customized. Click **Yes** to enable; otherwise, click **No**. Disabling defaults to the item's cutter number.

Default Uppercase On Call Number Generation: Yes: ☒ No: ☐

This option capitalizes any letters in an Atrium-generated Call Number but does not affect numerals. Click **Yes** if you want Atrium-generated Call Numbers in uppercase; otherwise, click **No**.

\*\*\* Use First  Characters Of Author's Last Name In Call Number Generation

This tells Atrium how many characters of an author's last name to use when creating a Call Number.

\*\*\* Use First  Primes From Dewey Decimal To Create Call Number

This tells Atrium how many prime marks to remove from the Dewey Decimal number when creating a Call Number. The default is 1.

\*\*\*These settings only display if the **Enable Call Number Generation** option is *enabled* and the **Use Library Of Congress Call Numbers** option is *disabled*.

Only Copy Call Number For Non-Fiction:

Yes: ☐ No: ☒

This setting tells Atrium to only copy Call Numbers that begin with numerals. Click Yes to only copy Call Number for non-fiction; otherwise, click No.

Use Library Of Congress Call Numbers:

Yes: ☐ No: ☒

This option tells Atrium to use Library of Congress Call Numbers during a MARC import.

Default To Next Available Barcode For Holdings:

Yes: ☒ No: ☐

This setting tells Atrium to generate the next available holdings barcode. Atrium will assign holding barcodes in sequential order. Click no to manually add the holding barcode.

Display Holdings Before Bibliographic:

Yes: ☒ No: ☐

Whenever you look up an item in your database, the list of holdings will display above bibliographic CORE information on the Edit Item: Bibliographic Record form. Click no to have the holding displayed at the bottom of the record.

**Edit Item : Bibliographic Record**

Save Delete Make Copy Study Program

Extended Title: Hatchet / Gary Paulsen.

Title: Hatchet

This Is A Brief Record: ☐ Remove Record After Check In: ☐

**Active Holdings (1)**

Barcode	Call Number
70012933	Fiction Paulsen

Core

Age Group: Students

Material Type: Book

Author Type: Personal Name

Author's Name: Paulsen, Gary.

Author Dates:

Source: JQW

Publisher: Simon Pulse,

**Edit Item : Bibliographic Record**

Save Del

Extended Title: Hatchet / Gary Paulsen.

Title: Hatchet

This Is A Brief Record: ☐ Remove Record After

**Core**

Dust Jacket

Upload Dust Jacket: Choose File No file chosen

Thumbnail

Upload Thumbnail: Choose File No file chosen

URL

Save Delete

**Active Holdings (1)**

Barcode	Call Number
70012933	Fiction Paulsen

Display Physical Location Where Applicable:


Yes: ☒ No: ☐

### Review Item

Title: Hatchet

Author: Paulsen, Gary.

[Patron Reviews/Ratings](#)

Barcode: 00005079 


Cost: 12.95

Call Number: JF Pau


Physical Location: Main Library

Atrium shows you exactly where an item is, displaying the Physical Location in your library, such as Main Library or Children's library. If you are a centralized library the branch will display.

1.



**Hatchet**  
by Paulsen, Gary. - 1987 - Copies: 1 of 1 available  
Just for boys presents Hatchet  
After a plane crash, thirteen-year-old Brian spends fifty-four days in the Canadian wilderness, learning to survive initially with only the aid of a hatchet given him by his mother, and learning also to survive his parents' divorce.  
AP - Reading Level: 6.1 Print: 6.0 Interest Level: blank



IN (at Main Library)

Check Items Order During Inventory:

Yes: ☐ No: ☒

This option tells Atrium whether or not to record items found out of order during inventory. Choosing YES adds [Calculate Out Of Order](#) to your inventory screen .

This option will be very beneficial if your shelves are in strict call number order.

Authority Check Ignores Trailing Period:

Yes: ☒ No: ☐

When enabled, Atrium disregards any trailing periods when checking records. When disabled, Atrium requires an exact match, meaning the authority record and the bibliographic record must have the same trailing period for the subject or name. To ignore trailing periods, click **Yes**; otherwise, click **No**.

Quick Cataloging Method: First MARC Match: ☐ Most MARC Content: ☒

When you use basic **Quick Cataloging** (search by ISBN) to import bibliographic records, you can choose your preferred selection method.

MARC Cleaning Preferences:

[Edit Cleaning Preferences](#)

When importing or exporting MARC records, you can tell Atrium to remove specific tags you do not need. After saving other changes on this form, click Edit Cleaning Preferences to open the MARC Cleaning Preferences form and specify tags to be removed or preserved when importing or exporting records.

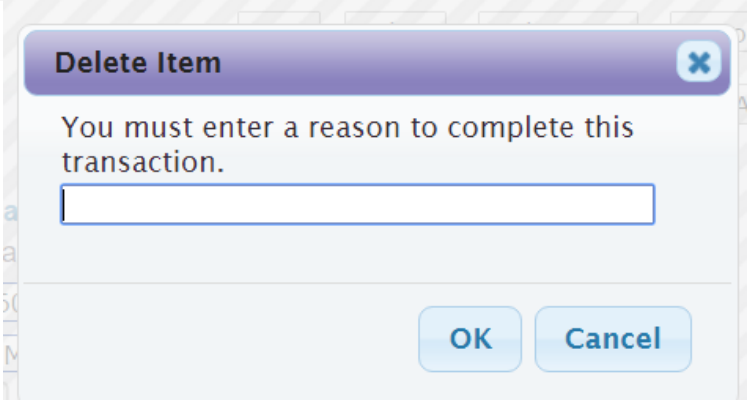
Export Book Systems Item ID In 035 MARC Field: Yes: ☐ No: ☒

When enabled, Atrium places the BSI Item ID into the 035 field for MARC record exporting. Some companies your library deals with may prefer a *unique* ID for records that you share. Click **Yes** to use this export option; otherwise, click **No**.

Require Reason To Delete Items:

Yes: ☒ No: ☐

When enabled, workers must specify a reason when deleting an item using the **Holding Record** form or the **Delete Holdings** form. Click **Yes** to require workers to explain a deletion; otherwise, click **No**. By default, this option is disabled.



**Delete Item**

You must enter a reason to complete this transaction.

OK Cancel

## Contact Book Systems

If you have a question this document does not answer, please contact Book Systems' Technical Support Staff.

Regular business hours are Monday through Friday, 7 a.m. - 7 p.m. Central Standard Time.

## Technical Support Hotline

Email [support@booksys.com](mailto:support@booksys.com)

- Call (888) 289-1216