

Batch Change Item Records

Institution: _____ Date: _____

Name of individual completing form: _____

Phone: _____ Email: _____

Instructions: Enter the Sublibrary/Collection, Item Status, and Item Processing Status codes for the existing item records and then enter updated information for the new item records. Add "Remove" in the new Item Processing Status field to remove the field.

	Existing Item Records	Proposed New Item Records
Sublibrary/Collection		
Item Status		
Item Processing Status		

Description of desired change (e.g., remove item processing status):

FORM SUBMISSION INSTRUCTIONS

Step 1: Initial Requestor

Send the completed form to your Institution Contact for review and approval. The form will be delivered by email as a PDF attachment.

Institution Contact Email: _____

Step 2: Institution Contact

Enter your name below to indicate approval and submit the form to the Help Desk. Note: The form must be sent from the email address on file for the Institution Contact.

Institution Contact Name: _____