

Millennium/Sierra Batch Records Update

Example from EAST Retention Library

1. Load records you want to add disclosure notes to into Millennium Create Lists
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|)
 - a. Access Global Update in Millennium
 - b. 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

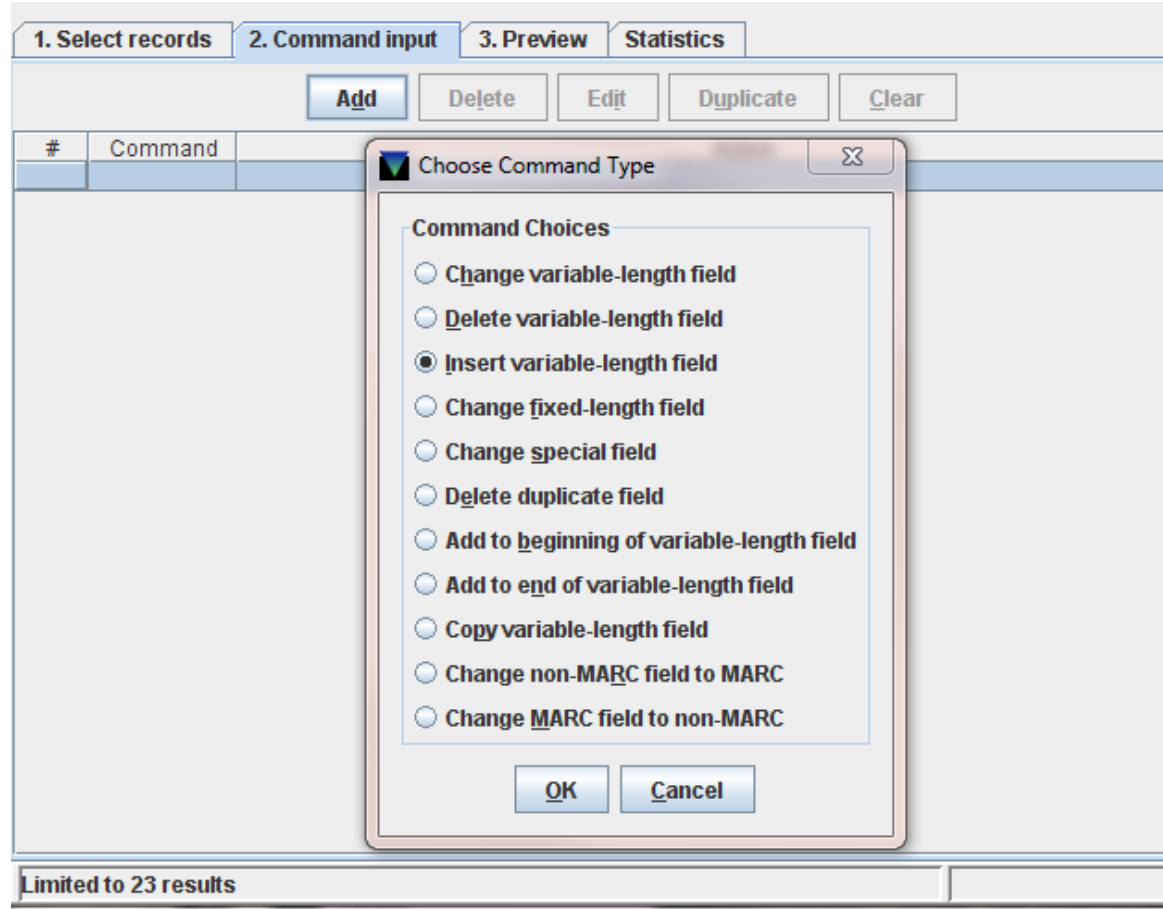
BIBLIOGRAPHIC AUTHORITY PATRON ITEM ORDER CHECKIN COURSE

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

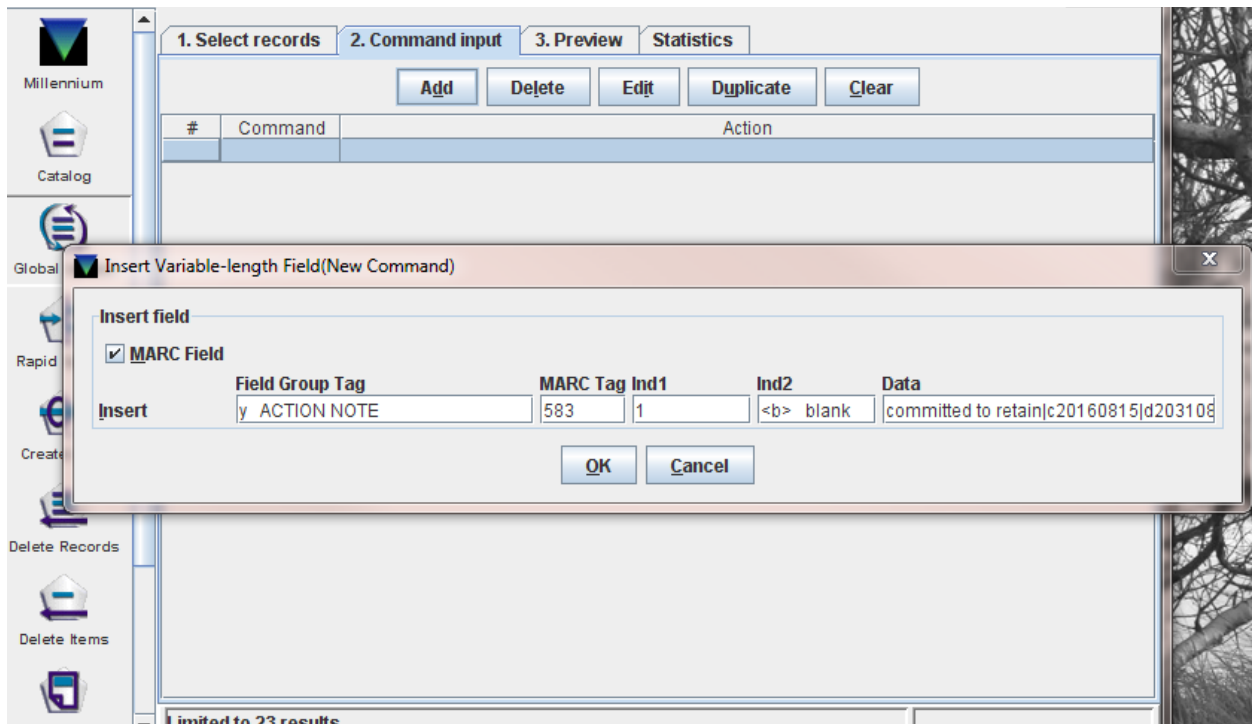
#		BARCODE	# ENTRIES	
<input checked="" type="checkbox"/>	1	i	35239003914846	1
<input checked="" type="checkbox"/>	2	i	35239004003318	1
<input checked="" type="checkbox"/>	3	i	35239004013697	1
<input checked="" type="checkbox"/>	4	i	35239004014539	1
<input checked="" type="checkbox"/>	5	i	35239004016039	1
<input checked="" type="checkbox"/>	6	i	35239004019348	1
<input checked="" type="checkbox"/>	7	i	35239004019355	1
<input checked="" type="checkbox"/>	8	i	35239004019496	1
<input checked="" type="checkbox"/>	9	i	35239004020098	1
<input checked="" type="checkbox"/>	10	i	35239004020114	1
<input checked="" type="checkbox"/>	11	i	35239004020122	1
<input checked="" type="checkbox"/>	12	i	35239004020148	1
<input checked="" type="checkbox"/>	13	i	35239004020155	1
<input checked="" type="checkbox"/>	14	i	35239004020478	1
<input checked="" type="checkbox"/>	15	i	35239004021625	1
<input checked="" type="checkbox"/>	16	i	35239004023746	1
<input checked="" type="checkbox"/>	17	i	35239004024454	1

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

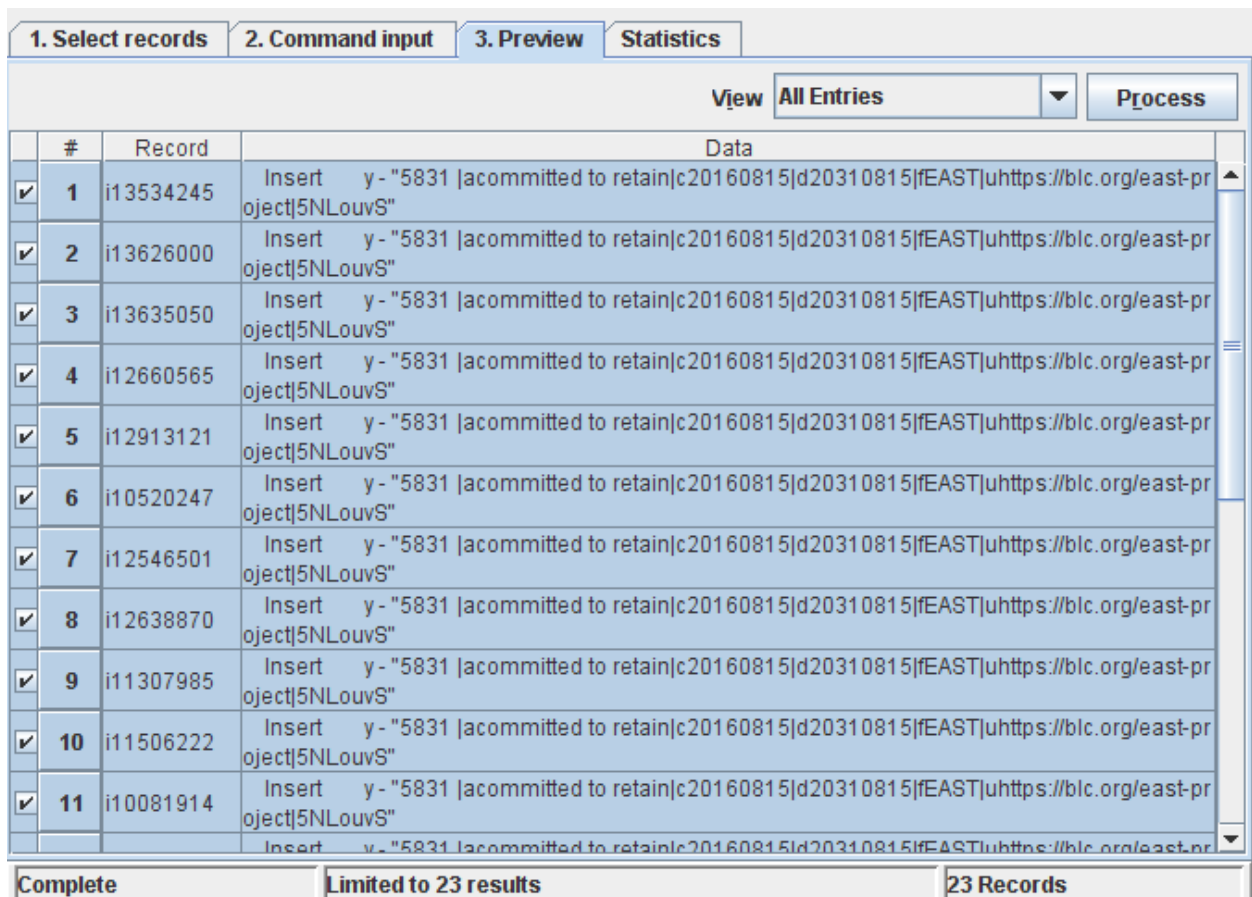
- c. Click on Command Input and Add
- d. Insert variable-length field, then OK



- e. Enter the 583 1_ |acommitted to retain|c20160815|d20310815|fEAST|uhttp://eastlibraries.org/retained-materials|5{[marc organization code](#)}|zEAST
- f. You may also add internal notes (e.g. EAST Retention requirements: only one copy needs to be retained) to the 583 |x
- g. Click OK



h. Click on Preview



- i. 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	ZYRCIRC	0

y 583 1 committed to retain|c20160815|d20310815|FEAST|<http://eastlibraries.org/retained-materials>|5NLowS|zEAST
 b 35239004019348

ILiad | ConnectiY | E-books

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.](#)