

## CHANGING AN ITEM'S STATUS IN THE VOYAGER RECORD

- Open Voyager Catalog program, either from the desktop or Start->Programs->Voyager->Catalog.
- If you don't have a Voyager login, use:  
Operator ID: prom                      password: tic3tac
- At the prompt, select “.TECH SERVICES CATALOGING” and click OK.
- Open item record:
  - Search by barcode: Record menu -> Retrieve by barcode  
**OR**
  - Click Search button at top and do your favorite search for the bibliographic record, then
    - Click “Get Hldgs” at top
    - Highlight the copy with location “Archives [noncirc]”
    - Click “Retrieve”
    - Click “Get Items” at top
    - Choose item from list and click “OK”
- Click “Edit Item Status” (line graph) button
  - Use the red arrow button to remove any or all current status(es). Use the blue arrow to add a status or statuses from the Status List below.
  - Click OK when finished.
- Click “Save to DB” (sailboat) button.
- Close all records and repeat as necessary.
- Close Voyager Catalog.