AFO 125 – Automatically generate shelfmarks

125.1 Introduction

Use this procedure to create the parts of the call number that you want to generate automatically when needed. For this purpose a sequence number is added to a string of characters.

When you enter a shelfmark that starts with a string of characters defined in AFO 125 followed by a "@" optionally followed by the rest of the shelfmark, the system will increase the sequence number defined in AFO 125 and replace the "@" with the sequence number.

This method is very useful for automatically assigning shelfmarks for closed stacks etc.
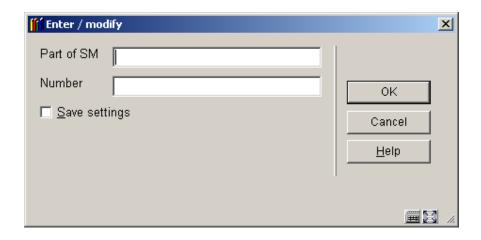
Notes

The system does not check if the generated shelfmark is unique. If you were to decrease the sequence number of a certain string in AFO 125 the system would reassign those numbers.

The characters strings entered in AFO 125 must be exact, that is they must include spaces, upper/lower case etc. The table in AFO 125 is location specific, so you can define different sequences for each location.

125.2 Set up of automatically generated shelfmarks

After choosing AFO 125 a form will be displayed (if you have already defined codes an overview screen of existing codes will be displayed).

Fields on this screen

Part of SM: enter the characters that you want to use as part of the automatic shelfmark. Be sure to use a combination of characters that has not already been used in the Automatic shelfmark designation window.

Note

You can also define [Sublocation] as part of the shelfmark. When the entry is specified as [XXX] yyyy, then the matching is done as follows: XXX is the sublocation code and yyyy is the string for the classification portion of the shelfmark.

Number: enter the number that you want to use in combination with the characters that you entered in the previous field, and as a starting number for the automatic shelfmark series

Click **OK**. The overview screen is redisplayed.

- **Document control - Change History**

Version	Date	Change description	Author
1.0	unknown	Creation Delivered as part of build 17 set	
2.0	March 2007	update for sublocation definition	