

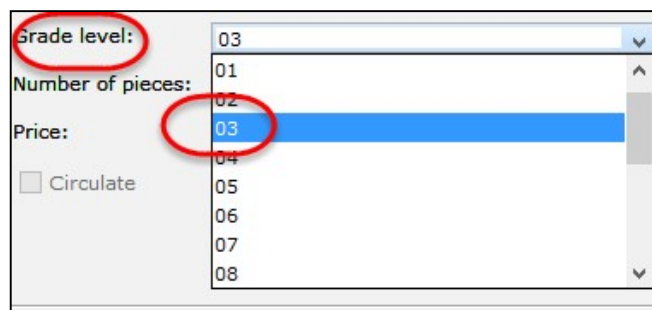
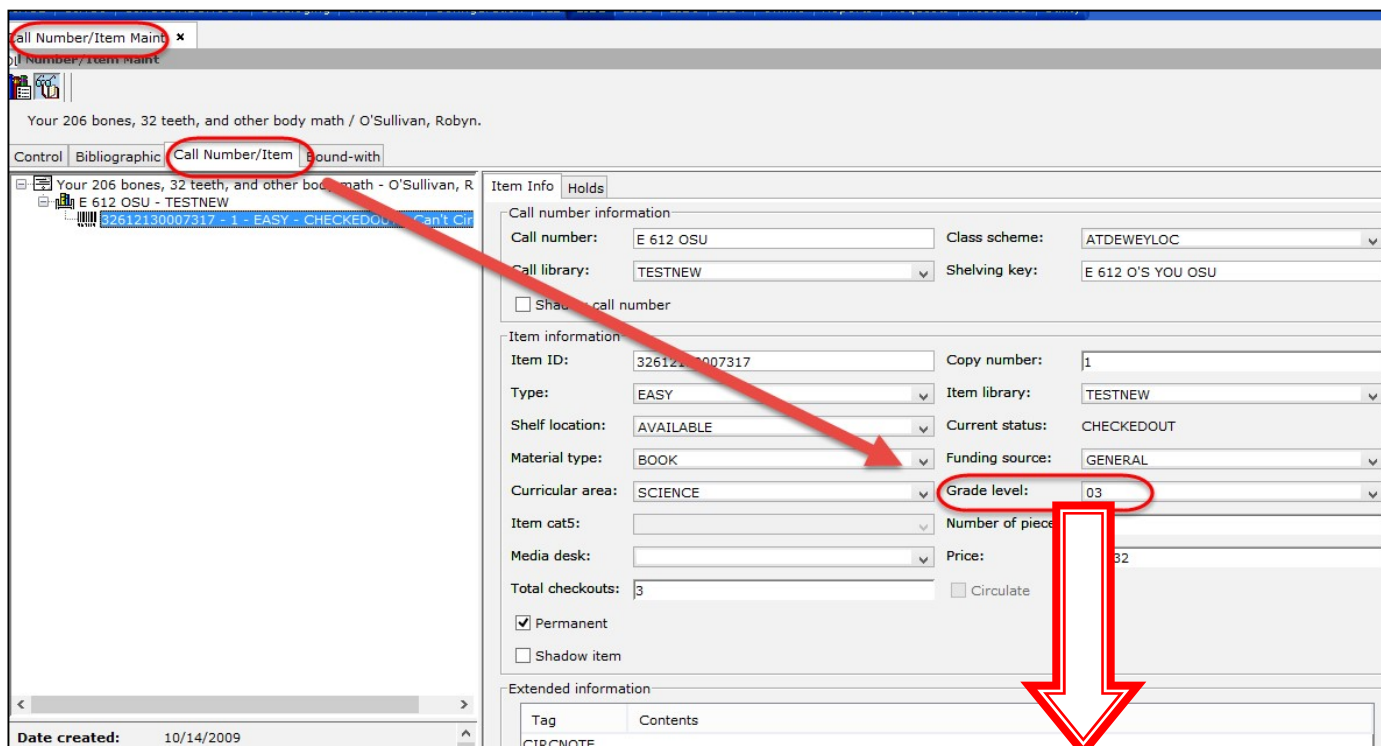
Grade Level Policy

Grade Level policy on the item record denotes an item's suggested grade level for collection management and statistical analysis.

Grade Level selections are standard for all INFOhio libraries. (May also be blank.)

To edit or add a **Grade Level** policy to an item record:

1. Use Call Number/Item Maintenance wizard – **search** for the specific item you wish to edit
2. **Select** MODIFY then go to **Call Number/Item** tab
3. With specific item record displayed, **edit or add** desired Grade Level policy, **select** from “drop-down” list:



Standard Grade Level policies:

Name »	Description
01	01
02	02
03	03
04	04
05	05
06	06
07	07
08	08
09	09
10	10
11	11
12	12
ES	Elementary School
HS	High School
KG	Kindergarten
MS	Middle School
UG	Ungraded
UNKNOWN	