Cheat sheet for Weeding Project

TRANSFER TO ANNEX
Search the title in Item search and display, if no other copy in NBL libraries then
Use Maintaining Call numbers and items wizard.
Change library to ANNEX
Discharge to put in-transit
Click on Maintain Existing Titles button
Add a 928 note: |lANNEX|aTransferred from LSM (or if any other library) with date
and initials
For serials print out RED BOOK and send with NOTE: MARC HOLDINGS NEEDED
For titles with a brief record going to the ANNEX, add a 500 note: NBINV
(All books going to the ANNEX should have the location as STACKS)

TRANSFER TO ANNEX (MISSING)
Charge book to MISS-LSM
Use Maintaining Call numbers and items wizard.
Enter Circulation note: LOCALMAINT; Transfer to ANNEX when found with initials
and date

WITHDRAWS
If last copy with a full record (check date in date catalogued field in control tab)
Charge to BATCHWITH patron
Keep with withdrawn books, systems will delete the record
If last copy has a brief record, check date cataloged in control tab.
If NEVER, just withdraw the item using the Delete button.
Record will automatically be removed

WITHDRAW (MISSING)
Charge book to MISS-LSM
Use Maintaining Call numbers and items wizard.
Add Circulation note: LOCALMAINT; WD when found with initials and date

GEACLOST ITEMS
If the book is Geaclost
Charge to BATCHWITH patron

GENERIC BARCODES
Books with generic barcodes usually do not exist
Check shelf to verify
Delete from record if not found

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