

## **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: |1ANNEX|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Keep with withdrawn books, systems will delete the record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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