Training Procedures for New Students working on Reclassification
Feb. 22, 2005 / MAW

Part I   Identifying books and search & save

- Take the student (and a book truck) upstairs to the range being reclassified
- Look at the circulation record in the back of each book and separate them into one of two categories loading them all on to the truck
    - Books that have circulated since 1990 will be reclassified.
    - All others must be check in BCL (by a student) and evaluated by the librarians
- Fill a truck and bring it down to Technical Service Dept.
- Pull shelflist cards including multiple cards and holding cards and put them in each book.
- Verify shelflist cards are correct with accession number back of book
- Remove circulation card
    - Recycle cards from books that have not circulated
    - Shred cards from items that have circulated for privacy purposes
    - As work progresses turn down the book to indicate that work has been completed on that volume
- Search for records in Voyager and save them to a file on the Q drive. (This file must be set up for each new student)
    - Teach search and save technique
    - Saved record needs to be for the correct book
        - About 1/3 do not have item records (so barcode scanning often doesn't work)
        - Need to check 100, 245, 260 and possible 300
    - Use the technique File/Save as/numbers (giving each lot a unique number number)
    - She has a log (Date, Lot number, Titles, items)
    - Put number of lot on first book

Cataloging and reclassification done – not done by student
- **Assign notes – see part III**

Part II Black out label on spine
- Black out entire label
- Cross out old call number and access number on back of book
- Put new circ slip in the back if necessary

Part III - Labeling procedure (These procedure are online)
- Look for notes. (Ex: volume transferred to a different collection, remove dust cover, repair, too many call labels - pull off one).
- Place long pocket label in back (usually on endpage, not the cover, but don't cover info)
- Spine label should not wrap around spine. If it does, put it on the front.

- Cover spine label with tape, unless it is on the front then use a clear label.
- Applying the spine label. Adhere label from front of book, through the gutter, to spine, through the gutter and to back. Otherwise label doesn't stick in gutter.
- Front label – start at gutter, unless ridge (from paper cover) on books then start on ridge.

Part IV – Linking (different from new book linking, because have item linking)
- Open work file
- Bring up first record check options (marc and authority validation should be off – record has been saved pref is on)
- Bib record is blue, holding brown with yellow writing, item is white.
- Save record to database (All icons will light up)
- Pull up holding. Spine label must match
- Get items. Match barcode number with last few numbers
- Click on status (lightening bolt). Take off status if at bindery or cataloging review, other notes need to talk to supervisor.
- **Clean up notes??? Susan wasn't doing this but we could do it.**
- If enumeration is part of call number, eliminate it.
- If enumeration is not part of call number, need to put it in enumeration
- Save and close item only.
- Do a barcode scan to check your work. (Can change barcode by clicking on ellipsis)
- If changed, check by rescanning.
- Put book on truck with spine down.
- Get a count for statistics. Number of reclassifications and links should be same.
- Deliver truck to circulation.

Notes:

1) Q drive Library/TechnicalServices/CatalogingWithdrawalStatistics

2) For new students you need to call IT to get them authorization as KU workers and get access to the P & Q drive.