RECLASSIFICATION OF DEWEY SPEC COLL SERIALS TO LC ARK COLL SERIALS

A.  SHELFLIST:

1. Pull the shelflist cards to verify holdings and locations.
2. Convert all holdings from the shelflist and also any volumes received post-InfoLinks.

B.  INFOLINKS BIBLIOGRAPHIC RECORD:

1. Edit the call number field.
2. Change location fixed field to "arkco"
3. Change location label in "LIB HAS" note to ARK COLL:.  
   (NOTE: Add the "LIB HAS" note if not present.)
4. Add a 947 note: "Reclassed from A .....", initials. date.

C.  INFOLINKS ITEM RECORDS AND LABELING:

1. Delete smart item records and recycle the spco barcode labels.
2. Coordinate with Rose about the relabeling, then retrieve the volumes from Special Collections, explaining that the title will be relabeled in LC call number.
3. When the volumes are in cataloging, create item records for each volume and apply barcodes to the acid free strips. If there are missing volumes, create an item record with the status "m" and make printouts for Special Collections. [NOTE: sometimes a call number label does not have the correct enumeration.]
4. The volumes should be relabeled and returned by the next work day.

D.  OCLC UNION LIST SYSTEM:

1. Retrieve the local data record for the Special Collections copy.
2. Correct the location code from AFUI to AFUP.
3. Correct the CLNO field from the Dewey call number to the LC call number.

E.  RECLASSIFICATION NOTICE:

1. Make a printout of the bib record with the LC call number and 947 note highlighted and attach to the volumes that you are returning to Special Collections.
2. If the serial has a checkin record, send a copy of the reclassification notice and a bibliographic record printout to the appropriate LAT in the Serials Dept. Mark RUSH in red.

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