Volumes are scanned into lists and relabeled

Trucks are built and labeled according to final destination and logged into transfer log with status CAT (Cataloging)

Items previously in REF with location MAIN will be in MAIN or Compact Storage. Please refer to the transfer log in the Circ Workroom for a precise location.

Items previously in REF with location LISA will be in LISA or Compact Storage. Please submit a storage request through InfoLinks and we will retrieve the item.

Items with location REF but not in REF will be in Cataloging.

Items with location REFCM will be in REF Compact Storage.

"P" items scheduled for "Temporary Level - 4" location will move directly to their location on Level 4.

Trucks are logged into transfer log with status CMPT (Compact Storage)

Volumes are shelved in specific areas according to final destination

Measuring and shifting

Trucks are rebuilt and logged into transfer log with status MAIN or LISA

Volumes are scanned into lists and relabeled

Trucks are built and labeled according to final destination and logged into transfer log with status CAT (Cataloging)