

Z8000 Project Workform

Use this form to track work on reference books being re-classed and sent to the stacks. Keep this form with the truck of books. Put a check in the right-hand box as tasks are completed.

DATE:

(sks) Reclassed, status changed to g.	
(sks or sa) Pulled.	
(sks) Bib list of status g, location btsr, created from base list: 40. sks 3/24/2011 Z8000 to reclass (590 records) Name of list: _____ Create List number: _____ Number of bibs: _____	
(sks) Item list created from bib list. Name of list: _____ Create List number: _____ Number of items: _____	
(sks) Bib location (26) changed to btsb.	
(sks) Item itype (61) changed to 0 _____ Item location (79) changed to btsb _____	
(sks) Call number written on title page and item queued.	
(sa) Books re-labeled.	
(sa) Ref stickers removed, covered by new label, or covered by blank label.	
(sa) Ref bookplates covered with regular bookplates.	
(sks) Books measured for oversize and manually updated.	
(sks) Item status changed from g to –	
(sks) Item list deleted.	
(sks) Bib list deleted.	