

Batch Weeding Workform: LC-classed monographs

Use this workform to track work on discarded monographs. Complete entries in the table as the work is being done.

DATE:

<p>1. Create list of items using the hand held scanner. Number of items on this list: _____</p> <p>Name of item list: _____</p>	
<p>2. Create bib list from item list.</p> <p>Name of bib list: _____</p>	
<p>3. Run Stat report on item list for item codes. _____</p> <p>Do any have itype 6 or itype 5? _____</p> <p>Confirm recycle/offer status for Maine docs/Gov docs. _____</p>	
<p>4. Run Stat report on item list for bib codes. _____</p> <p>Do any have bcode3 a? _____</p> <p>Weed workform started. _____</p>	
<p>5. Change item status (88) to w _____. Change icode2 (60) to w. _____</p>	
<p>6. Suppress Bib records. _____ Bcode3: _____</p>	
<p>7. Prep Bib list for OCLC: Sort by OCLC number. Non-OCLC removed: _____</p> <p>Dedup this list. _____ Number of records: _____</p>	

8. Send Bib list to OCLC to delete holdings (run code is P000793). ____	
9. Confirm deletions on OCLC batch report webpage. ____ Notes:	
10. Confirm no blind headings for cataloging initials. Delete items/bibs from the catalog, using the item list. ____	
11. Run heading reports for blind references. Update authority records from blind headings with deletion code. ____ Number suppressed: _____	
12. Look at the bib list in Create List function. If any bib records remain on the list, trouble shoot. _____	
13. Delete Bib list/Item list from Create Lists function. ____	
14. Reinstitute batch-delete code as valid for use. _____	
15. File workform. ____	