

Batch Weeding Workform: Cataloged Government Documents

Use this workform to track work on discarded gov doc monographs. Complete entries in 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 OR Start here, creating a bib list in Millennium via some other search:</p> <p>Name of bib list: _____</p>	
<p>3. Change item status to w _____. Change icode2 to w. _____</p>	
<p>4. Suppress Bib records. _____ Bcode3: _____</p>	
<p>5. Prep bib list for OCLC: Sort by OCLC number. _____ Non-OCLC removed: _____</p> <p>Dedup this list. _____ Number of records: _____</p>	
<p>6. Send bib list from Step 4 to delete OCLC holdings (run code is P000793). _____</p>	
<p>7. Confirm deletions on OCLC batch report webpage. _____</p> <p>Notes:</p>	

<p>8. Confirm no blind headings for cataloging initials.</p> <p>Delete items/bibs from the catalog, using the item list. _____</p>	
<p>9. Run heading reports for blind references.</p> <p>Update authority records from blind headings with deletion code. _____</p> <p>Number suppressed: _____</p>	
<p>10. Look at the bib list in Create List function. If any bib records remain on the list, trouble shoot. _____</p>	
<p>11. Delete Bib list/Item list from Create Lists function. _____</p>	
<p>12. Reinstigate batch-delete code as valid for use. _____</p>	
<p>13. File workform. _____</p>	