

Batch Weeding Workform: Cataloged Government Documents netr

Use this workform to track work on the SuDoc netr withdraw project. Complete entries in table as the work is being done.

DATE:

<p>1. Create list of netr bib records within a specific SuDoc classification range. Name of list: _____ Number of records: _____ List name sent to LaVerne. _____ List returned from LaVerne. _____</p>	
<p>2. Change name to an sks list. _____ Name of list: _____</p>	
<p>3. Sandi peruses list. _____ Number of records: _____ Sort list by 086 _____ List to Sandi's e-mail: 086 245 apnb 074 _____</p>	
<p>4. Prep list for OCLC. Sort by OCLC number. Non-OCLC removed: _____ Dedup list. ____ Number of records: _____ Sort by cat date: _____ Cat Date range: _____</p>	
<p>5. Send list to delete OCLC holdings (run code is P000793). _____</p>	
<p>6. Confirm deletions on OCLC batch report webpage. _____</p>	

<p>7. Confirm no blind headings for cataloging initials, otherwise use system initials.</p> <p>Delete bibs from the catalog. _____</p> <p>Update authority records from blind headings with deletion code. ____</p>	
<p>8. Look at the bib list in Create List function. If any bib records remain on the list, trouble shoot. _____</p>	
<p>9. Delete Bib list from Create Lists function. _____</p>	
<p>10. File workform. _____</p>	