

Weed (GovDocs Cataloged and Uncataloged)	
<i>Enter check mark in box as each task is completed. Keep the documents in order on the truck. Initials sa = Student Assistant. If Not Offering, cross out non-applicable boxes.</i>	
(sg) Examine contents of truck. Barcoded and unbarcoded items are differentiated in some way.	
(sg) Assign Offer List number: _____ OR Not offering: _____	
Cataloged items (i.e., with barcodes)	Uncataloged items (i.e., no barcodes)
(sa) Create a list in Millennium, using the wireless scanner. Name the list using this format: sks [date] [list number above] Name of list: _____	(sa) Count items. Non-microfiche item count: _____ Microfiche envelope count: _____ Microfiche piece count: _____
(sks) Create an excel file. (Name of file is list number.)	(sa) Add SuDoc numbers, titles, and dates to excel file list. Number of items on completed list: _____
(sks) Withdraw items from the catalog, using batch weed workflow.	(sa) E-mail completed excel file to Sandi.
(sa) Stamp non-microfiche items withdrawn (over the depository stamp).	(sa) Stamp non-microfiche items withdrawn (over the depository stamp).
(sa) Tell Sandi that all work in previous section has been completed. Date completed: _____	
(sg) E-mail offers list. Save in Offers-List folder. Date e-mail was sent: _____	
(sg) Shelf items in shipping room, labeled with list number.	
(sg) Send wanted items.	
(sg) Recycle unwanted items.	
Notes:	