

Pre-Reshelving Procedures

- Remove books from shelf (2 rows, ex. row 1 & 2) and place on the library cart.
- Put books in order
- Open the list template file (Word) found in:

S:\Storage Refiles\Alma\Books\List template Tammy

- Fill out the info for:

Date

Row

list created by

- Add the numbering feature to the list under “Row”
- Scan item barcode from each book using the handheld barcode scanner that scans barcodes with X.
- Save as to:

S:\Storage Refiles\Alma\Books\Row x & x

File name: list_today's date (ex. list_7_12_16)

- Manually count items on cart and make sure the number matches to the list
- Print the list
- Use one scanner to scan books from one set of rows

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