

# Processing New Books from AU via Courier

We get new books from American via courier. They will have a slip that says, “WRLC: Route to Tammy, New to be added from AU”

After they arrive, scan in the books in SCF IZ then add the following message to internal note 1.

`C:\Users\beck\AppData\Local\Temp\barcode.gif`

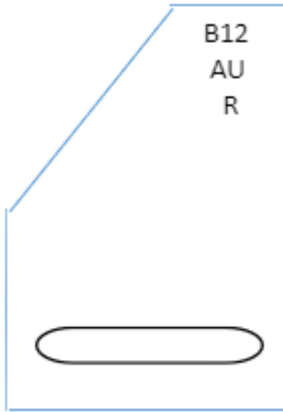
You can use the Grima tool, [\[AddInternalNote\]](#), to add the message

If a book is not found in SCF IZ, leave it on the red cart with the slip in it.

Remove the slips and give them to Tammy so they can be sent back to American.

Sort the books and place them in the trays in SCF 1, row 2, module 2 & 3, shelf 2. When starting a new tray, write down the size, library and “R” (ready) at the top right corner.

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When shelf 2 in row 2, module 1 is full with the filled trays, transfer the trays to a large gray cart then bring the cart to Tammy so the books could be processed.

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Created 29 September 2023 16:03:55 by Aaron Krebeck

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