

WRLC Storage Reshelving Procedures for BOOKS 2025

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1. Scanning Procedures

Aim scanner and press the trigger to scan each barcode

- Scan the tray location barcode on the tray then the item barcode on the book.
- If more than one book need to go in the same tray, the tray location barcode will need to be scanned again.

2. Retrieving Items from Scanner

- Plug the Opticon Scanner to the computer
- Click on OPN Companion Application
- Click on “get barcodes”
- A txt file titled “Barcodes” will automatically appear on desktop listing the barcodes that were just scanned
- Click on “delete barcodes” then “yes” to proceed ***THIS IS VERY IMPORTANT!**
- Click on “close” then close the window
- Open the “Barcodes” file and remove extra space at the end (be sure the cursor is at the end of the last barcode)
- Save the file as text to:

C:\Users\your last name\WRLC\WRLC COMMON - Documents\1_Storage
Refiles\Alma\Books\Row x & x

File name is the date that list was created

Ex. notepad_7_12_16

- Delete the “Barcodes” file ***THIS IS VERY IMPORTANT!**

3. Uploading reshelved items

Use the SCF Processing website to upload reshelved books. If you needed to leave your desk briefly, it will be a good idea to refresh the page when you comes back before starting work to ensure everything is ready to proceed.

When items have been uploaded it means:

- The message, "SCF Hold Shelf" in Internal Note 3 has been cleared
- The Item is in temporary location has been switched to "No"
- The temporary library of "WRLC - Shared Collections Facility" has been removed
- The temporary location of "SCF Hold Shelf" has been removed

On the main menu of the SCF Processing website, go to "Refile Processing" then click on "Home".

Do Step 2 to perform upload of the reshelved items. Click on "Bulk".

Step 2: Tray verification and reshelving in SCF

Upload a .txt file from the mini-scanner, verify the information, and update:

- Internal Note 3 - ""
- In temp location - "false"
- temp library - ""
- temp location - ""

Bulk **Single**

Select the file that was just created after uploading the items from the portable scanner.

Click on "Preview Records from File"

Upload Barcode File

Choose .txt file:

Browse... Notepad 2_11_25.txt

Preview Records from File *Be patient. It can take time to load a large list of item records.*

Item Details

Tray Barcode	Title	Item Barcode	Internal Note 3	Status
R15M08S27T04 - Match	Berdyaeв's philosophy: the existential paradox of freedom and necessity, a critical study;	31194000899157X		Item Checked In
R16M24S11T02 - Match	Mystic dreamscapes : the art of Basil Alkazzi /	32882014505559X		Item Checked In
R15M02S03T08 - Match	Book of Ki : co-ordinating mind and body in daily life /	31194010671273X		Item Checked In

Item Count: 3

[Proceed](#) [Clear](#)

PLEASE VERIFY THE ITEM COUNT...MAKE SURE THE NUMBER IS THE SAME AS TO THE WORD DOCUMENT THAT WAS CREATED WHEN DOING THE PRE-RESHELVING PROCEDURE

Click on "Proceed" to have multiple fields in Alma updated

When you see "Updated Item Details" and "Updated", it means that the item records have been updated.

Updated Item Details [Clear](#)

Tray Barcode	Title	Item Barcode	Internal Note 3	MMS ID	Status
R15M08S27T04	Berdyaeв's philosophy: the existential paradox of freedom and necessity, a critical study;	31194000899157X		99185916265904617	Updated
R16M24S11T02	Mystic dreamscapes : the art of Basil Alkazzi /	32882014505559X		99185903130804617	Updated
R15M02S03T08	Book of Ki : co-ordinating mind and body in daily life /	31194010671273X		99185922917204617	Updated

All done!

ISSUES:

1) Incorrect item barcode scanned. For example, Catholic books have both old and current barcodes:

OLD (barcode is shortened): 3053001646981

CURRENT: 30530003349875

If the old barcode was scanned and uploaded, this message will appear:

Item Details

Failed to parse loan XML response for loan details. https://api-na.hosted.exlibrisgroup.com/almaws/v1/items?item_barcode=3053001646981X&apikey=l8xxae3d148d61bf44adb5068269c2e013e

Tray Barcode	Title	Item Barcode	Internal Note 3	Status
R21M19S30T08 - Match	Oedipus the King /	30530003700861X	SCF Hold Shelf	Item Checked In
R22M03S27T01 - Match	Bulletin of the John Rylands University Library of Manchester.	39020024341094X	SCF Hold Shelf	Item Checked In

Item Count: 2

[Proceed](#) [Clear](#)

Steps to fix this:

- Click on "Proceed" so the remaining items could be updated.
- You will need to go back to the tray and get the book then give it to the supervisor.
- Make a note on the Word document

2) Item placed in the wrong tray or wrong tray location was scanned:

31194010728958 was placed in R21M19S30T08 when it should have been placed in R22M18S09T12.

Item Details

Error Recorded

Tray Barcode	Title	Item Barcode	Internal Note 3	Status
R21M19S30T08 - Match	Oedipus the King /	30530003700861X		Item Checked In
R22M03S27T01 - Match	Bulletin of the John Rylands University Library of Manchester.	39020024341094X		Item Checked In
R21M19S30T08 (from File) - R22M18S09T12 (from Alma) - Does Not Match. Error Recorded	Oxford University Summer School on Colonial Administration : St. Hugh's College, 3-17 July 1937.	31194010728958X	SCF Hold Shelf	Item Checked In

Item Count: 3

Proceed Clear

Steps to fix this:

- Click on "Proceed" so the remaining items could be updated.
- You will need to go back to the tray and get the book.
- Retrieve the slip that was in the book and put it back in the book then give it to the supervisor.
- Make a note on the Word document.

3) Internal note 1 is blank:

Tray location is missing from Internal Note 1 field.

Item Details

Tray Barcode	Title	Item Barcode	Internal Note 3	Status
R27M25S27T03 - Match	The distracted mind : ancient brains in a high-tech world /	32884003255204X		Item Checked In
Error: internalNote1 (from Alma) missing. Missing Data Recorded	The mammoth hunters /	32882022560414X	SCF Hold Shelf	Item Checked In
R27M23S14T02 - Match	The intellectual crisis in American public administration /	32777016381100X		Item Checked In

Item Count: 3

Proceed Clear

Steps to fix this:

- Click on "Proceed" so the remaining items could be updated.
- Send an email to the supervisor with item barcode.
- Make a note on the Word document.

4) Item is checked out:

Item Details

Tray Barcode	Title	Item Barcode	Internal Note 3	Status
R20M01S11T06 - Match	My dear Maria : the Cape letters and journal of Barbarina Charlotte, Lady Grey, 1857-1860 /	39020016602974X	SCF Hold Shelf	Checked Out Due: 2026-05-31T04:00:00Z Processing Data: NORMAL
R20M01S13T13 - Match	L'Empereur à la barbe fleurie : Charlemagne dans la mythologie et l'histoire de France /	39020013345262X	SCF Hold Shelf	Checked Out Due: 2026-05-31T04:00:00Z Processing Data: NORMAL
R20M02S11T13 - Match	The future that works : selected writings of A.M. Babu /	39020018885395X	SCF Hold Shelf	Item Checked In
R20M03S08T03 - Match	The archaeology of colonialism /	39020019650798X	SCF Hold Shelf	Item Checked In

When you see a pink box with the message saying, "Checked Out", send an email to the supervisor with item barcode.

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