

# 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 reshelfed items

Use the SCF Processing website to upload reshelfed 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 reshelfed 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:

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	Berdyaev'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	Berdyaev'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](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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Revision #13

Created 6 March 2025 17:12:03 by Tammy Hennig

Updated 8 May 2025 15:18:38 by Tammy Hennig