RECLASSIFICATION OF DEWEY SPEC COLL SERIALS TO LC ARK COLL SERIALS

SHELFLIST:

- Pull the Dewey call number shelflist cards to verify holdings and locations.
- Check out all volumes from Special Collections Department.
- Convert all volumes from the Special Collections Department which do not have item records.

LIBRARY CATALOG BIBLIOGRAPHIC RECORD:

- Add the LC call number field.
- Change location fixed field to "arkco"
- Change location label in "LIB HAS" note to ARK COLL:.
  (NOTE: Add the "LIB HAS" note if not present.)
- Check for 780/785 fields as it is important to check for title changes
- Check the 362 field to determine whether the issues fall within that enumeration. If they do not, there may be a title change or an error in adding labeling, etc.
- Copy the Dewey call number, use this to paste in the 947 note.
- Add a 947 note: “Reclassed from A [call number].” initials. date.
- Delete the 092 field, the Dewey call number.

ITEM RECORDS AND LABELING:

- Delete smart item records and recycle the spco barcode labels (if these are available).
- When the volumes are in cataloging, create item records for each volume and apply barcodes to the acid free strips. If there are missing volumes, create an item record with the status “m” and make printouts for Special Collections. [NOTE: sometimes a call number label does not have the correct enumeration.]
- Mark through the Dewey call number. Different types of ink were used to write the call number at times. Other times the label has been generated by a printer. Sometimes the call number has been written in pencil.
- Write the LC call number on the inside of the front cover in the upper right hand corner using a pencil. It may be necessary to erase the Dewey call number or mark it out if written in ink.
- Coordinate with Rose about the relabeling, then checkout the volumes from Special Collections, noting on the form that the title will be reclassified.
- The volumes should be relabeled and returned as quickly as possible.
OCLC UNION LIST SYSTEM:

- Retrieve the local holdings record for the Special Collections copy.
- Correct the location code from AFUI to AFUP.
- If present, delete the Dewey call number. It is not necessary to add the LC call number as the call number is no longer added to the union list record.
- Update to MARC21 holdings format as needed.