

Processing Procedures for CONstor

- I. Check each piece to be sure it has a barcode and an item record in CONSORT. Be sure that the barcode is in the CONSORT item record. If there is no item record, one must be created (often the case for bound periodical volumes).
- II. Check holdings.
 - A. If the item in hand is the only copy of this volume attached to this bib record, proceed to step III.
 - B. If there are multiple COPIES of this volume attached to this bibliographic record, ICODE1 = 500
 - C. If there already is a copy in CONStor, and the IUSE3 in that item is ≥ 30 , and your item would be ≤ 20 (see IV below), place a streamer in the piece, and proceed to step III. Otherwise do not send the item to CONStor
- III. Change the item location from the current location to the appropriate storage location code. These are:

dstor	Denison materials
kstor	Kenyon materials
bstor	Oberlin materials
ostor	Ohio Wesleyan materials
wstor	Wooster materials
- IV. Evaluate the condition of the item, and set the IUSE3 value to one of:
 - 10 - excellent condition
 - 20 – good enough condition (textblock, binding OK)
 - 30 – should be replaced, but textblock is intact
 - 40 – should be replaced, textblock compromised
- V. Set the item status to 't', either by checking the item in, or manually
- VI. Package and store in Library Storage Room
- VII. Material for CONStor will be taken to the storage facility as appropriate.