

## COLLECTION BARCODE CHECK

- **Bring a reprint cart with you and a permanent marker**
- **As you go along pulling books make sure the shelves are in order**
- **Pull every book from the shelf**
  - **Check that the book has a front barcode. If it does not place it on the reprint cart.**
  - **Check that the front barcode matches the back barcode**
    - **If the front barcode does not match, mark it with a permanent marker and place it on the reprint cart. Never mark the inside barcode.**
  - **Check the back call number and make sure it matches the spine label**
    - **If the spine call number is incorrect mark it with a permanent marker and place it on the reprint cart**
    - **If the call number is faded mark it with a permanent marker and place it on the reprint cart**
    - **If the book does not have a barcode or bib info in the back of the book place it on the reprint cart**
      - **Place the printed barcode and bib info in the back of the book.**
  - **Look over the outer labels of the book that they are straight and neat.**
    - **If the labels are not neat remove them from the book and place the item on the reprint cart**
  - **If the books are a series look them over closely. Look at the spine of the book for any numbers and make sure they are on the call number.**
  - **If the call number looks strange, put the book aside and give it to Steven.**
    - **v.195 v.1c.**  
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- **Once finished checking over the section write down the last item checked and your initial on the sheet.**