

Procedure for Transferring Material

CATALOG MAINTENANCE PROCEDURES FOR RECORDS REPRESENTING MATERIAL THAT IS TRANSFERRED

Transferring Unit Responsibilities

The unit initiating the transfer is responsible for updating existing ORBIS records. Do not inform the Catalog Management Team of transferred items.

Updating ORBIS

MFHD Record: Replace the existing ORBIS location code with the new location code to which the copy is transferred. The transferring unit will not add a new MFHD for the changed location. Add a subfield x to 852 and record the following information: 1) Transf. from 2) old location; 3) processing unit/individual initials 4) processing date in the format of MM/YYYY.

Example:

Original:

852 0 0 \$b sml \$h PR3457 \$i H85 1975

After transfer:

852 0 0 \$b ccl \$h PR3457 \$i H85 1975 \$x Transf. from SML; AS/SO 10/2001

Item Records: 1) Change perm loc to match location in the 852 subfield b in the holdings record; 2) Check item type and change if necessary; 3) Check Item Status (click on the graph button). If inappropriate status such as **Withdrawn** appears under status, remove it; and 4) Check Item Note (click on the quill pen button). If inappropriate note appears, remove it.

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