

## Procedure for Material that is Transferred and Reclassified

### CATALOG MAINTENANCE PROCEDURES FOR RECORDS REPRESENTING MATERIAL THAT IS TRANSFERRED AND RECLASSIFIED

#### Part 1: Transferring Unit Responsibilities

The unit that initiates the transfer/reclassification is responsible for notifying the appropriate cataloging team or unit. Do not inform the Catalog Management Team of items transferred and reclassified.

#### Notifying Cataloging Team or Unit

Send a printout of the ORBIS MFHD record to the appropriate cataloging team or unit. Indicate the requested change(s) on the record.

#### Part 2: Cataloging Team or Unit Responsibilities

The appropriate cataloging team or unit is responsible for implementing the change of the location and call number to the requested copy in ORBIS and ensuring that the transfer and reclassification information is correctly represented in ORBIS.

#### 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. Replace the old call number with the new one requested. Add a subfield x to 852 and record the following information: 1) Transf. and recl. from 2) old location and call number; 3) processing unit/individual initials 4) processing date in the format of MM/YYYY.

#### Example:

##### Original:

852 8 1 \$b med \$h Hist \$i DG 920G

##### After transfer and reclassification:

852 0 1 \$b sml \$h DQ55 \$i G345 1920 \$x Transf. and recl. from MED Hist DG 920G; med/pb 4/2000

**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 If inappropriate status such as **Withdrawn** appears under status, remove it; and 4) Check Item Note (click on the quill pen button).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.

#### Remarking the Item

Once ORBIS has been updated the physical item should be remarked with the new call number.