

WORKFLOW PROCEDURES FOR
CHARGING AND SENDING
WIDENER STACKS MATERIALS TO
625 MASS AVE

1. **Tech Services staff member** retrieves materials from the Widener stacks.
2. **Tech Services staff member** brings materials to the **Stacks Entrance Desk** (not the Circulation Desk) for charging and shipping to 625.
3. **Tech Services staff** will fill out a “routing slip” (the other side of these instructions) for each item they wish to charge and ship to 625.
4. **Stacks staff** will charge the materials but they will not stamp the materials with due dates, nor desensitize the materials. Then they will place materials in the “Catalog Review” bin that is picked up each day and sent to Materials Management.
5. **Materials Management** will unpack and deliver materials to Tech Services staff once the bin arrives at 625.
6. **Tech Services staff** should leave items on the Circulation shelf at 625 to be discharged and returned to Widener by Materials Mgt.

See other side for routing slip

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Deliver to
625 MASS AVE
HCL Technical Services

Please fill out all the boxes below:

1. Name of Tech Services staff:

2. Pseudo-patron number (to be charged to):

3. Div. or Team at 625 (delivered to mail shelf):

4. Today's date:

From
Widener Access Services

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HCL Technical Services

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