

## **Guidelines for transferring materials from HD to Widener stacks**

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Materials that have been recalled from the Harvard Depository for transfer to the Widener stacks may be given to the Database Management Team for processing. Please include a written request, signed and dated.

Units that prefer to process these materials themselves are responsible for the following:

1. Make sure that the item is discharged.
2. Remove the HD barcode from the item record. Make sure that both the piece and the item record have a stacks barcode.
3. In the item record, add the report code "T" to Report Code: HD:
4. Remove \$c Harvard Depository from the LOC. Make sure both the piece and the LOC have a call number.
5. If possible, remove the HD barcode(s) from the piece, affix to a sheet of paper, add a note requesting that this barcode be deleted from the HD database, sign and date the request, and give it to Database Management. If removal of the physical barcode(s) is impossible, provide DBM with a photocopy of the barcode. Obliterate any HD barcodes remaining on the piece.
6. If a spine label is needed, send the piece to End Processing.

Additional possibilities:

1. The piece belongs to a set, but is on a separate HD LOC because the other volumes of the set are already in Widener:
  - Move the HD item record to the stacks LOC and follow instructions above
  - Delete the HD LOC if no order record and no other items attached
  - Merge the HD LOC if order record attached, but no other items attached
  - Leave the HD LOC as is if both order record and other items attached