

Duplicate monographs project

- 1) **SCF staff removes duplicate monographs from trays**
- 2) **Tammy double checks pulled books to make sure they are duplicate using the Retention Copy Analysis Tool. If there is conflicting information in output, Tammy will investigate and correct if needed to in SCF and owning IZ or ask Jackie for advice**
- 3) **Tammy marks duplicate items with WD in Item Call Number and Internal Note 1 fields in both SCF and owning IZ**
- 4) **Tammy creates a list of WD items and adds it to WRLC COMMON\Discarded Monographs & Serials 2026**
- 5) **Tammy or SCF staff find non-duplicate books of same size in height, width and thickness of duplicate books then process them into trays where duplicate books were in**
- 6) **Tammy emails owning libraries with lists of items that WRLC plans on discarding and copying Aaron and Jackie on the emails and ask libraries to either delete WD items from their IZ or relink them to a non-requestable holdings**
- 7) **Tammy will delete the WD items in SCF IZ**

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