




New books not in SCF IZ (To be performed by the Shared Collections Supervisor only)




We have a project where we check for items that are missing a tray location from item call number and internal note 1. After making sure that they are not here, the bib records will get deleted.

Sometimes we get new books and they did have a bib record in SCF IZ that got deleted. So, we will need to restore them.





SCF IZ > Analytics > Access Analytics > Create > Analysis > Physical Items:

Physical Item Details

 Barcode  Lifecycle  Physical Item Id

Title   

Barcode Lifecycle Item ID

Table    

| Barcode | Lifecycle | Physical Item Id |
|-----------------|-----------|-------------------|
| 31194004527929X | Deleted | 23333057970004617 |
| 31194005250273X | Deleted | 23344947060004617 |
| 31194006274876X | Deleted | 23332851380004617 |
| 31194011407024X | Deleted | 23333048390004617 |

As you can see, four items were deleted from the SCF IZ. So, they need to be restored.

SCF IZ > Resources > Managed Deleted Repository

Manage Deleted Repository

Find * ▾

Search criteria * ▾

Copy Physical item ID from Analytics and paste into the box on the right in "Manage Deleted Repository".

Manage Deleted Repository

Find * ▾

Search criteria * ▾

After the item information shows up, double check the title to make sure it matches to the book.

< Manage Deleted Repository Cancel

Find * ▾

Search criteria * ▾

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| | | |
|---|---|--|
| <p>1 Barco de vela = Sailboat / Edward B. Fry.</p> <p>Book (Book - Physical) By Fry, Edward Bernard, (Providence, R.I. : Jamestown Publishers, c1981.)</p> <p>Library: WRLC - Shared Collections Facility</p> <p>Call Number: PC4115 .F75 1981</p> <p>Call Number Type: Library of Congress classification</p> <p>Permanent Location: WRLC Storage Circulating</p> <p>Material Type: Book</p> <p>Copy ID: 0</p> | <p>Deleted By: System</p> <p>Delete Date: 06/28/2023 12:43:36 EDT</p> <p>Create Date: 05/04/2021 19:00:22 EDT</p> <p>Deleted by job: 9179907610004617</p> | <input type="button" value="Restore"/> |
|---|---|--|

If the title matches then click on "Restore" to restore the bib record.

Confirm Restore

Restore:

i 1 bibliographic record

i 1 holdings

i 1 physical items

i 0 electronic portfolios

i 0 digital representations

i 0 digital remote representations

i 0 digital files

i 0 collections

Are you sure?

Cancel

Confirm

Click on "Confirm" then do the same steps for the next book if any.

When done, do the steps for new AU books: add "At WRLC waiting..." to Internal Note 1 field then sort and put them in trays.

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