Working Document

Branch Name	Code	Purpose	Physical Location	Public	Bib Count	Item Count	D or K or A	Merge?	Notes
Audio Cassette	audic	audio cassettes; SHOULDN'T HAVE ANY	Behind Circ Desk	FALSE	5	6	Delete		Lynn needs to remove last items
Equipment	equip	used for laptops	Behind Circ Desk	FALSE	1	5	Delete	circ	create itype
Main Collection	mainc	general circulating materials under 30 cm	3rd floor	TRUE	315,389	341,326	Кеер		rename Main Collection - 3rd Floor
Circulation Desk	hotsp	Used for circulating wireless hotspots; needed to enforce 1 checkout at a time	Behind Circ Desk	FALSE			Add		
	+								

Note: Column titles may be different depending on the field you are assessing. For example, you may want a column that indicates if a code is system supplied or local when evaluating statuses

Final Documentation

Label	Code	Source	Purpose
Missing	m	System Supplied	Item should be available, but cannot be found on the shelf
			(do not assign manually)
Bindery	b	KFL Created	At the bindery
Prospector Received	#	INN-REACH Supplied	Item was received from another library through Prospector

Note: Columns may change depending on field documenting. May also want to consider a History column if necessary to desribe why something was done/changed or have a notes column if something needs to be changed after another field is updated