



Loan Rule Cleanup

using SQL and Excel

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Poudre River Public Library District



About PRPLD

- Located in Fort Collins, Colorado
- We have 5 buildings:
 - 3 branches
 - 1 storage/ Collection Development facility
 - 1 Answer Center (Front line customer service via phone and email)/Communications department/administration building
- Currently have 140,000 patron accounts on our system
- A Turn-key server
- On Sierra release 5.2
- Amid a server migration from on-prem servers to AWS (Non-III hosted)

Background

Over the years we have customized several Loan Rules which are, in essence, a 98% duplicate of the previous Loan Rule.

As we started reviewing our own structure, we realized a lot of duplication. The unique parameters primarily dealt with item cost or fine charge amount. Since we went Fines Free in 2020, the need to maintain variations of the same rule with different Fine charge amount structure became obsolete.

It's easy to create a new rule and change a few parameters. However, down the road, it becomes more challenging to remove it from the system as you must deal with items currently checked out and potentially in Collections.

Initial Strategy

- Merge duplicate LR's to lowest number
- Rename LR convention to lending period instead of material type
 - This will address issue for materials funneled into a different itype
- Do not delete duplicate entries from the LRT. This will cause remaining entries to change their ID within the system, causing chaos and confusion
 - Instead, rename the entries with "OK to reuse"
- Deactivate duplicate LR's from the Loan Rule Determiner Table

	ID	Name	Code	Normal Loan Period	Holdable	Bookable	Home Pickup	Shippable	Ship Time	Time Remaining B4 Renew	First Renewal Period
4	15	Holiday bk/CD/cass	R	7 y	n	n	n	n	0	6	7
5	49	7-dayFFbk/CD-DVD-ROM	R	7 y	n	n	n	n	0	6	7
6	55	HolidayFF/bk/CD/cass	R	7 y	n	n	n	n	0	6	7
7											
8											
9	3	7-day video/DVD/BD	R	7 y	n	n	n	n	0	6	7
10	50	7-day FFvideo/DVD/BD	R	7 y	n	n	n	n	0	6	7
11											
12											
13	4	21-day bk/CD/cas/kit	R	21 y	n	n	n	n	0	20	21
14	5	21-day magazine	R	21 y	n	n	n	n	0	20	21
15	37	21-day Picture Book	R	21 y	n	n	n	n	0	20	21
16	52	21-day FF/magazine	R	21 y	n	n	n	n	0	20	21
17	53	21-dyFFbk/CD/cas/kit	R	21 y	n	n	n	n	0	20	21
18	64	21-day Picture Book	R	21 y	n	n	n	n	0	20	21
19											
20	11	21-day DVD/BD	R	21 y	n	n	n	n	0	20	21
21	54	21-day FF/DVD/BD	R	21 y	n	n	n	n	0	20	21



Procedure

- Using SQL, look at the desired items and determine how many renewals are left (in average)
- Export a copy (serves as a backup) of the current Loan Rule table
- Import file into Excel
- Create transitional itype (s) to help with the transfer of items from one LR to the new one (or existing one)
- Test by identifying and then generating a group of items (via Create List)
 - Export the results
 - Limit to:
 - Patron barcode
 - Item barcode
- Update the itype via Global update
- Perform a batch renewal using the Sierra Offline Client
 - This action forces the items to attach to the desired Loan Rule
- Double check your work


```

2 FROM circ_trans
3 WHERE loanrule_code_num = '51'
4 AND op_code != 'i'
5 -- LIMIT 15

```

circ_trans (280,469r x 25c)

	transaction_gmt	application_name	source_code	op_code	patron_record_id	item_record_id	volume_record_id	bib_record_id	stat_group_code_num	due_date_gmt
30,178,221	2021-06-24 15:01:31-06	milmyselfcheck	local	o	481,037,642,650	450,973,152,076	(NULL)	420,908,112,905	211	2021-07-15 04:00:00-06
30,178,222	2021-06-24 15:01:37-06	milmyselfcheck	local	o	481,037,642,650	450,973,227,794	(NULL)	420,908,112,906	211	2021-07-15 04:00:00-06
30,178,225	2021-06-24 15:01:40-06	milmyselfcheck	local	o	481,037,642,650	450,973,921,833	(NULL)	420,908,284,147	211	2021-07-15 04:00:00-06
30,178,226	2021-06-24 15:02:04-06	webpac	local	r	481,037,544,084	450,973,833,534	(NULL)	420,908,591,236	100	2021-07-15 04:00:00-06
30,178,227	2021-06-24 15:02:07-06	milmyselfcheck	local	o	481,037,688,332	450,973,896,323	(NULL)	420,908,647,618	411	2021-07-15 04:00:00-06
30,178,228	2021-06-24 15:02:07-06	milmyselfcheck	local	o	481,037,688,332	450,973,880,882	(NULL)	420,908,511,354	411	2021-07-15 04:00:00-06
30,178,229	2021-06-24 15:02:07-06	milmyselfcheck	local	o	481,037,688,332	450,973,951,668	(NULL)	420,908,298,260	411	2021-07-15 04:00:00-06
30,178,230	2021-06-24 15:02:09-06	milmyselfcheck	local	o	481,037,688,332	450,973,865,975	(NULL)	420,908,626,173	411	2021-07-15 04:00:00-06
30,178,232	2021-06-24 15:02:09-06	milmyselfcheck	local	o	481,037,688,332	450,973,800,591	(NULL)	420,908,564,753	411	2021-07-15 04:00:00-06
30,178,236	2021-06-24 15:02:17-06	milmyselfcheck	local	o	481,037,688,332	450,973,484,956	(NULL)	420,908,270,317	411	2021-07-15 04:00:00-06
30,178,238	2021-06-24 15:02:17-06	milmyselfcheck	local	o	481,037,688,332	450,973,684,605	(NULL)	420,908,426,318	411	2021-07-15 04:00:00-06
30,179,405	2021-06-24 16:23:33-06	milmyselfcheck	local	o	481,037,672,554	450,973,933,031	(NULL)	420,908,720,088	211	2021-07-15 04:00:00-06
30,179,406	2021-06-24 16:23:33-06	milmyselfcheck	local	o	481,037,672,554	450,973,935,479	(NULL)	420,908,723,772	211	2021-07-15 04:00:00-06
30,179,407	2021-06-24 16:23:33-06	milmyselfcheck	local	o	481,037,672,554	450,973,927,602	(NULL)	420,908,715,092	211	2021-07-15 04:00:00-06
30,179,409	2021-06-24 16:23:38-06	milmyselfcheck	local	o	481,037,672,554	450,973,954,146	(NULL)	420,908,190,014	211	2021-07-15 04:00:00-06
30,178,841	2021-06-24 15:40:36-06	milmyselfcheck	local	o	481,037,732,269	450,973,511,112	(NULL)	420,908,289,514	211	2021-07-15 04:00:00-06
30,178,842	2021-06-24 15:40:39-06	milmyselfcheck	local	o	481,037,732,269	450,973,658,157	(NULL)	420,908,344,660	211	2021-07-15 04:00:00-06
30,178,184	2021-06-24 15:00:04-06	milmyselfcheck	local	o	481,037,642,650	450,973,968,298	(NULL)	420,908,432,068	211	2021-07-15 04:00:00-06
30,178,185	2021-06-24 15:00:08-06	milmyselfcheck	local	o	481,037,642,650	450,973,696,284	(NULL)	420,908,224,705	211	2021-07-15 04:00:00-06
30,178,188	2021-06-24 15:00:19-06	milmyselfcheck	local	o	481,037,642,650	450,973,669,978	(NULL)	420,908,408,790	211	2021-07-15 04:00:00-06
30,178,189	2021-06-24 15:00:30-06	milmyselfcheck	local	o	481,037,688,332	450,973,964,155	(NULL)	420,908,760,869	411	2021-07-15 04:00:00-06




```

1  -- SELECT id, application_name, source_code, op_code, stat_group_code_num, item_location_code, patron_home_library_code, loanrule_code_num, COUNT (loanrule_code_num)
2  SELECT loanrule_code_num AS "Loan Rule", COUNT (loanrule_code_num) AS "Count"
3  FROM circ_trans
4  WHERE op_code = 'o'
5  GROUP BY loanrule_code_num
6  ORDER by COUNT (loanrule_code_num) DESC
7

```

Result #1 (44r x 2c)

Loan Rule	Count
53	368,016
4	346,685
51	186,666
3	43,647
22	34,471
25	33,775
50	26,053
11	25,341
18	19,989
45	15,607
21	11,266
5	9,569
38	4,438
24	1,898
6	1,710
15	1,405
40	803
46	718
52	677
39	620
67	572
42	530
14	320
65	303
47	293



```

1 SELECT
2   patron_record_id,
3   --id2reckey(patron_record_id) AS "Patron Record",
4   checkout_gmt,
5   due_gmt,
6   loanrule_code_num, |
7   renewal_count,
8   ptype,
9   overdue_count,
10  overdue_gmt,
11  NOW() - due_gmt AS "Number of days overdue"
12  from sierra_view.checkout
13  WHERE checkout_gmt BETWEEN '2021-01-01' AND '2021-05-01'
14  AND due_gmt <= NOW()
15  --AND loanrule_code_num = '18'

```

Result #1 (322r x 9c)

patron_record_id	checkout_gmt	due_gmt	loanrule_code_num	renewal_count	ptype	overdue_count	overdue_gmt	Number of days overdue
401,031,124,320	2021-04-10 13:40:24-00	2021-03-30 04:00:00-00	4	1	1	4	2021-00-21 00:04:00-00	303 days 11:06:15.868606
481,037,726,800	2021-04-21 11:22:06-06	2021-05-08 04:00:00-06	3	1	1	4	2021-06-06 06:04:36-06	325 days 11:06:15.868606
481,037,345,411	2021-02-27 15:29:07-07	2021-05-26 04:00:00-06	5	3	1	4	2021-06-24 06:05:20-06	307 days 11:06:15.868606
481,037,731,217	2021-02-18 10:30:12-07	2021-04-05 04:00:00-06	3	6	1	4	2021-05-04 06:05:34-06	358 days 11:06:15.868606
481,037,732,758	2021-04-11 12:43:13-06	2021-05-02 04:00:00-06	4	0	1	4	2021-05-31 06:03:59-06	331 days 11:06:15.868606
481,037,636,339	2021-04-22 13:10:22-06	2021-06-04 04:00:00-06	51	1	1	3	2021-06-19 08:48:47-06	298 days 11:06:15.868606
481,037,622,497	2021-03-23 17:04:24-06	2021-05-04 04:00:00-06	4	1	1	4	2021-06-02 06:08:58-06	329 days 11:06:15.868606
481,037,661,083	2021-02-13 14:24:00-07	2021-04-17 04:00:00-06	5	1	1	4	2021-05-16 06:04:30-06	346 days 11:06:15.868606
1,407,855,921,579,706	2021-04-25 09:27:55-06	2021-06-19 04:00:00-06	25	0	213	0	(NULL)	283 days 11:06:15.868606
844,905,968,332,896	2021-04-29 08:07:57-06	2021-11-18 04:00:00-07	25	0	207	0	(NULL)	131 days 10:06:15.868606
481,037,731,989	2021-03-17 13:09:07-06	2021-04-07 04:00:00-06	4	0	1	4	2021-05-06 06:05:28-06	356 days 11:06:15.868606
481,037,731,989	2021-03-17 13:09:07-06	2021-04-07 04:00:00-06	4	0	1	4	2021-05-06 06:05:28-06	356 days 11:06:15.868606
481,037,724,528	2021-04-25 12:42:59-06	2021-05-30 04:00:00-06	22	1	(NULL)	4	2021-06-28 06:04:11-06	303 days 11:06:15.868606
481,037,724,528	2021-04-25 12:42:55-06	2021-05-30 04:00:00-06	22	1	(NULL)	4	2021-06-28 06:04:12-06	303 days 11:06:15.868606
481,037,724,528	2021-04-25 12:42:50-06	2021-05-30 04:00:00-06	22	1	(NULL)	4	2021-06-28 06:04:12-06	303 days 11:06:15.868606
481,037,724,528	2021-04-25 12:42:42-06	2021-05-30 04:00:00-06	22	1	(NULL)	4	2021-06-28 06:04:12-06	303 days 11:06:15.868606
481,037,724,528	2021-04-25 12:43:11-06	2021-05-30 04:00:00-06	22	1	(NULL)	4	2021-06-28 06:04:12-06	303 days 11:06:15.868606
481,037,724,528	2021-04-25 12:42:47-06	2021-05-30 04:00:00-06	22	1	(NULL)	4	2021-06-28 06:04:11-06	303 days 11:06:15.868606
481,037,724,528	2021-04-25 12:42:31-06	2021-05-30 04:00:00-06	4	1	1	4	2021-06-21 06:04:06-06	303 days 11:06:15.868606



sierra

Change Password

Free Records In Use

Install Latest Translation Files

Settings

Options

RFID Pad Server Options

Parameters

Opt Out SMS Subscriptions

General

Acquisitions

Cataloging

Circulation

INN-Reach

Serials

Web Access Management

Automated Self Check-out Messages (5)

Branch Addresses

Collection Agency Settings

Days Closed

Email Subject

Float Determiner Table

Hold Pickup Locations

Hold Thresholds (7)

Hours Open

Language Preference (1)

Library Priority

Loan Rule Determiner

Loan Rules

Payment Types (6)

Predefined Charges (2)

Statistical Group Maintenance

Text of Circulation Notices

Time to Reshelve

Time to Holdshelf

Select file: Account name

Select

No file selected.



Loan Rules

File Tools



	Name	Code	Normal Loan Pe...	Holdable	Bookable	Home Pickup	Shippable
1	Non-circulati...	N	1	n	n	n	n
2	7-day bk/CD-...	R	7	y	n	n	n
3	7-day video/D...	R	7	y	n	n	n
4	21-day bk/CD...	R	21	y	n	n	n
5	21-day maga...	R	21	y	n	n	n
6	21-day Stryt...	R	21	n	n	n	n
7	Reserve 7-day	R	7	n	n	n	n
8	Reserve 1-day	R	1	n	n	n	n
9	Reserve 2-day	R	2	n	n	n	n
10	Reserve 2-hr	K	2	n	n	n	n
11	21-day DVD/BD	R	21	y	n	n	n
12	ILL-1 week	R	7	y	n	n	n
13	ILL-2 week	R	14	y	n	n	n
14	ILL-3 week	R	21	y	n	n	n
15	Holiday bk/C...	R	7	y	n	n	n
16	ILL library - 3 ...	R	21	y	n	n	n
17	ILL library - 5 ...	R	35	y	n	n	n

- Change Password
- Free Records In Use
- Install Latest Translation Files
- Settings
- Options
- RFID Pad Server Options
- Parameters
- Opt Out SMS Subscriptions

- General
 - Branches
 - Country Codes
 - Fixed-length Codes
 - Fixed-length Field Names
 - Index Labels
 - Item Status Codes
 - Item Types
 - Language Codes
 - Material Type Icons
 - Material Types
 - Patron Blocks
 - Patron Type
 - Pcode 3
 - Pcode 4
 - Variable-length Field Names
- Acquisitions
- Cataloging
- Circulation
- INN-Reach
- Serials
- Web Access Management

FUNCTION

Check Out

Barcode

Tit

Due Date



291

292

293

294

295

296

297

298

299

300

301

302

303

304

305

306

307

308

309

310

311

312

313

314

315

316

317

318

319

320

321

Magazine/News -- TRANSITIONAL

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FileEditViewGoToolsReportsAdminHelp

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Email Subject

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Hold Pickup Locations

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Loan Rules

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Statistical Group Maintenance

Text of Circulation Notices

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Key or Scan Patron Barcode

FUNCTIONCheck Out (Circulation Desk)

NewViewEditPrintClose

P TYPE

MONEY OWED \$0.00

MBLOCK

PATRN NAME

P BARCODE

Check Out0

Checked Out0

Holds0

Fines\$0.00

Check In0

Linked Patrons0

ILL0

INN Reach0

Check Out

BarcodeTitle

printChange Due Date

Due DateStatus

sierra

FUNCTION

Check Out (Circulation)

Key or Scan Patron Barcode

Search



New



View

P TYPE

MONEY OWED

MBLOCK

PATRN NAME

P BARCODE

Check Out

Checked Out

Holds

Fines

Check In

Linked Patrons

Loan Rule Determiner

File Tools



Append



Save



Delete



Copy



Insert



Edit



View



Move



Print



Export



Close



Refresh

	Location	Patron Type	Item Type	Age Range	Rule Number	Active
5	?????	1,8	14		10	Y
6	?????	1,8	15		27	Y
7	?????	1,8	16		7	Y
8	?????	1,8	17		10	Y
9	?????	1,8	32		43	Y
10	?????	4	11		4	N
11	?????	4	11		4	N
12	?????	1,8	2,27,28		2	Y
14	?????	1,8	1,3-7,9,36,101,103-107,136,309		4	Y
16	mjrs	1,8	9999		6	Y
17	hjrs	1,8	9999		6	Y
18	hill	1,8	18		12	Y

ore Record Type: ITEM i

ange

Start

i10000008

Stop

i24280501

Classic

Classic

Enhanced

JSON

Term	Operator	Type	Field	Condition	Value A	Value B
1		ITEM	LOANRULE	equal to	4	
2	AND	ITEM	# OVERDUE	less than or e...	2	
3	AND	ITEM	STATUS	not equal to	n	
4	AND	ITEM	I TYPE	equal to	309	

ITEM LOANRULE equal to "4" AND ITEM # OVERDUE less than or equal to "2" AND ITEM STATUS not equal to "n" AND I TYPE equal to "309"

OK



erra

FUNCTION Global Update

Select records

1. Select records

Command input

Preview

Statistics

Record Type

☐ BIBLIOGRAPHIC ☐ AUTHORITY ☐ PATRON ☒ ITEM ☐ ORDER ☐ CHECKIN ☐ COURSE ☐ VENDOR

Review

Review file

69. LR Simplification Project (61) (ITEM)

Search

ENTRIES

BARCODE



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FUNCTION Global Update

1. Select records

2. Command input

3. Preview

Statistics

1. Select records

Record Type

☐ BIBLIOGRAPHIC ☐ AUTHORITY ☐ PATRON ☒ ITEM ☐ ORDER ☐ CHECKIN ☐ COURSE ☐ VENDOR

Review

Review file:

69. LR Simplification Project (61) (ITEM)

Search

#

BARCODE

Toggle

ITEM Variable-Length Fields

ITEM Fixed-Length Fields

COPY #

ICODE1

ICODE2

I TYPE

PRICE

INVDA

Not Used

LOCATION

STATUS

REF USE

Not Used

IMESSAGE

OPACMSG

ENTRIES

sierra

FUNCTION Global Update



Print

1. Select records

2. Command input

3. Preview

Statistics

1. Select records

Record Type

☐ BIBLIOGRAPHIC ☐ AUTHORITY ☐ PATRON ☒ ITEM ☐ ORDER ☐ CHECKIN ☐ COURSE ☐ VENDOR

Review

Review file:

69. LR Simplification Project (61) (ITEM)

Search

	#	I	TYPE	# ENTRIES
<input checked="" type="checkbox"/>	1	i		5
<input checked="" type="checkbox"/>	2	i	Magazine/News	56



2. Command input

Add

Delete

Edit

Duplicate

Clear

#	Command
---	---------

Action

Statistics



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File Edit View Go Reports Admin Help

sierra

FUNCTION Global Update

1. Select records

2. Command input

3. Preview

Statistics

2. Command input

AddDeleteEditDuplicateClear

#	Command	Action
---	---------	--------

Choose Command Type

Command Choices

☐ Change variable-length field

☐ Replace Subfield

☐ Delete variable-length field

☐ Delete Subfield

☒ Change fixed-length field

☐ Delete duplicate field

☐ Add to beginning of variable-length field



1. Select records

2. Command input

2. Command input

3. Preview

Statistics

Add Delete Edit Duplicate Clear

#	Command	Action

Change Fixed-length Field (New Command)

Change fixed field

Fixed-length field

61 I TYPE

Find

109 Magazine/News

☒ Validate field

Replace

309 Magazine/News -- TRANSITIONAL

OK

Cancel



FUNCTION 

Print

1. Select records

2. Command input

2. Command input

Add

Delete

Edit

Duplicate

Clear

3. Preview

Statistics

#	Command	Action
1	Fixed	I TYPE 9 ==> 309





1. Select records

2. Command input

3. Preview

Statistics

3. Preview

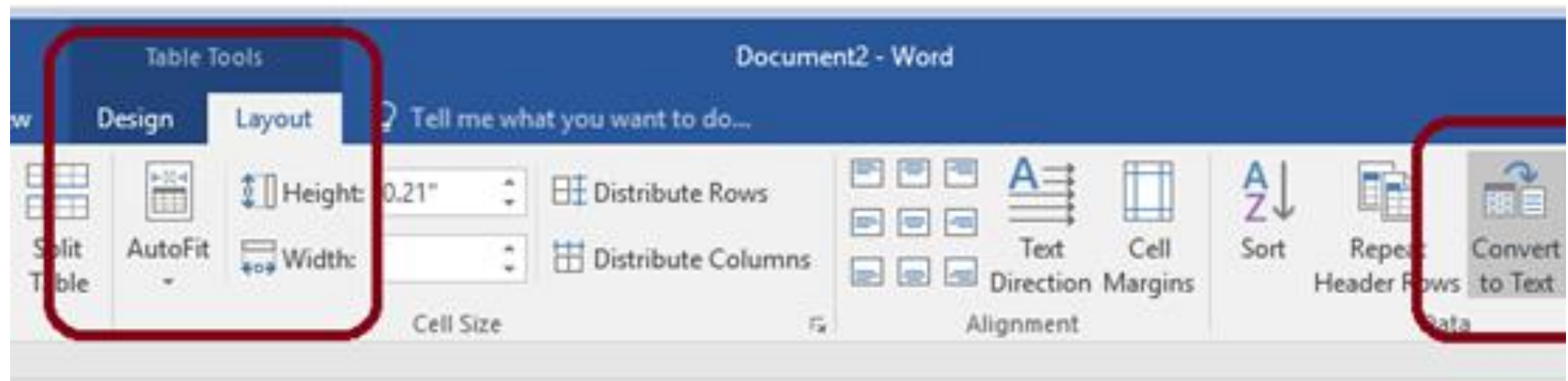
View All Entries

Process

	#	Record	Data	
✓	1	i2314743x	Old I TYPE - "9"	
			New I TYPE - "309"	
✓	2	i23414224	Old I TYPE - "9"	
			New I TYPE - "309"	
✓	3	i23448271	Old I TYPE - "9"	
			New I TYPE - "309"	
✓	4	i23473332	Old I TYPE - "9"	
			New I TYPE - "309"	
✓	5	i23521788	Old I TYPE - "9"	
			New I TYPE - "309"	
✓	6	i23521818	Old I TYPE - "9"	
			New I TYPE - "309"	
✓	7	i23555464	Old I TYPE - "9"	
			New I TYPE - "309"	
✓	8	i23571147	Old I TYPE - "9"	
			New I TYPE - "309"	
✓	9	i23575682	Old I TYPE - "9"	
			New I TYPE - "309"	
✓	10	i23577848	Old I TYPE - "9"	
			New I TYPE - "309"	
✓	11	i23600536	Old I TYPE - "9"	
			New I TYPE - "309"	
✓	12	i2362551x	Old I TYPE - "9"	
			New I TYPE - "309"	
✓	13	i23631107	Old I TYPE - "9"	
			New I TYPE - "309"	

3		334		199
4		874		542
5		994		424
6		422		829
7		993		172
8		922		671
9		995		939
10		613		596
11		852		655
12		731		441





1000329465	2000173026
1000175031	2000158916
1000020163	2000163449
1000571129	2000173025
1000051294	2000095521
1000054385	2000158916
1000175031	2000158916



Find and Replace

Find

Replace

Go To

Find what:

^t

Options:

Search Down

Replace with:

:

More > >

Replace

Replace All

Find



:renewalymmddhhmm:stat#^po:todayymmddhhmm:

0173026
0158916
0163449
0173025
0095521
0158916
0158916
0158916
0158916
JUNE 11

Find and Replace

Find Replace Go To

Find what: ^p

Options: Search Down

Replace with: :2004130400:111^ po:2003230400:

More >> Replace Replace All



o: 2003230400:1000173031:2000130310:2004130400:111
o: 2003230400:1000020163:2000163449:2004130400:111
o: 2003230400:1000571129:2000173025:2004130400:111
o: 2003230400:1000051294:2000095521:2004130400:111
o: 2003230400:1000054385:2000158916:2004130400:111
o: 2003230400:1000176503:2000158916:2004130400:111
o: 2003230400:1000076460:2000158916:2004130400:111
o: 2003230400:1000177427:2000158916:2004130400:111
o: 2003230400:1000171936:2000095521:2004130400:111
o: 2003230400:1000134357:2000067200:2004130400:111
o: 2003230400:1000173124:2000129656:2004130400:111
o: 2003230400:1000137937:2000170581:2004130400:111





File View Go Help

Erase circulation transactions...

Erase patron registration data...

Upload circulation and patron data...

Select Printer

Exit

Patron ID Barcode:

New Patron

New Due Date

Patron Barcode

Item Barcode

Due Date

Date/Time

Check-Out

Check-In

Renew



Sierra · Poudre River Public Library District · Victor H Zuniga

FileEditViewGoToolsReportsAdminHelp

sierra

FUNCTIONOffline File Processing

Set Parameters

☐ Assess Fines

☐ Process Holds

☐ Waive Billed Item Charges

☒ Reduce Billed Item Charges

Process All Files

View Offline Files

View

View Log Files

0 circbatch.err

View

Summary



Insights...

- Avoid items already in Collections
 - Renewing an item already in collections status wipes the fines from the patron account
 - We decided to process items up to the second overdue notice
- Start small
 - Your first test should be 1-2 items
 - Do a few more tests
 - Once you are confident with the process, proceed to process all the items within one of the duplicates
- Use the LR Duplicate spreadsheet as a visual reference
 - Share with Senior Circulation staff
 - It is always good to have an extra set of eyes



THANK YOU

Questions?

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#IUG2022

