

WRC Barcode Linking

WRC staff will bring barcodes to be linked to their UA (University Archives) and MS. (Manuscripts) records. Call up the record via the call number or the title. If there is only one barcode to link, overlay the number in the Item ID section and save the record. If there is more than one barcode to link, overlay the first record, then go to Call Number and Item Maintenance and click on Add Call Number button for each of the rest of the records.

Classification Scheme: Alphanum

Type: Restricted

Home Location: WRC

Current Location: WRC.

Be sure to update the call number accordingly. The current location will stay as WRC until the item has been physically moved to the LSC. Then the location will be changed to LSC-WRC, and that location change will be done by the LSC staff.

When all the items have been linked, notify the WRC staff member who gave you the records that they are done. Be sure to change the 300 field to the correct box number and size. You may need to contact the WRC staff member who gave you the list to find out what the current size should be once all the items were linked.