

LSC Daily Reports

Every evening, a report will be run and emailed to DBM, LSC manager, and Kerry Keck. It is called **Discharge items from Carthage from ADMIN**. This report provides the number of volumes charged to LSC, as well as the List of Problem Items (or multi-piece items) for DBM to fix. LSC refers to this list as the "bad barcode list." At the bottom of the list a line titled "Count of Items for DBM to fix." If there are any barcodes listed below the above title, then the problem will be fixed by DBM. Multi-piece items require a manual override for discharge. Volumes not changed to an LSC location will to be changed to the appropriate home location, which is usually from STACKS to LSC or WRC to LSC-WRC. If there are a large number of WRC books needing location changes, the LSC staff should fix these, as they are usually the ones who processed the volumes. The LSC manager will send an email to DBM when that has been done.

An example of what would need to be changed can be seen below.

```
5
\n\n ***** Bad Barcode: LSC Bad Accessions for LSC Mgr ***** \n\
Barcode   HmLcn CrtLcn Char# Hold# Pcs#
-----
31272103341408 |WRC|WRC|0|0|1|
31272103341424 |WRC|WRC|0|0|1|
31272103341432 |WRC|WRC|0|0|1|
31272103341739 |WRC|WRC|0|0|1|
31272103341754 |WRC|WRC|0|0|1|
\n Count of Items for DBM to fix: 5
\n\n\n ***** END OF REPORT *****\n
```

All the items listed as WRC|WRC need to be changed to LSC-WRC.