



SWAN Migrated Items Cleanup Report

What is this?

We have run a report of items that had a status of Claims Returned, Lost, or Lost & Paid in Millennium. Due to the fact that Symphony does not have an equivalent field many of these items were migrated with a Current location matching the Home location. The note in the Millennium record that explained the status was then created in a staff note located in the Extended information section of the WorkFlows item record:

Understanding Piaget; an introduction to children's cognitive development / Pulaski, Mary Ann Spencer.

Control | Bibliographic | MARC Holdings | Call Number/Item | Bound-with | Orders | Serials Ctrl | Selections

Item Info | Circ Info | Bills | Checkouts | Holds | Charge History | Bookings

Call number information
Call number: 155.4 PUL Class scheme: DEWEY
Call library: CIS
Shadow call number: N

Item information
Item ID: 31942000928214 Copy number: 1
Type: BOOK Item library: CIS
Home location: STACKS Current location: STACKS
Item cat1: BOOK Item cat2: ADULT
Item cat3: NONFICTION Item cat4:
Item cat5: Number of pieces: 1
Media desk: Price: \$15.00
Total charges: 20 Circulate: Y
Permanent: Y
Shadow item: N

Extended information
Tag: Contents
CIRCNOTE
PUBLIC
STAFF: Set Nov 06 1999: Claimed returned on Fri Nov 05 1999 by .02172196

In order to clean up the database, SWAN will send an Excel Workbook to each library. The majority of libraries will receive a workbook with 3 worksheets (1 worksheet for each item status):


CIS Clear
Check shelves for
If not fou

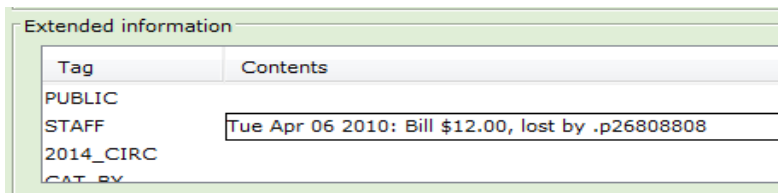
	Item ID	Home Location	Call Number	
1				
2	31942000928214	STACKS	155.4 PUL	Understa
3	31942001262324	STACKS	612.78 ALL	Speech a
4	31942003568025	STACKS	AP PAMFILOFF, MIMI JEAN	Accident
5	31942003620131	STACKS	DVD CAD	Caddysh
6	31942003038375	STACKS	SPAN 248.4 SHO	Un mes j
7	31942003637846	STACKS_JUV	J GN PEIRCE	Big Nate
8	31942002870901	STACKS_JUV	J HAH	Deep an
9	31942003654189	STACKS_JUV	July 2014 no.3 Jul 2014	Game in
10				

Claims Returned | Lost | Lost & Paid

How do I process this report?

First, check your shelves for each of the items listed. You can either print the reports or open the worksheet on a tablet or laptop and take it with you in the aisles.

If you find an item on the shelf, please delete the staff note from the item as it is no longer accurate. To do this, go to the Cataloging Module in Symphony and open the Edit item wizard  **Edit Item** located in the Call Numbers and Items wizard group. **Scan the item ID** then scroll down in the Extended Information section of the item record until you see the Staff note. Click on the information in the staff note field then delete the information from the field.



Tag	Contents
PUBLIC	
STAFF	Tue Apr 06 2010: Bill \$12.00, lost by .p26808808
2014_CIRC	
CAT BY	

If you do not find items from your report on the shelves:


Look for the item in WorkFlows. If it is currently checked out to a patron, delete the staff note from the item record as described above.

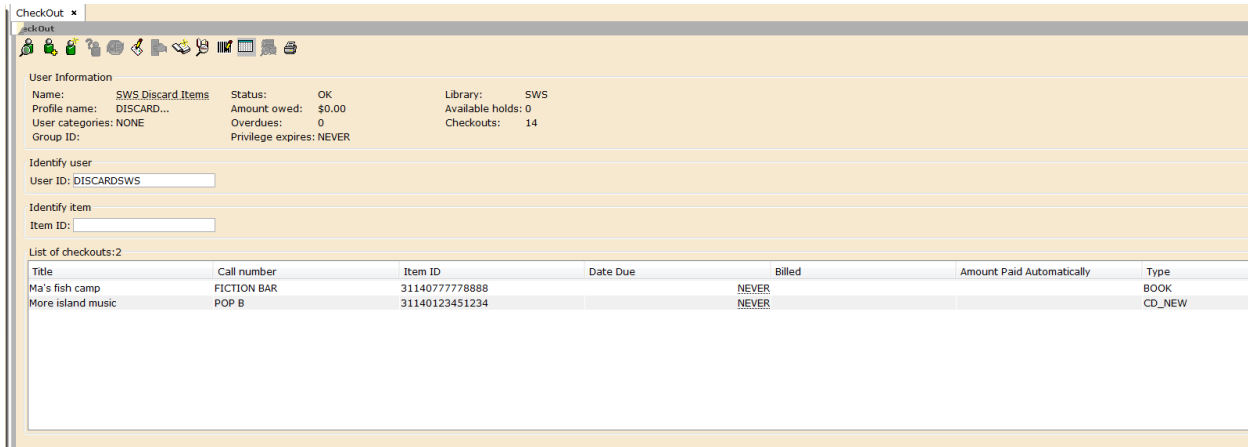
For items listed on the **Lost** tab – **you can stop here**. Once everyone has finished processing their reports we will follow up on these items.

For Items listed on **the Claims Returned** and **Lost & Paid** tabs:

Check them out to your library Discard User. Each library has a Discard User identified by their three letter library code suffix.

Examples: DISCARDADS, DISCARDBIS, DISCARDSWS

1. Open the Checkout Wizard  **CheckOut** located in the Common Tasks group of wizards.
2. Enter your Discard User ID and then check out items to be deleted. Type the **Item ID** and hit Enter or click the **Checkout Item To User** button at the bottom. Items will appear in List of checkouts.



3. When finished, close the wizard. These items will now be shadowed in Enterprise and will appear only on the staff side with a Current Location of DISCARD-Can't Circ.

These items will then be deleted when the weekly Discard report is run.

We would like to have this cleanup completed by the end of this year, thank you for your assistance in this project.