

Preparing Boxes for Oak Street Transfer

Add barcodes to boxes

- Use the rolls of barcode labels and clear label savers from the staff workstations in the back. The barcodes come in pairs; affix the “fat” barcode label to the box and cover it with a clear label saver. The “skinny” label will be used in the next step. You may wish to do this and the next step at the same time.

Create/add to barcode list

- If the record series already has boxes at the Oak Street Library Facility, you will be adding to an existing barcode list. The file containing these lists is SPA-6 in the University Archives Subject File. Lists are filed by date of transfer. If this is the first transfer of material from this record series, you will need to create a new list. Good examples can be found in the barcode list file.
You should always:
 - Start with clean, lined notebook paper.
 - Include the series title, record series number, and approximate date of transfer.
- Add box numbers and “skinny” barcode labels to list.

Create Voyager Records for Transferred Items

- Open Voyager Catalog client, either from the desktop or Start->Programs->Voyager->Catalog.
- Login. If you do not have a Voyager login ID, please contact Chris Prom or other Archives staff to assist you.
- If boxes from your series are already at Oak St., you will be adding boxes to an existing record. If not, you will need to create a whole new record for the series.

Adding boxes to an existing record:

Do a search for the series record. One way to do this is to click Search on the toolbar, and choose the Keyword tab from the window that opens. Select “Free Text” and type all or some of the record series title in the search box. Choose your record series from the results. When the Bib record opens, choose “Get Hldgs” from the toolbar and skip to *START RIGHT HERE TO ADD BOXES TO AN EXISTING RECORD* below.

Creating a new bib record:

- Click on “New” at the very left of the Catalog toolbar.
- When prompted to Select Bibliographic Template, go to *G:/Archives/Ahexasst/batch/Voyager Templates/bib.tem*
- Make changes in the record fields as follows: (do not include quotation marks)

- **Leader** no change
- **008** no change
- **035** Change “RG/SG/RS” to the relevant record series number. For ALA Archives, change “IU-Ar” to “ALA-Ar”.
- **082** Should be 378.77366 for UA materials, 020.62273 for ALA
- **110 †a** “University of Illinois at Urbana-Champaign” or “American Library Association” as appropriate
- **110 †b** Insert record group title here (e.g. Alumni Association, Chancellor’s Office, etc.)
- **245 †a** Insert record series title (e.g. William J. Maher Papers)
- **245 †b** Insert record series dates (e.g. 1867-2015)
- **300 †a** Insert volume of series in cubic feet (numbers only) **†b** Should say “cubic feet”
- **340 †a** should already say “Archival Records”
- **351 †a** Insert entire arrangement statement from the Archon record. (e.g. Alphabetical and chronological thereunder)
- **520 †a** Insert description summary from Archon.
- **540 †a** Leave this language as is.
- **856 †a** Insert link to Archon record.
- Click “Save to DB” (sailboat icon). Choose “No” at the first prompt and “continue” at the second (partial heading validation).
- Verify that the record series appears in the Library catalog public view. Print a copy of the catalog record displayed there. Attach to barcode list.
- In Voyager Catalog client, click on New Holdings in the toolbar.
- When prompted to select a holdings template, go to *G:/Archives/Ahxsast/batch/Voyager Templates/holdings.tem*
- Make changes in the holdings record as follows:
 - **852 †b** Make no changes.
 - **852 †h** 020.62273 or 378.77366, as before
 - **852 †i** (UI-Ar) or (ALA-Ar) and record series number
 - **852 †t** Make no changes.
 - **853** Make no changes.

***** START RIGHT HERE TO ADD BOXES TO AN EXISTING RECORD *****

 - **863** There will need to be as many 863 fields as there are boxes in the series. You can copy and paste from an existing 863 field to make more. The first one should read like so: **†8 1.1 †a Box 1**. The next field should include the next box number until all boxes are accounted for. Be sure to change the box number in both **†8** and **†a** (as highlighted below), e.g.:

863 #8 1.1 #a Box 1

863 #8 1.2 #a Box 2

863 #8 1.3 #a Box 3

...

863 #8 1.21 #a Box 21 etc.

- Save to database (sailboat). Check public catalog to see if all boxes appear there.
- Click on New Items (Voyager Catalog toolbar).
- Make changes in the following fields in this window:
 - **Barcode:** Type or scan the barcode number of the first box here.
 - **Item Type:** Change to "ARCHIVE2"
 - **Enum:** Enter "1" (or whatever the box number is)
 - **Item Status:** Enter the Item Status window by clicking on the line graph-looking icon in the lower left corner. Highlight "In Process" in the Status list, and click the blue up arrow to add it to the active statuses above. Click OK to save the change.
- Save to Database (sailboat) and close the item window.
- Click on New Items again and repeat the above steps for each box.
- Save all changes and exit Voyager Catalog client.

Change/add box location in Archon

- Find the record series in Archon.
- Make sure you are logged into Admin mode.
- Click on a pencil icon somewhere; this will take you to the Administrative Interface.
- Once you are in the Collection Manager for the collection, choose the tab marked "Location(s)".
- Change the location for any box being transferred to "Oak St." Add a location entry if necessary.

Create Oak Street Library Facility transfer streamers

- Visit <http://www.library.illinois.edu/voyager/oakstreetverify/index.html>
- Select "Univ. Archives" as the sending library from the drop down menu.
- Type or scan the first barcode into the next field.
- Print the resulting streamer and attach to the box.
- If an error message occurs, make sure the correct changes have been made to the item record in Voyager Catalog. There may also be a 15-minute delay between a change made by a user and its appearance in the record.
- Repeat for all boxes being transferred.

Add box barcodes to Oak Street spreadsheet

- Open spreadsheet at *G:\Archives\Ahxasst\ADM\Oak Street\Oak Street Barcodes*
- Add all boxes and barcode numbers being transferred. The barcode scanner can be used for this step. Save changes and close.
- File barcode list in SPA-6.

Final disposition of boxes

- Streamered boxes should be placed on a cart or pallet together. Place an OTRS request to Facilities, including the total number of boxes and their location.
- Fragile items should only be transferred by Archives staff. If you suspect this is your case, contact Bill Maher or Chris Prom for advice.