

## Steps to Process Non Print Materials

- Check your orders with incoming materials to make sure you received the correct items. Make sure all correct parts are included. Be sure the barcodes are correct. A school can be identified by its barcode sequence (first 2 digits match school code) so be sure the numbers correspond correctly. If not, contact the Library Department.
- View materials to see if they are appropriate.
- Assign each item an appropriate Dewey number and category
- Stamp items and put barcode on outside of the item. Write barcode numbers and Dewey numbers on each individual item. Mark "711" items with appropriate stamp.
- Create spine label for item
- Add material(s) to the Library.Solutions Catalog.

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