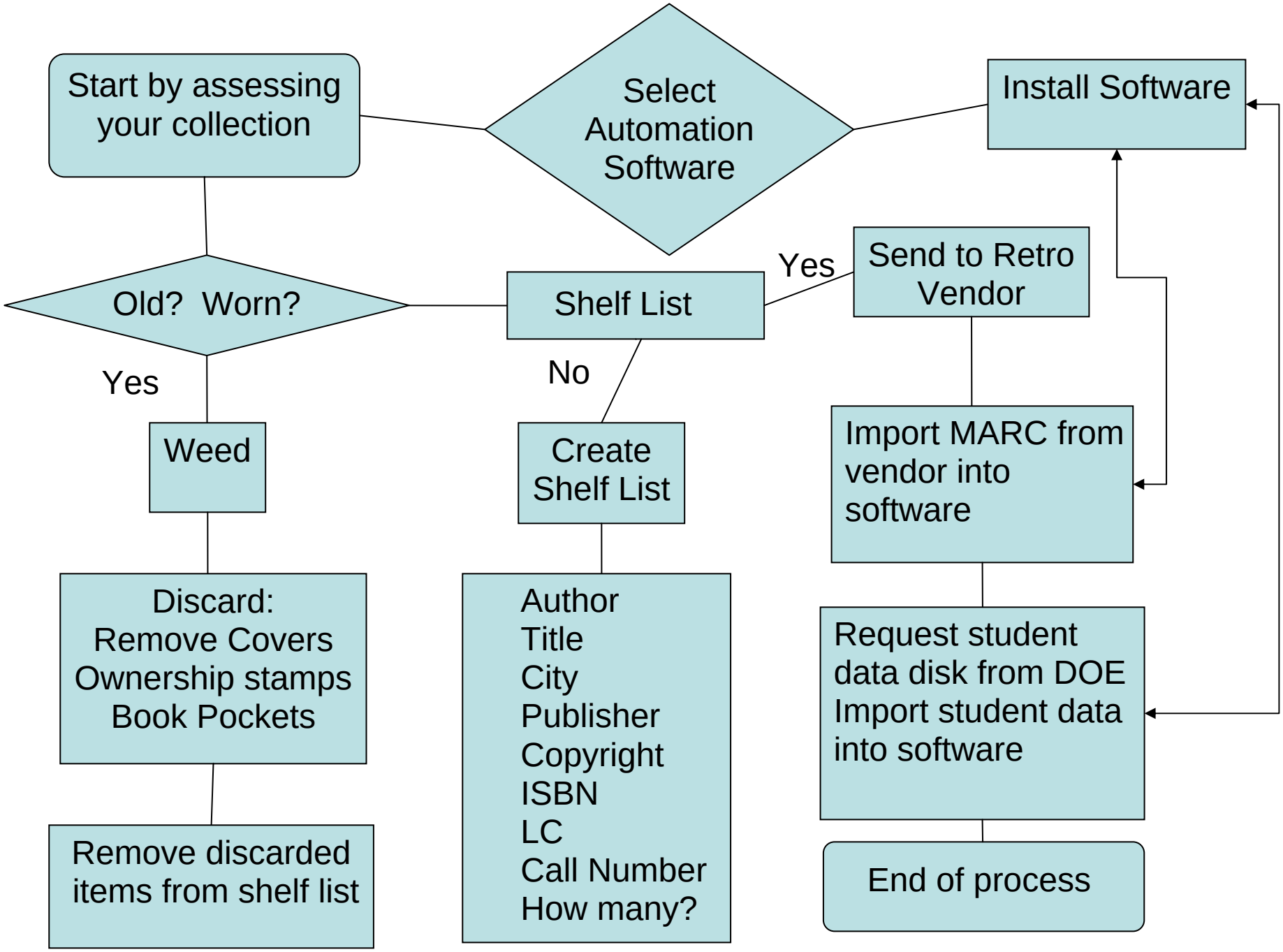
Start by assessing your collection
Select Automation Software
Install Software
Old? Worn?
Shelf List
Yes
Send to Retro Vendor
Yes
No
Weed
Create Shelf List
Import MARC from vendor into software
Discard:
Remove Covers
Ownership stamps
Book Pockets
Author
Title
City
Publisher
Copyright
ISBN
LC
Call Number
How many?
Request student data disk from DOE
Import student data into software
Remove discarded items from shelf list
End of process