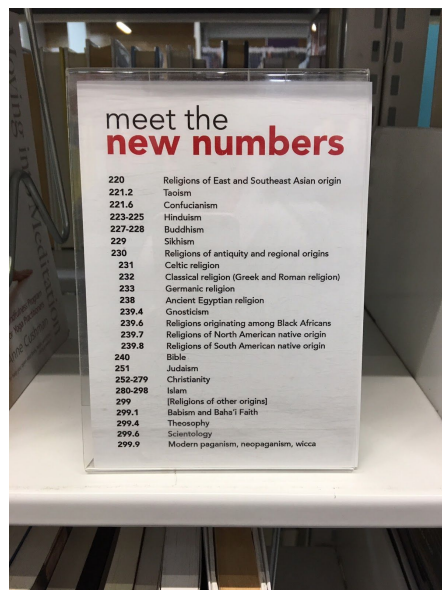


Preparation for project:

1. Coordinate with your Collection Development staff to weed 220-299 in adult/children/teen non-fiction.
2. We did a database cleanup to purge old lost items out of our system.
3. To ease the transition, we made small posters to go on our shelves, explaining the new Dewey arrangement to our patrons.



4. Run staff workshops to educate staff on new numbers if your public services staff thinks they are necessary.
5. In the week before you start the project, shelf read the items in the areas where changes will be made and mark missing anything that is not on the shelf.
6. One of the most helpful things we did was to create a pull list. To do this, go through the crosswalk and identify which Dewey numbers you have items in, then create a list in new Dewey order to help you identify which order to pull books from your shelves. For instance, we first pulled 299.511 (Specific aspects of Chinese religion), then 299.514 (Taoism) because with their new Dewey numbers, 221.1 and 221.2, books with those call number would be the first things we put back on the shelves.
7. Decide if there are any religions not covered in the optional arrangement that you would like to move into the 200s. For instance, we moved books about Satanism, a recognized religion, from 133.42 and created a local Dewey number, 299.71.

Week of project:

1. We pulled all the books off the shelves in the area we were working in and brought them to our department. So, for part of the week, all the adult non-fiction from 220-299 was on shelves and carts inaccessible to patrons while we worked on them. We placed signs in advance to let patrons know the 220-299 books will be off the shelf for a while and that they could place holds on items. We worked with our Materials Handling department to pull these holds while the books were downstairs.
2. The first section we started with was the Adult Non-fiction. Cataloging staff pulled all the books off the shelves in 220-299, in order of their new Dewey number, and brought them downstairs.
3. Before we started pulling books, we numbered all the shelves in 220-299. As we pulled books off the shelf and onto a cart, we labeled each shelf on the cart with a corresponding number. Since we pulled the books off the shelf in order of the new Dewey numbers, shelf 1 on the cart would be the books that would need to be reshelved on shelf 1 in the stacks.
4. We put holds on all items that were checked out or on the holds shelf using one of our staff accounts. This was the easiest way we could think of to guarantee that no book would be reshelved with the old Dewey number. We also created a report to alert us if any item with a non-viable status (lost, missing, etc) ever went through our sorter so we could find the book upstairs and relabel it with the new Dewey number. The report is based off of the item location and item classification, a local item category in our ILS.
5. While the items were downstairs, we changed the MARC 099 call number field and the item call number to the new Dewey number.
6. Put on a new spine label with the updated call number.
7. We waited until all items in a given section were updated before taking them upstairs, just to cut down on any possible confusion.

After project is over

1. For all new items in 220-299 that we're cataloging, we're updating all the OCLC records with an additional 082 with the optional arrangement number, both to bring visibility to the project and to aid any other libraries that might want to make the switch. For instance, a book with the call number 248.843 would become 264.2843, and the added 082 would look like this: 082 04 264.2843 ¶2 23 ¶m b