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|  | **CAUTION:** This is from a gmail account. Please be sure this is who you think they are. Use caution when clicking links. When in doubt, contact the helpdesk. |

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| --- | --- | --- | --- | --- | --- | --- |
| **Category** | **Authorized value** | **DL Description (optional, DL defaults to Description)** | **Description** | **Spine Label Prefix** | **Edit** | **Delete** |
| 15.)Mortensen LOC   Both      1000.)Allen LOC | ARCHIVES | Archives -- Ask at Circulation Desk | Archives -- Ask at Circulation Desk |  | [https://do=add\_form&id=44&page=1/]Edit | [https://do=delete\_confirm&searchfield=loc&id=44&page=1/]Delete |
| 30.)Mortensen LOC  Both  2000.)Allen LOC | ARCHOVER | Archives Oversized -- Ask at Circulation Desk | Archives Oversized -- Ask at Circulation Desk |  | [https://do=add\_form&id=221&page=1/]Edit | [https://do=delete\_confirm&searchfield=loc&id=221&page=1/]Delete |
| 45.)Mortensen LOC Mortensen Main Level 3000.)Allen LOC | ATLAS | Atlas Stand (Morty only) | Atlas Stand |  | [https://do=add\_form&id=273&page=1/]Edit | [https://do=delete\_confirm&searchfield=loc&id=273&page=1/]Delete |
| 60.)Mortensen LOC 4000.)Allen LOC | AV | Audio Visual -- Ask at Circulation Desk (either morty or allen) | Audio Visual -- Ask at Circulation Desk |  | [https://do=add\_form&id=48&page=1/]Edit | [https://do=delete\_confirm&searchfield=loc&id=48&page=1/]Delete |
| 75.)Mortensen LOC 5000.)Allen LOC | BOUNDPER | Bound Periodicals  (either morty or allen) | Bound Periodicals |  | [https://do=add\_form&id=62&page=1/]Edit | [https://do=delete\_confirm&searchfield=loc&id=62&page=1/]Delete |
| 90.)Mortensen LOC 6000.)Allen LOC | CIRCDESKCD | CDs (either morty or allen) | CDs |  | [https://do=add\_form&id=260&page=1/]Edit | [https://do=delete\_confirm&searchfield=loc&id=260&page=1/]Delete |
| 105.)Mortensen LOC 7000.)Allen LOC | CIRCDESKDVD | DVDs  (either morty or allen) | DVDs |  | [https://do=add\_form&id=261&page=1/]Edit | [https://do=delete\_confirm&searchfield=loc&id=261&page=1/]Delete |
| 120.)Mortensen LOC 8000.)Allen LOC | CIRCDESKVHS | VHS Tapes  (either morty or allen) | VHS Tapes |  | [https://do=add\_form&id=262&page=1/]Edit | [https://do=delete\_confirm&searchfield=loc&id=262&page=1/]Delete |
| 135.)Mortensen LOC 9000.)Allen LOC | CIRCULATION | Circulation Desk  (either morty or allen) | Circulation Desk |  | [https://do=add\_form&id=37&page=1/]Edit | [https://do=delete\_confirm&searchfield=loc&id=37&page=1/]Delete |
| 150.)Mortensen LOC 10000.)Allen LOC | CLOSEDOVER | Closed Stacks (Oversize) -- Ask at Circulation Desk (allen only) | Closed Stacks (Oversize) -- Ask at Circulation Desk |  | [https://do=add\_form&id=329&page=1/]Edit | [https://do=delete\_confirm&searchfield=loc&id=329&page=1/]Delete |
| 165.)Mortensen LOC 11000.)Allen LOC | CLOSEDSTACKS | Closed Stacks -- Ask at Circulation Desk (allen only) | Closed Stacks -- Ask at Circulation Desk |  | [https://do=add\_form&id=49&page=1/]Edit | [https://do=delete\_confirm&searchfield=loc&id=49&page=1/]Delete |
| 180.)Mortensen LOC 12000.)Allen LOC | COMPACT | Storage -- Ask at Circulation Desk (morty only) | Storage -- Ask at Circulation Desk |  | [https://do=add\_form&id=40&page=1/]Edit | [https://do=delete\_confirm&searchfield=loc&id=40&page=1/]Delete |
| 195.)Mortensen LOC 13000.)Allen LOC | CTEI | Center for Teaching Excellence and Innovation (morty only) | Center for Teaching Excellence and Innovation - (Should be Ask at Circulation Desk) |  | [https://do=add\_form&id=337&page=1/]Edit | [https://do=delete\_confirm&searchfield=loc&id=337&page=1/]Delete |
| 210.)Mortensen LOC 14000.)Allen LOC | CTRCOMPLEX | Center for Complexity -- Ask at Circulation Desk (morty) | Center for Complexity -- Ask at Circulation Desk |  | [https://do=add\_form&id=56&page=1/]Edit | [https://do=delete\_confirm&searchfield=loc&id=56&page=1/]Delete |
| 225.)Mortensen LOC 15000.)Allen LOC | CURRLAB | Curriculum Lab Collection (Upper Level, morty only) | Curriculum Lab Collection |  | [https://do=add\_form&id=47&page=1/]Edit | [https://do=delete\_confirm&searchfield=loc&id=47&page=1/]Delete |
| 240.)Mortensen LOC 16000.)Allen LOC | DANCE | Shelves — Dance  (Main level, Allen only) | Shelves -- Dance |  | [https://do=add\_form&id=50&page=1/]Edit | [https://do=delete\_confirm&searchfield=loc&id=50&page=1/]Delete |
| 255.)Mortensen LOC 17000.)Allen LOC | DIRECTOR | Director's Office -- Ask at Circulation Desk (Morty only, main) | Director's Office -- Ask at Circulation Desk |  | [https://do=add\_form&id=257&page=1/]Edit | [https://do=delete\_confirm&searchfield=loc&id=257&page=1/]Delete |
| 270.)Mortensen LOC 18000.)Allen LOC | DISPLAY | On Display -- Ask at Circulation Desk (Morty, main or Allen) | On Display -- Ask at Circulation Desk |  | [https://do=add\_form&id=276&page=1/]Edit | [https://do=delete\_confirm&searchfield=loc&id=276&page=1/]Delete |
| 285.)Mortensen LOC 19000.)Allen LOC | ELLIOTT | Head's Office -- Ask at Circulation Desk (Allen only) | Head's Office -- Ask at Circulation Desk |  | [https://do=add\_form&id=271&page=1/]Edit | [https://do=delete\_confirm&searchfield=loc&id=271&page=1/]Delete |
| 300.)Mortensen LOC 20000.)Allen LOC | FCLD | Faculty Center for Learning Development (Morty main only) | Faculty Center for Learning Development (should be Ask Ask at Circulation Desk) |  | [https://do=add\_form&id=322&page=1/]Edit | [https://do=delete\_confirm&searchfield=loc&id=322&page=1/]Delete |
| **Category** | **Authorized value** | **DL Description (optional, DL defaults to Description)** | **Description** | **Spine Label Prefix** | **Edit** | **Delete** |
| 330.)Mortensen LOC 22000.)Allen LOC | INSTRUMENTS | Instruments (no map, not morty or allen) | Instruments |  | [https://do=add\_form&id=53&page=2/]Edit | [https://do=delete\_confirm&searchfield=loc&id=53&page=2/]Delete |
| 345.)Mortensen LOC 23000.)Allen LOC | JUDAICA | Judaica Collection (Morty, upper level only) | Judaica Collection |  | [https://do=add\_form&id=38&page=2/]Edit | [https://do=delete\_confirm&searchfield=loc&id=38&page=2/]Delete |
| 360.)Mortensen LOC 24000.)Allen LOC | LEISURE | Leisure Collection (Morty, upper level only) | Leisure Collection |  | [https://do=add\_form&id=52&page=2/]Edit | [https://do=delete\_confirm&searchfield=loc&id=52&page=2/]Delete |
| 375.)Mortensen LOC 25000.)Allen LOC | ListeningRoom | Listening Room -- Ask at Circulation Desk (allen only | Listening Room -- Ask at Circulation Desk |  | [https://do=add\_form&id=264&page=2/]Edit | [https://do=delete\_confirm&searchfield=loc&id=264&page=2/]Delete |
| 390.)Mortensen LOC 26000.)Allen LOC | MENDING | Mending -- Ask at Circulation Desk (morty, main level and allen) | Mending -- Ask at Circulation Desk |  | [https://do=add\_form&id=60&page=2/]Edit | [https://do=delete\_confirm&searchfield=loc&id=60&page=2/]Delete |
| 405.)Mortensen LOC 27000.)Allen LOC | MiniScores | Miniature Scores Shelves (Allen only) | Miniature Scores Shelves |  | [https://do=add\_form&id=263&page=2/]Edit | [https://do=delete\_confirm&searchfield=loc&id=263&page=2/]Delete |
| 420.)Mortensen LOC 28000.)Allen LOC | NEW | New Arrivals (morty, main level, not circulation desk and allen, not circulation desk) | New Arrivals |  | [https://do=add\_form&id=43&page=2/]Edit | [https://do=delete\_confirm&searchfield=loc&id=43&page=2/]Delete |
| 435.)Mortensen LOC 29000.)Allen LOC | NEWSLETTERS | Newsletters -- Ask at Circulation Desk (Allen only) | Newsletters -- Ask at Circulation Desk |  | [https://do=add\_form&id=57&page=2/]Edit | [https://do=delete\_confirm&searchfield=loc&id=57&page=2/]Delete |
| 450.)Mortensen LOC 30000.)Allen LOC | ONLINE | Online (no map, not allen or morty) | Online |  | [https://do=add\_form&id=42&page=2/]Edit | [https://do=delete\_confirm&searchfield=loc&id=42&page=2/]Delete |
| 465.)Mortensen LOC 31000.)Allen LOC | OPPERMAN | Opperman Collection (Closed Stacks) -- Ask at Circulation Desk (Allen only) | Opperman Collection (Closed Stacks) -- Ask at Circulation Desk |  | [https://do=add\_form&id=235&page=2/]Edit | [https://do=delete\_confirm&searchfield=loc&id=235&page=2/]Delete |
| 480.)Mortensen LOC 32000.)Allen LOC | OVERSIZED | Oversized (Morty Upper Level and Allen) | Oversized |  | [https://do=add\_form&id=59&page=2/]Edit | [https://do=delete\_confirm&searchfield=loc&id=59&page=2/]Delete |
| 495.)Mortensen LOC 33000.)Allen LOC | PERIODICALS | Current Periodicals (Morty, main level and Allen) | Current Periodicals |  | [https://do=add\_form&id=36&page=2/]Edit | [https://do=delete\_confirm&searchfield=loc&id=36&page=2/]Delete |
| 510.)Mortensen LOC 34000.)Allen LOC | PERMRES | Permanent Reserves -- Ask at Circulation Desk (Morty, main level and Allen) | Permanent Reserves -- Ask at Circulation Desk |  | [https://do=add\_form&id=51&page=2/]Edit | [https://do=delete\_confirm&searchfield=loc&id=51&page=2/]Delete |
| 525.)Mortensen LOC 35000.)Allen LOC | RAREBOOK | Rare Book Room -- Ask at Circulation Desk (Morty only, main level) | Rare Book Room -- Ask at Circulation Desk |  | [https://do=add\_form&id=41&page=2/]Edit | [https://do=delete\_confirm&searchfield=loc&id=41&page=2/]Delete |
| 540.)Mortensen LOC 36000.)Allen LOC | RAREBOOKOVER | Rare Book Room Oversized -- Ask at Circulation Desk (Morty only, main level) | Rare Book Room Oversized -- Ask at Circulation Desk |  | [https://do=add\_form&id=250&page=2/]Edit | [https://do=delete\_confirm&searchfield=loc&id=250&page=2/]Delete |
| 555.)Mortensen LOC 37000.)Allen LOC | READING | Hillyer Hall (no map, not allen or morty) | Hillyer Hall |  | [https://do=add\_form&id=238&page=2/]Edit | [https://do=delete\_confirm&searchfield=loc&id=238&page=2/]Delete |
| 570.)Mortensen LOC 38000.)Allen LOC | REFERENCE | Reference (Morty, main level and Allen) | Reference |  | [https://do=add\_form&id=35&page=2/]Edit | [https://do=delete\_confirm&searchfield=loc&id=35&page=2/]Delete |
| 585.)Mortensen LOC 39000.)Allen LOC | REFOFFICE | Reference Office (not used) | Reference Office |  | [https://do=add\_form&id=63&page=2/]Edit | [https://do=delete\_confirm&searchfield=loc&id=63&page=2/]Delete |
| 600.)Mortensen LOC 40000.)Allen LOC | RESERVES | Reserves -- Ask at Circulation Desk (Morty, main level and Allen) | Reserves -- Ask at Circulation Desk |  | [https://do=add\_form&id=39&page=2/]Edit | [https://do=delete\_confirm&searchfield=loc&id=39&page=2/]Delete |
| 615.)Mortensen LOC 41000.)Allen LOC | REVIEW | Review -- Ask at Circulation Desk (Allen only) | Review -- Ask at Circulation Desk |  | [https://do=add\_form&id=173&page=2/]Edit | [https://do=delete\_confirm&searchfield=loc&id=173&page=2/]Delete |
| **Category** | **Authorized value** | **DL Description (optional, DL defaults to Description)** | **Description** | **Spine Label Prefix** | **Edit** | **Delete** |
| 645.)Mortensen LOC 43000.)Allen LOC | SELREF | Selected Reference (allen only) | Selected Reference |  | [https://do=add\_form&id=364&page=3/]Edit | [https://do=delete\_confirm&searchfield=loc&id=364&page=3/]Delete |
| 660.)Mortensen LOC 44000.)Allen LOC | SHELVES | Shelves  (Morty, main and upper level and Allen) | Shelves |  | [https://do=add\_form&id=34&page=3/]Edit | [https://do=delete\_confirm&searchfield=loc&id=34&page=3/]Delete |
| 675.)Mortensen LOC 45000.)Allen LOC | SHELVESLP | Shelves -- LP Records (allen only) | Shelves -- LP Records |  | [https://do=add\_form&id=259&page=3/]Edit | [https://do=delete\_confirm&searchfield=loc&id=259&page=3/]Delete |
| 690.)Mortensen LOC 46000.)Allen LOC | SMALLSEM | Small Seminar Room -- Ask at Circulation Desk (allen only) | Small Seminar Room -- Ask at Circulation Desk |  | [https://do=add\_form&id=252&page=3/]Edit | [https://do=delete\_confirm&searchfield=loc&id=252&page=3/]Delete |
| 705.)Mortensen LOC 47000.)Allen LOC | SPCOLAV | Collections -- Audio Visual (allen only) | Collections -- Audio Visual |  | [https://do=add\_form&id=375&page=3/]Edit | [https://do=delete\_confirm&searchfield=loc&id=375&page=3/]Delete |
| 720.)Mortensen LOC 48000.)Allen LOC | SPCOLLECT | Collections (allen only) | Collections |  | [https://do=add\_form&id=373&page=3/]Edit | [https://do=delete\_confirm&searchfield=loc&id=373&page=3/]Delete |
| 735.)Mortensen LOC 49000.)Allen LOC | SPCOLOVR | Collections -- Oversized (allen only) | Collections -- Oversized |  | [https://do=add\_form&id=374&page=3/]Edit | [https://do=delete\_confirm&searchfield=loc&id=374&page=3/]Delete |
| 750.)Mortensen LOC 50000.)Allen LOC | STORAGE | Storage Area (Morty Main Level) | Storage Area (should be Ask at Circulation Desk) |  | [https://do=add\_form&id=281&page=3/]Edit | [https://do=delete\_confirm&searchfield=loc&id=281&page=3/]Delete |
| 765.)Mortensen LOC 51000.)Allen LOC | TSOFFICE | Tech Services Office -- Ask at Circulation Desk (Morty, main level and Allen) | Tech Services Office -- Ask at Circulation Desk |  | [https://do=add\_form&id=46&page=3/]Edit | [https://do=delete\_confirm&searchfield=loc&id=46&page=3/]Delete |
| 780.)Mortensen LOC 52000.)Allen LOC | WRITING | Writing Shelves (not used) | Writing Shelves |  | [https://do=add\_form&id=256&page=3/]Edit | [https://do=delete\_confirm&searchfield=loc&id=256&page=3/]Delete |
| 795.)Mortensen LOC 53000.)Allen LOC | ZACHS | Zachs Family Holocaust Collection (Greenber Center) | Zachs Family |  | [https://do=add\_form&id=345&page=3/]Edit | [https://do=delete\_confirm&searchfield=loc&id=345&page=3/]Delete |