

## **LSC Ingest Checklist**

- Barcode Boxes and create barcode sheet
- Add Barcodes to the Alma record
- Run barcode script to insert barcodes into the EAD finding aid
- Wait 24 hours
- Update shelf list
- Update accessrestrict note in the finding aid
- Place boxes on designated shelves in the CTR
- Pat yourself on the back for a job well done