

*****Note: I'm cleaning the Original Spreadsheets to make them all in consistent format and easy to read but I'll have to recheck with the library if the ordering is correct**. Do you mean that you will consult with Preus Library to confirm the correct ordering of the Original Spreadsheets? I think that I can confirm that adequately.***

- This consult with Preus Library is a quick one that I can do. This will take just a few minutes and will help the sorting algorithm that I am building as I will take notes on how the Preus Library sorts their books.

*****Additional Note: We will not send the Printing Labels spreadsheet until after Rechecking LCC for any additional reprinting labels**. I'm sorry, Alex. I'm unclear about this. Is this about the Sartre book? I don't think it useful to recheck each book to see whether or not it's LLC classification is acceptable.***

Goal 2: Rechecking LCC

- First Step: By reading through the Original Excel Files, ToAdd section, and New (if there any new books found in the library) spreadsheet, we note any additional LCC for the books into a new spreadsheet to be sent to

Professor Simmonds.

- Second Step: From the Professor Simmonds's selected LCC from the spreadsheet we send to him, if the selected LCC differs from the Printing Labels spreadsheet, we change the LCC of those books.

- Third Step: If the selected LCC not in the Printing Labels spreadsheet, we add it into the Printing Labels spreadsheet.

I'm again not clear about this goal. I agree that if you have any questions about any book feel free to consult with me. If this is about the Martin Buber book, I suggest that we dispense with this step.

- This note and goal are about the Martin Buber book. I will not dispense a preference as you are the client and we need to grant the client's wishes. Furthermore, I believe that the original Excel files that Ricky has giving me is not well organized and not well recorded. During my cleaning of data, I found that some are missing titles, years, and authors. For better understanding of data for myself and for this project, all author data is deleted as it is unessential for the cutter number in the LCC are usually and mostly LCC data that represents the author of the book (ex. HF5415 .G67 1939 is an LCC for a book. .G67 is the cutter number for Grether, the author of HF5415 .G67 1939). Throughout the project, Pratiksha and I will be mostly talking about the title and the LCC of each single book while we are labeling and organizing. I want to make sure the LCC are favorable by you and are correct.

- Third Step (Second loop): Do the same for all books that appear in the ToAdd spreadsheet if they are shelved.

I'm unclear how this happens. Do you mean that you find a book that is shelved, but not listed in the Original Excel Files = Original Spreadsheets? Do you set those aside until you reach the end of Z? Or do you check on the non-original spreadsheet added book in its LLC ordered place?

- In the first shelf row, we found around 15 books that are not listed in the Original Excel Files (a.k.a. original spreadsheets). We believe they are in the ToAdd section or in other spreadsheets outside those two. For now, we just going through the original spreadsheets, then repeat again using the ToAdd section, and again using other spreadsheets. If there are books that are shelved and not recorded in all available spreadsheets, we will recorded in ToAdd.

- Second Step (Second loop): We sort the books for potential misplacement and for the reprinted. Does this mean that we will shelve books according to LLC classification, matching the shelf-list?

- Yes
- Spreadsheets has the LCC classification and will be sorted correctly. We will shelve the books according to LCC and following the spreadsheet.

- First Step: Professor Simmonds comes in and checks for books that are needed or potentially are going to be removed from the shelves. In the meantime, we record the removals in a new spreadsheet.

I will almost certainly remove all duplicates. (It would be helpful for me to know if you find any at least apparent duplicates.). I will begin review for these purposes immediately since it may take some time to identify departments that may wish to house some elements of the collection. And it may take some time for the department faculty to decide which books in the collection might be better housed elsewhere. Would you, Alex, please send me the shelf-list with which you are working? Thanks.

- Question: How long does it take for the department faculty to decided which books in the collection might be better housed elsewhere?
- I will attached the cleaned and reorganized Original Excel Files to the email (Right now, it is organized by the Excel sorting functions and not much differs in sort between this and Ricky's files. However we are going to keep following Ricky's files until I figure out how Preus Library sorts their books).