

Simmonds Library Project Plan Breakdown

Goal 1: Labels

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

Additional Note: We will not send the Printing Labels spreadsheet until after Rechecking LCC for any additional reprinting labels

- **First Step:** Only focus on books that appear in Original Excel Files, and **ignore** all the other books.
- **Second Step:** Among the books found in Original Excel Files, if they are **unlabeled** or **unreadable**, put them into a new Spreadsheet and send to the librarian for new labels.
- **Third Step (Second loop):** Do the same for all books that appear in the **ToAdd** spreadsheet if they are shelved.
- **Fourth Step (Third loop):** For any remaining books (considered as **New** book and need to be in a new spreadsheet if found).

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 send 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.~~

Goal 3: Sorting Shelved Books

Note: By this Goal, I believe my Web Application will be complete. If not, the organized spreadsheet I have will be used

- **First Step:** With the new printed labels, we label the **unlabeled**, the **unreadable**, and the **reprinted**.
- **Second Step (Second loop):** We sort the books for potential misplacement and for the **reprinted**.

Goal 4: Shelved Books Removal

- **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.

Goal 5: Shelving New Books

Note: By this Goal, I want to meet on how to tackle this problem. For now, I am suggesting steps we should take

- **First Step:** We look through the new books to record all its data in a spreadsheet. If they are recorded or mostly recorded in ToAdd section, we add not recorded ones into that section.
- **Second Step:** We send an organized ToAdd section to Professor Simmonds and request for Professor Simmonds to rank them from High Potential to Low Potential (High means more likely to be shelved if space is available).
- **Third Step:** From the ranked list, we label and shelve the High Potential into the Simmonds Library.