

K-State Item Information - displays item information

This application facilitates the **Unboxing Workflow** by providing you with important information. It provides you with the physical item's **Title**, **Call Number**, **Description**, **Barcode**, **Location**, **Process Type**, **Fulfillment Note**, and its final **Destination**. The application is color coded to provide a stimulated eye response, so please review the color code table below. After scanning your first barcode, you will be able to scan your next barcode from the results page. If you have any questions please do not hesitate to ask Library Staff.

Input

- Barcode of **Unboxed** physical item found from the outside cover, inside cover, or within the first 5 pages. The barcode can be scanned in using the barcode scanner or typed in. The search is not case sensitive.

Procedure

The first form asks for you to scan a barcode. This barcode can be scanned with the barcode scanner or by being typed in. When you have located the barcode on the physical piece, enter that barcode into the form:

K-State Item Information

Barcode of unboxed item

Scan barcode...

Submit

If the barcode does not exist within the system you will get an error. Check the physical piece for other barcodes and if they all return the following error, place the physical item on the **Problem Shelf**:

K-State Item Information

Barcode of unboxed item

A389100983

Submit

Alma says: No items found for barcode A389100983.

The next form will display the **Unboxed** physical item information. The **Destination** will display at the top of the

page followed by **Title**, **Call Number**, **Description**, **Barcode**, **Location**, **Process Type**, **Fulfillment Note**, and the **Destination** again. The background color of the form is related to the physical item's destination. **Please review the color code table below.** If the **Process Type** row has a background color of **red** place the physical item on the **Problem Shelf**, ignoring the stated destination. If the **Fulfillment Note** row has a background color of **red** place the physical item on the **Problem Shelf**, ignoring the stated destination:

HALE return

Title:	Top-bar beekeeping : organic practices for honeybee health /
Call Number:	SF523 .C858 2012
Description:	1:2(3:4)
Barcode:	HaleFire-000013
Process Type:	
Fulfillment Note:	3 small clips in back pocket
Destination:	HALE return

Barcode:

SCAN NEXT BARCODE

Submit

When ready, you can scan the next barcode using the form at the bottom of the page:

Barcode:

SCAN NEXT BARCODE

Submit

Color Code Table

Destination	Description
HALE return ?	Place physical item on HALE return shelves
ANNEX ingest ?	Place physical item on ANNEX ingest shelves
To be WITHDRAWN ?	Place physical item on To be WITHDRAWN shelves
Send to Problem Shelf ?	Place physical item on Problem Shelf
Process Type: MISSING	Place physical item on Problem Shelf
Fulfillment Note: If located send to DBM for reclass to P5648.S5 P738 [from PZ1.O11]	Place physical item on Problem Shelf

