

## Guidelines:

- Check [Web Classification](#) to see if a more specific cutter has already been set up
- Identify outdated cutter numbers replaced by new cutters

For example, in the case of N6638.N5, It's already deprecated and .Bx is suggested to use in its place

- Create a spreadsheet for 45 outdated cutter numbers through Alma Analytics Module
- Assign the spreadsheet to librarians to conduct weeding process before Tech Services staff creating a new spine label
- Tech Services staff compare OCLC record to decide if new bibs needed

## Workflow:

- Open the record for the title in Alma
- Open the record for the title in OCLC Connexion
- Compare the two records

If the record in Connexion is better, overlay the record in Sierra

If the record hasn't been changed, then continue to update just the call number

- Update the call number in Alma
- Print new spine labels with the new call numbers
- Send the new labels to the campus libraries