DATA RECLASSIFICATION

Reclassification

Reclassifying your catalog is the methodical process of finding and applying a correct new classmark to each record in your database.

Data Reclassification

PHASE 1

1. This starts with an automated process, matching your titles with records in other databases to retrieve verifiable call numbers in the new system. This process economically locates call numbers for a significant portion of most collections.

2. For the remaining records, where matches are not found, our catalogers can add a human touch, searching for a match or manually assigning the new class marks.

3. Once your entire catalog has been processed, we run final quality checks to identify duplicates or missed records, then we return the data to you for upload.

Spine Label Printing

PHASE 2

4. Through our automated approach, the next step is to bring all the new call number labels

Physical Reclassification

PHASE 3

5. With the data sorted out, it's time to place a new spine label on each item in the collection, then move it to its new location in your stacks.

6. As items are labeled, we use a double-check verification method to make sure that the correct call number is applied to the correct item by matching corresponding barcodes and bibliographic data.

7. Once shelved in their final location, materials are shelf-list verified through our quality control workflow to ensure every book is properly shelved.

8. At pre-determined intervals data detailing which items have and have not yet been reclassified is provided to enable you to switch your catalog's display from the old call number to the new.

9. Update the catalog and library staff so patrons can continue to find the items they need during the project

10. Running everything in an efficient and orderly manner.

Backstage has reclassified tens of millions of items in libraries large and small over the course of more than a decade. Our expert project managers take care of all the planning and execution for you. With our triple-check method—verifying the barcode, title, and old classmark against the bibliographic record and the data on the new label—you can be sure we won't miss a thing.

Backstage LIBRARY WORKS