Create a Resource List called Titles to Recon

**FIND BRIEF RECORDS**
Catalog>Library Search>Brief Records Tab
Leave the boxes empty and click GO

Examine the list
Ignore equipment and bookroom titles
For ILL books, open the record to see if it is active or old. If old, delete it.
If you find legitimate brief records, click details and look at the copy record(s). Are you the only site that owns it in the district? If so, put in the Resource List you created “Titles to recon”.

**FIND RECORDS WITH NO CALL NUMBERS**
Catalog>Update Titles>Standard Numbers tab
Locate titles without standard numbers
Leave the Call Number boxes blank and click Find Titles

Look at the job summary. Ignore titles that are already on your Records to Recon List
Ignore equipment, book room titles, and ILL
Add call numbers
Work through the list by clicking on the link to each title. Go back to the list using the breadcrumbs on the green ribbon.
From the top of your list choose the drop down “Run Alliance Recon”. Click Go.

The job goes to back office where the ‘Hit rate’ is displayed at the top of the summary. You can examine each title by clicking the blue hyperlink.

NOTES: