



MONDAY 9 AM TO 8 PM
TUESDAY 9 AM TO 8 PM
WEDNESDAY 9 AM TO 5 PM
THURSDAY 9 AM TO 8 PM
FRIDAY 9 AM TO 5 PM
SATURDAY 9 AM TO 1 PM
SUNDAY CLOSED

LILLIE M EVANS LIBRARY DISTRICT
lmelibrary.org

207 N Walnut Ave
PO Box 349
Princeton, IL 61559
Tel 309.385.4540

Best Practices for Picklists

Beth Duttlinger bethd@lmelibrary.org

RSA Day April 10, 2025 (updated to include suggestions 4/16/25)

Discussion of picklist tasks to optimize efficiency and meet requirements. This session also provides an opportunity for dialog on improving picklist training and procedures.

1. At opening, print the list from email AND check for the Clean Hold Shelf List
2. Check for 2XXX numbers on picklist
3. Collect items by section (new, DVD, juvenile, etc.)
4. Discharge all items using "Discharging Bookdrop" task (make sure your library has setup the printer for this function)
5. Place slip in item so that it can be read without opening the item
6. Arrange all items going to one library together
7. Arrange items in alphabetical order of library
8. If there many items for a single library (at least enough to fill ½ bin or more), you can dedicate a bin to a library. Make a label for the bin window with the delivery code (making sure it can be easily removed once delivery is complete) AND use and 8"x11 ½" page taped to the top of the bin with the library code address. Individual delivery tags are not needed with a dedicated bin
9. Use the online code sheet
10. Write codes clearly with a black sharpie using sticky form
11. If you have a stamp for return, it's helpful to include your library's code
12. Use 1 rubber band and NO TAPE
13. Throw away hold slip once item has been addressed for delivery
14. Load items flat when possible with delivery stickers visible and facing the same direction.
15. Load items in bins so that the tops can be closed completely
16. If you couldn't find something—ask another staff member to look (see Tips for Finding Lost Items*)
17. Check to see if missing item is available in another RSA library before marking item as missing. IF IT IS NOT, notify the holding library that hold is unfilled
18. Shred list once all items are found or marked missing

***Tips for Finding Lost Items:**

- a. Look at Date of Discharge on picklist – could it be on a shelving cart?
- b. Go to RSAcat and see if you can locate a picture of your item and # pages
- c. Look at the records 082 field and see if the suggested Dewey number matches your item (occasionally numbers transposed)
- d. Check displays
- e. Check shelves before and after
- f. Check for possible number transposed or item in other sections (J, YA, etc.)

Cooperative Sites Maintained by RSA libraries:

<http://rsabookgroups.pbworks.com/>

RSA Book Club - Since we share our materials, libraries use this wiki to coordinate our book groups sharing. Book Club picks date back through 2015.

<http://rsabookgroups.pbworks.com/w/page/158641911/Barcode%20Placement>

Barcode Placement – This wiki was created for the Rural Directors networking group and is a collection of resources on barcode placement and duplication equipment.