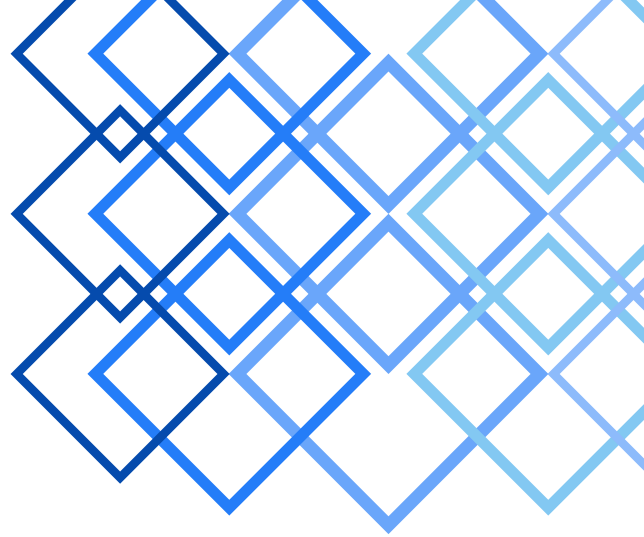


# DATA RECLASSIFICATION

## 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. Identify a starting point
7. Identifying what swing space is available to temporarily hold displaced materials
8. Verify that labels are properly placed on the correct items
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

The Tagging Team has reclassified millions of items in libraries large and small. 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.



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**The Tagging Team**  
ASSET TRACKING IMPLEMENTATION