

## IT tools for restructuring and moving library holdings

Moving library holdings especially when it goes together with restructuring them requires a long preparatory period; subject specialists select relevant material and decide about their new location and call numbers. During this phase documents usually take part in circulation within their original settings. The presentation describes a workflow which enables the library to maintain its normal operation during the preparatory period of entering the would be call numbers and locations on the basis of which automated processes would help to perform the relatively quick physical rearrangement itself. They create sorted lists and call number labels to assist the retrieval and labelling of the volumes to move, lists that register the volumes that are actually moved from their original place, and finally modify the item records in the online catalogue to show first the fact of removal of items from their original place then their place in new structure of the holdings. This way the period when some parts of the holdings are unavailable can be minimised and patrons are always informed which the unavailable items are.