**GPC Library Technical Services**

**Locations in Voyager**

*Please ask the systems librarian if you are uncertain of how to use a location.*

**Temporary Locations**

(Locations not on this list are by default, permanent locations.)

- Alpharetta Popular
- Alpharetta Ready Ref
- Alpharetta Reserves
- Clarkston Atlas Stand
- Clarkston Dict Stand
- Clarkston Display Case
- Clarkston Popular
- Clarkston Ready Ref
- Clarkston Reserves
- Clarkston Reserves (NP)
- Clarkston Staff Review
- Clarkston Workroom
- Decatur Atlas Stand
- Decatur Display Case
- Decatur Popular
- Decatur Reserves
- Decatur Staff Review
- Decatur Workroom
- Dunwoody Atlas Stand Down
- Dunwoody Atlas Stand Up
- Dunwoody Dictionary Stand
- Dunwoody Display Case
- Dunwoody Display Down
- Dunwoody Display Upstairs
- Dunwoody Pop Down
- Dunwoody Pop Up
- Dunwoody Ready Ref
- Dunwoody Reserves
- Dunwoody Staff Review
- Dunwoody Workroom
- Newton Display
- Newton Popular
- Newton Ready Ref
- Newton Ready Ref
- Newton Reserves
- WITHDRAWN

**Item Types**

Permanent locations have a corresponding item type assigned in Cataloging, such as Clarkston Reference and Reference Book. When assigning a temporary location, think about whether or not the item will circulate differently in this new location than it would have in its permanent location. If it will, you need a temporary type. If not, then you can leave the temporary type field blank.

The exception to this rule is the temporary item type Ready Reference. This type is assigned to all Ready Reference locations for statistical purposes, but it behaves the same way as the type Reference Book. (See examples on p. 2.)
Examples:
Permanent location: Clarkston Book
Permanent type: Book
Temporary location: Clarkston Popular
Temporary type: Popular Book

Permanent location: Clarkston Reference
Permanent type: Reference Book
Temporary location: Clarkston Atlas Stand
Temporary type: Left blank. Reference Book is the correct type.

Permanent location: Clarkston Reference
Permanent type: Reference Book
Temporary location: Clarkston Ready Reference
Temporary type: Ready Reference

Happening Locations
(The following locations are “happening locations” and should never be used as physical locations. They are only used as the sign on location when you log into one of the Voyager modules.)

ACQUISITIONS
ALPHARETTA CIRC DESK
CATALOGING
CATALOGING – AUTHORITIES
CATALOGING - E-RESOURCES
CATALOGING – MAINTENANCE
CLARKSTON CIRC DESK
DECATUR CIRC DESK
DUNWOODY CIRC DESK
INTERLIBRARY LOAN
NEWTON CIRC DESK
NONPRINT CIRC DESK