

Storage locations

Custodia Registry · R06

Your task and authority

Berland Hope

- Confirm your assigned duties
- Use the fictional training case
- Verify the result and its history

Learning outcome

The location structure matches physical storage and eligible moves remain traceable.

Storage hierarchy

Bertrand Hope

- Inspect the existing parent/child structure and capacity.

What to check

Read the parent and child locations and any capacity information. The structure should describe real storage. A convenient name is not enough if it places a shelf under the wrong room.

Create the location

Bertrand Hope

- Create a fictional location under the correct parent with a clear code.

What to check

Use the approved fictional code and correct parent. Check for an existing equivalent before saving.

Location-management authority does not automatically include every label action.

Labels and print views

Bertrand Hope

- Print an authorized label and verify the resulting location view.

What to check

Print only when the account has the relevant authority. Compare the label with the saved location view before attaching it. A label for a similarly named shelf can send future movements to the wrong place.

Move eligible records

Bertrand Hope

- Move eligible training records and inspect their new location.

What to check

Check the record's availability and custody state before a move. Confirm the new location after saving. A borrower holding a file and a shelf designated for storage describe different facts.

Location dependencies

Bertrand Hope

- Explain deactivation/deletion constraints and escalate checked-out records instead of forcing a move.

What to check

Inspect dependencies before proposing deactivation or deletion. Escalate checked-out or locked records through their normal workflows. Do not force a location change to make a storage report look tidy.

Exceptions and recovery

Bertland Hope

- Identify the blocked condition
- Preserve the relevant evidence
- Use the authorized next step

Important boundary

Do not alter live shelves as an exercise. A current holder and a storage location are different concepts; custody locks must be respected.

Guided practice

Bertland Hope

- Work within the assigned role
- Show the resulting state
- Explain one exception

Your exercise

Describe a fictional room and shelf structure, identify the correct parent, and explain why a checked-out file cannot be treated as already moved to the shelf.

Practice debrief

Bertland Hope

- Correct identity and authority
- Traceable result and history
- A justified next step

Expected answer

The hierarchy and code are unambiguous; label authority is checked; the learner preserves custody restrictions and verifies the resulting location.