

GUIDELINES FOR ITEMS BEING SENT TO LIBRARY SUPPORT SERVICES

LIBRARY SUPPORT SERVICES MAIN OBJECTIVE: The need for accurate and full MARC records is a major priority for the staff of Library Media Services Library Support Staff. The turn around time for Cataloging of materials will be approximately 30-60 days.

LIMIT NUMBER OF ITEMS SENT IN AT A TIME: Send in 10 items at one time. When these items have been returned to your school you may then send in your next 10 items. You may send in 6 book list sheets at one time. The goal: limit time materials are out of the school. **For those sending in Verso pages instead of Booklists, Verso pages will be treated like a Booklist and will be limited to the 48 item.**

ITEMS FOR VERTICAL FILES SHOULD NEVER BE SENT IN

LIBRARY SUPPORT STAFF WILL NO LONGER BE CATALOGING REALIA ITEMS

ALL AV material items and Big Books need to be sent in to be processed. (They must actually be in hand to make correct matching and cataloging)

VIDEOS: When sending in video tapes if you know the local call number you would like used and the subject headings, this information along with the items being cataloged this will help speed up the time to do original MARC records. **All videos must be sent in, not just on a list; staff needs the item itself.**

COMPUTER SOFTWARE: All computer software must also be sent in to be cataloged. There are too many variables when doing software including CD ROMS, to do an accurate MARC record without the item to refer to.

IF NO PROCESSING SPECIFICATION FORM HAS BEEN RETURNED ON HOW TO CATALOG YOUR SCHOOL'S ITEMS, NO WORK WILL BE DONE BY LIBRARY SUPPORT STAFF.

BOOKLISTS NOT COMPLETELY FILLED OUT WILL BE RETURNED TO THE SCHOOL: Handwritten lists or lists other than the requested form, will be returned. Much time is lost trying to read unfamiliar handwriting. If you have questions regarding how to fill out requested forms, refer to the copy of the verso page or call Library Support Staff. **For those sending in Verso pages instead of Booklists, Verso pages will be treated like a Booklist and will be limited to the 48 item..**

IF THE NEED ARISES TO CHANGE CATALOGING STYLE ON ONE BOX ONLY, THEN ONE OF THE SHEETS TITLED " THIS SHIPMENT ONLY" NEEDS TO BE SENT ALONG WITH THE ITEMS AT THAT TIME AND REMEMBER THIS IS A ONE TIME CHANGE UNLESS A NEW SPECIFICATION FORM IS SENT IN TO REPLACE THE ONE CURRENTLY ON FILE

SCHOOL STAMP: Make sure you have stamped all items with your school stamp before sending them in.

BOOKS SENT IN TO BE PROCESSED: Use the form provided titled "Items Enclosed" when sending books in to be processed. Make a copy of the form before sending in the items. This will help eliminate questions as to what was sent in when.