Cataloging New Physical Materials: Books, DVDs, etc.

Acquisitions brings materials to the cataloging department.

- If there are no notes, add a note based on the cataloging office.
- Catalogers pick up these materials from the shelves.
- Instructional Note: Catalogers pick up these materials from the shelves.

Is there a record for this item in OLE or OCLC?

- Yes: Give to Lisa or Doreen for immediate original cataloging.
- No: Follow Policies and Procedures for adding Table of Contents Enhancements.

Is this book a good candidate for Table of Contents enhancements?

- Yes: Does item go to FM? If yes, follow cataloging policies and procedures. Keep instructional notes.
- No: Follow Policies and Procedures for cataloging books for our Leisure Reading (McNaughton) collection.

Delivery made to FM

- Is there an instructional note in the book?
- Yes: Follow Policies and Procedures for dealing with reserve, notify, or other special requests.
- No: Route to shelving.

Route to FM?

- Yes: Process items.
- No: Put in green crate in Terri's office to route to FM.

Put in Ilhan or Lois's mailbox?

- Yes: No instructional notes on items if present.
- No: Follow Policies and Procedures for dealing with reserve, notify, or other special requests.

Lending section:

- Instructional Note: Place the item on the shelf in the back of the cataloging office.

Instructional Note:

- Catalogers Retrieve Materials: Items on counter?
- Yes: Perform copy cataloging policies and procedures. Keep instructional notes.
- No: Process items.

Delivery weekdays between 9 and 10 am

- Is there an instructional note in the book?
- Yes: Follow Policies and Procedures for dealing with reserve, notify, or other special requests.
- No: Route to shelving.