

## Student Instruction Manual

### **Student Responsibilities:**

Students will be assigned carts of library material for processing. A dated processing form will be attached to cart. This form needs to be dated and initialed when tasks are completed (see example on next page). The carts will be processed in date order. Student workspace is shared, please be courteous and maintain a clean area. Student work schedules are not to be adjusted without prior permission. Monitor and report to the Cataloging Assistant all supply levels. Keep the Work order slips and OCLC record printout with the materials.

### **Daily/Weekly Tasks:**

1. Make sure terminals/equipment are shut off at the end of the day.
2. Supplies are to be returned to the supply cabinet and the supply cabinet locked.
3. Send Acquisitions Work Order Sheets to professors on a monthly basis.
4. Send book jackets to Departments monthly.

**vocabulary**

**New - new material received**

**Continuations - copies/volumes of current material in the library**

**Special Collections - material is not available for check out**

**(\*\*Special collection titles are not processed!! See separate section\*\*)**

## Physical Processing

1. Match Work Order Slips to material
2. Stamping (black ink)
  - A. Address stamp (upper left-hand corner of inside cover)

**LIBRARY**  
**PITTSBURG STATE UNIVERSITY**  
**PITTSBURG, KS 66762**

- B. Library stamp (3 book edges, title page, page 19)---side stamps should be upright and readable when book is placed flat on desk, title up

**AXE LIBRARY**

- C. Date stamp title page -- 14 days after current date, right above the library stamp on title page

**AUG 09 2010**



5. Date due slip applied, with glue stick, inside back cover of **Circulating** materials



6. Attach tattle tape and place a black dot in the upper right corner of back cover to verify tattle taping.  
Use two sided tattle tape for paperback books and one sided tattle tape for hardback books
7. Computer ( holdings record/status)
- a. Holdings record
    - Location (General Circulation ABK001 to ABK900)
    - Call number (added/verified)
    - Copy/volume information (added as appropriate)
    - Itype (ABK001 to ABK900)
    - Secondary Agency (AXE)
  - b. Status
    - General circulation titles---PR (processing)

**\*\*\*\* Labels and books on cart must be kept in same order\*\*\*\***

8. Print spine labels and attach using the spine gauge and place a label protector over label

*Example:* ( ^ = one space ) (Line numbers are from holdings record)

**To Print (computer)**

Line 2-- General Coll.

Line 3--123.45 Ab2c ^^^1999

Line 4-- v.1

**Spine Label**

123.45

Ab2c

1999

v.1

**After (computer)**

Line 2-- General Circ.

Line 3-- 123.45 Ab2c 1999

Line 4-- v.1

123.45

Ab2c

1999

v.1

Top of label gauge

8a. Computer (holdings record/ status) **For Year (New Titles only)** –When there is a year with the call number, it should be placed on line 4 to print the spine label. After the spine label is printed, remove the year from line 4 and put it on line 3 at the end of the call number for indexing purposes. See example next page.

-Scan Barcode

-**S** to select

-**H** for holdings

-Select the line with the asterisk

- line 2 for location ( ABK001-ABK900)

- line 3 Type the Call #

- line 4 Date (year)

-**F** to file

-**SP** to print spine label

-**enter**

-**enter**

-Select the line with the asterisk

-line **3** for Call #.

-**.a** to add date to call #

-line **4** for Date

-**.e** to erase date from line 4

-**F** to file

-**ST** for status

-**CS** to change status

-**PR** for processing

-**enter**

-**enter**

-**B** to go back

**Year (New Titles ONLY)**—When there is a year with the call number, it should be placed on line 4 to print the spine label. Remove the year from line 4 and put it on line 3 at the end of the call number for indexing purposes.

HOLDINGS RECORD

Enter BARCODE : 35902010061394  
\* TITLE 50 awesome auto projects for the evil genius /  
2 LOCATION General Collection 600-699  
3 CALL # 1/ 629.27 H232f  
4 COPY/VOL **2006**  
5 ITYPE General Collection 600-699  
\* ISTATS 1/ Books 600-699  
2/ Technology Studies  
\* AGENCY-MAIN AXE  
8 AGENCY-SECONDARY AXE  
9 PRICE \$22.46  
\* USE COUNT 1/ 0  
\* LAST USED 25 JUN 2010  
\* ADD/MOD/CD/INV 1/ 28 MAR 06  
2/ 26 MAY 10  
3/  
4/ 19 JUN 08

HOLDINGS RECORD

Enter BARCODE : 35902010061394  
\* TITLE 50 awesome auto projects for the evil genius /  
2 LOCATION General Collection 600-699  
3 CALL # 1/ 629.27 H232f **2006**  
4 COPY/VOL  
5 ITYPE General Collection 600-699  
\* ISTATS 1/ Books 600-699  
2/ Technology Studies  
\* AGENCY-MAIN AXE  
8 AGENCY-SECONDARY AXE  
9 PRICE \$22.46  
\* USE COUNT 1/ 0  
\* LAST USED 25 JUN 2010  
\* ADD/MOD/CD/INV 1/ 28 MAR 06  
2/ 17 SEP 10  
3/  
4/ 19 JUN 08

9. Check for Gifts, attach gift plate inside cover if needed
  - a. gift status will be noted on the acquisitions work slip
  - b. gift plates will be typed only for individuals

*Presented to*  
**Leonard H. Axe Library**  
Pittsburg State University  
Pittsburg, Kansas  
By  
**John Smith**

10. Statistics (title and volumes) In the NEW/CONTINUATIONS book under the person who cataloged the books.

Record each title/volume that is processed/withdrawn

Example:

Title: The Encyclopedia of Democracy (1 title) call number- 123.4

Volumes: 1(A-C) 2(D-K) 3(L-R) 4(S-Z) (4 volumes in all)

( = 1 title, 4 volumes)

Title: Air Pollution and Health (1 title) call number- 567.8

Volumes: (1 volume)

( = 1 title, 1 volume)

**\*\*\*Volumes will always have as many or more than Titles depending on the number of total pieces\*\*\*\***

**\*\*\*The cataloging slip attached to your cart should state who cataloged the books on your cart. Statistics should be recorded under that person's name\*\*\***

2010	0xx	100	200	300
<i>July</i>				
Titles	1			1
Volumes				
	4			1

11. Give cart and processing procedure form to Cataloging Assistant for final check

12. Final steps

- a. Place books on distribution shelves (**New books to be shelved**)  
(There are shelves for new books, books waiting to be shelved, reference, special collections -- be sure to place on correct shelves)
- b. File book jackets
- c. File work order slips from books
- d. Give the copy of the OCLC record to Cataloging Assistant

## Continuations

### **Physical Processing**

1. Stamping (black ink)
  - A. Address stamp (upper left-hand corner of inside cover)

**LIBRARY  
PITTSBURG STATE UNIVERSITY  
PITTSBURG, KS 66762**

- B. Library stamp (3 book edges, title page, page 19)---side stamps should be upright and readable when book is placed flat on desk, title up

**AXE LIBRARY**

- C. Date stamp title page -- current date, right above the library stamp on title page

**AUG 09 2010**



4. Date due slip applied, with glue stick, inside back cover of **Circulating** materials



5. Attach tattle tape and place a black dot in the upper right corner of back cover to verify tattle taping
6. Computer ( holdings record/status)
- a. Holdings record
    - Location (ABK001-ABK900)
    - Call number (added/verified)
    - Copy/volume information (added as appropriate)
    - Itype (ABK001-ABK900)
    - Secondary Agency (AXE)
  - b. Status
    - Continuation ---PR (processing)

**NOTICE**

**Year/Volume (Continuations Titles Only)—Bib record will have separate holding records for individual years. When there is a year with the call number, place on line 4 and do not remove.**

To print spine label with proper spacing you must:

- Scan the barcode
- S** to select
- H** for Holdings
- Select the line with the asterisk
  - line 2 for location (ABK001-ABK900)
  - Line 3 type the Call # add four spaces the put the year
  - line 4 volume number
- F** to file
- SP** to print spine label
- enter**
- enter**

Enter BARCODE : 35902005252545

\* TITLE Hoover's handbook of American business.  
2 LOCATION General Collection 300-399  
3 CALL # 1/ 338.74025 H769^^^^1996  
4 COPY/VOL v.1  
5 ITYPE Axe General 300-399  
\* ISTATS 1/ ABKBS 300-399  
2/ Economics

- select the line with the asterisk
- line 4 retype the volume and year in this line
- line 3 use **.r** to remove the year and spaces from Call #

4 CHECKIN NOTES

### END OF RECORD ###  
1/ 338.74025 H769^^^^1996  
3 CALL # .r/9^^^^1996/9/

HOLDINGS RECORD

Enter BARCODE : 35902005252545

\* TITLE Hoover's handbook of American business.  
2 LOCATION General Collection 300-399  
3 CALL # 1/ 338.74025 H769  
4 COPY/VOL 1996 v.1  
5 ITYPE Axe General 300-399  
\* ISTATS 1/ ABKBS 300-399  
2/ Economics  
\* AGENCY-MAIN AXE

8 AGENCY-SECONDARY AXE

Example

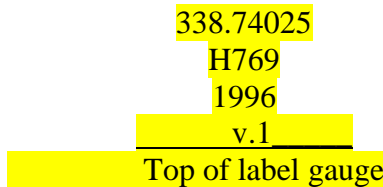
=== HOLDINGS UPDATE ===

Author : DYNIX #: 338091  
Title : Hoover's handbook of American business. # copies: 24  
# holds : 0

#	BARCODE	CALL #	TYPE	STATUS	USE	LIB
1.	35902005252545	ABK300 338.74025	H769	1996 ABK300	IN	8/ AXE
2.	35902005252537	ABK300 338.74025	H769	1996 ABK300	IN	9/ AXE
3.	35902005252495	ABK300 338.74025	H769	1996 ABK300	IN	10/ AXE
4.	35902005252453	ABK300 338.74025	H769	1996 ABK300	IN	9/ AXE
5.	35902006441477	ABK300 338.74025	H769	1997 ABK300	IN	4/ AXE

\*\*\*\* Labels and books on cart must be kept in same order\*\*\*\*

7. Print spine labels and attach using the spine gauge, place label protector over label



- 8. Arrange books in call number order
- 9. Check for Gifts, attach gift plate inside cover if needed
  - a. gift status will be noted on the acquisitions work slip and the shelf-list card
  - b. gift plates will be typed only for individuals

*Presented to*

**Leonard H. Axe Library**

Pittsburg State University  
Pittsburg, Kansas

By

**John Smith**

10. Statistics (title and volumes) in the NEW/CONTINUATIONS book under the continuations page.

Record each title/volume that is processed/withdrawn

Example:

Title: The Encyclopedia of Democracy (1 title) call number- 234.5

Volumes: 1(A-C) 2(D-K) 3(L-R) 4(S-Z) (4 volumes in all)

( = 1 title, 4 volumes)

Title: Air Pollution and Health (1 title) call number- 678.9

Volumes: (1 volume)

( = 1 title, 1 volume)

\*\*\*\* Volumes will always have as many and sometimes more than Titles depending on total pieces\*\*\*\*

<b>2010</b>	<b>0xx</b>	<b>100</b>	<b>200</b>	<b>300</b>
<b>July</b>				
<i>Titles</i>	1			1
<i>Volumes</i>				
	4			1

11. Give cart and task list to Cataloging Assistant for final check

12. Final steps

- a. Place books on distribution shelves (**Books waiting to be shelved**)  
(There are shelves for new books, books waiting to be shelved, reference, special collections -- be sure to place on correct shelves)
- b. File book jackets
- c. File work order slips from books

### Reference New Titles

1. **DATE DUE SLIPS ARE NOT AFFIXED TO REFERENCE TITLES**
2. The "R" above the call number will automatically generate when spine labels are printed
3. Books are stamped with Reference stamps.

### Physical Processing

1. Stamping (black ink)
  - A. Address stamp (upper left-hand corner of inside cover)

**LIBRARY**  
**PITTSBURG STATE UNIVERSITY**  
**PITTSBURG, KS 66762**

- B. Library stamp (3 book edges, title page, page 19)---side stamps should be upright and readable when book is placed flat on desk, title up

**AXE LIBRARY**

- C. Date stamp the title page -- 14 after current date, right above the library stamp on title page

**AUG 09 2010**

- D. **Reference** stamp (red ink) the upper-right hand corner of first page and back cover

**FOR REFERENCE**  
**DO NOT TAKE FROM THIS ROOM**



3. Remove book jacket, write the title's call number on the inside of the jacket (in pencil)
4. Do not attach date due slip to Reference but do attach tattle tape and place a black dot in the upper right corner of back cover to verify tattle taping

Computer (holdings record/status)

- a. Holdings record
  - Location (ARF Ref material)
  - Call number (added/verified)
  - Copy/volume information (added as appropriate)
  - Itype (ARF)
  - Secondary Agency (AXE)
- b. Status
  - If there is a note inside that says **Ready Reference**, then location is **ARD** (leave note in book)
  - Status of Reference books is IN.
  -

**\*\*\*\* Labels and books on cart must be kept in same order\*\*\*\***

5. Print spine labels and attach using the spine gauge and place a label protector over label

Example: ( ^ = one space ) (Line numbers are from holdings record)

<u>To Print (computer)</u>	<u>Spine Label</u>	<u>After (computer)</u>
Line 2-- Reference Material	R	Line 2-- Reference Material
Line 3-- 456.78 Cd3e ^^^1999	456.78	Line 3-- 456.78 Cd3e 1999
Line 4-- v.2	Cd3e	Line 4-- v.2
	1999	
	v.2	

**Year/Volume (Continuation Titles ONLY)**—Bib record will have separate holdings record for individual years. When there is a year with the call number, place on line 4 and do not remove

Example

Author : DYNIX #: 195058  
 Title : Gale directory of publications and broadcast medi # copies: 10  
 # holds : 0  
 # BARCODE CALL # TYPE STATUS USE LIB

-----  
 6. 35902011031925 ARF 016.051 G131 2010 v. 1 ARF IN 0/ AXE  
 7. 35902011031883 ARF 016.051 G131 2010 v. 2 ARF IN 0/ AXE

- 8. 35902011031842 ARF 016.051 G131 2010 v. 3 ARF IN 0/ AXE
- 9. 35902011031800 ARF 016.051 G131 2010 v. 4 ARF IN 0/ AXE

HOLDINGS RECORD

Enter BARCODE : 35902011031925

- \* TITLE Gale directory of publications and broadcast media.
- 2 LOCATION Reference Material
- 3 CALL # 1/ 016.051 G131
- 4 COPY/VOL **2010 v. 1**
- 5 ITYPE Axe Reference
- \* ISTATS 1/ Reference  
2/ (Go by Subject)
- \* AGENCY-MAIN AXE
- 8 AGENCY-SECONDARY AXE

- 6. When attaching spine label to encyclopedias, do not cover book contents. Check with Cataloging Assistant for placement

**R**  
**016.051**  
**G131**  
**2010**  


---

**v.1**  
**Top of label gauge**

- 7. Arrange books in call number order
- 8. Check for Gifts, attach gift plate inside cover if needed
  - a. gift status will be noted on the acquisitions work slip and the shelf-list card
  - b. gift plates will be typed only for individuals

*Presented to*  
**Leonard H. Axe Library**  
 Pittsburg State University  
 Pittsburg, Kansas  
 By  
**John Smith**

9. Statistics (title and volumes)

Record each title/volume that is processed/withdrawn

Example:

Title: The Encyclopedia of Democracy (1 title) call number- R 345.6

Volumes: 1(A-C) 2(D-K) 3(L-R) 4(S-Z) (4 volumes in all)

( = 1 title, 4 volumes)

Title: Air Pollution and Health (1 title) call number- R 678.9

Volumes: (1 volume)

( = 1 title, 1 volume)

\*\*\*\* Volumes will always have as many and sometimes more than Titles depending on total pieces\*\*\*\*

2010	0xx	100	200	300
<i>July</i>				
Titles	1			1
Volumes				
	4			1

10. Give cart and processing procedure form to Cataloging Assistant for final check

11. Final steps

- a. Place books on distribution shelves (**Reference distribution shelves**)  
(There are shelves for new books, books waiting to be shelved, reference, special collections -- be sure to place on correct shelves)
- b. File book jackets
- c. File work order slips from books

### KTC (Kansas Technology Center) general collection titles

1. The "KTC" above call number will automatically generate when spine labels are printed
2. KTC materials are taken to Special Services Department (ILL), put into KTC Green cloth bag to be delivered through Campus mail.

### Physical Processing

1. Stamping (black ink)
  - A. Address stamp (upper left-hand corner of inside cover)

**LIBRARY**  
**PITTSBURG STATE UNIVERSITY**  
**PITTSBURG, KS 66762**

- B. Library stamp (3 book edges, title page, page 19)---side stamps should be upright and readable when book is placed flat on desk, title up

**AXE LIBRARY**

- C. Date stamp the title page -- 14 days after current date, right above the library stamp on title page

**AUG 09 2010**



4. Date due slip applied, with glue stick, inside back cover of **Circulating** materials



5. Attach tattle tape and place a black dot in the upper right corner of back cover to verify tattle taping
6. Computer ( holdings record/status)
- a. Holdings record
    - Location (KBK001-KBK900)
    - Call number (added/verified)
    - Copy/volume information (added as appropriate)
    - Itype (KBK001-KBK900)
    - Secondary Agency (KTC)
  - b. Status
    - KTC titles ---PR (processing)

**\*\*\*\* Labels and books on cart must be kept in same order\*\*\*\***

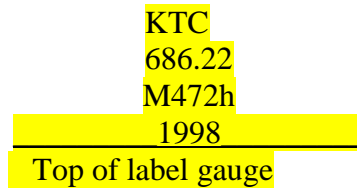
7. Print spine labels and attach using the spine gauge, place label protector over label

*Example:* ( ^ = one space ) (Line numbers are from holdings record)

**To Print (computer)**  
Line 2-- KTC Gen. Coll.  
Line 3-- 686.22 M472h  
Line 4-- 1998

**Spine Label**  
KTC  
686.22  
M472h

**After (computer)**  
Line 2-- KTC Gen. Coll.  
Line 3-- 686.22 M472h 1998



**Year (New Titles ONLY)**—When there is a year with the call number, it should be placed on line 4 to print the spine label. Remove the year from line 4 and put it on line 3 at the end of the call number for indexing purposes.

**BEFORE**

HOLDINGS RECORD  
Enter BARCODE : 35902010061394  
\* TITLE 50 awesome auto projects for the evil genius /  
2 LOCATION KTC Books 600-699  
3 CALL # 1/ 629.27 H232f  
4 COPY/VOL **2006**  
5 ITYPE KTC Books 600-699  
\* ISTATS 1/ Books 600-699  
2/ Technology Studies  
\* AGENCY-MAIN AXE  
8 AGENCY-SECONDARY KTC  
9 PRICE \$22.46  
\* USE COUNT 1/ 0  
\* LAST USED 25 JUN 2010  
\* ADD/MOD/CD/INV 1/ 28 MAR 06  
2/ 26 MAY 10  
3/  
4/ 19 JUN 08

**AFTER**

HOLDINGS RECORD  
Enter BARCODE : 35902010061394  
\* TITLE 50 awesome auto projects for the evil genius /  
2 LOCATION KTC Books 600-699  
3 CALL # 1/ 629.27 H232f **2006**  
4 COPY/VOL  
5 ITYPE KTC Books 600-699  
\* ISTATS 1/ Books 600-699  
2/ Technology Studies  
\* AGENCY-MAIN AXE  
8 AGENCY-SECONDARY KTC  
9 PRICE \$22.46  
\* USE COUNT 1/ 0  
\* LAST USED 25 JUN 2010  
\* ADD/MOD/CD/INV 1/ 28 MAR 06  
2/ 17 SEP 10  
3/  
4/ 19 JUN 08

8. Arrange books in call number order
9. Check for Gifts, attach gift plate inside cover if needed
  - a. gift status will be noted on the acquisitions work slip and the shelf-list card
  - b. gift plates will be typed only for individuals

*Presented to*  
**Leonard H. Axe Library**  
Pittsburg State University  
Pittsburg, Kansas  
By

**John Smith**

Statistics (title and volumes)

Record each title/volume that is processed/withdrawn

Example:

Title: The Encyclopedia of Democracy (1 title) call number- KTC 234.5

Volumes: 1(A-C) 2(D-K) 3(L-R) 4(S-Z) (4 volumes in all)

( = 1 title, 4 volumes)

Title: Air Pollution and Health (1 title) call number- KTC 567.8

Volumes: (1 volume)

( = 1 title, 1 volume)

\*\*\*\* Volumes will always have as many and sometimes more than Titles depending on total pieces\*\*\*\*

2010	0xx	100	200	300
<i>July</i>				
Titles	1			1
Volumes				
	4			1

10. Give cart and processing procedure form to Cataloging Assistant for final check

11. Final steps

- a. Have someone at Circulation desk change status of material to “In Transit”
- b. Place books in green cloth bag in Special Services Department (ILL) area. It will be sent to KTC library by Campus Mail.
- c. Place the work order slips in the envelope marked KTC books in the work order filing box. These will be given to Cataloging Assistant monthly.

KTC Reference New Titles

1. **DATE DUE SLIPS ARE NOT AFFIXED TO REFERENCE TITLES**

**Physical Processing**

1. Stamping (black ink)
  - A. Address stamp (upper left-hand corner of inside cover)

**LIBRARY**  
**PITTSBURG STATE UNIVERSITY**  
**PITTSBURG, KS 66762**

- B. Library stamp (3 book edges, title page, page 19)---side stamps should be upright and readable when book is placed flat on desk, title up

**AXE LIBRARY**

- C. Date stamp title page -- 14 days in advance of current date, right above the library stamp on title page

**AUG 09 2010**

- D. **Reference** stamp (red ink) the upper-right hand corner of first page and back cover

**FOR REFERENCE**  
**DO NOT TAKE FROM THIS ROOM**



3. Remove book jacket and write the title's call number on the inside of the jacket (in pencil)
4. Do not attach date due slip to Reference, but do attach tattle tape and place a black dot in the upper right corner of back cover to verify tattle taping

Computer ( holdings record/status)

- a. Holdings record
  - Location (KRF)
  - Call number (added/verified)
  - Copy/volume information (added as appropriate)
  - Itype (KRF)
  - Secondary Agency (KTC)
- b. Status
  - KTC Reference titles ---PR (processing)

**\*\*\*\* Labels and books on cart must be kept in same order\*\*\*\***

5. Print spine labels and attach using the spine gauge and place a label protector over label

*Example:* ( ^ = one space ) (Line numbers are from holding record)

<u>To Print (computer)</u>	<u>Spine Label</u>	<u>After (computer)</u>
Line 2-- KTC Reference	KTC	KTC Reference
Line 3-- R^686.22^^M472h	R	686.22 M472h
	686.22	
	M472h	
<u>To Print (computer)</u>	<u>Spine Label</u>	<u>After (computer)</u>
Line 2-- KTC Reference	KTC	KTC Reference
Line 3-- R^686.22^^M472h	R	686.22 M472h 1998
Line 4-- 1998	686.22	
	M472h	
	1998	

KTC  
 R  
 686.22  
 M472h  
 1998  
 \_\_\_\_\_  
 Top of label gauge

6. **NOTE\*\*\*** Printer will not print a spine label with more than 5 lines. If the label has more than five lines it must be hand typed on the typewriter.
7. Arrange books in call number order
8. Check for Gifts, attach gift plate inside cover if needed
  - a. gift status will be noted on the acquisitions work slip and the shelf-list card
  - b. gift plates will be typed only for individuals

*Presented to*  
**Leonard H. Axe Library**  
Pittsburg State University  
Pittsburg, Kansas  
By  
**John Smith**

9. Statistics (title and volumes)

Record each title/volume that is processed/withdrawn

Example:

Title: The Encyclopedia of Democracy (1 title) call number- KTC R 123.4

Volumes: 1(A-C) 2(D-K) 3(L-R) 4(S-Z) (4 volumes in all)

( = 1 title, 4 volumes )

Title: Air Pollution and Health (1 title) call number- KTC R 567.8

Volumes: (1 volume)

( = 1 title, 1 volume )

\*\*\*\* Volumes will always have as many and sometimes more than Titles depending on total pieces\*\*\*\*

2010	0xx	100	200	300
<i>July</i>				
Titles	1			1
Volumes				
	4			1

Give cart and processing procedure form to Cataloging Assistant for final check

10. Final steps

- a. Have someone at Circulation desk change status of material to “In Transit”
- b. Place books in green cloth bag in Special Services Department (ILL) area. It will be sent to KTC library by Campus Mail.
- c. Place the work order slips in the envelope marked KTC books in the work order filing box. These will be given to Cataloging Assistant monthly.

## Special Collections Material

*DO NOT STAMP*  
*DO NOT WRITE CALL #*  
*DO NOT ATTACH LABEL*  
*DO NOT REMOVE BOOK JACKET*  
**Do not hyphenate words!!!**

1. **Special Collections Materials will need to be accompanied with a flag and a shelf list card.** There are two types of flags for special collections. The first is a slip of archival paper with a barcode attached to which you will type information. The second is the extra copy of the shelf list card to which you will attach a bar code to the back and type the bar code # on the front. (See examples)
2. Do not hyphenate any words on the flag unless hyphenated on original shelf-list card
3. If book is a gift, type "Gift of xxxx xxxx" just above barcode (see examples)
4. Include flag and/or shelf list card with book
5. Place books on distribution shelves (**Special Collections**)
6. Computer (holdings record/status)
  - a. Holdings records
    - Location (check codes)
    - Call number (added/verified)
    - Copy/volume information (added as appropriate)
    - Itype (ANC)
    - Secondary Agency (AXE)
  - c. Status
    - Special Collections -- IN

Special  
 Collec.  
 813.54  
 B727t  
 1998

Bradford, Karleen, 1914-  
 There will be wolves


Gift of Jane Victor.

Pittsburg State Univ.  
 !!!1111!!!11111111  
 359020048087546

**Example 1 Flag**

Special  
 Collec.  
 Whitesitt  
 817.4 Twain, Mark, 1835-1910.  
 C591w Wit and wisecracks / Mark Twain ;  
 Selected by Doris Benardette ;  
 Mount Vernon, N.Y. : Peter Pauper Press, 1961.  
 61 p. : ill. ; 19 cm.  
 35902004038960 c.1 Gift of John Doe

Put barcode here on reverse side of shelf list card



**Example 2 flag as shelf list card**





## Clean Up:

These are titles that are already on the shelf and have been previously processed. They have been pulled to attach a new spine label and make sure processing is complete. Sometimes the title will be pulled because it is being modified.

### **Circulation:**

1. Cover previous spine label with new spine label if possible.
  - If part or all of the old label remains on the spine, cover it with a plain white label.
2. Check processing-
  - Address stamp inside cover
  - Library stamp & date stamped on title page
  - Call number title page verso (correct if call # has changed)
  - Library stamped on page 19
  - Date due slip inside back cover
  - Security strip (black dot)
3. Check holdings record & verify that the location, call number and I-type are correct.
4. Change status to Processing
5. Print & attach spine label (two label protectors may be needed to cover to be sure the entire labels are covered)
6. Record statistics (Modified/Changes)
7. Give to Cataloging Assistant for checking
8. Distribute books to Books Waiting to be Shelved shelf

## Reference:

1. Cover previous spine label if possible.
  - If part or all of the old label remains on the spine, cover it with a white label.
2. Check processing-
  - Address stamp inside cover
  - Reference stamp on first page
  - Library stamp & date stamped on title page
  - Call number title page verso (correct if call # has changed)
  - Library stamped on page 19
  - Reference stamp inside back cover
  - Security strip (black dot)
3. Check holdings record & verify that the location (ARF), call number, and I-type (ARF) are correct.
4. Status stays IN
5. Print & attach spine label (two label protectors may be needed to cover to be sure the entire labels are covered)
6. Record statistics (Modified/Changes)
7. Give to Cataloging Assistant for checking
8. Leave any paperwork addressed to Reference staff in the book. Distribute books to Reference shelf.

CD-ROMs DVD's VHS Computer diskettes

CD-ROMs.

1. Holdings. CD-ROMs should be coded as ACRCO (itype), location code is ACRCO (Compact Disc Circulation), this will generate CD ROM automatically on label, Status PR (processing). (See example)
2. Spine label should be placed in right hand corner, label should be typed and placed in center of jewel box (see examples), label protectors should be placed over both the spine label and typed label
3. If the jewel box contains more than one CD-ROM this should be noted on a note typed and placed on the case.
4. Give to cataloging assistant for checking.
5. Place in the circulation assistant's mailbox.
6. Statistics (title and volume)  
Record each title/volume that is processed in the statistics- odd materials page for the person who did the cataloging.

**Example**

19 NOV 2010      PSU / Pittsburg State University      01:46pm  
Cataloging

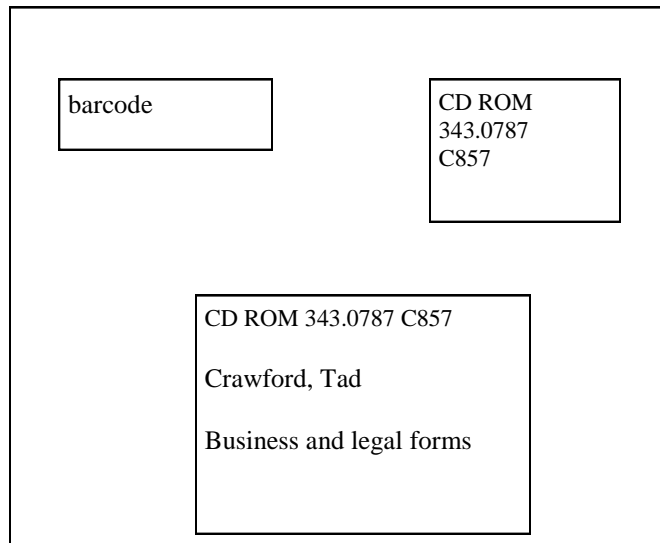
=== HOLDINGS UPDATE ===

Author : Crawford, Tad, 1946-      DYNIX #: 993575  
Title : Business and legal forms for crafts /      # copies: 2  
# holds : 0

#    BARCODE      CALL #      TYPE STATUS      USE    LIB

-----  
1. 35902009518123 ABK300 343.0787 C859b 2005 ABK300 IN      1/    AXE  
2. 35902010043475 ACRCO 343.0787 C859b 2005 ACRCO IN      0/    AXE

CD-Rom example



	Juv.	Phonos	Micro-film	Micro-fiche	Thesis/Problems	Computer Disc/CDs	Cassette	AV	LBB	Annuals	Totals
<b>2007</b>											
<b>January</b>											
<b>Titles</b>						5					5
<b>Volumes</b>						5					5
<b>February</b>											0
<b>Titles</b>											0
<b>Volumes</b>											0



2007	Juv.	Phonos	Micro-film	Micro-fiche	Thesis/Problems	Computer Disc/CDs	Cassette	AV	LBB	Annuals	Totals
January											
Titles						5					5
Volumes						5					5
February											
Titles											0
Volumes											0

barcode	KTC CD ROM 343.0787 C857
KTC CD ROM 343.0787 C857 Crawford, Tad Business and legal forms	

## DVD's

1. Holdings. DVD's should be coded as ACRDV (location), ACRDV (Itype) and PR-status. This will generate DVD on the spine label.
2. For each DVD there will be two cases. One is an empty dummy case (usually the original case with color label) to sit on the display shelf for patrons to view, the other is a copy case that contains the DVD and is kept in the cabinet at circulation.
3. A spine label is made for both cases. Make sure you can read the title on the spine of both cases.
4. The spine label must go on the spine of the DVD cases in line with the title in order to be viewed in the DVD cabinet. If the entire call number will not fit on the spine of the DVD case, then you can split the spine label with scissors so that the call number is all on one line. (See example)
5. The dummy case has tattle tape placed under the paper and gets sticker on the front that says "FOR DISPLAY ONLY".
6. Give to cataloging assistant for checking.
7. Place in the circulation assistant's mailbox.
8. Statistics (title and volume)
9. Record each title/volume that is processed in the statistics- odd materials page under the AV column for the person who did the cataloging.

**\*\*\*Note some DVD cases will contain multiple discs. In this case a note should be placed on the front of the containing the discs indicating the case should contain multiple discs. A check-in note will also need to be made in the holdings record –line 13—type a sentence telling the number of discs contained in the case.**

2007	Juv.	Phonos	Micro-film	Micro-fiche	Thesis/Problems	Computer Disc/CDs	Cassette	AV	LBB	Annuals	Totals
<b>January</b>											
<b>Titles</b>								2			2
<b>Volumes</b>								2			2
<b>February</b>											
<b>Titles</b>											0
<b>Volumes</b>											0

## **KTC DVD'S**

1. Holdings. KTC DVD's should be barcoded as KDV (location), KDV (Itype) KTC (secondary agency) and PR-status. This will generate KTC DVD on the spine label.
2. For each DVD there will be two cases. One is an empty dummy case (usually the original case) to sit on the display shelf for patrons to view the other is a copy case that contains the DVD and is kept in the cabinet at circulation.
3. A spine label is made for both cases. Make sure you can read the title on the spine of both cases.
4. The spine label must go on the spine of the DVD case in line with the title in order to be viewed in the DVD cabinet. If the entire call number will not fit on the spine of the DVD case, then you can split the spine label with scissors so that the call number is all on one line. (See example)
5. The dummy case has tattle tape placed under the paper and gets sticker on the front that says "FOR DISPLAY ONLY".
6. Give to cataloging assistant for checking.
7. Send to KTC library
  - Have someone at Circulation desk change status of material to "In Transit"
  - Place books in green cloth bag in Special Services Department (ILL) area. It will be sent to KTC library by Campus Mail.
8. Place the work order slips in the envelope marked KTC books in the work order filing box. These will be given to Cataloging Assistant monthly.
9. Statistics (title and volume)
10. Record each title/volume that is processed in the statistics- odd materials page in the AV column for the person who did the cataloging.

## Videocassettes

1. Holdings. Videocassettes should be barcoded as ACRVI (location), ACRVI (Itype) and PR-status. This will generate a vide cassette on the spine label.
2. For each vide cassette there will be two cases. One is an empty dummy case (usually the original case) to sit on the display shelf for patrons to view the other is a copy case that contains the vide cassette and is kept in the cabinet at circulation.
3. Three spine labels are made for each vide cassette. Make sure you can read the title on the spine of both cases.
4. One spine label must go on the spine of each of the vide cassette cases in line with the title in order to be viewed in the cabinet. Place a label cover on each of these. The third spine label is placed on the front of the vide cassette itself with no spine label covering it.
5. The dummy case gets a sticker on the front that says "FOR DISPLAY ONLY".
6. Attach a "Do Not Desensitize" sticker on the front of the case containing the vide cassette.
7. Give to cataloging assistant for checking.
8. Statistics (title and volume)
9. Record each title/volume that is processed in the statistics- odd materials page in the AV column for the person who did the cataloging.

**Computer Diskettes.**

1. Circulating diskettes, both 3.5 and 5.25 sizes, should have a location code and itype of ACRD3C. The master diskette gets location code and itype of ACRD3M.
2. The master copy should be coded as ANC itype (no circulation)
3. The words "master" and "circ" should follow the call number, both on the spine label and on the online catalog holdings record
4. Both copies are to be put in Circulation Supervisor's mailbox
5. Status must be **IN**
6. Do not attach label protectors

## Rush/Reserve & Labels

**\*\*Process Rush and Reserve items as soon as they are cataloged\*\***

- A. Follow the physical processing procedures
- B. Attach note with "RUSH" indicated (provide patron name if available)
- C. Place title on Circulation Assistant's desk or in mailbox
- D. Forward the acquisition work slip to the requestor

## **Spine Labels**

Computer/Printer will print spine labels up to 5 lines, anything above 5 lines will have to be hand typed (line numbers are from holdings record)

When typing spine labels on typewriter, use the label that is used in the printer

## **Examples (*hand typed*):**

### Reference

#### **Computer**

Line 2-- Reference Material  
Line 3-- 620.112 Am352a Sect.1  
Line 4-- 2000 v.1

#### **Spine Label-hand typed (more than 5 lines)**

R  
620.112  
Am352a  
Sect.1  
2000  
v.1

### KTC Reference

#### **Computer**

Line 2-- KTC Reference  
Line 3-- 620.112 Am352a Sect.1  
Line 4-- 2000 v.1

#### **Spine Label-hand typed (more than 5 lines)**

KTC  
R  
620.112  
Am352a  
Sect.1  
2000  
v.1

## Theses/Problems

1. There are usually two copies of each theses/problems to be processed---one for special collections/archives and one for circulation
2. The location codes for theses/problems are:
  - a. Theses/Problems (Special Collections/archives) APSTH, the itype is ANC
  - b. Theses/Problems (Circulation) ABKTH, The itype is ABKTH
3. Process copy 1 as a special collection/archives---it will have shelf list cards accompanying the book and barcodes can be attached to the shelf list card.(see special collections section)--**NO PHYSICAL PROCESSING OF TITLE**
4. Circulating copy
  - a. Verify location field to ABKTH (Axe Browsing Theses)
  - b. Verify c.2 to the volume/copy field
  - c. Change the i-type field to ABKTH
  - d. Verify the status to Processing for the circulating copy
5. Process copy 2 as a new book, place on "waiting to be shelved" shelf (they are not considered "new" books by Circulation)
6. If there is a CD ROM, disk or video it stays with the book. **DO NOT REMOVE**

**Videotapes and CD's** Some theses (and problems) may have videotapes or CD's as part of recital and performance chapters. These should not be removed to a separate case but should be left in the thesis. On theses with videotapes these are embedded into the binding and there should be an orange videotape sticker placed on the outside front cover. This signals not to de-sensitize the videotape and corrupt the material.

**\*\*\*Theses with videotapes should not have security strips in them.\*\*\***

## Miscellaneous

**Audio Cassettes**--Cassettes should be processed using the smaller barcodes, which should be placed, along the spine, on the cassette case. Cassettes have an Itype and location code of (ACRCA)

**AV-Material**--AV-Material is rarely used. The acquisition and circulation librarians will determine how the item is to be processed and where it is located. AV-material has an Itype of (ACRAV)

**Mending**--If any material is in need of mending, change the status to mending and place material on the shelves in the mending room

**Music**--Call # 780 thru 789--not oversized books--location should be 2<sup>nd</sup> floor (ABK700)

**Oversize**--(books larger than 30 cm) have an X over call number. Location—oversize basement 001-699 is ABKOB. Location—oversize second floor 700-999 is ABKO2

**Supplementary Pieces**--When books have a map or other pieces that are not attached to the book, a spine label will need to be printed and attached to the separate piece. A check-in note will need to be added to the holdings record--line 13--type a sentence saying what the extra piece is (see example)

Enter BARCODE : 35902004505208

\* TITLE           Criminal law overview and update  
2 LOCATION        Cassettes  
3 CALL #          1/ 345 B458c  
4 COPY/VOL  
5 ITYPE            Axe Cassettes  
\* ISTATS          1/ Cassettes  
                  2/ Social Science (or subject)  
\* AGENCY-MAIN     AXE  
8 AGENCY-SECONDARY   AXE  
9 PRICE  
\* USE COUNT        1/  
\* LAST USED  
\* ADD/MOD/CD/INV   1/ 16 JUN 88  
                  2/ 29 NOV 10  
                  3/  
                  4/ 31 MAY 06

13 CAT NOTES

=== more data ===

13 CAT NOTES        Map in pocket of back cover.

**Withdrawn:** Stamp withdrawn in upper right hand corner of book, mark thru barcode and address stamp with black marker, record statistics in the withdrawn pages (pink) of the modified changes book, place withdrawn material in the recycling pick-up area on the loading dock

**Spiral Binding:** If book has a ring spiral binding, put the security strip on, cover with white label (do not use anything with a foil backing on top of strip)

**Year (New Titles ONLY)**--When there is a year with the call number, it should be placed on line 4 to print the spine label. Remove the year from line 4 and put it on line 3 at the end of the call number for indexing purposes.

\*If there is a year and a volume or copy, put the year on line 3 four spaces after the call number. The volume or copy will be on line 4. Print spine label. Remove three spaces between call number and the year. See example:

( ^ = one space)

**Before**

Line 3            025.32 An47^^^^1998  
Line 4            c.2

( to remove the three spaces:     .r/^^^1998/1998/     )

**After**

Line 3            025.32 An47 1998  
Line 4            c.2

**Year/Volume (Continuation Titles ONLY)**--Bib record will have separate holding records for individual years. When there is a year with the call number, place on line 4 and do not remove.

## Black Box

### Checking the Black Box

1. Remove the front set of rubber banded white cards from the black box.
2. At the computer, login as usual until you get to this screen (see below).
3. You will "search by title".

01 DEC 2010      PSU / Pittsburg State University      10:25am  
Cataloging

#### CATALOGING (UBR) MENU

- |                         |                                      |
|-------------------------|--------------------------------------|
| 1. Dynix Bib #          | 15. Periodicals/Serials Title        |
| 2. OCLC #               | 16. Periodicals/Serials Keyword(s)   |
| 3. Barcode #            | 17. Series Authority                 |
| 4. LCCN #               | 18. Alternate Subject Headings (Bib) |
| 5. PSU Call #           | 19. Print Saved Bibliography         |
| 6. PSU SuDoc #          | 20. PSU Faculty Reserves             |
| 7. ISBN/ISSN #          | 21. CRC Call#                        |
| 8. Author Authority     | 22. FSCC Call #                      |
| 9. Author Keyword (Bib) | 23. USD Call #                       |
| 10. Author List (Bib)   | 24. PPL Call #                       |
| 11. Subject             | 25. PSU Collections                  |
| 12. Subject Keyword     | 26. Sears Subject Keyword            |
| <b>13. Title</b>        | 27. Quit Searching                   |
| 14. Title Keyword       |                                      |

Enter your selection(s) and press <enter> :  
S=Shortcut on, BB=Bulletin Board, ?=Help

4. Type the title from the card and press enter.

If the title shows up in all capital letters the book has not been cataloged and processed (see example):

01 DEC 2010      PSU / Pittsburg State University      10:28am  
Cataloging

Your Search: THE MIDDLE SCHOOL CLASSROOM

# Selected (May be truncated)	Titles
1. The Middle school--and beyond /	1
2. Middle school blues /	2
<b>&gt; 3. MIDDLE SCHOOL CLASSROOM : RX FOR SUCCESS</b>	1
4. Middle school climate : a study of attitudes /	1
5. The Middle school curriculum : a practitioner's handbook /	2



## Bib record

01 DEC 2010 PSU / Pittsburg State University 10:35am  
Cataloging

DYNIX #: 1243022

LEADER 00765cam 2200136 a 4500  
001 KSUC05192645  
003 CPomAG  
005 20090904113006.0  
008 040311s2004 nyu 000 1 eng  
010 2004005793  
020 1569473714 (alk. paper)  
035 (ocm)54758469  
035 (CPomAG)ocm54758469  
040 DLC\$cDLC\$dC#P\$dKCK  
043 n-us-ny  
049 00 LQ6  
050 00 PS3552.L3454\$bM53 2004  
082 00 813/.54\$222  
099 M\$aBlaine  
100 1 Blaine, Michael.  
245 14 The midnight band of mercy /\$cMichael Blaine.  
260 New York, N.Y. :\$bSoho Press,\$cc2004.  
300 372 p. ;\$c24 cm.  
541 Donation 9/9\$5PPL  
650 0 Minorities\$xCrimes against\$vFiction.  
650 0 Poor\$xCrimes against\$vFiction.  
650 0 Landlord and tenant\$vFiction.  
650 0 Murder for hire\$vFiction.  
650 0 Conspiracies\$vFiction.  
650 0 Journalists\$vFiction.  
651 0 New York (N.Y.)\$vFiction.  
655 7 Historical fiction.\$2gsafd  
655 7 Mystery fiction.\$2gsafd

- - - - End of Title Info - - - -

If everything matches up, mark through the white card with a pen or marker. Start a pile for these and when you are finished put all of the cards in the recycle box.

If the information does not match give to the cataloging assistant.

If you cannot find the book by searching the title, you try searching by author or ISBN.