

## RENEWALS BY TELEPHONE

Several patrons have reported that they were given false information about telephone renewals by staff at the main desk. According to the UO Library Policy and Procedure manual, section 5, pg. 2: "Under special agreement, OSSHE faculty may renew library material by telephone rather than by mail. Upon the second due date, the material must be returned or recharged." The Circulation policy manual sets UO faculty apart from OSSHE faculty, so the only borrowers who can renew books over the phone are faculty from institutions other than the UO.

Here's how to renew a book over the telephone:

1. Ask for the call number(s)
2. Pull the backing, if the person isn't an OSSHE faculty tell them they can't renew over the phone. Explain that anyone can renew by mail if there is only one due date on the charge card. Fines stop accruing on the day we receive the pink slips.
3. If there is only one due date, date stamp the backing in the renewal section of the charge card.
4. Tell the borrower the new due date and ask them to write the due date on the pink slip(s). Inform the borrower that the book must be presented for recharging if they want to renew it again.
5. Write "phone renewal", underneath the new due date on each backing.
6. Put the backings with the filing at checkout.



January, 1988

## UNIVERSITY OF OREGON

TO: All Who Use Campus Mail

FROM: *WOP* Mary Potter, UMS\*

RE: Campus Mail Addresses

It's time for some hot tips on how to get your campus mail to the addressee as soon as possible. If you apply the following advice while addressing your campus mail envelopes, you will get the fastest service available!

1. Always include a DEPARTMENT name in the address. A building or room number is inadequate. We deliver to departments, not every room on campus. A letter addressed to "Carolyn - 300 Oregon Hall" or "D. Billings - PLC" is too general. We even get the occasional "Jane" - that's it. Envelopes with addresses like this are put aside until we are finished with the rest of the mail. Sometimes we even have to open the envelope in order to figure out where it goes. This can be interesting detective work but it does delay your mail.
2. Use ACRONYMS sparingly. For years, CIS stood for Career Information System. Now, many people use it to mean Computer and Information Science. Is OSSC for Oregon School Study Council or Oregon State Scholarship Commission? Don't just take the first initials of a department and make an acronym out of them and assume somebody else knows what you mean. DO use common abbreviations like Ctr., Inst., etc. But please, use your creativity in some area other than campus mail.
3. There is a lot of duplication in campus department names and you should be aware that this often makes it difficult to get your mail to the intended addressee quickly. For instance, "Counseling" can mean Counseling Center or Counseling and Educational Psychology. "Planning" could go to the Physical Plant, the Board's Office or Planning, Public Policy and Management. "Business" can go to the Business Office or the College of Business Administration. "Accounting" has the same choice. "Academic Affairs" might be intended for Johnson Hall or Susan Campbell Hall. There are more: "Research" is one of my favorites. There are at least four departments with Research in the name.
4. Write LEGIBLY. We are not pharmacists and only so-so at reading scrawl.
5. Beware of the DOUBLE ADDRESS! Not only should you cross off the last address, you should check the back of the envelope too. There may be other addresses there that need crossing off.

Well, there they are; the fab five of a mail sorter's nightmares. Please try to avoid these pitfalls of sloppy addressing and we'll all live happily ever after.

\* Bet you wondered what on earth this meant. Guess.

Accounting, Receivables and Loans 686-3169  
Assistant Business Manager 686-3166  
Cashiers 686-3154

Financial Data Processing 686-3162  
Payroll 686-3151  
Internal Audits 686-3143

University Mail Services 686-3130  
Printing Department 686-3794  
Requisitions/Purchasing 686-3157

Research Financial Administration 686-3146  
Telephone Billing 686-3150  
Telephone Exchange 686-3128

DIRECTOR OF BUSINESS AFFAIRS • OREGON HALL • P.O. BOX 3237 • EUGENE, OR 97403-0237 • TELEPHONE (503) 686-3165



# UNIVERSITY OF OREGON

April 20, 1988

Judith Grosenick, Associate Dean  
College of Education  
University of Oregon  
Eugene, OR 97403

Dear Judith:

This letter follows my recent conversation with Bill Harris during which we discussed the parameters of three distinct programs offered through the College of Education. Classroom teachers and students in each of these programs are entitled to library privileges and the question arises as to the appropriate borrowing privileges each should include.

I outline below the programs under discussion and propose the way in which the Library can expedite service to the individuals involved in each.

Cooperating Teachers Program. Teachers involved in this program are individuals who supervise a student teacher in their classrooms during one term. As a benefit of their cooperating in educating a University of Oregon student, the teachers are eligible for one term of University of Oregon Library borrowing privileges. They are eligible for term-loan and may choose to use this privilege during one of four different terms, either during the term they supervise the UO student or during one of the following three terms.

Beginning fall term, 1988, I propose that the cards issued to cooperating teachers in this program be issued from the Main Library Circulation Desk. In order for Library staff to determine eligibility of teachers in this program, we must receive from the College of Education the list of eligible teachers, their identification numbers, and the dates of the terms they will be eligible. Teachers may then come to the Main Library during any hours of its operation and receive the card which will grant them term-loan borrowing privileges for the current term.

Judith Grosenick  
April 19, 1988  
Page 2

Resident Teachers Program. Students in this program are enrolled full-time during one summer session and then they teach full-time for two-thirds salary as interns in school districts around the state. During the course of the program, they often enroll in continuing education classes and, therefore, get the Certificate of Paid Tuition issued to all Continuing Education students.

I understand that not all students enrolled in the Resident Teachers Program get masters degrees. Some qualify for standard certification only. Since some of the students in this program enjoy G-8 status with the University, and are involved in long-term research papers, I recommend that those with graduate status get six-month loan privileges, all others will get two-week loan.

In order for the Library to extend six-month loan privileges to these students, we will need to get from the College of Education the list of matriculated students, their identification numbers, and their graduate status at the beginning of each term. The student may then apply for their six-month loan card at the Main Library, Circulation Desk.

It is important to emphasize that all students, even those who may not live in the immediate area, are expected to observe recall notices and to return books immediately if they receive a recall due date. This may mean a fast trip to Eugene or mailing the item and/or paying any fines for overdue materials should that occur.

Field-based Masters Program. Students enrolled in the field-based masters program are full-time employees and classroom teachers in school districts around the state. They are working towards a masters degree in curriculum instruction. I understand that all of the students in this program should have G-8 status with the University. They may register through Continuing Education for up to 15 hours of graduate work. During the time that they enroll through Continuing Education, they do not receive graduate stickers on their ID card. If the Library receives from the College of Education the names and status of people involved in this program, we will be able to issue them six-month loan privileges as well. The same rule will apply for students in the field-based masters program as those in the resident teachers program.

This letter serves as an attempt to clarify the situation that exists within these programs and the Library's attempt to extend appropriate privileges to the individuals enrolled in these programs.

Judith Grosenick  
April 19, 1988  
Page 3

If any of the proposed actions cited above are incorrect, or unworkable from the perspective of the College of Education, please notify me and we will work out the details. I look forward to hearing from you regarding this proposal and I am sure that we will be able to accommodate students in an appropriate manner.

Sincerely,



Patricia A. Wand  
Assistant University Librarian  
for Public Services

PAW:skg

cc: William Harris  
Robert Proudfoot  
Robert Gilberts  
Katy Connors  
Shirien Stevens  
George Shipman

## MAIL OPENING PROCEDURES

### TERMS

Sorter: lettered slots where the mail goes in after it has been opened  
Bank: tables where the files are on  
Cabinet: the metal files  
Basket: wire baskets where mail is put after it has been checked in  
SCF: serials checking file  
Check in: recording the magazines as they come in  
Under: we refer to the entry where we check in the publication as what it is "under"

### INSTRUCTIONS

#### OPENING

1. After opening, all envelopes are to be inserted in the pieces. Envelopes are frequently reused or recycled and should, therefore, be carefully opened to avoid tearing them. Some envelopes with many staples or those that are so tightly glued that it would take too much time to open them, may be torn open, but the envelopes are still to be kept together with the pieces. If you open an envelope by folding up the metal fastener, be sure to fold it back down. Keep rubber bands and paper clips in the wooden box. Publications of the same title should not be separated.
2. Use the scissors to cut out stamps and put them in the cardboard box. If stamps are on a jiffy bag, leave them as the jiffy bags are stuffed with shredded newspaper which may create a mess.
3. If the piece has invoices, put everything on Jeanette's table near the wall. If the piece has a pink order slip, put everything on the long table in the back of Acquisitions Section. Leave all packing slips in the pieces. Do not confuse packing slips with invoices. Claim replies received with the pieces should not be separated from the pieces.

#### AFTER OPENING

Rushes: On the wall beside the sorters, is a list of magazines that are to be rushed through. Put these magazines on the bank in front of the files where their entries should be. For example, WALL STREET JOURNAL is put on the last bank in front of the cabinet containing the letter "W". Inform checker.

Unchecked items; These are items that go directly into baskets to the different divisions. College catalogs or bulletins containing information on fees, courses, etc. go to the CIS basket. So do telephone directories. United States government publications and United Nations publications (except UN monthly chronicle) go to the Documents basket. Some newspapers are checked in - refer to the list on the wall. Others go directly to the Newspaper basket.

Foreign language publications: Japanese, Chinese, and Russian publications that do not have any English lettering are put in the labelled boxes on top of the second bank. To differentiate between Japanese and Chinese publications, see the return address. If English titles are on the cover or if titles are written in English, check the SCF file for a cross reference before putting them in the boxes to be transliterated.

Advertisements and Catalogs: Advertisements and catalogs of books (usually showing prices) are put on top of the sorter. Wally will sift through them. Catalogs that we do check in are listed on the wall beside the sorters.

Miscellaneous: School papers, published by high schools or colleges go to Journalism. Cross out the address label and write 'Journalism, Allen Hall', then put it in an envelope and drop it in the outgoing mail basket. If a claim form is received without any magazine, give it to Sandy or Swee. This also applies to business letters, form letters, and notices of change of address. Personal mail goes to whomever it is addressed to. If a bundle of duplicates is received, give it to Wally.

### ENTRIES

1. Publications are found in the file under their main title. For example, TIME, NEWSWEEK, SCIENCE, etc. Some do not have very obvious titles, and in that case, just make an educated guess based on the following observations: Annual reports, annals, journals, bulletins, publications, or occasional papers - of a society or organization- these are usually entered under the society's or organization's name. For example, PROCEEDINGS OF THE AMERICAN MATHEMATICAL SOCIETY is under the entry "American Mathematical Society." A small line pencilled under a word on a piece indicates the entry under which it is found. A circle above a word on a piece indicates that that word is not the entry under which it is found. In this case, pick another possible word as its entry.
2. The ORE. slot is for Oregon State publications only. (These include publications by State agencies and universities.) Titles like OREGON FARMER, OREGON HEALTH BULLETIN, or OREGON RECREATION are called running titles and are not State agency publications - they should go in the "O" slot.
3. Leave Prentice-Hall items in their envelopes.  
Leave Commerce Clearing House items in their envelopes.  
The general rule is to keep loose items in the envelopes to keep from losing any piece.
4. Put all hard-bound items in the shelves behind the sorter next to Jeanette's desk. Distribute them according to the title or entry. All binders, microfilm, and microfiche are also put in these shelves. Library of Congress catalogs and National Union Catalogs are rush items and should be put on top of the last bank. Inform Swee.

### ALPHABETIZING

1. All magazines in the slots have to be alphabetized to expedite checking in. Letters A - Journal of Pragmatics are located on the first two banks and the rest of the alphabet, including Library of Congress entries are on the last two banks.
2. Magazines for all banks are to be alphabetized each day. Select letters from each bank to be alphabetized each day (according to how full each sorter is.) Do not try to start alphabetizing from A and work down the alphabet.
3. Alphabetized magazines are put in their respective banks, in the spaces between the cabinets. If the spaces are already full, put the magazines in the shelves opposite the sorter nearest the door. Insert a piece of paper in the pile of magazines indicating what letter the pile belongs to and on what date it was alphabetized.

CHECKING IN ROUTINES

1. Find exact entry.
2. Read remarks on SCF card and any slips above SCF card.
3. Look through pieces for indexes, advertisements, supplements, etc. Be especially careful with the Science pieces which often have loose indexes.
4. Check in piece.
  - A. Look at call no. in upper right hand corner of card to see how piece is checked in - (a) by vol. and no. (b) by date (c) by vol. only (d) by no. only.
  - B. Look through piece for vol., no., and date; enter vol., no. or date (whichever is appropriate.) If there is a date, make sure you enter in appropriate column.
  - C. Put call no. on piece - line up letters and numbers thus:
 

DT
Be sure to put whole call no. including circles and stamps, 751
etc. .Al

If possible write call no. directly on piece in upper left hand corner of piece - IN INK. If the cover is too smooth or dark put sticker two inches from left of piece (binding machines will not go through sticker if it is too close to edge.) DO NOT COVER title, vol. and no. or date with sticker. This sometimes means putting sticker down from the top of the cover.

**GREEN LINE** - A green line over the call no. means that you simply stamp the division which is shown in the lower right hand corner of the SCF card. Do not write the call no. at all.

**ABSTRACT** - Some Science cards have ABSTRACT written in red (beside or below) the call no. On these issues stamp only SCIENCE ABSTRACT on the upper left hand corner of the piece. Do not write call no. at all.

**DIVISION STAMP ONLY** - Some call numbers are only division stamps, (eg. Social Science or Science, etc) Do not put vol. and no. or date below stamp.

**GOLD DOTS OR CIRCLES** - These indicate that issues are to be kept in the Division's control area. Be sure to include in a call number. Gold dots are now represented by a small circle - "O". Put circle one space above and one space to the left of call no.

**RED X** - This indicates that the piece must circulate to faculty members. DO NOT include the red "X" in the call no. Insert a routing slip in the piece with FACULTY CIRCULATION checked. When division gets the piece they will take care of the routing.

**XX or X** - (in pencil) means that the piece is oversized. Include this in in call no., but send piece to appropriate division.

**OWNERSHIP STAMP** - When putting ownership stamp, if the cover is too smooth or glossy, put ownership stamp on the first page or title page.

**ACQUISITION ITEMS** - Items marked "Acquisition" go to Pat Hult except for AB BOOKMAN WEEKLY which goes to Dr. Barnes.



POSITION OF SIGNAL

1. Move plastic signal to the month that the next issue is due.  
If periodical is

- a) monthly - one month from the day you checking in, not the date on the issue
- b) bimonthly - two months . . . . .
- c) quarterly - three months . . . . .
- d) three times a year - four months . . . . .

The signal remains at far right if the title is an Annual, Semi-Annual, or is irregular.

EXCEPTIONS: WHEN YOU DO NOT PUT CALL NUMBER ON PIECE

**BIND AS RECEIVED:** There is a red signal.

- a) Enter (do not change holdings, that will be done when it is bound)
- b) DO NOT put call no. on piece.
- c) Trace
- d) Insert routing slip; check bind as received
- e) Stamp title page with ownership stamp and count.
- f) Do not take statistics.
- g) Put on Jane Younger's desk.

**TREAT AS BOUND OR RECEIVED AS BOUND**

- a) Enter
- b) Change holdings
- c) Do not put call no. and do not put ownership stamp on piece.
- d) Make pocket or plate; call no. goes in upper right hand corner - use division stamps but enter call no. in pencil.
- e) For Science unclassified call nos. pencil on volume or date. Ignore "Science Abstract" - just use call no.
- f) Record method of acquisition (P - purchase, G - gift, Ex. - exchange) in upper left hand corner of the page behind the title page, entering the initial about 1/4" down from the top in pencil. The pocket or plate is inserted here. Take statistics. If G or EX., record money value on statistics sheet.
- g) If RC is stamped next to call no. on SCF card, use a pocket which is stamped "Restricted Circulation."

**SEPARATES**

1. Enter using author and title when possible.
2. Change holdings.
3. Do not mark piece.
4. On top of scrap card, write out series entry, volume and number, noting method of acquisition in upper left under title. If gift or exchange, note price or estimate at two cents per page.

NOTE: You must make out a card for every piece unless it is the same author, title, etc. and has more than one part of volume, then you can use one card and rubberband them together.

5. Insert card with yellow flag and put on the "Separates" to be searched shelf behind Wally's desk.
6. Count - differentiate between bound and unbound issues. Count unbound issues with other regular issues, but record bound issues in a special "Bound Separates" section.

ANALYZED:

1. Enter on SCF card.
2. Trace and put call no. on piece (except if it is to be bound as received)
3. Stamp (if unbound) and count.
4. Insert routing slip marked "Analyze."
5. Put on Analyzer's desk!
6. If piece is also "Bind as received", route to Analyst first and check "Return for binding" so that it will then be given to Jan Younger.

UNCAT TO:

1. Enter on SCF card.
2. Trace in pencil.
3. Pencil Soc. Sci            or            "(division)"            on the piece.  
                        Uncat.                                  Uncat.
4. Stamp and count.
5. Send to division.
6. Do not claim uncat. issues at all.

LOOSE INDEX:

1. Enter t.p.i. column on SCF card.
2. Trace in pencil.
3. Pencil call number in upper right hand corner followed by volume or year covered and "index" or "t.p.i"
4. Stamp with ownership stamp on front, but do not count.
5. Put in index basket located next to the paper cutter in binding section.
6. Check to see if binding cards need to be written.
7. Quarterly or frequently published indexes which are sent to the division (and sometimes have regular volume and number on them) should get the regular call number in ink on the top left hand corner.

SCIENCE INDEXES: Same routine as above.

CUMULATIVE INDEXES:

1. Enter under former title at the top of the SCF card.
2. Write unbd. (unbound) next to entry.
3. Treat piece as a "Bind as Received" piece.
4. Write "index", not "Cum. Index" at bottom of call number.

COPY 2:

When an issue is to be added as a copy 2, write in ink "cop. 2" on the top left-hand corner of the piece, after checking it in. Stamp and count.

ERRATA SLIPS:

1. Put any errata slip behind the title page. Check appropriate instruction in the Special Preparation slip and put slip in piece. Do not forget to check "Return to . . . . (division)". Put it on the lower shelf of Jane Younger's truck after checking the issue in, writing the call number and stamping it.
2. If the errata slip is for an earlier issue already checked in, go to the shelves and retrieve that issue. Carry out instructions as in no. 1 above.

OTHER ROUTINES

BLUE TEMP:

1. This is a card used temporarily until the title is catalogued and a regular white SCF card filed. Enter the issue no., the date of receipt and your initials in the upper left hand corner of the card. Place the issue with the blue temp and any order slips or notes on the New Title Shelf after it has been counted. Count only the unbound issues.
2. If, however, the title has already been sent to be catalogued (card says "to cat"), then put the issue on the Delayed Materials Shelf without the blue temp or any slips. Mark on the issue in pencil DMS (delayed materials shelf) ~~or DMS~~ (new title shelf) followed by the date and your initials. Do not count DMS pieces. Never put an issue on the sample shelf unless there is a specific note saying to put it there on SS (sample shelf). An issue on SS may stay there for months. When in doubt, always put the issue on the new title shelf.

ISSUE MISNUMBERED:

If an issue obviously has a wrong volume number or simply a wrong number, then write the call number as usual except put the numbers it should have in brackets. Also, put the correct number in brackets next to the given number, on the SCF card.

Example: An issue is received which says vol. 35 no. 4 but should be vol 53 no. 7  
(the call no. is HF/605/.P3)

HF  
605  
.P3  
v. 35 53  
no. 4 7

If no number is given on the piece but there usually is one, then write the number it should be in brackets.

LATEST VOLUME . . . . . (SOC. SCI., etc.)

Stamp Soc. sci. (or other division) above the call number, insert a routing slip marked "latest vol. Soc. sci. (or other division)" and check in the piece as usual.

OVERRIDERS:

When an override is full, if everything has been bound and all the holdings are listed, then the override can be discarded. Keep overrides up to the last two years only. Anything earlier may be discarded. Make sure all issues on the overrides have been listed in the holdings first before discarding them.

CHECKING CARD-OUT BOX:

1. Check at least every two weeks.
2. Look up traced entry in SCF; if card is back, place in sorter.
3. If card is still not back, write "C.O.", date and initials on piece and return to card out file.
4. Be sure to date and initial slip on card-out file so we know when they were last checked.

DUPLICATES INSTRUCTIONS

Don't stamp or count.

Indicate dups. by a check mark "✓" against the issue that was checked in earlier.

Write "Dup", date, and trace piece in pencil only.

If the dup is to go to the division write "Soc Sci dup" or whatever divisional name applies. If the dup is to stay in the serials section file of dups then just dup is sufficient. This method of marking makes it easy to sort the dups after a long stint of checking-in. It avoids sending the divisional people dups that they'll send back to us.

Humanities ----- send all dups to div.

Soc Sci ----- <sup>Control area</sup> send all dups to div. (this includes call nos. which begin with the division name)

Soc Sci (plain). If over 16 pages, serials section keeps them  
If under 16 pages, discard and do not enter.

Ed Psy ----- send to division if control area or division stamp over call no.

Ed Psy (plain) --- If over 16 pages, serials section keeps them.  
If under 16 pages, discard and do not enter them.

Science

AAA all dups to division although 16 pages or less items are discarded.  
BCRS

Ore Coll ----- all dups to division.

Reference Z Serials keeps all these although 16 pages or less are discarded.  
Orientalia

(Seps; Rec'd Bd  
& Treat as Bd. Checker is to ask librarian if we want copy 2's of the issue in question. If answer is no; then send to gifts or discard or send to USBE as appropriate.

If duplicate received is an expensive one, check with Wally about returning it to the publisher. Also, check the card catalog to see if it had been ordered separately.

If duplicates come in consistently, check the return address on the envelopes to see where they are coming from. A duplicate letter may have to be sent to the publisher.

REPLACEMENTSWhite replacement slip in file:

1. Mark on SCF card "repl." next to number received as replacement.
2. Write vol. and number of replacement received, the date rec'd, and your initials on white replacement slip.
3. Make sure all "repls." on slip were received -- if they weren't, mark clearly on slip that not all rec'd.
4. Put routing slip marked "repl. " in piece, write call no., stamp, count, and sent to division unless vol. already bound incomplete -- If volume bound incomplete and replacement completes vol., go get incomplete vol. and give to J. Y. for rebinding.
5. Give white replacement slip to Asst. Serials Librarian, Wally.

Green replacement slip in file:

1. same as above
2. same as above on green slip
3. same as above on green slip
4. same as above
5. Mark on upper right hand corner of green slip "Route to W.S."
6. Give to Wally.

TREATMENT OF SNAGS

1. Look under all possible locations of piece on SCF files.
2. If not in SCF file, look in decision file.
3. If title is found in decision file, carry out instructions in the decision card.
4. If title is not found in decision file, put on Wally's snag shelf which is immediately behind his chair. Also, look in the card catalog. If piece is an annual report of a profit-making body (except a bank), put "Soc. Sci. Uncat." on the cover (in ink), stamp and send to division.

SNAG SAMPLES OR PLAIN SAMPLES

From July 1978 on, it was decided to send samples to divisions without any kind of record in the Serials Section. When these samples return from divisions 'in due time', there are three possibilities:

1. We should purchase - In that case, dump returned samples on HP's desk. In a few days, a temp will appear in SCF.
2. We should beg - In that case, too, dump returned samples on HP's desk. In a few days a temp. will appear in SCF.
3. We should discard, or add only if free (but in the piece it says X number of dollars per year) - ONLY IN THIS CASE, do we type a card for our Decision File, whereupon the piece can be dumped. In case no. (3) HP need not be involved.

DEAD AND CHANGED TITLES

When it is stated in the issue that that particular issue was the last one, it is considered a dead title. The small dead title slip is filled out and put in the file while the SCF card is pulled out. Another larger dead title slip is filled out and clipped with the SCF card and both are put on the dead title shelf which is behind Wally's desk. State on the slip how you know that it is a dead title. (Quote specific source.)

The same procedure is followed for a title that has changed, except that the issue with the new title is put together with the SCF card on the dead title shelf. Do not mark the issue which has changed title. If a notice of change of title is received but the issue received still has the old title, write on the SCF card to alert checkers to possible title change.

CHECKING IN MICROFILM, MICROFICHE, CASSETTE AND BINDERMICROFILM

1. Enter on SCF card.
2. Change holdings on top of SCF card.
3. Mark piece this way: hold box with printed title facing you; turn once to the right; print information (call no., source - purchase, gift or exchange) in pencil as shown below.
4. Take statistics.
5. Put on top shelf of Jane Younger's truck.
6. Do not stamp.

MICROFICHE

1. Enter on SCF card. Each fiche must have its own acid free envelope.
2. Mark each envelope this way: stamp division if call no. has the division stamp above it; write call no. in ink; write source (purchase, gift, or exchange) at bottom left hand corner of envelope.
3. Take statistics, count each fiche.
4. Put all the fiche in one used envelope, address it to the division and put in the division's basket.
5. When the fiche come in boxes of 100's, don't try to count each one - use the shipment statement which states the number of fiche in the boxes. Also, do not try to write the call no. on each fiche.

CASSETTES

The only cassettes we are getting are the VITAL HISTORY CASSETTES. Read instructions on the SCF card and follow accordingly. Attach a card with the call no. written on it. Usually the cassettes come with a binder and some loose pieces of paper. Mark the call no. in ink on the paper issues. Give everything to Jean Wilkins in the Cataloging Section. Remember to take statistics.

BINDERS

Follow the instructions on the SCF card. Each binder is normally treated as a bound volume. Take statistics.

BINDING ROUTINE

1. Check to see if a binding card needs to be written.
2. DO NOT write binding cards for Science or BGRS.
3. First see what the frequency of binding is by looking at the lower right of the SCF card beside the words "bound every" and looking at the color of the signal.

Color of signal indicates frequency of binding:

Pink	--	no decision or not bound
Orange	--	less than 1 vol. or yr.
Green	--	1 vol. or yr. or number
Purple	--	multiple vols., yrs., or numbers
Red	--	bind as Rec'd (Explained on other page)
Blue	--	Treat as bound or Rec'd bound

Example of binding card:

call no.: 1

Official entry: 2

Inclusive dates: 3

pp:

no. pcs.: 4

sup.: 4a

index: 5

DT

bd.:

DCF

RC

plain pocket

BDR

date searched:

msg.: 8

bind inc.:

lacks:

source: 6

div.: 7

1. Put call number, directly under call no. put the vol. or date which is to be bound.
2. Put the title that is to be bound.
3. Put the beginning date (Month & year) and the ending date of the pieces to be picked up for the bindery. Ex. July 1973 - June 1974 or if there is no month, just put beginning & ending year Ex. 1969-1973.
4. Number of pieces to be picked up for binding Ex. if the numbers of the pieces being picked up are: no. 7, 8, 9, 10, 11 you put 7-11.
- 4a. Supplements: If any Sups. are rec'd put the number in this space.
5. In lower right hand corner of SCF card is the index information. If the index is not ever rec'd, "none" will be checked: if last no. is checked write "last no." on binding card: if "loose" is checked first check in the T.p.I. column of the SCF card to see if the index has been rec'd -- If it has been Rec'd, write "in file" on the binding card.
6. Write P. if the title is a purchase  
G. if it is a Gift  
Ex. if it is a Exchange
7. Write the division the binding card is to be sent to. It is in the lower right hand corner of the SCF card.
8. Indicate <sup>on</sup> a binding card if dups. have been received.
9. After writing binding card, make a small diagonal line on the SCF card next to the vol. or vols. for which that card was written.



CLAIMING PROCESSWHEN TO CLAIM

1. An issue needs to be claimed when:
  - a.) we have received the next consecutive issue (if they come in order)
  - b.) if it is past the time we should have received the issue.
2. First, check the business card. If we have not paid and it is not a standing order, gift, or exchange, give the information to Jeanette or Wally so they can order it.

RECORDING A CLAIM

Place a red 'C' in the spot on the SCF card where the issue is to be checked in. Note which volume and number we need beside the red 'C'. If volume and number are unavailable, use date. If possible, include date in all claims. If more than one issue is to be claimed, put starting and ending numbers on card next to the 'C'. If nothing has come in for a long time, put a dash beside the 'C' (C-) to indicate that we are claiming all later issues published.

TO CLAIM FROM AGENTS

EBSCO, FAXON, and STECHERT are our 3 main agents. All of them have their own claim forms.

EBSCO:

1. Remove the second and third sheets of the claim forms.
2. Write title (if it is short) to be claimed and date of claim.
3. Check 'renewal' and 'complaint'.
4. Write invoice no. for issues being claimed.
5. Check 'Listed issues have not been received' and write vol., no. and date of issue being claimed.
6. Indicate if this is the second or third claim.
7. On the SCF card, write 'C' (in red). Using a pencil, write the vol., no. or date of issue to be claimed.
8. Clip the claim form with the SCF card.

FAXON:

1. Each Faxon claim form has room for three titles. Collect several Faxon claims.
2. Write the title if it is short.
3. Write the vol., no. and date of issues to be claimed.
4. Answer questions - 1-7.
5. Clip SCF card to claim form after indicating on the SCF card what issue is being claimed.

NOTE: If you have only one Faxon claim, to avoid wasting space on the form, just write on a slip of paper, that it is a Faxon claim and the vol., no. and date of the issue to be claimed. State how many subscriptions we have for the title. Clip the slip with the SCF card. The typist will type all the claims together. He/she will type the invoice no. from the Faxon printout.

STECHERT:

1. Remove the last (pink) sheet of claim form.
2. Write title (if it is short) and date.
3. Indicate issue to be claimed (vol., no. and date).
4. Indicate any important information in the 'Remarks' space (eg. invoice or order no., last issue received, 2nd or 3rd claim etc.)
5. Clip SCF card with the claim form after indicating on the SCF card what issue is being claimed.

TO CLAIM FROM AGENTS

SWETS: have their own claim forms too.

1. Write date.
2. Write title is it is short.
3. Indicate issue to be received.
4. Write order number or if invoice no. is available, write that too.
5. Write any relevant information at bottom of claim form (eg. last no. received, etc.)
6. Clip SCF card with claim form after indicating on the SCF card what issue is is being claimed.

FOR ALL OTHER AGENTS

Use our own library claim forms. Pencil agent's name lightly in space where agent's address should be (top lefthand corner). The typist will get the address either from the address book or from the SCF card.

USING THE LIBRARY CLAIM FORM:

1. When an issue needs to be claimed, write the volume, number, and date in the space where the issue is normally checked in. Write capital 'C' in red. If there is no room on the SCF card to write the above details, write them on a slip of paper and put it in the SCF file. If the claim includes 'all later issues published', this should be indicated with a dash after the 'C' (C-).
2. Check no. 1.
3. Check no. 2 and indicate whether the issue is received as an exchange, gift, purchase, or membership. If it is a purchase, write the invoice no. and date ordered. Cross out standing order if not applicable.
4. Check no. 5 if you wish to provide essential information such as:
  - volume and number, date of last issue received.
  - no. of times claimed before.
  - questions on numbering, publication date, unanswered claims, etc.
5. Underline in red the sentence "Space below provided for your reply . . ."
6. Clip SCF card with the claim form.

OTHER PROCEDURES

1. If the business card is out, do not claim. Put a note on your calendar that you should look for the business card a week later.
2. Always put either the colored code (orange-colored slip) which indicates "in claims file" or your own color code in the SCF file whenever you remove the SCF card.
3. Always make sure that there is a slip of paper in the SCF file, which shows the title of the card that has been removed from the file.
4. If there is doubt about the order or any questions regarding information on the business card, consult Jeanette or Wally.
5. If the order is "TF" (Till Forbidden) which means standing order, and we have not paid, indicate this in the Claim form. Check with Jeanette to make sure that she doesn't have an invoice for the piece on her desk. (Never do this with EBSCO forms.)
6. Give the SCF card to Huibert if we have no response to our claims after the third claim.
7. Check card-out box before claiming.
8. Do not claim "uncat." titles.
9. When Claiming serials only, put two plastic signals in the SCF card for the title that is being claimed. Remove one signal when the claim is satisfied. After six months, check cards which still have two signals and reclaim.

RECORDING ON THE STATISTICS SHEETItems for which statistics are taken:

1. Hard bound issues
2. Spiral bound issues
3. Binders
4. Issues which have a blue or dark purple signal (meaning "Treat as bound" or "Received as bound") on their SCF cards.
5. Microfilm, microfiche, cassettes

Issues are divided into those with:

1. LC call numbers (includes those with Science above the call number)
2. DC call numbers (usually indicated only by division stamps, mainly Science, Juvenile Collection, OIMB and PMO)

Issues are differentiated by method of acquisition:

1. Purchase
2. Gift
3. Exchange

Taking LC Statistics:

- a) Note method of acquisition (Purchase, gift or exchange) and mark "1" (one) in the appropriate column in the LC section. Remember that if it is a gift or exchange, the monetary value must be noted on the statistics sheet.
- b) Note the first line of the LC call number, for example, HC or PN, etc. and mark in the HC or PN classification column on the next page.

Taking DC statistics:

- a) Note method of acquisition (purchase, gift, exchange) and mark "1" (one) in the appropriate column in the DC section. Again, the monetary value of a gift or exchange must be recorded.
- b) Then turn to the last page and mark "1" (one) in the appropriate column - Science, Juvenile Collection, OIMB or PMO.

Microfilm, Microfiche, cassettes:

Note the method of acquisition of each one received and mark in the appropriate column (purchase, gift or exchange). Remember to record the monetary value of each gift or exchange.

Withdrawn Issues:

Issues which are being withdrawn are recorded in the same way as other bound issues (LC or DC) but mark in appropriate WITHDRAWN columns only. Note the monetary value of all withdrawn items.

Separates:

All hard bound separates are counted and recorded in the separates column. Softbound separates are counted with other unbound issues. The method of acquisition (purchase, gift, or exchange) is not taken into consideration at all.

Recording of the Unbound Issues:

- a) All catalogued unbound issues checked in each day are recorded in the top part of the Statistics sheet.
- b) Unbound issues also include: unbound new titles, supplements, those sent uncatalogued to a division and those which are to be bound as received.