

New Title \_\_\_\_\_

Issue sent \_\_\_\_\_ tc# \_\_\_\_\_

Old Title \_\_\_\_\_

Issue sent \_\_\_\_\_ tc# \_\_\_\_\_

Staff / Student \_\_\_\_\_ Library \_\_\_\_\_ Date sent \_\_\_\_\_

## PRE-CAT WORK

## ***SERIALS CATALOGING WORKSHEET***

- | Need  | Done  | Task (always scan NT & OT bib, MARC, and control records for completeness and accuracy)   |
|-------|-------|---|
| _____ | _____ | Search IRIS for existing record: <b>If</b> brief record found, give to Bib/Cat Coordinator for investigation. <b>If</b> fully cataloged record found, give vol. and printout of record to Receiving Coordinator to add serials control record &/or MARC holdings. <b>If</b> no record found, continue below   |
| _____ | _____ | Consult <u>Brief Record and Control Record Creation in RUL and NBL</u> document for specific Bib/Cat staff record creation responsibilities   |
| _____ | _____ | Search/Print a Bibliographic Utility (OCLC) &/or non-RUL Library Catalog Record (LC Online Catalog, Columbia, Princeton, etc.) <b>only if</b> title appears complex or if unsure about legitimacy of TC/Major Change  |
| _____ | _____ | Create brief record in IRIS – include 245, 260 tags (022, 110, 074, 086, 780, 785 tags if needed)   |
| _____ | _____ | <b>For New Titles:</b> create control record (if control already exists, then change ‘status’ in Basic Folder from ‘on-order’ to ‘active’, delete MARC 852  z ‘on-order’ note, edit volume ‘current location’ field from ON-ORDER to appropriate sublocation, and delete ‘Give 1 <sup>st</sup> issue to Bib/Cat Coordinator’ in ExtInfo Folder); check in issue in hand; create predictions for bindable unit + 1; enter a ‘sent to cat’ note in a temporary MARC 866 holdings (if necessary, include an 852  z note indicating location of remainder of run, and insert IRIS Red Book printout into any issues held on Bib/Cat shelves); ‘charge’ to In-Process user any barcoded volumes being sent to cataloging; verify frequency and location (ex. PER, STACKS, DOCNJ, REF, Z-collection); revise/remove existing brief record tags (esp. 110 main entry tags) if necessary; verify holding codes and item types         |
| _____ | _____ | <b>For Title Changes:</b> create NT control records, predictions (bindable unit + 1), and item lines for <b>all appropriate units</b> (copy <b>all</b> info from OT controls); check in NT issue in hand (use <u>actual</u> received date from OT control); remove any NT issues and NT MARC holdings that were checked in on OT control records; delete any extra predictions from OT; add TC notes in ExtInfo Folder of serials control records for NT & OT; change status from ‘active’ to ‘ceased’ in Basic Folder of OT; enter ‘sent to cat’ notes in temporary MARC 866 holdings for NT & OT; ‘charge’ to In-Process user any barcoded volumes being sent to cataloging; if NT periodical holdings are “Current [.....] retained”, contact selector for decision regarding <b>temporary</b> retention (if any) of OT holdings, and update ExtInfo Folder of <u>NT</u> if necessary; verify holding codes and item types |
| _____ | _____ | <u>If this is a bindable title</u> , follow instructions on the <u>Pre &amp; Post-Cat Bindery Processing document</u>   |
| _____ | _____ | Create claimed issues for items past due (check Order Record start date) in NT serials control record   |
| _____ | _____ | Notify End Processing staff at: <b>ALEX / LSM / DANA</b> to <u>create</u> shelf label in: <b>RR / DOCRR</b> for NT  |
| _____ | _____ | Notify End Processing staff at: <b>ALEX / LSM</b> to <u>create</u> dummy blocks in: <b>RR / DOCRR</b> for NT & OT   |
| _____ | _____ | Notify appropriate Access Services staff at _____ [library] to <u>create</u> shelf label in <b>RR</b> for NT  |
| _____ | _____ | <b>If</b> TC/Major Change is verified, and <b>only if</b> appropriate order records are attached to OT, <b>then</b> notify Orders Coordinator to transfer all appropriate order record(s) for all unit libraries from OT to NT  |

\_\_\_ \_\_\_ If OT has “**DO NOT DELETE - CREATED FOR STATISTICS**” item line (usage stats studies project), then temporarily leave item line on OT, **create** similar item line on NT, and notify Usage Statistics Gatherer/Analyzer

\_\_\_ \_\_\_ Notify \_\_\_\_\_ to create/validate vendor record (if necessary)

\_\_\_ \_\_\_ Fill out POST-CAT WORK section on this sheet, and place this worksheet in the ‘Sent to Serials Cataloging’ box

\_\_\_ \_\_\_ Fill out blue Serials Processing Form (if URL is available for title, add note on bottom of form), and send pre-cat bundle to Serials Cataloging [include blue Serials Processing Form, appropriate NT and OT journal issues, and any relevant printouts]

**POST-CAT WORK** [always scan NT & OT bib, MARC, & control records, and detailed items (esp. class scheme, item type, location, record format) for completeness; no items should be left ‘In-Transit’; title should NOT be shadowed; there should exist a specific ‘date cataloged’; notify appropriate staff to perform all post-cat work for OTs (bindery, possible control removal, etc.) even if NT issue for that unit has NOT yet been received]

Need	Done	Task
___	___	Verify the existence of 780 & 785 tags in MARC bib records for NT & OT
___	___	If fully cataloged record contains a 110 tag, verify RR & Bound PER shelving locations for each unit library
___	___	If Current Location shows ‘In-Transit’, then receive the item ‘In-Transit’ (i.e. use ‘Receive Transit’ wizard)
___	___	Delete ‘sent to cat’ notes in MARC 866 tag for: <b>NT / OT</b>
___	___	Delete note in MARC 852 tag indicating temporary location of backrun for: <b>NT / OT</b>
___	___	Delete TC note in NT ExtInfo Folders of all control records
___	___	Add: <b>NT / OT</b> call number to: loose / bound MARC 852 tag / loose / bound control Basic Folder / loose / bound control ExtInfo Folder
___	___	Delete OT “ <b>DO NOT DELETE - CREATED FOR STATISTICS</b> ” item line, and notify Usage Statistics Gatherer/Analyzer
___	___	<u>If this is a bindable title</u> , follow instructions on the Pre & Post-Cat Bindery Processing document
___	___	Perform complete serials inventory (only pertains to ALEX, EAL, LSM, DANA titles – then delete <b>temp</b> control record)
___	___	OT Doc location, call #, and holdings: _____
___	___	Send to the bindery: _____
___	___	Send to end-processing (charge to DTS user): _____
___	___	Return _____ to _____ [location] at _____ [library]
___	___	<b><u>For SPCOL only:</u></b> process according to SPCOL instructions, and then return item to SPCOL.
___	___	If title is a <b>gift backrun</b> , then selector’s name is: _____ [for possible bindery cost purposes] <b>[Remember to add # of backrun ‘issues’ (not volumes) to post-cat stats sheet</b> (for ARL I.E.2 monthly statistic)]
___	___	Notify End Processing staff at: <b>ALEX / LSM / DANA</b> to <u>remove</u> shelf label from: <b>RR / DOCRR</b> for OT
___	___	Notify appropriate Access Services staff at _____ [library] to <u>remove</u> shelf label in <b>RR</b> for OT
___	___	Delete: OT control record / OT MARC Holdings / OT auto-generated item line (first consult with Bib/Cat Coordinator if OT item line has order records attached to it, <u>or</u> if OT item line is the last item on record)
___	___	If NT has order records that are attached to a <b>non-TSB</b> generic item, then notify Orders Coordinator to create a shadowed TSB item line.