

Relevant workflows for material that cross-over between DTS and Preservation

Since the relocation of the Preservation lab out of Distributed Technical Services office some guidelines have been established for material that will require both Preservation and tasks performed by DTS. Very little of this change has affected our unit libraries, since material that they normally send for repair is still being charged to the CS-Users and sent to the appropriate hub for evaluation first. However, this change did affect our internal workflow from team to team. Below is an outline of how material should flow depending on what needs to be done. An important change, that should be highlighted, is the creation of an “**Evaluation**” shelf, which is located at each Hub (Alex & LSM) in the Bindery area. Please review the requirements below before putting anything on these shelves.

- Repairs will come to the appropriate hub (ALEX-DTS or LSM-DTS) charged to the CS user.
- The Bindery Coordinators at each hub will evaluate material and route accordingly;
 - The following will be re-routed to the Preservation Lab, **which includes discharging from the CS-User and re-charging to the Preservation user:**
 1. Material in need of Reback only
 2. Material in need of Recase only
 3. Brittle material
 4. Pamphlet binding
 5. Customized Pockets or Housing (includes Boxes)
 6. Moldy Books
 7. Torn pages, Complex Errata’s and Complex Tip-ins (which include missing pages)
 - The following will stay in DTS for treatment/processing in DTS:
 1. Material in need of both a Reback & Recase (note: These will be included with the regular bindery shipment to be rebound.)
 2. Standard pockets (Note: Supplied by Preservation)
 3. Mylar binds
 4. Ordering and photocopying of Missing pages
 5. Simple tip-ins (which includes Suppls and Indexes)
- All **Holdings work** for damaged material should be **completed first**, then placed on the “Evaluation” shelf in the Bindery area for review. If it is not apparent what is wrong please make sure to **specify why it has been placed on this shelf**. Like wise, if End-Processing is also needed an Internal Processing form should be filled out **prior** to placement on that shelf.
- Material being re-routed to Preservation will be **discharged from the CS user and charged to the Preservation user** by the Bindery Coordinators only.

- If End-Processing is needed after repair is completed in the Preservation Lab, **Preservation will discharge from Preservation user and re-charge to CS user**, routing to DTS-End Processing with either a Problem ticket filled out or with the original filled out Internal Processing form.

** Addendum: In addition to the Evaluation shelf there will be a shelf for material that has **already** been evaluated but still needs to be discharged from CS-User, recharged to Preservation user and then sent to the Preservation lab. This will be performed weekly except during peak times, such as end of semester in which time it may need to be performed more frequently.*