

New Brunswick End-Processing Policies

In order to achieve consistency throughout the New Brunswick Libraries, all processing for the New Brunswick Library branches will be performed at the Alexander Library and the Library of Science and Medicine Distributed Technical Services (DTS) Hubs. TAS-Acquisition's processing, which has their own End-Processing staff, will continue to operate separately but will adhere to established policies.

All paper bookplating and most labeling, stamping, and tattle taping will be done by End-Processing staff within DTS. The only exceptions are stamping and tattle taping of loose journals, which is overseen by DTS Receiving staff. The goal is to standardize processing RUL-wide while guaranteeing an organized workflow in which items are processed accurately and efficiently.

Below are the acceptable formats for sending various materials to be processed:

Newly received material:

All material sent to Processing must have a properly filled out processing form. The Processing form contains all pertinent information that will allow End-Processing staff to prepare material for shelving. The Internal Processing Form may also contain instructions for superseded material. Therefore it is important for both End-Processing coordinators as well as Branch Managers to examine each Processing Slip carefully for any superseded instructions, additional comments, and/or discharging requirements.

Superseded Material:

Superseded items that are housed within Alexander Library and LSM will be pulled, re-labeled and shelved accordingly by DTS staff using the internal processing form.

Units will send superseded items for re-labeling back to the proper hub with original processing form. All material sent from units must be charged to the appropriate CS user.

Re-Labels:

All material sent to DTS for re-labeling must be charged to the appropriate CS user and contain a filled out Problem Ticket and/or Processing form.

All material (including superceded material) that is sent back to the Units must be discharged upon receipt at the unit, in order to remove "In-Transit" status.

Projects:

Large re-labeling projects and/or large batches (20 or more issues of the same title, series, or call number) of items that require processing will need to be evaluated on a case-by-case basis. In such cases, DTS End-Processing staff must be contacted prior to the sending of any material in order to coordinate an appropriate workflow. Material sent without prior notice will not be accepted.

Bookplates:

All Bookplate design must be established before material is sent to Alexander DTS. Design instructions at the minimum should include exact wording. Customized Bookplates are available but must be worked out prior to sending material to DTS.

Expected turn around time:

Generally a 3-day turnaround is expected from the time material is received by End-Processing staff until the material is sent back out to its appropriate location. However there are times of the year where exceptions will have to be made.