How to fill out a Processing Form

The Processing Form is the single most important aspect of End-Processing. It contains all of the information pertinent to preparing an item for shelving. As such, it is important to understand how to fill it out and read it.

**Filling Out the Form:**

**Step 1:** Choosing the correct form.

There are **two** types of Processing Forms:

<table>
<thead>
<tr>
<th>LSM INTERNAL PROCESSING FORM</th>
<th>CD/FD PROCESSING FORM</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DATE:</strong></td>
<td><strong>DATE:</strong></td>
</tr>
<tr>
<td><strong>INIT:</strong></td>
<td><strong>INIT:</strong></td>
</tr>
<tr>
<td><strong>TITLE CONTROL #:</strong></td>
<td><strong>TITLE:</strong></td>
</tr>
<tr>
<td><strong>TITLE:</strong></td>
<td><strong>TITLE:</strong></td>
</tr>
<tr>
<td><strong>LSM</strong></td>
<td><strong>PRIORITY 1</strong></td>
</tr>
<tr>
<td><strong>CHANG</strong></td>
<td><strong>PRIORITY 0</strong></td>
</tr>
<tr>
<td><strong>CHEM</strong></td>
<td><strong>HIGHEST</strong></td>
</tr>
<tr>
<td><strong>MATH</strong></td>
<td><strong>AVERAGE</strong></td>
</tr>
<tr>
<td><strong>PHYSICS</strong></td>
<td><strong>NORMAL</strong></td>
</tr>
<tr>
<td><strong>NEWARK</strong></td>
<td><strong>LOWEST</strong></td>
</tr>
<tr>
<td><strong>NAINA</strong></td>
<td><strong>AVERAGE</strong></td>
</tr>
</tbody>
</table>

**STAMP:**
- Rutgers University Libraries
- Government Pubs
- Accompanying Material

**SUPERSEDED:**
- Latest Ed/Protocol
- Addendum
- Superseded
- Process/Discard/Send To:

**RELABEL SUPERSEDED**
- Remove from Superseded:
  - Does not Circulate
  - Retype/Redefine/Change Key/Index Table

**OTHER COMMENTS:**
- Discharge

The example to the **left** identifies the processing form you will most often use when sending an item to be labeled/relabeled or processed in some way. The only time you would not use that form is when the item in hand is a CD or Floppy Disc. At such time, you will use the form featured to the **right**.
Step 2: Filling in the information

Once you have chosen the corresponding form, the next thing you must do is figure out the priority level of the item in hand. If you are holding a Reference item or something that needs to be done quickly, then you should circle Priority 1. Otherwise, circle Priority 0.

The purpose of this is to let End-Processing know which items to do first.

Next, you fill out the general information about the item:

It is important to fill out as much information as possible, as it facilitates the process and keeps the number of “silly” mistakes to a minimum.

The next section of the processing form is the most important. Essentially, you are telling the person doing the work exactly how to process that item.

Depending on the Processing form type the next section will vary in content.

For an item that is not a CD or Floppy, you will fill out the section that looks like this:

LSM CD/FD PROCESSING FORM

<table>
<thead>
<tr>
<th>LSM</th>
<th>CHANG</th>
<th>CHEM</th>
<th>MATH</th>
<th>PHYSICS</th>
<th>NEWARK</th>
</tr>
</thead>
<tbody>
<tr>
<td>DANA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

LABEL
RELABEL
TATTLETAPE
MAKE FOLDER/BINDER/PUNCH HOLES

STAMP:
RUTGERS UNIVERSITY LIBRARIES
GOVERNMENT PUBS
ACCOMPANYING MATERIAL
The call number must be **fully** written out in the space provided and the corresponding library circled above it.

If, for example, you have an item with the following call number:

LSM REF QP 310 .P83 2005, your processing form should be filled out like so:

```
LSM INTERNAL PROCESSING FORM

DATE: 9/27 INIT: IDS
TITLE CONTROL #: 
TITLE: The Book Called Something

LSM CHANG CHEM MATH PHYSICS NEWARK DANA
REF _ LABEL
QP _ RELABEL
310 _ TATTLETAPE
310 _ MAKE FOLDER/BINDER/PUNCH HOLES
P83 STAMP:
2005 _ RUTGERS UNIVERSITY LIBRARIES
2005 _ GOVERNMENT PUBS.
2005 _ ACCOMPANYING MATERIAL
```

**Government publication** materials should be stamped “Government Publications”. These, for the most part, *do* circulate, but there are exceptions. For that reason, it is important to check off all relevant information in the processing form.

Next is the **Superseded** section. This section is intended for material that will be replaced by the item in hand. The information you write down will be used to process the outdated material when it is pulled from the shelf.

If the 2005 Reference item you are holding will replace the existing 2004 edition, you will fill out the Superseded section accordingly:
The processing form will remain with the item and then get transferred to the superceded edition once it is pulled. The pulled item will return to the processing shelves for relabeling.

If the item in hand is replacing an issue that will be ‘DISCARDED’ then it should simply be tossed away. No further processing is needed. Similarly, an item needing to be “MAILED” can be sent out once it is pulled.

The last section includes **OTHER COMMENTS** and **DISCHARGE**.

If the item in hand requires further instructions, you write them in the Other Comments section.

**OTHER COMMENTS:**

*Please give to JM after processing*

In some cases, the items you are dealing with will be charged out and will need to be discharged before returning to the shelves. In such instances, the “Discharge” instruction should be checked.

**DISCHARGE IF NEEDED**

That will let the Processing Coordinator know that the item has further requirements.
Step 3: Verifying the Information (aka Admiring Your Handiwork)

Finally, you should be staring at something that looks like this:

```
LSM INTERNAL PROCESSING FORM
(PRIORITY 1 (REF)/PRIORITY 0 (NON-REF)

DATE: 12/5/05 INIT: JEM

TITLE CONTROL #: 054981900

TITLE: The Book called something

LSM  CHANG  CHEM  MATH  PHYSICS  NEWARK  BANA

REF  QP  310  .PS3  2005

X _ LABEL

RELABEL

X _ TATTLETAPE

MAKE FOLDER/BINDER/FUNCH HOLES

STAMP:

X _ RUTGERS UNIVERSITY LIBRARIES

GOVERNMENT PUBS:

ACCOMPANYING MATERIAL

SUPERSEDED:

X _ LATEST ED./VOL in REF/REFDESK/RESERVE

X _ FULL SUPERSEDED: 2004

X _ PROCESS DISCARD /SEND TO:

STACKS

RELABEL SUPERSEDED:

LSM  QP  310  .PS3  2004

REMOVE FROM SUPERSEDED:

X _ DOES NOT CIRCULATE

X _ REF / REFDESK

OTHER COMMENTS:

Please give to JEM after Processing

X _ DISCHARGE
```

Make sure that all the corresponding instructions have been included. Once you’re done filling out the slip, you can put it inside the book and place it on the processing shelves.
Further explanation of when to fill out what on sections of form:

Regular processing form:

LSM INTERNAL PROCESSING FORM
PRIORITY 1 (REF) / PRIORITY 0 (NON-REF)

DATE: ____________ INIT: ____________

TITLE CONTROL #: _____________________

TITLE: _______________________________

LSM CHANG CHEM MATH PHYSICS NEWARK

Check off for loose paper items that are
direct to shelf

LABEL
RELABEL
TATTLETAPe
MAKE FOLDER/BINDER/PUNCH HOLES

STM:\nRUTGERS UNIVERSITY LIBRARIES
GOVERNMENT PUBS
ACCOMPANYING MATERIAL

SUPERSEDED:
__ LATEST ED/VR/VOL in REF/REFDESK/RESERVE/BUSREF/INDEX TABLE
__ PULL SUPERSEDED:
__ PROCESS / DISCARD / SEND TO:

If you check this, remember to attach vol/copy page showing number and name of pieces.

RELABEL SUPERSEDED:

Write the full call # of the item
to be relabeled here, including
Library name.

OTHER COMMENTS:

MAKE SURE TO CHECK THIS OFF IF THE ITEM NEEDS TO BE DISCHARGED.

REMOVE FROM SUPERSEDED:
__ DOES NOT CIRCULATE
__ REF/REFDESK/BUSREF/INDEX TABLE

Don’t forget to check this off if the item is going to a circulating location.
Special formats processing form:

**CD/FD PROCESSING FORM**
*PRIORITY 1 / PRIORITY 0*

**DATE:**

**INIT:**

**TITLE CONTROL #:**

**TITLE:**

**LSM** **CHANG** **CHEM** **MATH** **PHYSICS** **NEWARK**

Check this if the CD/DVD is too dark to write on

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Check this off if there is accompanying material

Only check these off if there is accompanying material

ADD CD RING

LABEL

RELABEL

LABEL BOOKLET

TT BOOKLET

TT BACK

MAKE CD/FD BACK

Check this off if there is no CD/DVD back

(FLOPPY DISKS ARE NEVER TT)

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STAMP BOOKLET

RUTGERS UNIV LIB

GOV PUBS OWNER

STAMP BACK COVER

RUTGERS UNIV. LIB

GOV PUBS OWNER

STAMP

ACCOMPANYING MATERIAL

ADD STICKER

IF FLOPPY DISK DO NOT DESENSITIZE

OTHER:

Only check this if booklet (or some other item) is considered to be accompanying material and if checked remember to print out and attach a copy of the vol/copy

**DISCHARGE**

Make sure to check this off if the item needs to be discharged.