

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:

LSM INTERNAL PROCESSING FORM PRIORITY 1 (REF) / PRIORITY 0 (NON-REF)	CD/FD PROCESSING FORM PRIORITY 1 / PRIORITY 0
DATE : _____ INIT: _____ TITLE CONTROL #: _____ TITLE: _____ <div style="display: flex; justify-content: space-between; font-weight: bold;"> LSM CHANG CHEM MATH PHYSICS NEWARK DANA </div> <div style="margin-left: 40px;"> <input type="checkbox"/> LABEL <input type="checkbox"/> RELABEL <input type="checkbox"/> TATTLETAPE <input type="checkbox"/> MAKE FOLDER/BINDER/PUNCH HOLES </div> <div style="margin-left: 40px;"> STAMP: <input type="checkbox"/> RUTGERS UNIVERSITY LIBRARIES <input type="checkbox"/> GOVERNMENT PUBS <input type="checkbox"/> ACCOMPANYING MATERIAL </div> <p>SUPERSEDED:</p> <input type="checkbox"/> LATEST ED/YR/VOL in REF / REFDESK / RESERVE / BUSREF / INDEX TABLE <input type="checkbox"/> PULL SUPERSEDED: _____ <input type="checkbox"/> PROCESS / DISCARD / SEND TO: _____ _____ RELABEL SUPERSEDED	DATE: _____ INIT: _____ TITLE CONTROL #: _____ TITLE: _____ <div style="display: flex; justify-content: space-between; font-weight: bold;"> LSM CHANG CHEM MATH PHYSICS NEWARK DANA </div> <div style="margin-left: 40px;"> <input type="checkbox"/> ADD CD RING <input type="checkbox"/> LABEL <input type="checkbox"/> RELABEL <input type="checkbox"/> LABEL BOOKLET <input type="checkbox"/> TT BOOKLET <input type="checkbox"/> TT BACK <input type="checkbox"/> MAKE CD/FD BACK (FLOPPY DISKS ARE NEVER TT) </div> <p>STAMP BOOKLET</p> <input type="checkbox"/> RUTGERS UNIV LIB <input type="checkbox"/> GOV PUBS OWNER <p>STAMP BACK COVER</p> <input type="checkbox"/> RUTGERS UNIV. LIB <input type="checkbox"/> GOV PUBS OWNER <p>STAMP</p> <input type="checkbox"/> ACCOMPANYING MATERIAL <p>ADD STICKER</p> <input type="checkbox"/> IF FLOPPY DISK DO NOT DESENSITIZE...
<p>OTHER COMMENTS:</p> <input type="checkbox"/> DISCHARGE	OTHER: <input type="checkbox"/> DISCHARGE

The example to the **left** identifies the processing form you will most often use when sending an item to be labeled/relabelled 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**.

SUPERSEDED:

LATEST ED/VOL IN REF / REFDESK / RESERVE

PULL SUPERSEDED: 2004

(PROCESS) DISCARD / SEND TO:

STACKS

RELABEL SUPERSEDED

LSM
QP
310
P53
2004

REMOVE FROM SUPERSEDED:

DOES NOT CIRCULATE
 REF / REFDESK

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.

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

LABEL
 RELABEL
 TAPETAPE
 MAKE FOLDER/BINDER/PUNCH HOLES

Check off for loose paper items that are direct to shelf

Check off for everything except relabels and specified special formats

Only one of these gets checked off

STAMP:
 RUTGERS UNIVERSITY LIBRARIES
 GOVERNMENT PUBS
 ACCOMPANYING MATERIAL

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

SUPERSEDED:
 LATEST ED/YR/VOL in REF / REFDESK / RESERVE / BUSREF / INDEX TABLE
 FULL SUPERSEDED: _____
 PROCESS / DISCARD / SEND TO: _____

It is important to fill out this entire area, as it aids in the pulling process for superseded material.

RELABEL SUPERSEDED:

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

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

OTHER COMMENTS:

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

Special formats processing form:

CD/FD PROCESSING FORM
PRIORITY 1 / PRIORITY 0

DATE: _____ INIT: _____

TITLE CONTROL #: _____

TITLE: _____

LSM CHANG CHEM MATH PHYSICS NEWARK

<p>Check this if the CD/DVD is too dark to write on</p>	<p>ADD CD RING ____ LABEL ____ RELABEL ____ LABEL BOOKLET ____ TT BOOKLET ____ TT BACK ____ MAKE CD/FD BACK</p>	<p>Check this if the jewel case needs labeling</p>
<p>Only check these off if there is accompanying material</p>		<p>Always check this off for new items</p>
<p>Check this off if there is no CD/DVD back</p>		

(FLOPPY DISKS ARE NEVER TT)

STAMP BOOKLET ← **Only fill this section out if there is accompanying material**

____ RUTGERS UNIV LIB
____ GOV PUBS OWNER

STAMP BACK COVER ← **Always fill this section out for new titles and only check one of these**

____ 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 remembers 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.**