

NEW JERSEY DEPOSITORY SHIPMENTS

The Rutgers University Library system is part of the New Jersey Government Publications Depository Program. The State Library in Trenton routinely ships depository material to three RUL locations: Dana, Robeson, and Alexander Libraries. Alexander processes and shelves the non-science/health related material, and processes and ships to LSM the science/health related material.

A. RECEIPT AND PROCESSING OF SHIPMENTS AT ALEXANDER / LSM LIBRARIES

1. Alexander normally receives two identical packages per shipment.
2. Open the packages and locate the shipping lists. (If there is only one package an extra shipping list will have to be xeroxed to send to LSM with their serials.)
3. Check in the actual shipping list on the IRIS bib record entitled: New Jersey State Documents Shipping List.
4. Date-stamp both shipping lists and each item with the New Brunswick Libraries/NJ Depository stamp.
5. Compare the lists to the items. Annotate the list by writing a checkmark before an item number to indicate the receipt of that item. Add a "2" next to the checkmark if two copies are received. Add a "1" if a single copy is received. If the material is part of the following departments/agencies, add an "L" next to the checkmark (these items will be sent to LSM):
 - Agriculture
 - Environmental Protection
 - Health
 - Transportation (except the Division of Motor Vehicles)
 - Veterans Affairs
6. Write the Shipping List Item No. in the upper right hand corner of the cover page on each title in the shipment (for both ALEX and LSM). This number is derived from the Shipping List No. and the Item Line No. For example, the Shipping List Item No. 99-3-12 refers to a title that came in the 3rd shipment from 1999, and was the 12th numbered item on that list.
7. After each title on the shipping list there is a "Dewey" call number. In the second part of the call number, a ".905" means that title is a periodical; ".901" is for an annual/serial; and a ".90" indicates a monograph. This is used to help separate the shipment into 3 groups:
 - a. ALEX serials.
 - b. LSM serials.
 - c. ALEX and LSM monographs.

8. ALEX SERIALS: Currently received titles are placed in the mail slots for check in by the receiving staff. Title changes are prepared for the Continuing Resources Cataloger following established procedures. New titles are first sent to the Alexander Documents Librarian for review. A yellow Priority 2 slip, without any additional information, is placed in the new serial and/or title change packet along with the blue Continuing Resources Cataloging processing form. A note is added to the same processing form asking that the serial title be added to the RUL Cataloging Notification Form prepared by the Documents Monograph Cataloger.
9. LSM SERIALS are mailed to the LSM Receiving Coordinator (with the second copy of the shipping list) as soon as the shipment is inventoried. The shipping list is filed in the LSM NJ Depository filing cabinet. Currently received titles are placed in the mail slots for check in by the receiving staff. Title changes are prepared for the Continuing Resources Cataloger following established procedures. New titles are first sent to the LSM Documents Librarian for review. A yellow Priority 2 slip, without any additional information, is placed in the new serial and/or title change packet along with the blue Continuing Resources Cataloging processing form. A note is added to the same processing form asking that the serial title be added to the RUL Cataloging Notification Form prepared by the Documents Monograph Cataloger. New serial titles and title changes are then sent by the LSM Bibliographic Records Management Coordinator to the Continuing Resources Cataloger.
10. All ALEX/LSM MONOGRAPHS receive a "NJ Depository" Priority 2 slip with a "Return to Appropriate Library" note. Add the shipping list number and the number of copies in the "Notes" section. Next to "Location" write either "ALEX" or "LSM DOCNJ."
11. Two additional copies of the annotated shipping list are xeroxed, one for each of the following:
 - a. Alexander Documents Librarian
 - b. Documents Monograph Cataloger
12. The original (annotated) shipping list is added to the NJ Depository folder, which is maintained at the desk of the Alexander NJ Depository Processing Coordinator.
13. The ALEX and LSM monographs, and new ALEX serial titles (with the corresponding shipping list) are brought to the Alexander Documents Librarian. The Librarian makes location, bindery, and retention decisions for ALEX titles and consults with the LSM Documents Librarian to discuss any changes.
14. After the Alexander Documents Librarian is finished, the shipment is returned to the Alexander NJ Depository Processing Coordinator, who checks it for any further instructions from the Alex/LSM Documents Librarians.
15. The monographs, with their corresponding shipping list, are then sent to the Documents Monograph Cataloger. If there are no monographs, a shipping list is still mailed to the Cataloger with the note: "No monograph titles to be cataloged."
16. The new serial titles and title changes are then sent by the Alexander Bibliographic Records Management Coordinator to the Continuing Resources Cataloger.

ALEX / LSM / DANA / ROBESON: POST-CATALOGING NOTIFICATION

1. The Continuing Resources Cataloger supplies to the Documents Monograph Cataloger the newly cataloged titles, locations, call #s, and bar-codes of any Alexander and LSM serial titles indicated in Steps #8 & 9 above.
2. The Documents Monograph Cataloger creates an RUL Cataloging Notification Form (commonly called the 'Batch Report') containing the newly cataloged titles, locations, call #s, and barcodes of Alexander and LSM monographs and serials. This Batch Report is emailed to the following people (regardless if a library owns or doesn't own any particular title on the list):
 - a. LSM Documents Librarian
 - b. Dana NJ Depository Processing Coordinator
 - c. Robeson NJ Depository Processing Coordinator

ALEX / LSM MONOGRAPHS: POST-CATALOGING PROCEDURES

1. The Documents Monograph Cataloger returns the cataloged, labeled, and bar-coded LSM monographs, along with a print copy of the Batch Report, to the LSM Receiving Coordinator.
2. The Documents Monograph Cataloger returns the cataloged, labeled, and bar-coded Alexander monographs, along with a print copy of the Batch Report, to the Alexander NJ Depository Processing Coordinator.
3. Each monograph record is reviewed to make sure that the call numbers and barcodes are correct. In IRIS, the "IN-PROCESS" status is changed to "DOCNJ." Monographs are bound according to the bindery decisions previously written on the yellow Priority 2 slips.

ALEX / LSM SERIALS: POST-CATALOGING PROCEDURES

1. The Continuing Resources Cataloger returns the cataloged LSM serials to the LSM Bibliographic Records Management Coordinator and the Alex serials to the Alexander Bibliographic Records Management Coordinator, for standard post-cat treatment. Serials are bound according to the bindery decisions previously written on the yellow Priority 2 slips.

B. RECEIPT AND PROCESSING OF SHIPMENTS AT DANA LIBRARY

Dana Library became a designated depository library for New Jersey state documents distributed by the New Jersey State Library in 1970. Being No. 35 on the priority list, Dana receives many, but not all, state depository documents. Alexander Library and Robeson-Camden are also in this depository program.

1. Open the shipment package and locate the shipping list.
2. Compare the shipping list with the items in the package. Annotate the list: add a “check” for those received, “shortage” for not received due to shortage, “missing” for the ones Dana did not received.
3. Check the items received against the NJ Documents item cards, which are arranged by department. Within each department, the cards are arranged alphabetically by title. These cards contain instructions for processing documents that have already been cataloged. Notate the shipping list with location for each item received.
4. Stamp the shipping list and each of the received documents with:
 - a. Date-stamp
 - b. John Cotton Dana Library, Rutgers University
5. Write the entire shipping list number on the lower left corner of each received document. This number is derived from the Shipping List No. and the Item Line No. For example, the Shipping List Item No. 99-3-12 refers to an item that came in the 3rd shipment (from) in 1999, and was the 12th numbered item on that shipping list.
6. File the shipping list in the binder labeled “New Jersey Shipping Lists” kept on the shelf in the government documents processing office.
7. Set aside the new titles received on a book truck labeled NJ docs awaiting RUL Cataloging Notification Form “batch” in the government documents processing office.
8. Notify the government documents librarian via email of any new items received. Consult with the librarian with any questions.
9. After each title on the shipping list there is a “Dewey” call number. In the second part of the call number, a “.905” means that title is a periodical; “.901” is for an annual/serial; and a “.90” indicates a monograph. This is used to help sort the items. Distribute the documents to appropriate departments for processing:
 - a. Monographs to Dana Technical Services Department with a Dana Library Technical Service Form.

- b. Periodicals to be housed at the lower level with all other Dana's periodicals (Per Dana) to a unit to be decided
- c. LC cataloged serials to be housed at DOCNJ, Ref, Stacks to Dana Technical Services Dept for check-in and label.

C. RECEIPT AND PROCESSING OF SHIPMENTS AT ROBESON LIBRARY

NJ DOCUMENTS:

1. If the documents are not processed within 6 months, then the government documents coordinator can send them to cataloging.
2. The government documents coordinator should check on a monthly basis to verify the status of cataloging, and should not rely solely on the *RUL Cataloguing Notification Form*.

PROCESSING SERIALS:

1. Open the envelope and remove all documents.
2. Locate the shipping list (in a legal sized pink envelope within the shipment).
 - a. Compare the items in the package to the shipping list. Annotate the list as following: "check mark" for items rec'd, "missing" for items not shipped, "discarded" for items the library director has chosen not to keep.
 - b. Search the title of the item in Workflows for a serial control. If a Serial control exists, follow check-in procedures for the item.
 - c. Match the document with the shipping list and write the year, list and item number in pencil on the lower left hand corner. Ex: 93-01-01 (yr-list #-item #)
 - d. Stamp the document with the *New Jersey Depository* stamp in *black* on the bottom of the document. In the upper right hand corner stamp the document with the current date using a *red date stamp*.
 - e. Tattletape each document.
 - f. If there is no control for an item, then it may be a new Serial/Monograph. After each title on the shipping list, there is a "Dewey" call #. In the second part of the call #, a ".905" is for periodicals; ".901" is for annual/serial; and ".90" is for monographs. The new item needs to be reviewed by Gary Golden (GG). If a

decision is made to keep the item, follow steps for Processing Monographs.

- g. Count each document and add the total to the New Jersey Document statistic form.
- h. Once done with the shipping list, file in the *New Jersey Document Shipping List* binder located in the government documents coordinator's office.

PROCESSING MONOGRAPHS:

1. These documents should be shown to the library director, Gary Golden (GG). He will decide which documents to keep, and which documents to discard.
2. Documents GG has chosen to discard should be stamped with the WITHDRAWN stamp and discarded. The discarded documents should be counted and included in the statistics. Also, make sure to write the title of the document being discarded under the *NJ Discard List* (located in the T-drive under NJ Documents), if not already added.
3. The following steps should be taken for items GG has chosen to keep:
 - a. Follow steps c. through e. of Processing Serials (above).
 - b. Enter a grey **No Priority** slip into the document and place on the top shelf labeled *NJ Docs-To Be Catalogued* in the government documents coordinator's office. Be sure to write the shipping list and item number on the top of the slip as well as the date the document was received. Ex: S.L. 07-10-5 Rec'd 7/31/07
 - c. The Documents Monograph Cataloger (Roman Frackowski) will send an RUL Cataloging Notification Form for each shipping list which includes: (titles, locations, LC #'s, shipping list and item #, & New Brunswick barcodes for each document).
 - d. Once the notification list is received, pull the documents from the *To Be Catalogued* shelf and verify the information on the list with Workflows. The government documents coordinator may then append Robeson's document to the catalogued record.
 - e. If the document receives an LC #, route the document to the appropriate shelf to be labeled. If the document is a current periodical, then route to current per shelf.
 - f. Count each document and add the total to the New Jersey Document statistics form.

NJ DOCUMENTS RETENTION:

Most of the documents that are Serials are kept for a minimum of 5 years or less. There are certain documents that are kept indefinitely. Those documents that are kept

for 5 years or less should be stamped with the WITHDRAWN stamp and discarded after their retention due date.

1. New Serials: Ask the librarian, Gary Golden (GG), if you are unsure about the retention of the document.
2. Periodical Titles: These documents may be kept for less than 5 years per Jim Nettlemen (JN).
3. Classified Serials: These documents are usually kept 5 years or more per JN.

WITHDRAWING SERIALS AND MONOGRAPHS:

Withdrawn NJ Documents DO NOT get stamped with any property stamp. They should be stamped WITHDRAWN and then discarded. Make sure WITHDRAWN NJ Documents are included in the statistics. There is no need to offer WITHDRAWN NJ Documents to other libraries.

Alex / LSM procedures: MF/EC; rev.PC 5-12-08

Dana procedures: WHR/ECA 2-12-08

Robeson procedures: MA 5-9-08

NJ Depository staff:

Alexander Documents Librarian = Mary Fetzer
Alexander NJ Depository Processing Coordinator = Clotilde Twagiramariya
Alexander Bibliographic Records Management Coordinator = Paul Cabelli

Dana Documents Librarian = Wen-Hua Ren
Dana NJ Depository Processing Coordinator = Elsa Alves

LSM Documents Librarian = Ellen Calhoun
LSM Receiving Coordinator = Yuhwei Ling
LSM Bibliographic Records Management Coordinator = Neera Sondhi

Robeson Documents Librarian = John Maxymuk
Robeson NJ Depository Processing Coordinator = Melinda Aviles

Documents Monograph Cataloger = Roman Frackowski
Documents Continuing Resources Cataloger = Elizabeth Leister