The following procedures for Adds, Withdraws, Relocations, and Transfers are discussed, defined and delineated here in order to standardize policy and procedures. Uniform processing guarantees that the online catalog accurately reflects our holdings. Before performing any adds, perform a title search so any duplicate record issues can be resolved at this time. Small groups of items needing these processes become part of the daily workflow. Groups of more than 100 are considered a project, and processing of this many volumes usually requires more planning.

**ADDS**

For DTS and local Technical Services departments, **ADDS** represent adding an item to a previously cataloged record for a unit library. **ADDS cannot be considered the initial creation of any cataloging record.** We can add only to fully cataloged records; no MRQ or brief records may be added to. (The only exceptions are the Newark Dana Inventory project, and items being transferred to the Annex as part of a weeding project.) Items needing to be added because of a project with only MRQ or brief records [Cataloging date listed as NEVER] should be enriched so Database Management can search for matching records in our utilities. Instructions for this process are in the document named *Procedure for entering a brief record.*

Adds may be gifts that have been approved by selectors and preservation, part of an inventory or recon project, or replacement copies. Books to be added that do not have a fully cataloged record **must** be sent to Monograph Cataloging Gift/Unit Receipts TAS/TSB Busch.

Adds that are replacement copies must be new books of the same or later edition as the lost book. Access Services staff will decide when a replacement book is acceptable. If the bibliographic record for a long overdue book item has been withdrawn, the selector will be consulted to decide whether to send the book for reinstatement. If a later edition is supplied and accepted, the book may be added if a record that is an exact match is found, or the book will be sent for cataloging if cataloging does not exist. Branch personnel also send adds to DTS. When adding items to a cataloging record, remember to use the proper call number structure according to cataloging policies. (i.e. Two books with the same call number are added to the same item line as copy 1 and copy 2, even if they are in different sublocations like REF and STACKS.) Two books with differing call numbers (e.g. both LC and SUDOC) would be on different item lines with each one as a copy 1.

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<tr>
<th>ACTIVITY</th>
<th>MONOGRAPH</th>
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<tbody>
<tr>
<td>Add</td>
<td>General guide to adding an item to a unit library</td>
<td></td>
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<tr>
<td>Add to unit library</td>
<td>-search IRIS for matching catalog record (see criteria for adding libraries document)</td>
<td>-search IRIS for matching catalog record (see criteria for adding libraries document)</td>
</tr>
<tr>
<td></td>
<td>-add item/copy line on IRIS (use misc. item-copy standards document)</td>
<td>-add item/copy line on IRIS (use misc. item-copy standards document)</td>
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</table>
-use call number structure standards correctly
-also see approved volume designator page
-give volume to end processing for labeling stamping and tattle taping

-use call number structure standards correctly
-also see approved volume designator page
-Add/adjust Marc Holdings
-give volume to end processing for labeling stamping and tattle taping
*Withdrawals* represent removing an item from a unit library. Both regular and last copy withdrawals are performed by DTS. These books are damaged, lost but not replaced, superceded editions that the selector does not want to retain, and weeded because of space restraints or rationalization of the collection. Selectors and branch personnel will send these books to the hubs. Always search by title before performing a withdrawal, so any duplicate record issues can be resolved at this time.

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<tr>
<td><em>Withdrawal</em> – discarding an item from the unit library, when other library holdings exist</td>
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</table>

General guide to Withdrawals

- Charge to BATCHWITH
- remove 928 (if it exists for that copy)
- mark item as usual

All withdrawals are to be done in exactly the same way—*whether the item is a last copy or not*. Charge the material to BATCHWITH. Systems can deal with any order attached to the item line, and/or perform the necessary work to WD the cataloging record from the utilities (OCLC or RLIN). A last copy monographic withdrawal very rarely has an order record attached; usually these are older items.

1. Charge the book to the patron BATCHWITH. Charging to BATCHWITH changes the current location to WITHDRAWN. This will shadow the copy in Webcat so that patrons are not looking for a copy that we are withdrawing.
2. Mark the item itself in your usual way (cross off call number, cross out barcode, and stamp WITHDRAWN or DISCARD).
3. Periodically, Systems will run a report pulling up all items that are charged to BATCHWITH. They will then inform the utilities to remove Rutgers holdings from their database, move any attached orders, and remove the cataloging record for us.

The **other thing to be concerned about in a withdrawal** is **MARC holdings**. If the item you are withdrawing is a serial, you **must** remove any summary holdings (MARC Holdings or 930s) in the record. The way to see if an item is a serial is to check the Fixed fields part of the Bibliographic record. A serial will have an “s” in the Bib Lvt field. If you see an “s” in this field, be sure to remove any 599s (latest issue received), 930s or Marc Holdings in this record. Then continue with the procedure as previously discussed.

4The books being withdrawn should be marked in the following ways:

1. X out the call number on the book label
2. X out the barcode number
3. Stamp the book with a WITHDRAWN stamp
2(See Last copy withdrawals link (http://www.libraries.rutgers.edu/rul/staff/collection_dev/policies/last_copy_policy.shtml) for detailed instructions)

3If permission is not granted to withdraw a last copy in the system; it must be transferred to the ANNEX. See Transfer to ANNEX document for instructions.

*If an item is a Government Document (values of f, s [or any others?]) in the GovtPub: fixed fields area of the bibliographic record, the material should not be withdrawn without consulting with the Government Documents librarian. There are legal requirements for retention of government publications, and cataloging records for many of them that are not in the IRIS system. Discussing this with the Government Document librarian will address these concerns, and prevent mistakes.
**Relocates** represent moving an item from one location to another within the same unit library. This entails moving an item from one sublocation to another (e.g. REF→STACKS). Selectors, weeding projects, and receivers working with superceded editions generate relocation requests. Branch personnel also send relocates to DTS. Uniform processing guarantees that the online catalog accurately reflects our holdings. Small groups of relocates become part of the daily workflow. Groups of more than 100 are considered a project, and execution of this many volumes usually requires more planning.

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<tr>
<td>DGLSS REF&gt;</td>
<td>-change copy on IRIS</td>
<td>-change copy on IRIS</td>
</tr>
<tr>
<td>DGLSS STACKS</td>
<td>-give to end processing for relabeling</td>
<td>-give to end processing for relabeling</td>
</tr>
<tr>
<td></td>
<td></td>
<td>-update Marc Holdings if necessary</td>
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</table>

If the selector wishes, the reloc may have its call number changed (e.g. an LC number could be changed to a SUDOC number if the material is being sent to DOCUS). Follow the selector’s instructions. If this is a multi-copy item line, it may require a separate call number structure.

e.g. Two books started out with the LC call number; but one is to be transferred to DOCUS. The call number structure looks like this originally:

```
RS600.G35 1998            copies:2            library: LSM
   copy:1            ID:390300008889545        STACKS
   copy:2            ID:39030001888987        REF
```

Since it will now have a different call number for the DOCUS collection (SUDOC), it would now have a call number structure looking like this:

```
HE 1.34:2/8             copies: 1             library: LSM
   copy: 1            ID:39030001888987        DOCUS
RS600.G35 1998            copies:1            library: LSM
   copy:1            ID:39030000888545        STACKS
```
Transfers represent adding an item from one unit library to another unit library\(^2\). These may be ordered by selectors or requested to fill a need at the library that is receiving them. They may also originate with receivers who have instructions to send superceded editions to other libraries. Branch personnel also send transfers to DTS. Uniform processing guarantees that the online catalog accurately reflects our holdings. The transfer procedure provides an archive of item movement in the form of 928 notes. Small groups of transfers become part of the daily workflow. Groups of more than 100 are considered a project, and execution of this many volumes usually requires more planning.

The **TRANSFER FUNCTION** represents a different situation. This process is used when transferring one or more items from one cataloging record to another cataloging record. This may be used in the case of title changes, record merges (brief title item to a fully cataloged record), or circ on the fly records. The procedure for this is in the procedure called Transfer function in SIRSI J-Client 2-13-2008.

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<tr>
<td>DGLSS REF&gt;</td>
<td>-change location in IRIS</td>
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</tr>
<tr>
<td>ALEX STACKS</td>
<td>-add 928(^1)</td>
<td>-add 928(^1)</td>
</tr>
<tr>
<td></td>
<td>-send volume to end</td>
<td>-update MARC Holdings</td>
</tr>
<tr>
<td></td>
<td>processing for relabeling</td>
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Transfers are counted in the statistics as withdrawals from one library, and additions to the other.

\(^1\)Sample 928 note: 928 |lANNEX|aTransferred from LSM 12/2005 MT

\(^2\)Items being transferred lacking full bibliographic record in IRIS should be sent to Database Management for enrichment to full records, except for the case of items being transferred to the Annex. Items being sent to the Annex will have the records enriched so DBM can upgrade them. Instructions for this process are in the document named *Procedure for entering a brief record*.