Procedure for item type/“This book does not circulate” stamp conflicts

Introduction:

Since RUL has enabled the item types, there will be some cases in which the on-line item type will contradict a stamp in the material. This becomes a problem when a patron brings down a book and wishes to charge it out. The record will have an item type of BOOK-Y or PERIODCL-Y, because the Sublocation usually circulates. At the circulation desk however, a stamp is discovered near the barcode that states “This book does not circulate.”

Access Services Policy:

The policy of Access Services is to err on the side of allowing the patron to have the material. (This may be a judgment call—in some cases, it is obvious that the material should circulate. In other cases, it will be less clear. It is possible that a serial could have some volumes that are allowed to circulate, and some that will not.) However, when checking this material out, the staff member will warn the patron that it may be necessary for him to return the book within a few days, and that he will be contacted by email should this be the case.

DTS’s part

Access Services practice will be to check the book out to the patron, and then give information to the Holdings team of DTS so that they can follow up with the selector. Access Services staff will print out the red book of the record and send it to Holdings team members (SB or MT) with the attached form. The HRMT member will then confer with the selector for that subject to determine if the item type should be changed, or whether the material can now be circulated. If there are more than one item line on the record, decisions on all item lines should be sought.

If the decision is to allow the book to circulate, the item will be handled as a LOCALMAINT item. A LOCALMAINT note will be put into the circulation note field, followed by a semicolon and the note Material is allowed to circulate, cross off stamp. When the book is returned, the “This book does not circulate” stamp will be crossed off with a Sharpie marker, and the circulation note will be removed before sending the book back to the shelf.

If the decision is to not allow the book to circulate, the item will be requested back from the patron. The item type will be changed when the item is returned. When the book is returned, it will then go to the shelf as is, with the difference that the item type will no longer be in conflict with its circulation policy.

On the next page is a sample of the form. It will be available as a separate document called Item type conflict form so it can be printed two per page.
---ACCESS SERVICES PORTION---

Attach form to printout (Red book printout)

ITEM TYPE CONFLICTS WITH BOOK STAMP

Title Control number (found in control tab)

_____________________________________

Barcode number 39030_______________

---DTS FOLLOWUP PORTION---

Item Type__________ Number of item lines_______

Does item type differ in item lines? _____ Should it differ?_______

Note: ___________________________________________________  
(e.g. Record has 10 volumes, 3 are noncirculating, etc.)

Selector decision______________________________

Change item type?  Y     N

Request book from patron? Y_____ N_____

Email date__________

Date Item type is changed in IRIS_______

Stamp crossed off?  Y_____ N_____ Date _______________