Transfer to ANNEX including MARC holdings

When transferring items to the ANNEX, you must follow the following guidelines.

- Almost all items going to the Annex are to be considered circulating. The few exceptions will be clearly marked.
- No books going to the Annex should be repaired, unless previously arranged. They should be placed on the shelf "as is" tying them up if necessary. If the book seems to be in an unusable condition, refer to the selector for possible in house use only, or preservation. The selector also may decide to discard it, even if it is the last copy.
- *Multiple editions of the same book may be sent to the Annex, although if it is an update of factual material, the prior editions may not need to be retained. The selector needs to decide if multiple editions have scholarly value.*
- A reprint is considered the same as the original book for Annex purposes, if one is being sent to the Annex, the other must be withdrawn.
- The same book distributed through different publishers is considered the same book for Annex purposes.
- No book should be sent to the ANNEX if there is another copy of it held by New Brunswick libraries. Books with holdings in Newark or Camden may be transferred.
- *The Annex does not accept textbooks, however, definitions of textbooks can be confusing. If a book being sent to the Annex gives all appearances of being a textbook, return it to be reviewed with the selector. Graduate level textbooks such as medical texts may be sent to the ANNEX.*
- No government documents should be transferred out of New Brunswick libraries without permission [Note: sometimes these records include the statement “for sale by the Superintendent of Documents.”]
- If a record shows a book already in the Annex, the selector must either withdraw all non-Annex copies or withdraw the Annex copy.

Last copies in the Rutgers system should almost always be sent to the ANNEX. This is the link to the last copy policy:

[http://www.libraries.rutgers.edu/rul/staff/collection_dev/policies/last_copy_policy.shtml](http://www.libraries.rutgers.edu/rul/staff/collection_dev/policies/last_copy_policy.shtml)

Transfer material to the ANNEX using the following procedure.

1. If there is an item line on IRIS for the item in hand, change the library to ANNEX, and home location, and current location to STACKS.
2. Unless a different circulating decision was made by the selector, the item type should be BOOK-Y or PERIODCL-Y.
3. The class scheme should say SHLV-BY-TI, if the item is previously listed in the ANNEX as SHLV-BY-TI.
4. If the item has an existing LC call number in the ANNEX, assign the same call number to the item you are transferring.
5. Add item lines as necessary, and barcode the items if they haven’t been previously barcoded.

6. Notify ANNEX staff to update the summary holdings
   • After you have transferred the items to the ANNEX, Annex staff will need to update the summary holdings by adding 866 in the MARC holdings tag.
   • After all additions have been made, print out the Display Item screen (Red book). Put a note at the top of the screen “Marc Holdings Needed” to alert the ANNEX staff to the need to add Marc holdings. List whatever volumes you are sending on the top of the page also.
   • Delete any 930 or 599 fields for your library. If there are any holdings for any other New Brunswick libraries, inform the Holdings Record Maintenance Team Leader.

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