Notes for Special Collections:

Receiving:
Checked in material should be sent to: Bonita Grant

- Items with a call # - call # should be written – **IN PENCIL** - on the top left corner (or where there’s the most room). If the item has a glossy cover, then it should be written inside on the top right of the title page.
  - If an item is glossy both on the cover and inside pages (making it difficult to write on in pencil), a label can be used to write the call #, and then attached to the item in hand. (New: 6/27/08 rm)

- For now, no tattletape should be used on their items. A decision will be made at a later date as to whether or not they will use tattletape.

- Barcoded Items (mainly annuals and monographs):
  1. Use the acid free tag – place barcode on the bottom, and handwrite the call # on the top in pencil
  2. Be sure to also write the call # in pencil on the inside cover

- Gifts and other material to be checked in will be forwarded to Michelle Best.

- Uncat-PER – if you see that a title has been designated as uncat-per, we need to ask Bonita if she wants to have it cataloged. If the answer is no – we can send the issues to them, and remove the brief record (Holdings). If yes, give to bib-cat to send to Cataloging.

- Accompanying material: all accompanying material such as letters, broadsides, pamphlets, etc. should be kept and forwarded to Bonita Grant for the uncataloged ephemera collection. (ex. Friends of the New Jersey Transportation Heritage Center)

- Duplicates should be received in the serial control, and then can be sent over (without writing call #, etc.)

- “virtual bind” – for titles that have been inventoried, a barcoded item line will be added for a completed volume or “bindable” unit. No actual binding is done, instead, volumes are placed in boxes but still treated a complete unit.
  - Manually add barcoded item line, add “unbound” staff note, & print out the red book with barcode to be added.
  - Place print-out and actual barcode in “SPCOL bind” box for processing. – 3/10/10 yl/pc

New Titles/Orders: (New: 6/27/08 rm)

Any item 'strong' enough to sit on its own in the NJ stacks can be barcoded (generally, but not exclusively, annuals).
Anything meant for an archival box (generally, but not exclusively, periodicals) should not be barcoded.

If we have questions as to whether or not something should be barcoded, check with Bonita.

Memberships – do not subscribe unless they publish a printed newsletter or magazine.
For new memberships ordered, where the material included with membership is unclear, a brief record is created for the association/society, with a note indicating its uncertainty. A control is also added with a prediction for 6 months in advance. When the claim report runs, if no material is received, the order can be investigated. – 9/22/08 yl/rm

Firm orders for serial titles may be requested and should be coordinated with Acquisitions if both monographs and serials are being ordered. If BG indicates that the item should not be cataloged, it should be shadowed. 1/28/10 rm

Claims:

We will be reviewing what to claim at a later time. For now, only claim material that is paid for.

Bibliographic Record Management:  (New: 6/27/08 rm)

Any pre-1900 serials that need to be cataloged will be sent to Paul. Per note from Bonita on 6/12/08, these are not priorities, and will be sent to us after preservation work is complete.

Holdings Record Management:  (New: 6/27/08 rm)

A new slip, titled “DTS-SPCOL Holdings Update Request Form will be used for anything to be added, transferred, withdrawn, or needs MARC Holdings work.

Material in BB can be listed in many possible sub-locations, one of which can be SNCLNJ. This specific material in BB is an extension of SNCLNJ material housed in the reading room. This is due to the limited amount of space in the Special Collections’ reading room. Ex. New Jersey Legislative Manual. (New: 7/3/08 pc/rm)

Reprint editions of serial titles should be specified in a |z 852 note. Example: “C.2 is a reprint of the 1914 edition.” Ex. Farm and Business Directory of Monmouth County. (New: 7/3/08 pc/rm)

Miscellaneous:

R-Pub material goes to University Archives – Erika Gorder is in charge of this.

Mail can be delivered to Cynthia Hammell. If she’s at lunch, it can be put on top of the long bookcase, adjacent to her desk.

When temporarily removing material from SPCOL, fill out a SPCOL call slip. Each call slip has 3 copies. Place the white copy in the stacks location where the material was taken from, give the pink copy to the Ref Desk, and keep the yellow copy with the removed material. (new 9/14/09 pc)

When given a choice between print and online, BG always prefers to receive the physical item. (new 2/15/10 pc)

If a title ceases in print and remains/becomes strictly online, BG will generally want to cancel the subscription. She also does not want to have a copy (PDF) printed out from the website. (new 2/15/10 pc)

Important note: SPCOL/UA has strict preservation policies. Please be careful about how you handle the material.
Labeling:

SC/UA
SNCLNJ
F
142
.M6
S54
v. 29
no.5