THINGS TO KNOW FOR DANA & JAZZ MATERIALS

All Dana material:

1. When writing call numbers, black or blue ink is to be used.
2. When receiving a “default issue” for DANA or Jazz, please allow an extra day for shipping purposes as you complete the “date to bind” field located in the “binding tab.”
3. No Dun & Bradstreet material is returned to D&B – per agreement with Au and Deborah Smith at D&B.
4. WATCH EXT INFO – special notes have been made there!

REF Items

1. Nothing gets bound (if Ext. Info indicates to bind upon receipt, route to R/C).
2. All items should be sent to processing to have a printed label.
   Exception: If item is three-hole punched and looks like it will be interfiled, the call # may be written
   
   BUSREF, INDEX TABLE, or REFDESK require a separate label indicating the location (See Processing section for more details).
3. If an item needs to be pulled because it is being superseded, it should be indicated on the processing slip (note: the REF supervisor pulls the material for re-labeling, not Technical Services staff).

Routine Receipts (Reading Room material)

For :

- Superceded items
- Canceled materials
- Microfilm

The receiver (A) checks in the materials, (B) updates the MARC & item lines as needed, (C) prints the extended info while indicating the appropriate items to be pulled and includes the print out with the materials
Jazz Material

1. CD accompanying materials for Jazz library:

Check in the journal, make a photocopy of the cover, and print the extended info "do not check in the accompanying material." The item is placed on the appropriate shelf for shipping, while the accompanying material is attached to the printouts and placed on the Jazz accompanying material shelf. (Items are sent to Vincent Pelote. verified 1/14/10.)

Note: DANA and Jazz duplicates and canceled titles are shelved on separately located shelves from LSM and branch library materials.

2. Vincent Pelote is our main contact. Questions to Vincent should be routed through the Receiving Coordinator or the Serials Team Leader.

Processing:

All Newark Dana material will be labeled with permanent location.

For superseded material in the following locations, special handling is required which is described as follows:

1. Latest Edition REFDESK:

Standard call number label contains the permanent location

Separate REFDESK label is made reading, "SHELVED AT REFDESK."

Separate REFDESK label is placed, when possible, on the upper left hand corner of the front cover.

Additional pocket is required and should be placed on back inside cover. (There are exceptions: when placement of said pocket is questionable, please refer to Processing Coordinator. Also if material appears to be loose-leaf sheets that may be interfiled or placed in a binder, please bring it to the attention of the Processing Coordinator.)
2. Latest Edition BUSREF:
Standard call number contains the permanent location
Separate BUSREF label is made that reads just BUSREF
Separate BUSREF label is placed, when possible, on the upper left hand corner of the front cover.

3. Latest Edition INDEX TABLE:
Standard call number contains the permanent location
Separate INDEX TABLE label is made that reads just INDEX TABLE
Separate INDEX TABLE label is placed, when possible, on the upper left hand corner of the front cover.

AD, CL, JM, YL, BB, RM ï March 6, 2008; updated 1/14/10