

ARCHIVES & RARE BOOK COLLECTION

December 3, 2021 (M. Weber)

In general, Archives and Rarebook items are processed like books in the Main Collection. Marking and processing is permissible in most cases. In some rare cases the Archivist may designate an item as valuable. Valuable books should not be stamped, marked, taped, or physically altered. Use the Dornish Collection processing instructions as a guide for processing these valuable items.

Items may come in many formats including: book, DVD and computer file. All are processed with Library of Congress call number.

If possible, the library will endeavor to obtain two copies of publications written by persons connected with the University. Copy one is cataloged and placed in Archives. If a second copy is received, it is cataloged and placed in the Main collection.

Archives field list

1. Field 049 049 KZSA |a KZSS
2. Field 949 949 KZSA |a KZSS |c 2
3. Field 590 Add 590 notes if appropriate. For example, the item may be a gift.
4. Location ARCHIVES
5. Item policy Archive item

Rare Book field list

1. Field 049 049 KZSC |a KZSS
2. Field 949 949 KZSC |a KZSS |c 2
3. Field 590 Add 590 notes if appropriate. For example, the item may be a gift.
4. Location RARE-BOOK
5. Item policy SpecColl

Processing

1. All books are tattle taped and stamped
2. If a cover exists it is attached with regular binding methods
3. Labels are attached in the usual way.