

ORGANIZING NEWLY RECEIVED MATERIALS FOR CATALOGING

When new items are received, they need to be examined and channeled through all appropriate processes.

EXAMINING ITEMS

All newly received items should be examined according to the following criteria:

Soundness. All items should be inspected for damage, missing signatures, blank pages, and other defects. Defective items should be returned to the vendor.

Loose content. Insert a note in items containing things such as errata slips, computer disks, maps, charts, etc. to alert catalogers to the presence of this loose content.

Shelving location: Titles are shelved in the Main collection with the following exceptions:

- a) **Reference.** If a title is a statistical publication, encyclopedia, specialized dictionary, or directory, it is a candidate for shelving in the Reference Collection. The reference librarians allow the Acquisitions Technician to select titles be shelved in Reference from among titles ordered by any entities other than the reference librarians themselves. In cases of uncertainty, the Coordinator of Reference should be consulted.
 1. If title is a new edition and the previous edition was cataloged as a monograph and shelved in the Reference area, ask the Reference librarians what should be done with the previous edition. They may wish to keep the title in Reference, have it transferred to the Main collection, or have it withdrawn. Retrieve the previous edition, place a note in it as to whether it should be transferred to another collection or withdrawn, and give both the new and previous edition to the Cataloging Technician.
 2. If title is an added edition and the previous edition was cataloged as a series and is shelved in Reference, check the OPAC for a 590 note indicating what is done with previous editions. If there is a note, give the title along with the information from the note directly to the Catalog Technician to catalog. If there is no note, ask the Reference librarians what they would like done with previous editions and give this information to the Catalog Technician to be incorporated in the bibliographic record or holdings record of Voyager.
- b) **Curriculum Materials Center.** If a title contains lesson plans, student worksheets, or other instruction-oriented activities including library orientation for grades K-12, set aside for examination by Stephanie Steely. She will determine which of these she will classify for the Curriculum Materials Center.
- c) **Library Science.** Children's fiction and non-fiction titles with no educational activities and obtained from any source other than Dr. J. Robert Dornish are shelved in Library Science. Professional titles in the field of library science are shelved in Main.
- d) **Maps.** Maps, globes, and most mapping software are shelved in Maps.
- e) **Audiovisual Center.** Video recordings, audio recordings, and other media *not* accompanying a book are shelved in the Audiovisual Center *unless they were ordered explicitly for the Curriculum Materials Center.*

- f) **Pennsylvania.** A subset of the Main collection with its own label designation, Pennsylvania titles are books on the subject of Pennsylvania, in whole or in part, or any person associated with Pennsylvania such as William Penn, Benjamin Franklin, John Updike, etc.
- g) **Archives.** The university archives contains copies of books written by faculty. A second copy of each work is generally placed in the Main collection as well. Place a note in the book indicating it should shelved in Archives.

Cataloging considerations: Titles that are part of a series, new editions of titles owned by the library and titles that are duplicates of titles already in the collection require special treatment.

a) **Series and new editions**

1. If a title seems that it might be cataloged as a series, refer the title to the Coordinator of Technical Services who will determine how the title will be handled.
2. If a title is a new edition shelved in any location except Reference, determine if previous editions are in the library catalog as a monograph or as a series and handle the new edition in the same manner. (See previous section on Reference under Shelving location for instructions for this area of the collection)
3. The library restricts the number of editions it keeps of most titles:
 - i) The library keeps only the most recent editions of titles on the subjects of *computer programming*, *computer software*, or *nursing*. Make copies of the bibliographic records for all previous editions and give to the Catalog assistant with a note that the older editions be withdrawn.
 - ii) For other subject areas, the library generally keeps only two or three editions of the same title. If a title is a new edition cataloged as a monograph and the library owns more than one previous edition, make copies of the bibliographic records of all editions and refer them to the Coordinator of Technical Services.
4. If a title is an added volume of a title already owned by the library, place a note indicating “added volume” and give to the Catalog Technician to process.

- b) **Duplicate copies.** If a title is a duplicated copy of a title already owned by the library, place a note indicating “added copy” and give to the Catalog Technician to process. A title is only considered a duplicate if it matches in every way the bibliographic record representing the book in the collection.

Paperback books and binding. The library sends very few paperback to the bindery for hard covers. Most paperbacks are covered with protective plastic jackets called Colibri covers.

Jackets are applied at the end of cataloging. Exceptions to this practice are:

- a) Send to the bindery – art exhibition catalogues, art books that are mostly pictorial images in color, classic works of literature, titles pertaining to Pennsylvania, titles with computer discs or other materials attached to the back or front covers, Library Science books that are not added copies, and large, heavy volumes on subjects likely to receive greater than average use.
- b) Do not send to bindery or Colibri cover -- computer programming language

titles, computer software titles, nursing titles, and titles for the Curriculum Materials Center.

c) Smaller paperbacks and pamphlets can be secured in pamphlet binders in-house.

LOT ORGANIZATION

Lot numbers are assigned to new materials and grouped according to cataloging requirements and/or the cataloger designated to work with certain collections or types of publications.

Most lot numbers are plain numbers with no further designation and are used for most materials. Titles for Library Science, rental books, and gifts are segregated into separate lots and the applicable prefix added to the lot number.

Art
Gift
Rental

CATALOGING RESPONSIBILITIES

Lots should be directed to the cataloger responsible for cataloging certain types of titles or titles destined for particular collections in the library.

Lynette Breininger – continuations (serials), art exhibition catalogues and art books, Dornish added copies, Pennsylvania Documents, U.S. Documents, rush, reclass, Dewey rebinds, added volumes, added copies, and gifts

Denise Moll – main collection including Pennsylvania, Reference monographs, Library Science, Dornish titles new to the collection, and LC rebinds

Michael Weber – audiovisual materials, Web sites

Sylvia Pham -- maps

Stephanie Steely – Curriculum Materials Center, new serials, books requiring original cataloging

Richard Pugliesi – rental books

S. Steely
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