PENNSYLVANIA DOCUMENTS (PA Docs)

RECEIVING AND CATALOGING

When Pennsylvania documents are delivered to Technical Services, the documents are checked against the library's online catalog to determine if the title may already be in the collection.

Annual reports cumulate; newly-printed or updated regulations replace prior publications (older regulations are then withdrawn). Added issues of series with an acceptable record already in the OPAC are placed into a lot to update the online records and produce labels.

For all remaining items, search the OCLC database for an appropriate record. When the designated lot has been searched and saved, exit OCLC and catalog through the online catalog.

Pennsylvania Documents are classified using the Revised Classification Scheme for Pennsylvania State Publications, published by the State Library of Pennsylvania. When possible, create a final cutter number reflecting the [245] main entry and utilizing the same cutter table used for copy cataloging in the Library of Congress classification.

Documents consisting of 100 pages or less are considered for the PA Documents Vertical file.

Bibliographic Record
049 field: PA Doc and PA Doc Vertical file records are both coded as KZSN.
099 field: The call number is entered into multiple subfield a.

Example:

049	__ |a KZSN
086	__ |a PE 45.2 P415Le 2014$2padocs
099	_9 |a PE |a 45.2 |a P415Le 2014
110	1_ |a Pennsylvania. |b Office of Child Development and Early Learning,
245	10 |a Continuum : |b infant-toddler, pre-kindergarten, kindergarten / |c (Department of Public Welfare.

Holding Record
For PA Documents the location in the 852 field is PA-DOC, and the first indicator should is 8.
Example:

852 8 $$b kutz $$c PA-DOC $$h PYP $$i 712.4/2 $$i 1967

For PA Documents Vertical File the location in the 852 field is PA-DOC-VF, and the first indicator is 8.
Example:

852 8 $$b kutz $$c PA-DOC-VF $$h PYT $$i 269\7.1

Item Record

For both PA Documents and PA Documents Vertical File the item policy is PADoc.

Example:

Copy ID	1
Item policy	**PADoc**
Is magnetic	**No**

Processing

Both PA Docs and PA Docs Vertical File items are property stamped, barcoded, labeled and tattle taped. The Label header for both should read: PADoc

Shelving

After appropriate tallies and link counts are entered onto the daily tally sheet for statistics, Pennsylvania Documents are placed in shelf order and delivered to the Documents Librarian for shelving.

October 23, 2018 (M.Weber)