Theses/Dissertations Post Processing

When the archival copy is bound and returned to the Cataloging. We need to update the status of Lisas item records and add T/D numbers. In Millennium:

1. Call up the Lisas item of a bib record by scanning the barcode.

2. Change item status code from b (In Process) to o (Noncirculating)

3. Insert 099 field (local call no.) using Macro function: c099##T#2011, then add cutter number. Detailed instructions see the section below.

4. Change item location to “SPCOT” for Arkansas-related theses
   Change item location to “SPCOD” for Arkansas-related dissertations.

5. Route the item as appropriate:
   • Deliver Arkansas-related theses/dissertations to Special Collections Department
   • Deliver others to Lisas Storage.

6. Count statistics:

Assign Thesis/Dissertation Call Numbers (Local Call No.)

1. A T/D number will be put in the T/D’s Lisas item and consists of 3 parts:
   • T or D (theses or dissertations)
   • the year of graduation
   • the Cutter number


The cutter number “K68” start with the FIRST letter of the author’s last name “K”, then the following digits “68” are determined by using the Cutter Table. Usually there are 2 digits, occasionally 3 or even 4 digits are used.

Notes: If a name has a SPACE in it somewhere (“de Silva”) or is a two-parter (Jimenez Cordova; these are often seen in Spanish and Hungarian names), 2 things:
   • Make sure you know which part to start with (“de” or “Silva”? “Jimenez” or “Cordova”?). The name on the spine isn’t always correct and you may not be able to
tell from the title page (where the entire name is run together). Look at the “surname” part on the Library Transmittal Form.

- If you are starting with a “short” part (“de” of “de Silva,” for example), make sure you count the space. In traditional shelflisting terms, nothing comes before something. So “de_” should come before “Dea” (but after all the “Da...” names). The space can be accounted for with a number 1 or 2, followed by the appropriate digit for the next letter in the name (“S” of “Silva”). Thus:

  **De Silva, O**

  **D417** (in which 4=e, 1=the space between “de” and “Silva” and 7=S.)

2. Check if the T/D number fits in InfoLinks

   From our library homepage, go to Books--Library Catalog--Number Searches—Local Call Number, type the T/D number in the search box (e.g., T 2007 K68 or just T 2007 K). If the number conflicts with one already created, adjust the number. (e.g., if we already had “Klyburn” at “K68”, then “Kluttz” should be “K67” or SOME number that will put “Kluttz” before “Klyburn”), Remember that the Cutter Table is here to help us but judge when necessary. The goal is to make things file in alphabetic order, not to follow the table religiously.

kmk9/14/00; exd rev12/05rev12/06rev7/11