MONOGRAPHS: ADDED COPIES

Same Location

1. Check each item record attached to the bibliographic records. If one of the item records has a note field, reading: Sent for replacement decision, give the book to Judy Culberson, noting that it is a replacement. If not, then proceed to the next step.

2. Use the record number to call up the record in InfoLinks. Check the title, author, publisher and date against the title page to see that there is an exact match. If not, circle the differing information on the printout and give book and printout to the appropriate LAT.

3. Hit “y” to determine the copy numbers already held and the copy number to be assigned. Write the call number in the book establishing this book as copy 2 [c.2] or vol. 2 [v.2], as appropriate. Please note that as of May, 2000, there was a change in the numbering practice for monographs. We no longer reassign or repeat a copy number, regardless of how long a copy has been missing. This new practice applies to new acquisitions only and will not be applied retrospectively except in rare cases.

4. On InfoLinks, attach an item record correcting the copy number, status, location and barcode number. The status should be "b," unless the location is "Ref," in which case the status will be "o." Books for branches should have status = -, since they do not go to a NEW BOOK shelving area. ITYPE = 0.

5. Place book on labeling table. You may discard the printout and flag if the location is MAIN. Otherwise, keep the flag in the book. Place book jackets in the box near the labeling table.

6. Be sure to keep an accurate count of volumes and locations added for your statistics report. You can do this by writing ___ copy(ies) for ___ (locations) on each printout.

Different Locations

1. Check each item record attached to the bibliographic records. If one of the item records has a note field, reading: Sent for replacement decision, give the book to Judy Culberson, noting that it is a replacement. If not, then proceed to the next step.

2. Check the author, title, publisher, and date against the title page to see that there is an exact match. If not, circle the differing information on the printout and give book and printout to the appropriate LAT.

3. Hit “y” to determine the copy numbers already held and the copy number to be assigned. Please note that as of May 2000, there has been a change in our numbering practice. That is, the numerical sequence represents holdings of University Libraries as a whole, as opposed to having separate sequences for each branch. Thus, copy 1 may be in MAIN, copy 2 in Fine Arts, and copy 3 in Chemistry. The only exception to this practice is the Law Library and Special Collections which will continue to maintain their own sequences. Do not repeat or reassign a copy number no matter how long an item has been missing. Once you have determined the appropriate copy number, write the call number in the book. Follow the call number with the correct copy or volume number, if applicable.

4. On InfoLinks, attach an item record with the correct copy or number, volume number, status, location, and barcode number. Also change the bib. record location to "multi" and add the correct codes at the prompt.

5. Place book on labeling shelf. Discard the printout and flag if the location is MAIN; otherwise, retain the flag. Place jackets in the box near the labeling table.

6. Be sure to keep an accurate count of the number of volumes and add them on your statistics report.

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