Circulation Policies & Procedures

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FLOYD COLLEGE LIBRARY
MATERIALS ACQUISITION AND RETENTION POLICY

This policy serves as a guideline for the FC faculty and
Library in the acquisition and retention of library materials.
Since institutional policy mandates that audiovisual software
purchases be from budgets outside the Library, it can only
serve as a suggested guideline for those purchases. However,
once material becomes a full part of the Library's collection,
the retention policy shall pertain.

The basic tenets of the Floyd College Library's collection
development programs are:

1. To support through library media, both print and non-
print, the curriculum and purposes of the College.

2. To provide FC students with a collection that serves
as a general introduction to those broad fields of knowledge
not embraced by the curriculum and which is in line with the
ALA Guidelines for Two Year Learning Resources Programs which
read, in part:

> "Representative works of high caliber which might
> arouse intellectual curiosity, counteract
> parochialism, help to develop critical thinking
> and cultural appreciation, or stimulate use of
> the resources for continuing education and personal
> development are included in the collection even
> though they do not presently meet direct curricular
> needs."

3. To serve members of the community provided that the
Library's obligations to the College's students and faculty and
staff are not jeopardized.

4. To utilize a systems approach in collection development inasmuch as possible within the overall operations of the College.

The Librarian and the teaching faculty share responsibility for collection development and the Division Chairman's signature is considered evidence of need, quality and suitability. The Librarian, however, insures the growth of a balanced collection that represents the basic principles of this program. When budget limitations prevent the fulfillment of all the basic tenets, FC student needs represented through demand will receive first priority in collection development. More specialized monographs and periodicals, suitable for occasional faculty research and lecture preparation, will be borrowed on interlibrary loan. Furthermore, special student assignments (not class assignments) will be met by the instructors requesting material through interlibrary loan.

It is recognized that reviews remain the most viable source for information on new books and media, but this does not imply that reviews are the only source. Such factors as the author's reputation and significance, the permanent or timely value of the book's topic, the publisher's reputation, the anticipated demand for the book, its availability in other libraries in the area, and the book's readability for college students all constitute factors in the selection process. Previews, of course, remain an important source of judgement in the selection of audiovisual materials. The college collection at FC does not constitute a collection of museum dimensions, but the collection development policy recognizes that what is

esoteric to one faculty member or student may be commonplace to another. As FC's basic collection of "classics" approaches "completeness", readability and curriculum appropriateness will weigh more heavily in future selections. The purchase of recreational reading is not a primary function of the FC Library. However, current titles of a recreational nature that promise literary permanence are purchase when funds permit.

While information needs weigh most heavily in materials selection, attention to format must be considered. In the request for a periodical selection, overall cost vs. long term potential use will be considered. Periodical subscriptions represent long term investments. Questions raised in journal selection, aside from those used with monographs, are index availability; long term need for the title; and long term price, considering that a journal subscription will be for years, that a journal price must generally be doubled to include the costs of binding or microfilm; and that information in some areas is ephemeral. Only journals indexed in a standard and readily obtainable index are retained over five years.

The purchase of multiple copies of materials is discouraged except when definite student demand is antiticapted. When more than two multiple copies are requested, the multiple copies after the first are ordered in paperback and placed on reserve unprocessed.

The request for five or more copies of a particular work must receive approval of the Faculty Library Committee.

The FC Library welcomes donations to its collections but reserves the right to dispose of such gifts in a manner appropriate to the needs of the FC Library collection.

No materials are added to or are retained in the collection that constitute a violation of copyright laws.

Material may be considered a candidate for weeding when space becomes a problem if it has not been used at least once in its first two years of FC shelves. The head of the appropriate teaching division is always consulted before material is retired. Any titles listed in James Pirie's <u>Books for Junior College Libraries</u> or a subsequent, recognized title will not be candidates for weeding.

Re-evaluation of library materials because of complaint is done in the following manner and with the following considerations:

The Floyd College Library serves as a learning resource center for the community it serves. The ideas, information, and opinions held in its collection, regardless of their physicla form, are selected, primarily, to support the teaching program of the college and, secondly, to provide a balanced representation of the broad range of human knowledge. Titles selected are determined by the basic intent of the author and not necessarily by the vehicle which the author

uses to convey ideas. They are chosen within a framework of academic freedom and liberty of thought. We accept the democratic premise that college students as maturing individuals on a more advanced level of education; must learn to consider, discern, criticize, and evaluate various points of view in order to finally form their own system of values. To do this, they must consider works generally accredited as classics as well as expressions which, though different and experimental, may constitute harbingers of newly forming ideas. The Floyd College Library endorses the book selection policy contained in the Library Bill of Rights adopted by the Council of the American Library Association on June 27, 1967, which reads in part:

1. As a reponsibility of library service, books and other library materials selected should be chosen for values of interest, information and enlightenment of all the people of the community. In no case should library materials be excluded because of the race or nationality or the social, political, or religious views of the authors.

2. Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed from libraries because of partisan or doctrinal disapproval.

3. Censorship should be challenged by libraries in the maintenance of their responsibility to provide public information and enlightenment.

4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.

5. The rights of an individual to the use of a
   library should not be denied or abridged because
   of his race, religion, national origins or social
   or political views.

The maintenance of these standards rests with the librarian
of Floyd College who consults with the College's Faculty
Library Committee on matters of library policy and effective
use of library resources, including printed materials,
microforms, phonodiscs, cassettes, filmstrips, learning
programs, videotapes, etc. The Library Committee functions as
a review board when suitability of materials is questioned,
and its answer may be the cessation of library service to
outside groups rather than the censorship of selected
materials. The Committee serves first to insure the right of
the faculty to select and the student to read, observe or
listen to works housed in the library collection. The
Committee also serves to insure the deliberate and serious
consideration of any library patron's protest regarding a
title held by the Library.

To clarify the nature of any protest and to aid the
Committee's deliberations, a complainant is asked to submit a
written request for reconsideration of any title believed to
be inappropriate to the Library's collection. The Committee
will consider the request, and if the complaint merits serious
consideration, authorize the Committee chairman to appoint a
subcommittee to fully read the work in question with

consultation, when necessary, from faculty specialists in the field of the work. Committee members will examine the work and compare reviews of it in the course of their deliberations.

The subcommittee report will be made to the full committee who will, after discussion, decide by formal vote whether the material challenged has a place in the Library's collection. When the Committee has decided to retain or remove the title in question, a report of the action will be submitted to the complainant, the Dean and the President of the College. The Librarian will then take whatever action is deemed appropriate by the Library Committee.

Title _____

Publisher _____

Date _____

Request initiated by _____

Telephone _____Address _____

City _____ Zip _____

Status of Complainant: Faculty ____ Student ____ Parent _____

                        Other ____

Complainant represents

_____ himself
_____ name organization _____
_____ other group. Identify _____

1. To what in the work do you object? _____

_____

_____

2. What do you feel might be the result of exposure to this
material? _____

3. Is there anything good about this work? _____

_____

4. Did you read the entire book or periodical? _____

What parts? _____

5. Are you aware of the judgement of this work by recognized
critics? _____ Cite examples: _____

_____

6. What do you believe is the theme of the work? _____

_____

7. In its place, what work of equal quality would you recommend
that would convey as valuable a picture and perspective of our
civilization? _____

        Signature of Complainant _____

IN ALL COMMANDS, USER'S ID# IS THEIR SOCIAL SECURITY NUMBER

FUNCTION KEYS ARE BUTTON COMMANDS. THE KEYBOARD IS JUST LIKE A TYPEWRITER - TO DO A TOP COMMAND, PRESS THE SHIFT ( ) KEY ALONG WITH THE BUTTON.

CHARGE ITEMS

PRESS CHARGE COMMAND BUTTON

TYPE USER ID#

THEN <SEND/RETURN>

WAND ITEM(S)

STAMP BOOK POCKET WITH DUE DATE & SLIDE RECEIPT PAPER IN BOOK POCKET

DESENSITIZE ITEM(S) (DO NOT DESENSITIZE AUDIO VISUAL ITEMS, IT WILL DESTROY THEM)

QUOTE DUE DATE WHILE GIVING PATRON ITEM(S)

NOTE: IF WHEN WANDING ITEM(S) THIS MESSAGE APPEARS: ITEM NOT IN CATALOG. YOU MUST HAVE PATRON SIGN (AND INCLUDE SS#) CARD.

THEN STAMP CARD AND BOOK POCKET WITH DUE DATE.

FOLLOW REST OF PROCEDURES ABOVE.

PLACE CARD (BY CALL NUMBER) IN THOSE LABELED "NOT IN COMPUTER"

DISCHARGE ITEMS

PRESS DISCHARGE COMMAND BUTTON

WAND ITEM(S)

SENSITIZE ITEM(S) (DO NOT SENSITIZE AUDIO VISUAL ITEMS, IT WILL DESTROY THEM)

RETURN TO BOOK CART FOR SHELVING

NOTE: IF WHEN WANDING ITEM(S) THIS MESSAGE APPEARS: ITEM NOT IN CATALOG, YOU MUST LOOK AT THE CARDS (LABELED NOT ON COMPUTER) AND PULL THE CARD FROM THERE

CREATE USER

PRESS CREATE USER BUTTONS

ENTER USER'S ID# THE COMPUTER WILL AUTOMATICALLY SEND AT THIS
POINT AND YOU WILL HAVE A USER RECORD CREATED.

AT PROFILE NAME: ENTER TYPE OF USER, i.e. STUDENT, COMMUNITY,
FACULTY, STAFF. <SEND/ENTER> THE COMPUTER WILL AUTOMATICALLY SET
THE PRIVELDGE DATES, ETC.

THEN PAGE DOWN TO ENTER THE PHONE AND ADDRESS INFORMATION
   A SECTION - PHONE # GOES IN LINE A
          LINE 1 - STREET ADDRESS
          LINE 2 - CITY, STATE
          LINE 3 - ZIP CODE

   B SECTION - LINE 1 - LOCAL HS/COLLEGE ADDRESS

THEN <SEND/RETURN> RECORD IS NOW COMPLETE

EDIT USER

TO **EXTEND** PRIVELDGES PRESS EDIT USER BUTTONS

  TYPE USER'S ID#, THEN <SEND/RETURN>

  TAB TO NECESSARY FIELDS AND MAKE CHANGES
    Date field - next quarter ending date
    Override - use override command

  <SEND/RETURN> WHEN FINISHED

TO **CHANGE** ADDRESS PRESS EDIT USER BUTTONS

  TYPE USER'S ID#

  @ MENU BAR KEY "**Y**" NEXT TO ADDRESSES <SEND/ENTER>

  PAGE DOWN, MAKE CHANGES, <SEND/RETURN> WHEN FINISHED

TO **ADD COMMENTS** PRESS EDIT USER BUTTONS

  TYPE USER'S ID#, THEN <SEND/RETURN> PAGE DOWN

  TYPE COMMENT <SEND/RETURN> WHEN FINISHED

TO **ERASE COMMENTS** PRESS EDIT USER BUTTONS

  TYPE USER'S ID#, THEN <SEND/RETURN> PAGE DOWN

USE SPACE BAR TO ERASE COMMENT <SEND/RETURN> WHEN
FINISHED

PAY

THESE MESSAGES WILL APPEAR WHEN A USER HAS AN OVERDUE: **STATUS
ALERT: USER OWES FINES, OR STATUS ALERT: USER IS BLOCKED, OR
STATUS ALERT: USER IS DELIQUENT**

DISCHARGE ALL ITEMS BEFORE PROCEEDING WITH THE PAY COMMAND.

ALSO IT IS A GOOD PRACTICE TO **DISPLAY 2 USER** BEFORE USING THE PAY
COMMAND. THIS WILL GIVE YOU A LOOK AT ANY OTHER CHARGES THE
PATRON MAY HAVE. (IT'S POSSIBLE THAT THEY MAY HAVE FORGOTTEN AN
ITEM!)

PRESS THE PAY BUTTON   ENTER PATRON ID#   <SEND/ENTER>

TELL PATRON THE AMOUNT OF MONEY OWED. ENTER THE AMOUNT OF MONEY
IN THE PAYMENT SPACE, EX. 10 FINE IS KEYED AS **.10** <SEND/ENTER>

THE COMPUTER WILL PROCESS EACH PAYMENT.

A PARTIAL PAYMENT IS DONE THE SAME WAY, THE COMPUTER WILL APPLY
THE PAYMENT AS NECESSARY.

THEN LIST THE FINE PAYMENT ON THE DAILY WORK SHEET

AT QUARTER END, ALWAYS CHECK A&R LIST FOR HOLDS. IF THERE IS ONE,
THEN A CLEARANCE SLIP MUST BE COMPLETED WHEN ALL OF THE FINE IS
PAID. (SEE CLEARANCE SLIP)

**NOTE: IF THE ITEM IS NOT IN THE COMPUTER, CALCULATE AMOUNT DUE
(BASED ON DAYS OPEN) AND TAKE PAYMENT FROM PATRON. LIST FINE
PAYMENT ON DAILY WORK SHEET.**

IF THE FINE IS A COMBINATION OF BOTH: LIST TOTAL FINE PAYMENT ON
DAILY WORK SHEET.

CREATE HOLD

A HOLD IS CREATED WHEN A PATRON WANTS TO GO ON A WAITING LIST FOR
AN ITEM CURRENTLY CHARGE OUT TO ANOTHER PATRON. **HOLDS CANNOT BE
DONE ON RESERVE ITEMS.**

SEARCH FOR ITEM, AND GET ITEM ID# BY DISPLAY 1/2 ITEM

PRESS CREATE HOLD BUTTONS   ENTER USER ID#

ENTER ITEM ID# (IF YOU JUST FINISHED YOUR SEARCH, THE ITEM ID#

<SEND/ENTER> HOLD SHOULD BE CREATED

_Tab to sup... - Enter Date M/D/Y _____

CLEARANCE SLIPS

CLEARANCE SLIPS ARE USED TO RELEASE A LIBRARY HOLD THAT HAS BEEN
CREATED WHEN STUDENTS OWE FINES. THE HOLDS ARE LISTED ON AN
ADMISSIONS AND REGISTRATION LIST (A&R LIST) KEPT NEXT TO COMPUTER
TERMINAL. TYPICALLY, SLIPS ARE USED DURING EARLY REGISTRATION AND
AT QUARTER ENDING.

WHEN PATRON PAYS FINE, CHECK A&R LIST. IF PATRON IS ON THERE,
COMPLETE SLIP WITH NAME, SOCIAL SECURITY #, AND INCLUDE SIGNATURE
OF LIBRARY STAFF. _Mark D August_

WHITE COPY GOES TO ADMISSIONS (IF PATRON IS GOING TO ADMISSIONS
THEN THEY CAN CARRY SLIP, IF NOT PUT SLIP IN ENVELOPE TO BE SENT
UP - THE SLIPS GET LOST AND WE SHOULD NOT REPRODUCE THEM)

YELLOW COPY GOES INTO BOX ON DESK BEHIND COMPUTER TERMINAL.

STRANGE MESSAGES

ALWAYS READ MESSAGES AND COMMENTS. IF YOU CANNOT DETERMINE WHAT
TO DO FROM THE MESSAGE, GET HELP.

OVERIDE COMMAND

THE OVERIDE COMMAND CAN BE USED TO OVERIDE NORMAL PROCESSING.
THIS COMMAND CHANGES SO BE SURE TO ASK WHAT IT IS.

OPENING PROCEDURE

UNLOCK NECESSARY DOORS, i.e. COPY MACHINE ROOM, TUTORIAL CENTER,
STUDY ROOMS, COMPUTER LAB, FRONT DOORS.

TURN ON COMPUTER TERMINALS:
        AT CIRCULATION DESK: LOGIN AS **CIRC**, THE COMPUTER WILL
            ASK FOR A PASSWORD (THIS IS ALSO THE OVERRIDE COMMAND)

        AT PUBLIC TERMINALS: LOGIN AS **PUBLIC**

TURN ON CD-ROM TEMINALS AND OTHER (INFO-TRACK)

PUT OUT DAILY CIRCULATION WORK SHEETS
        DAILY WORK SHEET   CD-ROM COPY COUNT
        COPY COUNT   COPY CARD SALES   QUESTIONS

BALANCE CASH DRAWER (KEYS ARE KEPT IN THE TOP, RIGHT DESK DRAWER
BEHIND CIRCULATION DESK)

TOTAL DAILY WORK SHEET TO DETERMINE BALANCE

PREPARE DEPOSIT (IF GREATER THAN $10.00, IF NOT WAIT 'TILL NEXT
DAY)

CLOSING PROCEDURES

BASICALLY, REVERSE OF OPENING PROCEDURES.

TO LOGOUT TERMINALS, PRESS **FIND** BUTTON COMMAND

PRESS "**N**" FOR NEWCOMMAND, THEN TYPE "**HALT**" PUBLIC TERMINALS
WILL ASK FOR AN OPERATOR ID, TYPE OVERRIDE COMMAND. CIRCULATION
TERMINALS DO NOT REQUIRE AN OVERRIDE.

TURN ALL TERMINALS OFF

LOCK CASH DRAWER

TURN ON ANSWERING MACHINE

LIGHTS OFF

RESERVED

CLOSED RESERVES

These are items that only circulate within the library for a
short period of time, usually 3 hours.

They are located, alphabetically, behind the circulation desk,
with AV items usually on the left, and Print items on the right.

There may be special instructions with items. For instance,
Biology instructors want lists kept of who views their VHS's.
(You will see the folders on the 2nd shelf.) Instructors may
leave tests to review before finals: They may ask for sign in
sheets and request that their tests not be copied. Always ask if
you are unsure about what to do.

OPEN RESERVES

These items are located next to the "A-F" section. Circulation
periods vary and are determined by the instructor. Items should
be labeled accordingly to their circulation time.

Current

Renewals

Items may be renewed more than once, as long as there is no
current hold on the item.

Items may be renewed by telephone.   Eff. 11/9/93

Poptitles

The popular collection circulates for two weeks.
There are no faculty/staff privileges - fines will accrue.
                                                      Eff. 9/93

Floyd College will check out to local high school students. If a high school student fails to return materials, we will call the high school librarian and ask for their help in getting materials returned. If they are still not returned, a call to the principal requesting his/her help is next. If ~~the~~ a student fails to return materials, ~~the~~ his privilege is revoked. If a school has a number of students who chronically return materials late or not at all, privilege may be revoked for all students at that school.

old policy - none of enforcement actions have been used taken since Linda left.

Floyd College Library
Circulation Policy

Floyd College Library Circulation Policy

Introduction:

Anyone may use the Floyd College Library collections and equipment in the library.

The library is open to faculty, staff, and students of Floyd College, as well as to members of the surrounding community. In order to ensure continued access to library materials, the library has a set of circulation policies which define who may check out what materials and for how long, how we keep track of our materials, and what steps we take to ensure their prompt return or replacement.

Loan periods for different items:

Format of material	Loan period	User Profile
Books	3 months	Faculty and Staff, subject to recall
Books	3 weeks	Students, Community, Staff
Periodicals	None	Faculty with special approval
Reserve Material	3 hours	All (in library only)
Reserve Material	3 or 7 day	Students and faculty only Fine: $1.00/day!
Audiocassettes	1 week	Faculty, students
Filmstrips	1 week	Faculty only
Filmstrip/cassettes	1 week	Faculty only
Filmstrip/records	1 week	Faculty only
Kits	1 week	Faculty only
Phonorecords	1 week	Faculty only
Slide		Faculty only
Com		All (in library only. Computer lab is in library)
VHS		Faculty, subject to recall for use in a class presentation
Slide		Faculty
Child		Faculty, Community, and Students

Poptitle need to be added

7 catalogs per - the ud it ...

Fines

Fines c   ·due books, audio tapes, and toys up to a
maximu   ----- - ---------- accrue fines of $1.00 per day up to the $10.00
maximum. This higher fine is assessed because of the higher demand for reserve materials.
There may be five to ten people waiting to use one reserve book.
                                                                ?

A patron who loses a book must pay the replacement cost plus a $10.00 cataloging fee, in
addition to the fine (up to $10.00) that mounted up until the book was declared lost. If the lost
book is out of print, the replacement cost will be $50.00 to help defray the cost of finding and

purchasing similar material. If a hardcover book is lost and can only be replaced in paperback, the library may charge a binding fee of up to $10.00. The library director may, under special circumstances, allow a patron to pay for the loss gradually under a special payment plan. Each request for a special payment plan will be considered on a case-by-case basis.

Distance learning materials are considered reserve materials, with a $1.00 a day overdue fine. Almost as soon as the tapes are turned in, it is time to check them out again to the next class. The library must re-copy lost materials almost immediately, tying up equipment and staff time right at the beginning of the quarter when we are busiest. Lost audio tapes will cost $5.00, and lost video tapes $15.00 PER TAPE.

Student Patrons

Students and honors students may check out up to twenty items at one time. They may renew items as often as they want, but renewals are subject to recall.

Extension Sites: North Metro and Cartersville

Students at these sites may wish to check out books from the main library without driving to Rome. The student must submit a request through the off-site library. The librarian may send a request including the student's name and ID # (barcode or Social Security) and the title, author and where necessary, publication year of the book. The circulation assistant will pull the book, check it out to the student for three weeks from the day the courier comes, and ship the book to the site by courier.

A book will be considered returned the day it arrives at the offsite library. The librarian should send the book with a notice of the date returned inside the book pocket when sending the book back to Floyd College library so that the student's record can be properly cleared. Overdue notices will be sent, and holds placed, from the Floyd College Library at the main campus.

Faculty Members

Full-time faculty are limited to 50 items, part-timers to 30 items. A-V materials only circulate for one week, books for three months. Because our collection is small, books checked out for three months are subject to recall if another patron requests them. All material checked out to faculty members must be returned to the library at the beginning of the summer quarter each year. No renewals will be allowed on this day. Any materials not returned at this time will be considered lost, and the faculty member's department will be billed for the replacement cost of the material. Part-time faculty must return materials at the end of each quarter.

Occasionally, faculty members ask students to pick up library materials for them. We are happy

to fill such requests. A faculty member wishing to allow this must call the library and specify the item wanted and the name of the student who will pick up the item. The item will be checked out to the faculty member, who will be solely responsible for the item from the time the student picks it up.

Community User Policy

Community users are adults living in the Floyd College service area. This includes residents of Floyd County, as well as Polk, Bartow, Chattooga, Haralson, Paulding, and Gordon Counties. People who live closer to another University System college, such as Kennesaw State, are not eligible for circulation privileges at Floyd College Library.

Community users with circulation privileges may check out up to five books for three weeks. Each book may be renewed once, subject to recall if a student or faculty member of Floyd College needs the book.

Community users will be blocked from checkout privileges if they have any item overdue, or if they owe a fine of $.60 or more. Privileges will be restored as soon as the item is returned and any fine paid. A community user who frequently keeps items overdue, or who does not return library material may be permanently barred at the discretion of the library director.

Community users are welcome to use interlibrary loan, but will pay a $2.00 for this service (in addition to any fees charged by the lending ⸺ part of our telecommunications and postage costs. Sara Hight⸺ interlibrary loan for a $2.00 fee, and county residents are welc⸺ e as well.

Overdue Notices

Overdue notices will be mailed out weekly to studer⸺ gard to any item more than three days overdue.

General Billing Policy

After the fourth overdue notice, users will be billed fo⸺ ill be sent monthly for six months, then annually. As there has ⸺ been a billing for almost two years, the first billing will be accompanied by an amnesty period of one month. All items listed in the first billing will be verified by searching the shelves before the bills are mailed. Users returning materials during that month will have their fines waived.

Alternate Billing Policy

After the fourth overdue notice, users will be billed for the cost of the item. The user will be billed and the item will be moved to the shadow catalog so it will not be visible to the public. After a reasonable period, the item will be removed from the catalog. Popular or important items will be replaced immediately, if possible. Less important items will not be replaced until the replacement cost has been recovered from the patron.

As there has not been a billing for almost two years, the first billing will be accompanied by an amnesty period of one month. All items listed in the first billing will be verified by searching the shelves before the bills are mailed. Users returning materials during that month will have their fines waived.

I.   Introduction:

1991 saw many personnel changes at the Floyd College Library. Not only had the Director of Library Services retired after 20 years, but the Acting Librarian was new to the campus. Then that summer two key staff positions, that of the secretary and the library assistant for circulation, were suddenly vacated. These rapid changes illustrated the need for every organization to have a central source for procedures and policies. With no clear idea of these and with everyone having to guess or make policies on the spot, the running of a library can suffer drastically.

The purpose of this manual is to provide present and future employees of the Floyd College Library the proper access to daily operations. Anyone, whether new to a job or filling in for a fellow employee, should be able to use the manual with relative ease, for it is written as if the reader has never performed these functions. Copies will be placed at the circulation desk and at each employee's desk for quick reference. The time taken to review the manual will almost certainly save time in the future.

III. <u>Circulation Department - Procedures</u>

<u>Nature of Work</u>

The Circulation Department is broadly responsible for seeing that material is properly available to the patron. This involves checking items in and out, seeing that material is returned per library rules, keeping up with overdue items and charging library fines, putting books, etc. on reserve to ensure universal access, etc.

<u>Circulation Procedures:</u>

*Please note that detailed instruction, if needed, for using the computer can be found in a black notebook given to each employee. This is the System Manual.

I.   Check out of Regular Collection Books
    A.   Ask for student ID card. Verify that number on card is Social Security number (SSN). If patron is from community, ask for driver's license and pull community registration card from drawer below main computer terminal. If a user is not already in the file, have him/her fill out blank community card and sign.
    B.   Press "charge" key - then enter SSN and press send.
    C.   Scan bar codes of books with wand next to terminal. If book is not in catalog, write bar code on card, have student put name and SSN on card, and place in "to be added" box. The Assistant Librarian will add these titles to computer and see that it is checked out to patron.
    D.   Stamp books with date due. Place receipt in pocket of top book. You will see the receipt being printed out by

the terminal.

E.   Desensitize books by running the spine of book through the machine located below the terminal. Give books to patron.

I.   Check in of Regular Collection Books

A.   Press "disch" key on computer.

B.   Scan bar codes. Alert patron if fine is owed. If so, carry out payment procedures (next page)

C.   Re-sensitize books and place on cart to the left of the terminal.

D.   Book drop should be checked daily for returned books. The book drop is located in the Honor's Lounge in the far corner. The key to the book drop can be found in the middle room behind the circulation area.

E.   Inside book return should be emptied as needed.

II. Shelving Material

A.   Books or items returned by patrons must be returned to their original location on shelf. Most items are shelved by the call number found on the spine of the books, for example: JA 81   JA81
             M12   N51
Students are usually assigned this task after training. The best way to familiarize yourself with shelving is to browse through the collection.

III. Fine Payment for Regular Collection Books

A.   Press "pay" key on computer. Ask patron for SSN and type it. Press send. Tell patron amount of fine.

B.   Enter amount paid in appropriate space. Press send. Fine will be reduced by amount paid, either partial or in full. Give printout receipt to patron. (When receipt prints out, payment has been entered correctly and fine is gone from patron file.)

C.   Write name of patron, call number of book or "fine due", and amount paid in appropriate spaces on accounting sheet located on top of the circulation desk.

D. Clear patron from holds list if necessary. (Holds list is explained in greater detail later.)

IV. Check out of Reserve Items Which May Leave Building

A. Ask for student ID card. Verify identity.

B. Have student write name, home address, and SSN on blue reserve card. Stamp book and card with appropriate date due stamp. Place card in holding box located by the cards on the circulation desk.

C. Desensitize book.

D. Count cards for statistics. Mark on circulation sheet for reserves. File cards in reserve book file. There is a limit of two reserve books per student at a time.

V. Check in of Reserves Which Have Left the Library

A. Pull card from reserve book file. If book is overdue, calculate appropriate fine ($1.00/day of library operation) and record it on accounting sheet if fine is paid.

B. Mark out patron name on card, preferably with a black magic marker.

C. If fine is not paid, write fine due card with name, SSN, book information, and amount due. File in fine due file located in drawer below the main terminal.

VI. Check out of Library-only Reserves (Book and AV)

A. Have student sign card. Stamp card (and item if that slip is present) with reserve stamp. Count item on reserve circulation sheet.

B. Monitor time patron has had material. If three hours have elapsed and someone is waiting for material, it should be retrieved from patron.

VII. Check in of Library-only Reserves

A. Mark through patron's name on card with marker. Replace card in pocket or on item.

B. Return item to reserve shelf. The reserve shelves are located by the wall behind the circulation desk.

VIII.   Shelving Material

A. Books or items returned by patrons must be returned to

their original location on shelf. Most items are shelved by the call number found on the spine of the book, for example   JA81   JA81

                   M82   N51

Students are usually assigned this task after training. The best way to familiarize yourself with shelving is to browse through the collection.

IX. Placing Items on Reserve

A. Pull materials requested by instructor if necessary. Change book "type", "location", and "current location" to RESERVE in the computer by pressing "shift" and "edit".

B. Books/materials not part of FC library collection must get a bar code and a minimal record if they are to circulate outside the library. Refer to the technical services librarian and/or the system manual. Brochures, copied articles, etc. circulating in the library need a clearly labeled blue card for their circulation. Use orange stickers with class and reserve information, also stamp cards with "Library use only" stamp.

C. On a "reserve book sheet", fill out instructor and class information.   List all materials placed on reserve. Place form in current section of reserves notebook at circulation desk.

D. Library-only reserves should be shelved behind desk; shelve other reserves in reserve section, located on the shelves across from the circulation desk facing the front door. Each instructor's reserves should have a shelf-clip sign with instructor and class information.

E. For AV materials

1. Remove blue circulation card.   Note on card instructor, class, and reserve type.   File in appropriate section of AV charge file.   Type another blue card labelled clearly (use orange stickers) with reserve info. Place in pocket for circulation.

X.   Holds List

   A.   The circulation system will print up a list of all those students with outstanding books as of the date the list is printed. To run the report of this information and print the notices, refer to the system manual and technical services librarian or head librarian.

      1.   Add those students with outstanding reserve or AV materials manually (name and SSN). Send completed list to admissions on the date by which they have requested it.   This can help hold down the incidence of patrons clearing their charges but being barred from registration).

         a.   The list should be updated at least weekly, from early registration till the start of the next quarter. On new lists, highlight names added that week, and note that at top of list. AV/reserve overdues should be added manually with each update.

XI. Clearing Students from Holds List

   A.   Write clearance slip ONLY after checking computer, delinquent card file, fine due file, and most current holds list.

      1.   If patron has satisfactory status in all areas he/she may be cleared. Send slips to admissions department unless patrons request to take them. Send slips daily.

XII. Renewals

   A.   Regular collection books

      1.   Use shift/renew keys on computer

         a.   Scan book bar code.   Give receipt to patron and restamp book.

XIII.   Reserves

   A.   Reserve books may not be renewed. They must be back in library for four hours before rechecking.

      1.   NO RENEWALS ARE DONE OVER THE PHONE.

      2.   If student has checked out material at North Metro or

XIV. Patron Entry

    A.   Students

         1.   Use shift/create keys. Press "user"

            a.   Enter SSN

            b.   Type last name, first name, enter.

            c.   When patron info. screen comes up, page down to address spaces. Enter address in this format using tab key: Street no. and name

                                          City, State

                                          Zip Code

                Press "Enter" or "Send"

            d.   Student is ready to charge books

                (1)   Note each quarter new students are downloaded within the first ten days or so, therefore entering student patrons is done minimally.

XV.   Faculty/Staff

    A.   Use shift/create keys, then press "user".

         1.   Enter SSN

         2.   Type in last name, first name. "Next Field" to patron type. Enter FACULTY. Send.

         3.   Page down to address fields. In field A enter department. In field B enter home address as for student. Send.

         4.   Patron is ready to charge

XVI. Community

    A.   Patron must fill out and sign community card application.

         1.   Check computer and delinquent files to be sure no back fines are owed and no books unreturned. Be sure person has never had another last name. If patron is not previously delinquent, proceed with entry.

         2.   Enter SSN

         3.   Enter last name, first name. "Next field" to

patron type. Type COMMUNITY. Enter.

4. Page down to space for phone and address. Enter information, send.

5. Patron is ready for check out.

XVII. Deposits

A. Supplies needed: bank bag, two deposit slips (one to send, one for library records), daily cash sheets from date of last deposit to previous day (if daily deposits are made this means only one cash sheet per day except for Monday, when Friday and Sunday's sheets are used).

B. Drawer fund is $25.00. When a deposit is pulled, subtract $25.00 from the previous day's ending total. This amount is the deposit for that day.

C. After placing deposit in bag, count the drawer. It should hold $25.00 plus the amount of money taken in that day. If not, the deposit is either short or over.

D. Record cash over on the "other" line of deposit slip. The drawer MUST be $25.00 at the start of every day, so if the drawer needs money they deposit will be short. Record cash short on "other" line of deposit slip as "-.xx cash short" and subtract. This makes the deposit amount agree with the slip.

1. Example: Copies $ 22.00
              Fines   4.50
              Film   .80
              Replacement   ----
              Other   - .30   cash short
              TOTAL $ 27.00

2. Excessive or frequent shortage should be discussed with the head librarian.

   a. Run an adding machine tape for the deposit; attach it to the receipt and the copy of the deposit slip. Give to secretary to be filed.

XVIII.Circulation - Allotted Check-out Time

MATERIAL	LENGTH	CHECKED OUT TO
Books	3 weeks	Faculty, Students & Community
Periodicals	None	Faculty w/special approval
Reserve Material	3 hours	Students (In Library Only)
" "	3/7 day	Students
Cassettes	1 week	Faculty, Students
Filmstrips*	1 week	Faculty
Filmstrip/Cass.*	1 week	Faculty
Filmstrip/Record*	1 week	Faculty
Kits	1 week	Faculty
Phonorecords	1 week	Faculty
Slide/Cass.*	1 week	Faculty
Computer Software	3 hours	Faculty, Students, Community
VHS Cassettes	1 week	Faculty
Slides*	1 week	Faculty
Child Care Toys	3 weeks	Faculty, Students & Community

* These items can be checked out to community people if the are associated with a child care center.

AV usually checks out material for 1 week with a clause that the material can be recalled if it is needed by a Faculty member.

IV. Technical Services

The purpose of technical service is to organize and process materials for patron use.

A.   Assistant Librarian for Technical Services - Procedures
     Nature of Work

The Assistant Librarian for Technical Services reports to the Librarian and is responsible for the cataloging and classification of material, preparing monthly statistical reports, and library orientations.   The Assistant Librarian supervises the Library Assistant for Processing and the Library Assistant for Serials.

I.   Cataloging Procedures for Vendor-Processed Material
     When a new title has been placed on "new" shelves, see that they are divided by vendor processed and unprocessed.   Those

that are vendor processed will come with cards, call numbers, etc.

A. Check those that are vendor-processed for the validity of the call number.

    1. Check the new call number against the shelf list for duplication.

    2. Check the computer by author and title to make double sure the library doesn't already have the book.

    3. Place the vendor-processed books on the shelves marked "vendor-processed" for the Library Assistant to process using Bibliofile. (Explained in greater detail under "Processing").

    4. After the assistant saves the records on a Bibliofile disk, check the disk for correctness against the shelf list cards and bar code. The shelf list cards will be found in a "matched" box in the Assistant Librarian's office. (Explained in greater detail under "Processing").

    5. For those that were not located in Bibliofile and placed by the Assistant in the "No-match" box, create and original MARC record. Go to Catalog Production in Bibliofile and Press F5. (Explained in Bibliofile User Guide, pge 2-38).

II. Cataloging Procedures for Unprocessed Materials

A. Search Bibliofile for record. (Under instructions on processing).

    1. If a record is found in Bibliofile, edit it to specifications. (under "processing").

    2. If the record is not in Bibliofile, go to F5 to input original record. Save - press F9.

    3. Check against shelf list and computer.

    4. Download records (Below).

    5. Give disk to assistant to make cards (In "processing" section).

III. Downloading records from Bibliofile to Unicorn

A. Once the new titles have been processed and saved on a Bibliofile disk, they need to be entered or downloaded to the Unicorn System.

1. From the Bibliofile master menu, select "u", for batch utilities.

2. Select "5" - MARC record export.

3. Select "1", export method.

4. Select "3", CFILE.

5. Select "4", path to export file. Change this to the root directory of the hard drive by typing C:

   a. Insert your Bibliofile disk into drive A.

   b. On the MARC export menu select "2" to select record to be converted. (Only take 200-250 at one time, even if there are more than 250 on the disk. Converting makes the records larger, and you may run out of room).

   c. From the record selection men, select "1". Then select a number that is <u>one less</u> than the actual starting numbers. In other words, type 0 if you are starting with the first record on the disk.

   d. Select "2" to enter your ending number. No tricks here. Type 200 if you wish to stop with record 200.

   e. Back out to the MARC export menu and select "5", perform conversion. You will be asked if you wish to see diagnostics; if you answer y it will take much longer to complete the process.

   f. After the records have been converted, remove the disk and insert a blank, formatted diskette. (There are two in the disk storage box on the desk).

   g. Exit Bibliofile.

   h. At the cd\, type: copy com.cp a: Then type: erase com.cp once the process is complete.

i.   Store the original Bibliofile disk somewhere.

j.   To load these records onto Unicorn, log in as tech.

k.   Select Marcimport, then import.

l.   Select bibliofile where asked what you would like to import.

m.   Press return after all questions, until it ask if you are ready. Press Y for yes.

n.   When it has finished transferring the records, you will need to schedule the report to run. Select report.

o.   Select running.

p.   Select schedule, then loadmarcimp.

q.   Press return until it asks when you want the report to run, select ASAP.

r.   Go to finished reports. Type list to see if it has finished running. (This will take a few minutes).

s.   Type view to see the report.

t.   If no warnings or errors are noted on the report, erase it by typing "remove" and the report number.

NOTE: Detailed instructions are given in section 24 of the Unicorn System Manual. It is the "Marcimport Utility".

IV.   Procedures for Preparing Monthly Statistics

A.   The Assistant Librarian compiles acquisitions, serials, and cataloging statistics at the beginning of each month. This consists of filling out 4 different forms.

1.   Book Acquisitions

a.   By using the new shelf list cards, record the new books on the form. New editions never received before are entered under "new titles". If a title is a new volume of a presently owned multi-volume set, enter under "new volumes." If a new title is an

additional copy of a book we already have, enter under "duplicate volumes".

2. Audiovisual Acquisitions

    a. From the shelf list card, enter the new material by call number and type.

3. Serial and Microform Statistics

    a. Using the cards placed in the filing box by the serials assistant, fill out the form by microfiche, microfilm, or bound volume. (This is explained in the section under "Serials").

4. Withdrawals

    a. When an item is withdrawn for one reason or another, record it on this form. Have the assistant in processing remove all catalog cards. File them on the shelves by the copy machine.

    (1) Also remove from the computer.

NOTE: These can be found in the folder labelled "Statistics" in the Assistant Librarian's office.

V. Library Orientations

The Assistant Librarian and the Public Service Librarian both conduct library orientations per instructor's request. The format is left to the librarian's discretion. The objective is to make certain each student is given a Library Guide, (kept at the circulation desk); to point out special features of the building such as the computer lab, study rooms, the honor's lounge, the smoking area (in room next to the honor's lounge) the typewriters, and the art gallery. Also show them how to use the online and card catalogs, the reference collection and its purpose, how to look up articles in the periodical indexes and the CD Rom, Academic Abstracts, and how to locate the back issues and copy articles.

Statistics on library orientations will be needed each year for the annual report. These are recorded on the daily calendar with the class size and simply added up at the end of the year.

VI. Procedures for Routing Reference Books to North Metro

Objective: To identify the standing orders when a new edition

comes in and to process these books for North Metro.

A. When the initial list comes in from North Metro of wanted titles, remove the shelf list cards.

B. Have Gerald write a note on her individual cards saying to send the next to the last edition to North Metro.

C. Write note on shelf list card to send next to last edition to NM. If this is done, you will see it when you automatically pull the card to process the new edition.

D. Remove the appropriate titles from the shelves.

E. Process the book the way you would process any other title--pockets, cards, stamps, etc.

F. File the pocket card at the circulation desk under books checked out to North Metro.

G. Place completed books in a box and leave for the courier to take to North Metro on his next pickup.

H. File the shelf list cards.

VII. Library Assistant for Processing--Procedures

A. Procedure for receiving books.

1. Unpack books and check off on invoice.

a. Make sure quantity ordered is quantity received.

b. Initial and put date received on invoice.

c. If order slips are enclosed, write initial or initials of department which ordered books on invoice. Make copy of order slips to put in books and give originals to secretary along with invoice.

d. Put books on shelf to be cataloged. Separate from those with no cards (unprocessed)

B. Procedure for processing books received from the vendor already processed.

1. Check catalog cards for correctness of shelf list, subject and author-title cards enclosed in book.

2. Stamp shelf-list card on front under call number

with small date stamp which is set at the fifteenth day of the current month.

3. Put the small strip of the bar code number on the back of shelf-list card in upper left-hand corner.

4. Stamp back of title page and page fifty of book (last page if there are less than fifty pages) with property stamp set on the fifteenth day of the current month.

5. Stamp fore-edges of book on top, front and bottom, centered as well as possible) with this stamp: FLOYD COLLEGE LIBRARY. Also use this stamp on book pocket at top of pocket.

6. Strip the book with metal detection strip between any two pages. If book is very thick, strip between two pages in front and back of the book.

7. Check spine label for correctness if already attached. If spine label is not correct, prepare a new one. The size used depends on the size of the book. Use individual judgement. Type call no. in center of the label. SAMPLES:

Put spine label on spine of book approximately one-
half inch from bottom of book. If
spine of book   is too narrow for label,
place it on front of book
on the lower left corner about one-
half inch from   bottom and
edge.

8. Books with <u>paper jackets</u> should be covered with clear cellophane jacket covers. To apply the covers:

   a. Remove paper jacket from book.

   b. Place jacket, printed side down, on cellophane cover with top of paper jacket under the pre-folded end of the cellophane cover.

c. Fold bottom of cellophane cover over paper jacket and secure in center with a small piece of double-stick tape (or the adhesive already provided on some covers).

d. Replace covered jacket on book (make sure you don't have it upside down!) and secure with filament tape so that it does not show on the outside of the book.

9. PAPERBACK BOOKS are to be covered with plastic Cover-ups. Use caution when applying these covers, one error can ruin a book!

a. Select the closest spine size in the plastic Cover-ups.

b. Fold the correct seams on the center of the Cover-Ups to make it fit the spine of the book. If you cannot match it exactly, then fold it slightly larger.

c. Fit spine of book snugly into folds of Cover-up and pull protective cover back about two or three inches to expose the adhesive. Press this exposed area down on front cover of book with heel of hand. Continue pulling protective cover away from Cover-up until you get to edge of book cover, smoothing as you go. <u>Once it is in place, it will not come of so use caution!</u>

d. Trim off all excess edges with the orange handled Cover-Ups scissors, right along the edge of the paperback book.

C. Procedure for searching and saving vendor-processed books in Bibliofile:

1. Once an item has been processed using the above steps, it has to be entered into the computer before being shelved for patron use.

a. The most efficient process is to save the record on a floppy disk using Bibliofile.

Bibliofile is, simply put, like an online catalog of millions of titles, which can be used for making individual cards, verification, cataloging, and editing.

b. The Library Assistant for Processing will save and edit the records on a floppy disk for the Assistant Librarian to download into Unicorn.

   (1) Type: cd/bib at the C> (no spaces, no capital letters).

   (2) Type: bib

   (3) Type y when it asks if time and date are correct.

   (4) At the master menu, press C for Catalog Production

   (5) Install Disc 6 in the CD drive.

   (6) Determine whether or not the shelf list card has an LCCN. This Library of Congress Classification Number almost always appears in the bottom right corner of the card. Its format is usually year-numbered, such as 89-54348, for example.

   (7) Type the LCCN, including the dash, on the Bibliofile search screen and press enter.

   (8) If there is no LCCN, type in the title, omitting "a", "an", and "the" if the title begins with these words. Press return. For example, enter <u>The Life of Abraham Lincoln</u> as life of abraham lincoln, no caps.

   (9) To do an author search, type the author's name with a backslash. Example: morris, laura\

  (10) One of three things will happen when you have a hit.

     (a) You will either get a screen with several possible hits, from which

you will choose the most likely
candidate by entering its
corresponding number

- (b) the record will appear on the screen
- (c) you will hear a beep, and the screen
will indicate that the item has been
added to the queue.

(11) If you have not hit, you will get a
screen telling you that no matches were
found. Press F1 to begin a new search.

(12) If the record appears in MARC format, you
can edit and save it. This is explained
under (14).

(13) After you have accumulated several hits,
the screen will display how many hits you
have on disks 1,2, and 3. Remove number
6 and install the appropriate disc.

(14) Press enter. Your first record will
appear. Compare the record to the shelf
list card by author, title, date, and
place of publication. If they match,
move the cursor to the bottom at tag
number 949, or local holding. This is
where you will individualize our edition.
At the letter c, enter the copy. : is
for the bar code number. 1 is for the
location. For example, lets say we
bought 3 copies of Gone With the Wind,
one for us, North Metro, and
Cartersville. They would be entered:

- (a) 949   C1;5050600026/FCLB   (Floyd
College

- (b) 949   C2;5050600027/NFCLB   (North
Metro)

- (c) 9 4 9   C 3 ; 5 0 5 0 6 0 0 0 2 8 / C F C L B
(Cartersville)

                            i)   A list of locations and their codes is on the next page.

        (15) Save the material by pressing F9. Label the disk "vendor-processed" . Put in the box on the Assistant Librarian's desk marked "matches".

D.   Procedure for processing books that are not vendor-processed.

    1.   Books to be processed are on the shelves labelled "unprocessed" in the workroom.

    2.   Take the disk prepared by the Assistant Librarian with the Bibliofile records.

        a.   Enter Bibliofile

        b.   Go to Catalog Production from the Master Menu.

        c.   Press F5 to make the cards

            (1) See User's Guide to Bibliofile, page 2-38 for detailed instructions.

        d.   Put shelf list cards and disk in librarian's "matched" box.

        e.   Type book pocket, charge card and/or cards, and spine labels.

            (1) Instructions and examples can be found in the black "Procedures" notebook on the Library Assistant's desk.

                (a) A book ordered for North Metro or Cartersville will require two charge cards. One to keep on file here at the circulation desk and one to put in the book pocket of the book.

                    i)   Use orange charge cards for North Metro

                    ii)   Use green charge cards for Cartersville.

                (b) Follow previous instructions for stamping shelf-list cards, bar-coding, detection stripping,

HOLDING CODES

	NAME	LIBRARY	LOCATION	TYPE
1.	DEFAULT	FLOYD	STACKS	BOOK
2.	UNK	FLOYD	STACKS	BOOK
3.	FCLB	FLOYD	STACKS	BOOK
4.	NFCLB	FLOYD	N-METRO	BOOK
5.	CFCLB	FLOYD	CARTERSVL	BOOK
6.	FCLBC	FLOYD	STACKS	CHILD-BOOK
7.	FCLBR	FLOYD	REFERENCE	REFERENCE
8.	NFCLBR	FLOYD	N-METRO	REFERENCE
9.	CFCLBR	FLOYD	CARTERSVL	REFERENCE
10.	FCLBRT	FLOYD	TECH-SVCS	REFERENCE
11.	FCLBT	FLOYD	TECH-SVCS	BOOK
12.	FCLR	FLOYD	FRONT-DESK	RESERVE
13.	NFCLR	FLOYD	N-METRO	RESERVE
14.	CFCLR	FLOYD	CARTERSVL	RESERVE
15.	FCLV	FLOYD	AV-ROOM	VHS-VIDEO
16.	FCLVU	FLOYD	AV-ROOM	U-VIDEO
17.	FCLVD	FLOYD	FRONT-DESK	VIDEODISC
18.	FCLF	FLOYD	AV-OFFICE	16MMFILM
19.	FCLFL	FLOYD	AV-ROOM	FILM-LOOP
20.	FCLFS	FLOYD	AV-ROOM	FILMSTRIP
21.	FCLP	FLOYD	AV-ROOM	TRANSPAR
22.	FCLPS	FLOYD	AV-ROOM	SLIDE
23.	FCLPSD	FLOYD	FRONT-DESK	SLIDE
24.	FCLM	FLOYD	AV-ROOM	KIT
25.	FCLMF	FLOYD	AV-ROOM	FSTRIP-CAS
26.	FCLMP	FLOYD	AV-ROOM	FSTRIP-REC
27.	FCLMS	FLOYD	AV-ROOM	SLIDE-CASS
28.	FCLG	FLOYD	AV-ROOM	PRINT
29.	FCLGF	FLOYD	AV-ROOM	FLASHCARD
30.	FLCS	FLOYD	FRONT-DESK	RECORD
31.	FCLSA	FLOYD	FRONT-DESK	AUDIO-CASS
32.	FCLT	FLOYD	STACKS	TOY
33.	FCLI	FLOYD	INDEXTABLE	INDEX
34.	FCLJ	FLOYD	STACKS	PERIODICAL
35.	FCLD	FLOYD	MAP-CASE	MAP
36.	FCLC	FLOYD	FRONT-DESK	SOFTWARE
37.	FCLJN	FLOYD	STACKS	NEWSPAPER
38.	FCLJT	FLOYD	TECH-SVCS	PERIODICAL
39.	FCLL	FLOYD	FRONT-DESK	ILL
40.	FCLPOP	FLOYD	POPTITLES	POPTITLE
41.	FCLNURS	FLOYD	NURSCOLLEC	NURSING

labeling, etc.

E. Procedure for Filing Cards

    1. After processing the books, separate cards into stacks consisting of:

        a. Shelf-list

        b. Subject

        c. Author-Title.

            (1) File these in the three boxes located on the table in front of the Assistant Librarian's office.

            (2) From these temporary files, they can then be filed in the shelf-list and card catalog files. Follow the ALA Filing Rules located on the Library Assistant's desk.

F. Procedures for Preparing Quarterly Acquisitions List

    1. From the shelf-list cards that have already been used for statistics, the Library Assistant will compile an Acquisitions List. This contains new titles, new audiovisual titles, and new subscriptions. They are categorized by subject. An example is attached

        a. Make approximately 130 copies to be distributed to faculty and students.

G. Procedures for Checking In and Shelving Newspapers

    1. Date stamp with current date. Stamp on front page of newspaper.

        a. Log into Newspaper Index kept on Library Assistant's desk as each paper is received.

        b. Put each newspaper on the shelf as it is received.

            (1) Check periodically to keep shelves in order.

        c. At the first of each month, pull outdated material from the issues kept in the stacks. Call Plant Operations for disposal.

          (1) Newspapers are maintained in the stacks for at least two months.

          (2) Newspapers for the current month only are kept on the display shelves next to the circulation desk.

H. Procedures for Maintaining Gift File

    1. A note will be attached to the book indicating that it is a gift.

       a. Process the book as you normally would

       b. Type a gift label showing the donor of the book

          (1) Moisten the back of the label and place it on one of the blank pages in the front of the book.

          (2) Locate the yellow gift card (in the "gift file" box) for the person that the gift is from. (It will be filed by the last name).

             (a) Type the author, title, and call number, in that order, under the last book listed on the card. Separate each listing with a "red line".

                i) When you run out of room on one card, type another with the donor's name at the top left corner, and file in front of the previous card. Stamp the card, near that book's information, with the small date stamp.

I. Procedure for processing reference, maps and audio-visual materials

    1. Follows the same order as processing books. For detailed instructions see "Procedures" notebook.

VIII.   Library Assistant for Serials - Procedures
   A.   Periodicals
      1.   Some issues come in with labels attached to outside wrapper. If so, cut out the label and tape it to the back of the issue.
         a.   Get in alphabetical order by title
         b.   Record by date in card file.
            (1)   Very important to record correct date in correct place.
            (2)   If date on issue reads May 12, 1992, record as 5/12. If only the month (or month and year) is shown, record current date.
         c.   Stamp current date on front of each issue. If cover is slick finish, you may stamp inside front page, or wherever it can be seen easily.
         d.   Strip, with green metal detection strip, the following:
            (1)   All issues dealing with nursing, art, photography, police or sports...
            (2)   All issues which will eventually be "bound"
            (3)   All frequently used issues, some of which are: Basins Week, Consumer Reports, Fortune, Georgia Trend, Modern Electronics, Newsweek, Parents, Readers Digest, Sports Illustrated, Time, TV Guide, US News & World Report.
         e.   Pull out any issues that call for special distribution, such as:
            (1)   Booklist, Cataloging Service Bulletin, Choice, Computers in Libraries, Directions, Library Journal, May (from National Geographic), Publishers Weekly, Vertical File Index.

(2) Clip slip w/librarians names on front cover. Route to head librarian first.

f. Shelve. Place current issues on shelf, placing the old one on the shelf underneath. As you do this, pay close attention to be sure all are in their proper place. Also straighten those on shelf. Try to always keep the shelves as orderly as possible.

    (1) <u>Miscellaneous area on periodicals shelf</u> (located on the end of the shelf behind the current month of newspapers.

        (a) Place items here which are not recorded in our files those we did not request, odds 'n ends, but some that someone might be interested in. As a new issue of same comes in, throw the old one away, or put it on the Gift & Exchange shelf.

    (2) <u>Library cart for periodicals</u> (located at the end of Gerald's desk)

        (a) Sometimes cancelled subscriptions continue to come, duplicate issues may be received, etc. If so, claims may be made. Copies may stay here until claim is settled, then they can be put on the Gift & Exchange shelf.

    (3) <u>Gift and Exchange Shelves</u> (located behind Gerald's desk)

        (a) Periodicals placed here are either: duplicates, copies pulled after microfilm covering same has arrived, or those issues which we "maintain 2 years" then remove from current shelf.

    (4) <u>Bindery Shelf</u> (located behind Gerald's

desk)

(a) Certain issues are bound twice a year. They are pulled from current shelf and placed here while getting ready to send them to the bindery.

(5) AS AN EXPLANATION....

(a) In periodicals card file, on lower left corner of bottom card, the letter (or number) indicates the following:

i) 2 = maintain 2 years (after 2 yrs. these go on Gift & Exchange Shelf)

ii) B = Bound (sent to bindery to be bound)

iii) M = Microfilm (we also subscribe to microfilm)

g. <u>Indexes (Paperback)</u>

(1) Record in card file. (If date reads July 1-15, post date as 7/1)

(a) Stamp current date on front.

(b) Strip

(c) Shelve (If this copy replaces copy already on shelf, pull old one and send to A.J. Knight, North Metro Library, via F.C. Courier)

h. <u>Indexes (Hard Copy)</u>

(a) Record in card file

(b) Stamp current date on page 50

(c) Stamp "Floyd College Library" on top leaf-edge of book.

(d) Strip

(e) Give STATS to Assistant Librarian

(f) Update reocrds in computer

(g) Shelve

i.   **Serials**
  (a) Do not date. Do not Strip. Do not do STATS
    i)   Invoice will usually come with the book (see "invoices" for directions).
    ii) (If invoice is not with book check to see if it might already

      be paid, or watch to be sure it does come later.
  (b) In card file, post all information needed.
  (c) On slip of paper, write reference call #'s. Place this in the book so it can be seen.
  (d) Place the book on "to be cataloged" shelf (in front of Dr. Perdue's office).

j.   **Microfiche** (such as Congressional Record)
  (a) Check off date of microfiche in card file. Let these accumulate at your desk until you have all for the month. (See below - next pate - for example of STATS).
  (b) Place STATS card in grey metal box in Assistant Librarian's office.
  (c) File microfiche in proper file located just outside copier room door.
    i)   If later other microfiches comes in marked "index", no need to go back and add to STATS
      a)   Just file in proper place.

STATS CARD EXAMPLE
(this one for microfiche)

k. **Microfilm - Newspapers only**
    (a) Write date received in lid of box
    (b) Post date in card file (If date is July 16-21, post as 7/16
    (c) Hold on desk until all for month has been received.
    (d) Fill out STATS card, using same procedure as for microfiche.
    (e) File in proper place, near copier room, and microfilm machines.
    (f) Give note to person processing newspapers saying that microfilm has arrived
        i) This means the papers can now be removed from the shelf.

l. **Microfilm**
    (a) We receive a few subscriptions " on microfilm only".
    (b) All microfilm subscriptions are from University Microfilm (U.M.I.) with the exception of: Rn Magazine (from Research Publications) and Vital Speeches (from City News Publishing)
    (c) Check the packing slip against what has come in.

(d) Post needed information in card file.
    i) Here again, check what was ordered against what has been received.

(e) In card file we use "Due" tabs by color to indicate we are waiting on film.

(f) On the card (posted from a U.M.I. report) A.F. means awaiting filming...I.P means in progress.

(g) On special form, list each title in alphabetical order, along with new date (last on label).

(h) Go to stacks and pull last reel of microfilm, checking to see if there is room for a new rool to be added to it.
    i) If not, just file new roll in microfilm box. If so, then the films need to be spliced. (See below for instructions)

m. <u>U.M.I. Subscription Status Report</u>

(1) Compare this against my records. In doing so, I'm only to be concerned with whether or not what they list is actually checking with what I show. If I have received one which is not on the list, I don't worry about that.

n. <u>Procedure for Splicing Microfilm</u>

(1) Equipment needed will be on shelf in stock room.

(a) Yellow, empty reel should be on side with the handle...to the right.
    i) Always be sure letters on the reels are facing you.

ii) Old reel (on left...runt to yellow reel (on right)

iii) New reel (on left) *splice to yellow reel (on right)

iv) Run reel (on left) on to the reel (on right)

v) Swap reels, with yellow reel (on left) with film coming under, then run it to the right of grey reel.

vi) When grey reel is filled, be sure film is coming off over the top with the oldest date coming off first. The letters should be backward.

(b) TO SPLICE: Lay ends one over the over, about 1-1 1/2". Make pointed cut with scissors. Tape 2 ends together with scotch tape (leaving scotch tape extended over each side so you can pull it back off easily). Flip over and place splicing tape over the cut. Turn back over, remove scotch tape and replace with splicing tape.

i) Return film to the box with the most recent date.

a) Type new label, picking up earliest date and going through latest date. If indexes are included, show that on label.

b) Return this box of microfilm to large box on microfilm shelf.

  c) On the special microfilm form, under the column "No. of reels", if you spliced the roll of film then you would put +0. If you didn't splice, you need to show +1.

  d) After microfilm is shelved, pull the magazines covered by the film. These should be put on the Gift & Exchange shelf.

  e) Update computer information

  f) Make STATS card (same procedure as microfiche).

o. <u>Gift & Exchange</u>

 (1) Twice a year (usually in December and June, unless it need to be done more often) go through card file and list all "maintain 2 years" periodicals. Go to files and pull everything from shelf, leaving only 2 years. For instance:

  (a) In December, 1992 pull everything from December, 1990 on back. Place on Gift & Exchange shelf. (You will also have other items on this shelf for various reasons, ...duplicates, microfilm has arrived, etc.)

  (b) Get these in alphabetical order, then in order by date. Type list on special form, showing title, volume, date, etc. (See previous copy).

  (c) Distribute to various colleges on list in Gift & Exchange folder.

(d) NOTE: We have a list of special requests from instructors on campus. Do not put their requested issues on the list. Contact them to let them know the issues are ready for them to pick up. (See bulletin board for list).

(2) **FILLING ORDERS FROM G & E**

(a) Fill these requests in order received. Mark "not available" if it isn't. Use packing supplies in and under cabinets for mailing. Use library rate. Make copy of their list and mailing label. Hold in G& E folder. Put the original in with the books to go back to customer. Also send our special note (in folder) and a self-addressed envelope to be used for returning the stamps for price of postage. We use the stamps for payment when we have occasion to request books from other G & E lists.

p. **Bindery Shipments - Outgoing**

(1) Bindery cards come to us often, but this is usually done only twice a year, in January and July.

(2) In the periodical card file the cards with a "B" in the lower left corner indicates these will be "bound". Issues may be pulled from shelf after we have received and returned the card to the bindery indicating the day we want them to come.

(a) Special slips on the "To Be Sent To Bindery" shelf will need to be filled out. Fill out center area

only. Look back at last slips if you need help. Sometimes a title will have more than one volume. We need a slip for each volume - not each title. Be sure the magazines are in order <u>according to the way you want book to be put together</u>, earliest date on top. Be very careful in getting these ready for bindery so you won't have to correct mistakes later. It could be costly!

(3) <u>Distribution of Bindery Slips</u>

    (a) Bindery copies 1 & 2

        i) Place in front of top magazine

    (b) Pink Copy

        i) Type up your list of titles from these copies. Check and recheck to be sure all match

        ii) Keep pink copy here with copy of title list.

    (c) Back copy (white)

        i) Tear at perforations. The center part goes out to the front desk to be kept on file until books come back from bindery.

(4) Tie each group together with twine (heavy string). Leave on counter top by sink. Post a sign there saying "ready for binder". When these have been picked up, write in date of pick-up at top of bindery slips.

q. <u>"Bound" card file</u> - pull tabs (Jan. or July) and replace with the appropriate tab (indicating next month shipment will be sent) Post necessary information on cards, and as

you are doing this, write department initials on title list so it will be ready for breakdown of charges when books are returned.

    r.   <u>"Periodical" card file</u> - Place the "at the bindery" tab on each card where magazine has been sent to bindery.

2.   <u>Bindery Shipments - Incoming</u>

    a.   Pull bindery slips from book. Do a good triple check...our pink copy, the bindery slip from the book, against the information on the spine printed by the bindery. Post necessary information on cards in the *<u>Bound</u> file. Remove "at bindery" tabs in <u>periodicals</u> file.

        (1)   * NOTE: Date on card and date stamped in book should be same, the date they are actually put out on shelf. However, on the typed list of titles, write in actual date received from bindery.

        (2)   Do the following to each volume:
            (a)   Stamp date on inside front page and also on page 50.
            (b)   Stamp with small F.C. stamp on top leaf edge.
            (c)   Add to STATS
            (d)   Update in computer
            (e)   Shelve in bound section, checking to be sure volume numbers, etc. are correct.
            (f)   At front desk, after books have been shelved, pull the white slips and destroy them.

3.   <u>Renewal Invoices</u>

    a.   Do not post anything on payment record in card files from renewal invoice.

(1) Give copy to Library Director who will decide whether or not changes, additions, or deletions will be made (usually a memo is sent to all departments with a reminder that in order to place an order for a new subscription, we must cancel one. After the decision has been made, return the original (with director's signature on it), keeping copy for my records. keep this in folder marked "waiting on invoices" in bottom tray on my desk.

(2) NOTE: It is important to check subscription information against card file before returning it for renewal.

4. Invoices for Payment

   a. When an invoice comes in covering a "renewal invoice", pull the renewal invoice from "waiting on invoices" folder. Make a copy of the invoice to use as your working copy. (Do not write on the original.) Keep the copy of the invoice and the renewal copy together. From your copy, in your card file, post invoice number, date. and amount for each subscription. As you do this, on copy of invoice at right, post department initials by each subscription. You will need this when you *break down the charges for each department. Give secretary the original plus one copy of invoice, along with a special "o.k. to pay form". Keep my copy in folder marked "Waiting for Purchase Order" in bottom tray on my desk. On this copy post date given to secretary.

5. Invoices Paid

   a. The secretary will give you a copy of the

purchase order when it comes back to her from the Business Office. From this you will post the purchase order number and date in the card file. Pull you copy of invoice from "Waiting for Purchase Order" folder and write the P.O. # and date on it. This then is filed in the proper "invoice" folder. Write "file" in the upper left corner of the purchase order and return it to secretary.

6. <u>Credit Vouchers</u>

    a.   These need to be applied to invoices we are paying as soon as possible. Just send a copy of the credit along with an invoice, as long as the amount works out O.K. so that it can be deducted from the invoice. Be sure to post it in your card file and show it as a deduction on the "OK to Pay" form you fill out for the secretary.

7. <u>Claims</u>

    a.   These can be for missing copies, duplicate copies, etc. Do a claim at your own discretion - once a month, or as you notice something is wrong. Scan files often

        (1)   On Ebsco's claim forms (and soon on Turner's) you may list several claims on the same sheet. Be sure to keep a copy. Highlight title in yellow. In card file post date of claim (on right of card) and insert the blue "claimed" tab. File this copy in the "claims pending" folder, alphabetically.

        (2)   Check your "claims pending" folder about once a month or so. Do a second claim when you feel it is necessary. If a "claim checker" comes in with that title on it, a second claim won't be necessary.

(a) <u>Monthly Claim Checker</u>

    i)   Once this has been checked against our records, and you've made appropriate "mark" or "comment", make copy. On copy write date mailed in upper right corner and file in folder marked "claim information" in middle tray on my desk. Mail original. If no changes or comments were made, not necessary to return claim checker. Just keep it in our file, noting no changes were made.

(b) <u>Settled Claims</u>

    i)   Never mark a claim settled until missing subscription has been received, or expiration date is checked (on a duplicate) to be sure problem has been corrected. Once a claim is settled, remove blue "claimed" tab from card file and mark OK by claim date. Move the claim form now to the "Claims Settled" folder.

8.   <u>Ebsco's Customized Bulletin of Serial Changes</u>

    a.   Compare their records against our's. If changes are to be made, write them in where r e q u e s t e d . make copy, mark date mailed on it. Original goes back to Ebsco. If no changes, keep it, marking "no changes"

and date in
upper right corner. Route the list of serials
included with this to the Director, Assistant
Director.

9.   <u>College Catalogs</u>

    a.   Post date received in brown bolder on desk

    b.   Stamp

    c.   Strip

    d.   Shelve

10. <u>Computer Information</u>

    a.   Any changes, additions, deletions must be
updated in computer.

       (1)   Use these disks:

          (a)   <u>Mags 2 periodicals file with update
field added</u>. Working disk - Drive
B.   <u>PC-File III with PC File PRO</u>.
PC-File - A drive.

       (2)   When finished, always copy what you've
done to back-up disk.

          (a)   Working disk - Drive A

          (b)   Back-up disk - Drive B

    b.   <u>New Subscription Added</u>

       (1)   To find "INDEX" information to put in
computer, look
in   front   of   subscription.
If   it   doesn't
show   "indexed",   with   some
references, then
type   NONE.   Look   in
Readers Guide or
the   Ebsco   Book   if   you   want
to double check.
If   it   is   indexed,   look
in front of card
file   on   circulation   desk
for   index

reference (or initials to use).

c. <u>Subscription suspended or cancelled</u>

(1) In computer beside the (X-1, X-2, or X-3) mark it "cancelled" or "suspended" as of "date". Only when all <u>paper periodicals</u> are gone from shelf can you move the file card from current to cancelled file (under the desk). You may still have bound volumes or microfilm on the shelf though.

d. <u>Name Change</u>

(1) Be sure to change everything, everywhere, whether it is microfilm, bound, periodicals, or whatever...and refer to old name in each case, especially the shelf cards. Do a reference file on name changes as follows:

(a) For instance: <u>Modern Electronics</u> changed to <u>Computer Craft</u>

　　i) In Drive A - PC File III with PC File Pro Disk. In Drive B - Data Disk REF (periodical referrals)

　　ii) Select REF...then from menu select ADD mode

　　　　a) T i t l e 1. M o d e r n Electronics

　　　　b) Ref. 1. Computer Craft.

　　iii) Now copy to back-up disk...REF (periodicals referral) Go to Mags 2 disk to make file for new name.

11. <u>Inventory of Periodical Holdings</u>

a. This should be done every other summer. Summer months mean less students and just the

best time to do it. Everything on the shelves
are compared to our records. Any necessary
adjustments are made.

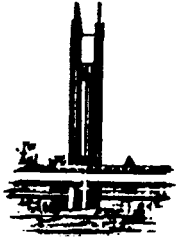12. <u>Here are a few things to remember with reference to</u>
<u>this job</u>

a. Change date stamp daily

b. Scan files often for claims which might need
to be made

c. Check "claims pending" folder for follow-ups
which might need to be made

d. STATS cards should be made on everything
except cataloged items.

e. When posting money on cards in files, post
only the cost of the book. Do not include
postage. The reason for this being: On the
large invoices it would not be feasible to
have to figure handling charges for each
individual book. Therefore, to keep our
system uniform, we will not include charges in
the figure posted.

f. If you are out a day or so and your
periodicals accumulate, you should date all of
them the date you are actually checking them
in. Also use this same date in the card file
(unless the periodical carries the complete
date, such as April 20, 1991), then you would
use that date of 4/20.

g. The shelves for items mentioned in this step
by step procedure can be in disarray so
quickly. It is good to work on them some
every day as you place issues on the shelves.

h. We most often use the services of the
following companies:

(1) Ebsco, Baker & Taylor, Bowker, MacMillan,
Turner, H. W. Wilson, National Library
Bindery, Universal Microfilms

International

i. The only time you should "delete" any title from your computer records is if you <u>no longer have any more of it in any form</u> left on your shelves.

j. When a subscription is cancelled, go ahead and mark your records as such on the card and in the computer, but don't give STATS information to Assistant Director until last issue is received.

k. Remember that accuracy and neatness are important to keeping good records on this job.

13.:

(1)

Step by Step Procedure

for

LIBRARY ASSISTANT I

(Serials Processing)

Please note: These will soon be considered "old" procedures.
However, at the present time I am continuing to follow all of
these procedures as I am integrating the new system.

Gerald Brooks

1/31/94

VIII. Library Assistant for Serials - Procedures

A. Periodicals

1. Some issues come in with labels attached to outside wrapper. If so, cut out the label and tape it to the back of the issue.

   a. Get in alphabetical order by title

   b. Record by date in card file.

      (1) Very important to record correct date in correct place.

      (2) If date on issue reads May 12, 1992, record as 5/12. If only the month (or month and year) is shown, record current date.

   c. Stamp current date on front of each issue. If cover is slick finish, you may stamp inside front page, or wherever it can be seen easily.

   d. Strip, with green metal detection strip, the following:

      (1) All issues dealing with nursing, art, photography, police or sports...

      (2) All issues which will eventually be "bound"

      (3) All frequently used issues, some of which are: Basins Week, Consumer Reports, Fortune, Georgia Trend, Modern Electronics, Newsweek, Parents, Readers Digest, Sports Illustrated, Time, TV Guide, US News & World Report.

   e. Pull out any issues that call for special distribution, such as:

      (1) Booklist, Cataloging Service Bulletin, Choice, Computers in Libraries, Directions, Library Journal, May (from National Geographic), Publishers Weekly, Vertical File Index.

(2) Clip slip w/librarians names on front cover. Route to head librarian first.

f. Shelve. Place current issues on shelf, placing the old one on the shelf underneath. As you do this, pay close attention to be sure all are in their proper place. Also straighten those on shelf. Try to always keep the shelves as orderly as possible.

(1) Miscellaneous area on periodicals shelf (located on the end of the shelf behind the current month of newspapers.

(a) Place items here which are not recorded in our files those we did not request, odds 'n ends, but some that someone might be interested in. As a new issue of same comes in, throw the old one away, or put it on the Gift & Exchange shelf.

(2) Library cart for periodicals (located at the end of Gerald's desk)

(a) Sometimes cancelled subscriptions continue to come, duplicate issues may be received, etc. If so, claims may be made. Copies may stay here until claim is settled, then they can be put on the Gift & Exchange shelf.

(3) Gift and Exchange Shelves (located behind Gerald's desk)

(a) Periodicals placed here are either: duplicates, copies pulled after microfilm covering same has arrived, or those issues which we "maintain 2 years" then remove from current shelf.

(4) Bindery Shelf (located behind Gerald's

desk)

      (a)   Certain issues are bound twice a year. They are pulled from current shelf and placed here while getting ready to send them to the bindery.

  (5) AS AN EXPLANATION....

      (a)   In periodicals card file, on lower left corner of bottom card, the letter (or number) indicates the following:

          i)   2 = maintain 2 years (after 2 yrs. these go on Gift & Exchange Shelf)

          ii) B = Bound (sent to bindery to be bound)

          iii) M = Microfilm (we also subscribe to microfilm)

g.   **Indexes (Paperback)**

  (1) Record in card file. (If date reads July 1-15, post date as 7/1)

      (a)   Stamp current date on front.

      (b)   Strip

      (c)   Shelve (If this copy replaces copy already on shelf, pull old one and send to A.J. Knight, North Metro Library, via F.C. Courier)

h.   **Indexes (Hard Copy)**

      (a)   Record in card file

      (b)   Stamp current date on page 50

      (c)   Stamp "Floyd College Library" on top leaf-edge of book.

      (d)   Strip

      (e)   Give STATS to Assistant Librarian

      (f)   Update reocrds in computer

      (g)   Shelve

i. <u>Serials</u>

   (a) Do not date. Do not Strip. Do not do STATS

      i) Invoice will usually come with the book (see "invoices" for directions).

      ii) (If invoice is not with book check to see if it might already

      be paid, or watch to be sure it does come later.

   (b) In card file, post all information needed.

   (c) On slip of paper, write reference call #'s. Place this in the book so it can be seen.

   (d) Place the book on "to be cataloged" shelf (in front of Dr. Perdue's office).

j. <u>Microfiche</u> (such as Congressional Record)

   (a) Check off date of microfiche in card file. Let these accumulate at your desk until you have all for the month. (See below - next pate - for example of STATS).

   (b) Place STATS card in grey metal box in Assistant Librarian's office.

   (c) File microfiche in proper file located just outside copier room door.

      i) If later other microfiches comes in marked "index", no need to go back and add to STATS

         a) Just file in proper place.

STATS CARD EXAMPLE

(this one for microfiche)

k. **Microfilm - Newspapers only**
- (a) Write date received in lid of box
- (b) Post date in card file (If date is July 16-21, post as 7/16
- (c) Hold on desk until all for month has been received.
- (d) Fill out STATS card, using same procedure as for microfiche.
- (e) File in proper place, near copier room, and microfilm machines.
- (f) Give note to person processing newspapers saying that microfilm has arrived
  - i) This means the papers can now be removed from the shelf.

l. **Microfilm**
- (a) We receive a few subscriptions " on microfilm only".
- (b) All microfilm subscriptions are from University Microfilm (U.M.I.) with the exception of: Rn Magazine (from Research Publications) and Vital Speeches (from City News Publishing)
- (c) Check the packing slip against what has come in.

        (d) Post needed information in card file.

           i) Here again, check what was ordered against what has been received.

        (e) In card file we use "Due" tabs by color to indicate we are waiting on film.

        (f) On the card (posted from a U.M.I. report) A.F. means awaiting filming...I.P means in progress.

        (g) On special form, list each title in alphabetical order, along with new date (last on label).

        (h) Go to stacks and pull last reel of microfilm, checking to see if there is room for a new ~~reel~~ role to be added to it.

           i) If not, just file new roll in microfilm box. If so, then the films need to be spliced. (See below for instructions)

m.   U.M.I. Subscription Status Report

    (1) Compare this against my records. In doing so, I'm only to be concerned with whether or not what they list is actually checking with what I show. If I have received one which is not on the list, I don't worry about that.

n.   Procedure for Splicing Microfilm

    (1) Equipment needed will be on shelf in stock room.

        (a) Yellow, empty reel should be on side with the handle...to the right.

           i) Always be sure letters on the reels are facing you.

ii) Old reel (on left...run£ to yellow reel (on right)

iii) New reel (on left) *splice to yellow reel (on right)

iv) Run reel (on left) on to the reel (on right)

v) Swap reels, with yellow reel (on left) with film coming under, then run it to the right of grey reel.

vi) When grey reel is filled, be sure film is coming off over the top with the oldest date coming off first. The letters should be backward.

(b) TO SPLICE: Lay ends one over the over, about 1-1 1/2". Make pointed cut with scissors. Tape 2 ends together with scotch tape (leaving scotch tape extended over each side so you can pull it back off easily). Flip over and place splicing tape over the cut. Turn back over, remove scotch tape and replace with splicing tape.

i) Return film to the box with the most recent date.

a) Type new label, picking up earliest date and going through latest date. If indexes are included, show that on label.

b) Return this box of microfilm to large box on microfilm shelf.

c) On the special microfilm form, under the column "No. of reels", if you spliced the roll of film then you would put +0. If you didn't splice, you need to show +1.

d) After microfilm is shelved, pull the magazines covered by the film. These should be put on the Gift & Exchange shelf.

e) Update computer information

f) Make STATS card (same procedure as microfiche).

o. Gift & Exchange

(1) Twice a year (usually in December and June, unless it need to be done more often) go through card file and list all "maintain 2 years" periodicals. Go to files and pull everything from shelf, leaving only 2 years. For instance:

(a) In December, 1992 pull everything from December, 1990 on back. Place on Gift & Exchange shelf. (You will also have other items on this shelf for various reasons, ...duplicates, microfilm has arrived, etc.)

(b) Get these in alphabetical order, then in order by date. Type list on special form, showing title, volume, date, etc. (See previous copy).

(c) Distribute to various colleges on list in Gift & Exchange folder.

(d) NOTE: We have a list of special requests from instructors on campus. Do not put their requested issues on the list. Contact them to let them know the issues are ready for them to pick up. (See bulletin board for list).

(2) FILLING ORDERS FROM G & E

(a) Fill these requests in order received. Mark "not available" if it isn't. Use packing supplies in and under cabinets for mailing. Use library rate. Make copy of their list and mailing label. Hold in G& E folder. Put the original in with the books to go back to customer. Also send our special note (in folder) and a self-addressed envelope to be used for returning the stamps for price of postage. We use the stamps for payment when we have occasion to request books from other G & E lists.

p. Bindery Shipments - Outgoing

(1) Bindery cards come to us often, but this is usually done only twice a year, in January and July.

(2) In the periodical card file the cards with a "B" in the lower left corner indicates these will be "bound". Issues may be pulled from shelf after we have received and returned the card to the bindery indicating the day we want them to come.

(a) Special slips on the "To Be Sent To Bindery" shelf will need to be filled out. Fill out center area

only. Look back at last slips if you need help. Sometimes a title will have more than one volume. We need a slip for each volume - not each title. Be sure the magazines are in order <u>according to the way you want book to be put together</u>, earliest date on top. Be very careful in getting these ready for bindery so you won't have to correct mistakes later. It could be costly!

(3) <u>Distribution of Bindery Slips</u>

(a) Bindery copies 1 & 2

i) Place in front of top magazine

(b) Pink Copy

i) Type up your list of titles from these copies. Check and recheck to be sure all match

ii) Keep pink copy here with copy of title list.

(c) Back copy (white)

i) Tear at perforations. The center part goes out to the front desk to be kept on file until books come back from bindery.

(4) Tie each group together with twine (heavy string). Leave on counter top by sink. Post a sign there saying "ready for binder". When these have been picked up, write in date of pick-up at top of bindery slips.

q. <u>"Bound" card file</u> - pull tabs (Jan. or July) and replace with the appropriate tab (indicating next month shipment will be sent) Post necessary information on cards, and as

you are doing this, write department initials on title list so it will be ready for break-down of charges when books are returned.

r. "Periodical" card file - Place the "at the bindery" tab on each card where magazine has been sent to bindery.

2. Bindery Shipments - Incoming

a. Pull bindery slips from book. Do a good triple check...our pink copy, the bindery slip from the book, against the information on the spine printed by the bindery. Post necessary information on cards in the *Bound file. Remove "at bindery" tabs in periodicals file.

(1) * NOTE: Date on card and date stamped in book should be same, the date they are actually put out on shelf. However, on the typed list of titles, write in actual date received from bindery.

(2) Do the following to each volume:
(a) Stamp date on inside front page ~~and also on page 50 (when possible)~~
(b) Stamp with small F.C. stamp on top leaf edge.
(c) Add to STATS
(d) Update in computer
(e) Shelve in bound section, checking to be sure volume numbers, etc. are correct.
(f) At front desk, after books have been shelved, pull the white slips and destroy them.

3. Renewal Invoices

a. Do not post anything on payment record in card files from renewal invoice.

(1) Give copy to Library Director who will decide whether or not changes, additions, or deletions will be made (usually a memo is sent to all departments with a reminder that in order to place an order for a new subscription, we must cancel one. After the decision has been made, return the original (with director's signature on it), keeping copy for my records. keep this in folder marked "waiting on invoices" in bottom tray on my desk.

(2) NOTE: It is important to check subscription information against card file before returning it for renewal.

4. <u>Invoices for Payment</u>

   a. When an invoice comes in covering a "renewal invoice", pull the renewal invoice from "waiting on invoices" folder. Make a copy of the <u>invoice</u> to use as your working copy. (Do not write on the original.) Keep the <u>copy</u> of the invoice and the renewal copy together. From your copy, in your card file, post invoice number, date and amount for each subscription. As you do this, on copy of invoice at right, post department initials by each subscription. You will need this when you *<u>break down the charges for each department</u>. Give secretary the original plus one copy of invoice, along with a special "o.k. to pay form". Keep my copy in folder marked "Waiting for Purchase Order" in bottom tray on my desk. On this copy post date given to secretary.

5. Invoices Paid

   a. The secretary will give you a copy of the

purchase order when it comes back to her from the Business Office. From this you will post the purchase order number and date in the card file. Pull you copy of invoice from "Waiting for Purchase Order" folder and write the P.O. # and date on it. This then is filed in the proper "invoice" folder. Write "file" in the upper left corner of the purchase order and return it to secretary.

6. Credit Vouchers

a. These need to be applied to invoices we are paying as soon as possible. Just send a copy of the credit along with an invoice, as long as the amount works out O.K. so that it can be deducted from the invoice. Be sure to post it in your card file and show it as a deduction on the "OK to Pay" form you fill out for the secretary.

7. Claims

a. These can be for missing copies, duplicate copies, etc. Do a claim at your own discretion - once a month, or as you notice something is wrong. Scan files often

(1) On Ebsco's claim forms (and soon on Turner's) you may list several claims on the same sheet. Be sure to keep a copy. Highlight title in yellow. In card file post date of claim (on right of card) and insert the blue "claimed" tab. File this copy in the "claims pending" folder, alphabetically.

(2) Check your "claims pending" folder about once a month or so. Do a second claim when you feel it is necessary. If a "claim checker" comes in with that title on it, a second claim won't be necessary.

(a) <u>Monthly Claim Checker</u>

    i) Once this has been checked against our records, and you've made appropriate "mark" or "comment", make copy. On copy write date mailed in upper right corner and file in folder marked "claim information" in middle tray on my desk. Mail original. If no changes or comments were made, not necessary to return claim checker. Just keep it in our file, noting no changes were made.

(b) <u>Settled Claims</u>

    i) Never mark a claim settled until missing subscription has been received, or expiration date is checked (on a duplicate) to be sure problem has been corrected. Once a claim is settled, remove blue "claimed" tab from card file and mark OK by claim date. Move the claim form now to the "Claims Settled" folder.

8. <u>Ebsco's Customized Bulletin of Serial Changes</u>

    a. Compare their records against our's. If changes are to be made, write them in where r e q u e s t e d . make copy, mark date mailed on it. Original goes back to Ebsco. If no changes, keep it, marking "no changes"

and date in
upper right corner. Route the list of serials
included with this to the Director, Assistant
Director.

9. College Catalogs

    a. Post date received in brown bolder on desk

    b. Stamp

    c. Strip

    d. Shelve

10. Computer Information

    a. Any changes, additions, deletions must be updated in computer.

        (1) Use these disks:

            (a) <u>Mags 2 periodicals file with update field added</u>. Working disk - Drive B. <u>PC-File III with PC File PRO</u>. PC-File - A drive.

        (2) When finished, always copy what you've done to back-up disk.

            (a) Working disk - Drive A

            (b) Back-up disk - Drive B·

    b. New Subscription Added

        (1) To find "INDEX" information to put in computer, look in front of subscription. If it doesn't show "indexed", with some references, then type NONE. Look in Readers Guide or the Ebsco Book if you want to double check. If it is indexed, look in front of card file on circulation desk for index

reference (or initials to use).

c. <u>Subscription suspended or cancelled</u>

    (1) In computer beside the (X-1, X-2, or X-3) mark it "cancelled" or "suspended" as of "date". Only when all <u>paper periodicals</u> are gone from shelf can you move the file card from current to cancelled file (under the desk). You may still have bound volumes or microfilm on the shelf though.

d. <u>Name Change</u>

    (1) Be sure to change everything, everywhere, whether it is microfilm, bound, periodicals, or whatever...and refer to old name in each case, especially the shelf cards. Do a reference file on name changes as follows:

        (a) For instance: <u>Modern Electronics</u> changed to <u>Computer Craft</u>

            i) In Drive A - PC File III with PC File Pro Disk. In Drive B - Data Disk REF (periodical referrals)

            ii) Select REF...then from menu select ADD mode

                a) T i t l e 1. M o d e r n Electronics

                b) Ref. 1. Computer Craft.

            iii) Now copy to back-up disk...REF (periodicals referral) Go to Mags 2 disk to make file for new name.

11. <u>Inventory of Periodical Holdings</u>

a. This should be done every other summer. Summer months mean less students and just the

best time to do it. Everything on the shelves are compared to our records. Any necessary adjustments are made.

12. <u>Here are a few things to remember with reference to this job</u>

   a. Change date stamp daily

   b. Scan files often for claims which might need to be made

   c. Check "claims pending" folder for follow-ups which might need to be made

   d. STATS cards should be made on everything except cataloged items.

   e. When posting money on cards in files, post only the cost of the book. Do not include postage. The reason for this being: On the large invoices it would not be feasible to have to figure handling charges for each individual book. Therefore, to keep our system uniform, we will not include charges in the figure posted.

   f. If you are out a day or so and your periodicals accumulate, you should date all of them the date you are actually checking them in. Also use this same date in the card file (unless the periodical carries the complete date, such as April 20, 1991), then you would use that date of 4/20.

   g. The shelves for items mentioned in this step by step procedure can be in disarray so quickly. It is good to work on them some every day as you place issues on the shelves.

   h. We most often use the services of the following companies:

      (1) Ebsco, Baker & Taylor, Bowker, MacMillan, Turner, H. W. Wilson, National Library Bindery, Universal Microfilms

International

i. The only time you should "delete" any title from your computer records is if you <u>no longer have any more of it in any form</u> left on your shelves.

j. When a subscription is cancelled, go ahead and mark your records as such on the card and in the computer, but don't give STATS information to Assistant Director until last issue is received.

k. Remember that accuracy and neatness are important to keeping good records on this job.

13.

(1)

LIBRARY ASSISTANT I

Serials Processing

(a step by step procedure)

I. Periodicals

Some issues come in with labels attached to outside wrapper. If so, cut out the label and tape it to the back of the issue.

1. Get in alphabetical order by title.

2. Record by date in card file. (Very important to record correct date in correct place). If date on issue reads May 12, 1992, record as 5/12. If only the month (or month & year) is shown, record current date.

3. Stamp current date on front of each issue. If cover is slick finish, you may stamp inside front page, or wherever it can be seen easily.

4. Strip, with green metal detection strip, the following:

   All issues dealing with nursing, art, photography, police or sports...
   All issues which will eventually be "bound"....
   All frequently used issues, some of which are...

Business Week	Parents
Consumer Reports	Readers Digest
Fortune	Sports Illustrated
Georgia Trend	Time
Modern Electronics	T.V. Guide
Newsweek	U.S. News & World Report

5. Pull out any issues that call for special distribution, such as:

Booklist	Library Journal
Cataloging Service Bulletin	Map (from National Geographic)
Choice	Publishers Weekly
Computers in Libraries	Verticle File Index
Directions	

6. Shelve. Place the current issues on shelf, putting the old one underneath. As you do this, pay close attention to be sure all are in their proper place. Also straighten those on shelf. Try to always keep the shelves as orderly as possible.

   ### Miscellaneous area on periodicals shelf
   (located at end behind newspaper stacks)

   Place items here which are not recorded in our files, those we did not request, odds 'n ends, but some that someone might be interested in. As a new issue of same comes in, throw the old one away...or put it on the Gift & Exchange shelf.

   ### Library cart for periodicals
   (located at end of Gerald's desk)

   Sometimes cancelled subscriptions continue to come, duplicate issues may be received, etc. If so, claims may be made. Copies may stay here until claim is settled, then they can be put on the Gift & Exchange shelf.

-1-

<div align="center">

Gift & Exchange Shelves
(located behind Gerald's desk)

</div>

Periodicals placed here are either: duplicates, copies pulled after micro-
film covering same has arrived, or those issues which we "maintain 2 years"
then remove from current shelf.

<div align="center">

Bindery Shelf
(located behind Gerald's desk)

</div>

Certain issues are bound twice a year. They are pulled from current shelf
and placed here while getting ready to send them to bindery.

<div align="center">

AS AN EXPLANATION.......

</div>

In periodicals card file, on lower left corner of bottom card, the letter
(or number) indicates the following:

2 = Maintain 2 years (after 2 years these go on Gift & Exchange shelf)
B = Bound   (sent to bindery to be bound)
M = Microfilm   (we also subscribe to microfilm)

II. Indexes (Paperback)

Record in card file. (If date reads July 1-15, post date as 7/1)
Stamp current date on front.
Strip.
Shelve. (If this copy replaces copy already on shelf, pull old one and send
          to A.J. Knight, North Metro Library, via F.C. Courier)

III. Indexes (Hard Copy)

Record in card file.
Stamp current date on page 50.
Stamp "Floyd College Library" on top leaf-edge of book.
Strip.
Give STATS to Assistant Librarian.
Update records in computer.
Shelve.

IV. Serials

Do not date. Do not strip. Do not do STATS.
Invoice will usually come with the book (see "invoices" for directions).
(If invoice is not with book, check to see if it might already be paid, or
watch to be sure it does come later.)
In card file, post all information needed.
On slip of paper, write reference call #'s. Place this in the book (so it
can be seen.)
Place book on "to be cataloged" shelf (in front of Dr. Perdue's office).

V.   Microfiche

(such as Congressional Record)

Check off date of microfiche in card file. Let these accumulate at your desk
until you have all for the month. (See below - next page - for example of STATS)
Place STATS card in grey metal box in Assistant Librarian's office.
File microfiche in proper file located just outside copier room door. If later
other microfiche comes in marked "index", no need to go back and add to STATS.
Just file in proper place.

STATS CARD EXAMPLE
(this one for microfiche)

Month* April,1992	
Item Microfiche	
Info + 37	
Congressional Record	gb

* This will always be current month, not date of film.

VI. Microfilm - Newspapers only)

Write date received in lid of box.
Post date in card file.(If date is July 16-31, post as 7/16).
Hold on desk until all for month has been received.
Fill out STATS card, using same procedure as for microfiche.
File in proper place, near copier room, and microfilm machines.
Give note to person processing newspapers saying that microfilm has arrived
for that particular month. This means the papers can now be removed from shelf.

VII. Microfilm

We receive a few subscriptions "on microfilm only".

All microfilm subscriptions are from University Microfilm (U.M.I.) with the
exception of: RN Magazine (from Research Publications)
              Vital Speeches (from City News Publishing)

Check the packing slip against what has come in.
Post needed information in card file. Here again, check what was ordered
against what has been received.
In card file we use "Due" tabs by color to indicate we are waiting on film.
On the card (posted from a U.M.I. report) A.F. means awaiting filming......
                                          I.P. means in process...........
(COPY ATTACHED)
On special form, list each title in alphabetical order, along with new date
(last date on label).
Go to stacks and pull last roll of microfilm, checking to see if there is
room for new roll to be added to it. If not, just file new roll in microfilm
box. If so, then the films need to be spliced. (See below for instructions.)

U.M.I SUBSCRIPTION STATUS REPORT

Compare this against my records. In doing so, I'm only to be con-
cerned with whether or not what they list is actually checking
with what I show. If I have received one which is not on the list,
I don't worry about that.

PROCEDURE FOR SPLICING MICROFILM

Equipment needed will be on shelf in stock room.
Yellow, empty reel should be on side with the handle...to the right.
Always be sure letters on the reels are facing you.

OLD reel (on left) ...run to yellow reel (on right)
NEW reel (on left) *splice to yellow reel(on right)
Run reel (on left) on to the reel (on right)
Swap reels, with yellow reel (on left) with film coming under,then run it

to the right of grey reel.

When grey reel is filled, be sure film is coming off over the top with the oldest date coming off first. The letters should be backward.

*TO SPLICE: Lay ends one over the other, about 1-1/2". Make pointed cut [◁] with scissors. Tape 2 ends together with scotch tape (leaving scotch tape extended over each side so you can pull it off easily). Flip over and place splicing tape over the cut. Turn back over, remove scotch tape and replace with splicing tape.
                    the box with
Return film to box (the most recent date).
Type new label, picking up earliest date and going through latest date.
If indexes are included, show that on label.
Return this box of microfilm to large box on microfilm shelf.

On the special microfilm form, under the column "No. of Reels", if you spliced the roll of film then you would put +0. If you didn't splice, you need to show +1.

After microfilm is shelved, pull the magazines covered by the film. These should be put on the Gift & Exchange shelf.

Update computer information.

Make STATS card (same procedure as microfiche).

VIII.   Gift & Exchange

Twice a year (usually December and June, unless it needs to be done more often) go through card file and list all "maintain 2 years" periodicals. Go to files and pull everything from shelf, leaving only 2 years. For instance: In December, 1992 pull everything from December, 1990 on back. Place on Gift & Exchange shelf. (You will also have other items on this shelf for various reasons, ... duplicates, microfilm has arrived, etc.). Get these in alphabetical order, then in order by date. Type list on
SEE ATTACHED < special form, showing title, volume, date, etc. (See previous copy). Distribute to various colleges on list in Gift & Exchange folder.

Note: We have a list of special requests from instructors on campus. Do not put their requested issues on the list. Contact them to let them know the issues are ready for them to pick up. (See bulletin board for list).

<center>FILLING ORDERS FROM G & E</center>

Fill these requests in the order received. Mark "not available" if it isn't. Use packing supplies in and under cabinets for mailing. Use library rate. Make copy of their list and mailing label. Hold in G & E folder. Put the original in with the books to go back to customer. Also send our special note (in folder) and a self-addressed envelope to be used for returning the stamps for price of postage. We use the stamps for payment when we have occasion to request books from other G & E lists.

IX.   Bindery Shipments - Outgoing

Bindery cards come to us often, but this is usually done only twice a year, in January and July. In the periodical card file the cards with a "B" in the lower left corner indicates these will be "bound".* Issues may be pulled from shelf after we have received and returned the card to the bindery indicating the day we want them to come. Special slips on the "To Be Sent To Bindery" shelf will need to be filled out. Fill out center area only. Look back at last slips if you need help. Sometimes a title will have more than one volume. We need a slip for each volume - not each title. Be sure the

* However, not all are sent to bindery- 4 - at the same time. Look back on each
7. all when I had they were sent

last time. The tan "month" tab in left-hand corner should indicate when they are to be sent. Usually Jan. or July.

magazines are in order <u>according to the way you want book to be put together</u>, earliest date on top. Be very careful in getting these ready for bindery so you won't have to correct mistakes later. It could be costly!

DISTRIBUTION OF BINDERY SLIPS

Bindery copies 1 & 2 - Place in frontof top magazine
Pink copy   - Type up your list of titles from these copies.
                           Check and recheck to be sure all match.
                           Keep pink copy here with copy of title list.
Back copy (white)   - Tear at perforations. The center part goes out to
                           front desk to be kept on file until books come back
                           from bindery.

Tie each group together with twine (heavy string). Leave on counter top by sink. Post a sign there saying "ready for bindery". When these have been picked up, write in date of pick-up at top of bindery slips (pink & white).

In the "BOUND" card file, pull the tabs (Jan or July) and replace with the appropriate tab (indicating next month shipment will be sent). Post necessary information on cards, and as you are doing this write department initials on title list so it will be ready for break-down of charges when books are returned.

In the "Periodical" card file, place the "at bindery" tab on each card where magazine has been sent to bindery.

X.   <u>Bindery Shipments - Incoming</u>

Pull bindery slips from book. Do a good triple check...our pink copy, the bindery slip from the book, against the information on the spine printed by the bindery. Post necessary information on cards in the*<u>Bound</u> file. Remove "at bindery" tabs in <u>periodicals</u> file.

*Note: Date on card and date stamped in book should be the same, the date they are actually put out on shelf. However, on the typed list of titles, write in actual date received from bindery.

Do the following to each volume:
     Stamp date on inside front page ~~and also on page 50~~.
     Stamp with small F.C. stamp on top leaf edge.
     Add to STATS.
     Update in computer.
     Shelve in bound section, checking to be sure volume numbers, etc. are
     correct.

     At front desk, after books have been shelved, pull the white slips
     and destroy them. *Figure chrs (charges) & give invoice will be seen to the secret.*

XI.   RENEWAL INVOICES

Do not post anything on payment record in card files from renewal invoice.

not original
Give (copy) to Library Director who will decide whether or not changes, additions, or deletions will be made (usually a memo is sent to all departments with a reminder that in order to place an order for a new subscription we must cancel one.) After the decision has been made, return the original (with director's signature on it), keeping copy for my records. Keep this in folder marked "waiting on invoices" in bottom tray on my desk.
Note: It is important to check subscription information against card file before returning it for renewal.

(Use the copy if you WORKING COPY. NOT MARK ON ... EXCEPT ...

Note: Before renewal is returned check each subscription against each card. checking the title and # (sometimes they make a change in it & this may be the only way we can know.- If there is ever a chance or a question about a charge, call Elser.) the beginning date (see if it corresponds with our ending date on card), & also the price (it should be about same - if ever a big diff., question it.)

Invoices for Payment

When an invoice comes in covering a "renewal invoice", pull the renewal invoice from "waiting on invoices" folder. Make a copy of the <u>invoice</u> to use as your working copy. (Do not write on the original.) Keep the <u>copy</u> of the invoice and the renewal copy together. From your copy, in your <u>card file</u>, post invoice number, date and amount for each subscription. As you do this, on copy of invoice at right, post department initials by each subscription. You will need this when you*<u>break down the charges for each department</u>. Give secretary the original plus one copy of invoice, along with a special "O.K. to pay form". <i>SEE ATTACHED.</i> Keep my copy in folder marked "Waiting for Purchase Order" in bottom tray on my desk. On this copy post date given to secretary.

All other invoices for payment are handled the same way as above except they would not cover a renewal invoice. You will always need the department initials from the card so the secretary will know which department to charge it to.

*Break down of charges example is attached.

XIII.   Invoices Paid

The secretary will give you a copy of the purchase order when it comes back to her from the Business Office. From this you will post the purchase order number and date in the card file. Pull your copy of invoice from "Waiting for Purchase Order" folder and write the P.O. # and date on it. This then is filed in the proper "invoice" folder. Write "file" in the upper left corner of the purchase order and return it to secretary.

XIV.   Credit Vouchers

These need to be applied to invoices we are paying as soon as possible. Just send a copy of the credit along with an invoice, as long as the amount works out O.K. so that it can be deducted from the invoice. Be sure to post it in your card file and show it as a deduction on the "O.K. to Pay" form you fill out for the secretary.

XV.   Claims

These can be for missing copies, duplicate copies, etc. Do a claim at your own discretion-once a month, or as you notice something is wrong. Scan files often. On Ebsco's claim forms (and soon, on Turner's) you may list several claims on the same sheet. Be sure to keep copy. Highlight title in yellow. In card file post date of claim (on right of card) and insert the blue "claimed" tab. File this copy in the "claims pending" folder, alphabetically.

Check your "claims pending" folder about once a month or so. Do a second claim when you feel it is necessary. If a "claim checker" comes in with that title on it, a second claim won't be necessary.

MONTHLY CLAIM CHECKER

Once this has been checked against our records, and you've made appropriate "mark" or "comment", make copy. On copy write date mailed in upper right corner and file in folder marked "claim information" in middle tray on my desk. Mail original. If no changes or comments were made, not necessary to return claim checker. Just keep it in our file, noting no changes were made.

SETTLED CLAIMS

Never mark a claim settled until missing subscription has been received, or expiration date is checked (on a duplicate) to be sure problem has been corrected. Once a claim is settled, remove blue "claimed" tab from card file and mark O.K. by claim date. Move the claim form now to the "Claims Settled" folder.

Ebsco's Customized Bulletin of Serial Changes

Compare their records against our's. If changes are to be made, write them in where requested. Make copy, mark date mailed on it. Original goes back to Ebsco. If no changes, keep it, marking "no changes" and date in upper right corner. Route the list of serials included with this to the Director, Assistant Director.

XVII. **College Catalogs**

Post date received in brown folder on desk.
Stamp
Strip
Shelve (last row of reference section, on bottom, nearest magazine section)

XVIII. **Computer Information**

Any changes, additions, deletions must be updated in computer.

Use these disks: **Mags 2 periodicals file with update field added**

Working disk - Drive B

PC-File III with PC File Pro

PC-File   - Drive A

When finished, always copy what you've done to back-up disk.

Working disk -   Drive A
Back-up disk -   Drive B

NEW SUBSCRIPTION ADDED

To find "INDEX" information to put in computer, look in front of subscription. If it doesn't show "indexed", with some references, then type NONE. Look in Readers Guide or the Ebsco Book if you want to double check. If it is indexed, look in front of card file on circulation desk for index reference (or initials to use).

SUBSCRIPTION SUSPENDED OR CANCELLED

In computer beside the (X-1,X-2,orX-3) mark it "cancelled" or "suspended" as of "date". Only when all paper periodicals are gone from shelf can you move the file card from current to cancelled file (under the desk). You may still have bound volumes or microfilm on shelf though.

NAME CHANGE

Be sure to change everything, everywhere, whether it is microfilm, bound, periodicals, or whatever...and refer to old name in each case, especially the shelf cards. Do a reference file on name changes as follows:

For instance: Modern Electronics changed to Computer Craft

In Drive A - PC File III with PC File Pro Disk

In Drive B - Data Disk REF (periodicals referrals)

Select REF..then from menu select ADD mode
Title 1. Modern Electronics
Ref. 1.   Computer Craft

Now copy to back-up disk...REF (periodicals referral)
Go to Mags2 disk to make file for new name.

X. Inventory of Periodical Holdings

This should be done every other summer. Summer months mean less students and just the best time to do it. Everything on the shelves are compared to our records. Any necessary adjustments are made.

Here are a few things to remember with reference to this job:

Change date stamp daily.

Scan files often for claims which might need to be made.

Check "claims pending" folder for follow-ups which might need to be made.

Keep records in computer updated on anything added/cancelled/or changed.

STATS cards should be made on everything except cataloged items.

When posting money on cards in files, post only the cost of the book. Do not include postage. The reason for this being: On the large invoices it would not be feasible to have to figure handling charges for each individual book. Therefore, to keep our system uniform, we will not include charges in the figure posted.

If you are out a day or so and your periodicals accumulate, you should date all of them the date you are actually checking them in. Also use this same date in the card file (unless the periodical carries the complete date, such as April 20, 1991), then you would use that date of 4/20.

The shelves for items mentioned in this step by step procedure can be in disarray so quickly. It is good to work on them some every day as you place issues on the shelves.

We most often use the services of the following companies:

Ebsco	National Library Bindery
Baker & Taylor	Universal Microfilms International
Bowker	
MacMillan	
Turner	
H. W. Wilson	

The only time you should "delete" any title from your computer records is if you no longer have any more of it in any form left on your shelves.

When a subscription is cancelled, go ahead and mark your records as such on the card and in the computer, but don't give STATS information to Assistant Director until last issue is received.

Remember that accuracy and neatness are important to keeping good records on this job!

Gerald Brooks
5/1/92