

# Rush and Notify Items

## 1. RUSH CATALOGING

### 1.1 Arrival and distribution

When a rush ordered item arrives, the Acquisitions Receiving Coordinator or a designated Acquisitions staff member inserts a light blue rush flag and delivers it to the designated Copy Cataloger for cataloging or distribution. If the designated Copy Cataloger is absent, consult with Unit Supervisor. Rush music scores and sound recordings are delivered directly to the Music Catalog Librarian.

### 1.2 Approvals and Firm orders

Rush request for an item which has been received on approval or as a firm order is distributed to a number of designated staff members via email.

### 1.3 Cataloging time

The primary designated staff member retrieves the requested item and distributes it to the appropriate staff member to be cataloged. Though unavoidable circumstances (e.g., staff absences, obscurity of subject or language) may make processing of some rush requests slower, the vast majority of requests are filled within no more than two days, and often within 24 hours. In extraordinary circumstances, library staff may work together to shorten RUSH processing time to as little as an hour. Such circumstances require advance agreement among the library staff involved, so that user expectations are raised only when very quick processing at all points can be guaranteed. Occasionally, a minimal-level record may be created to ensure expedited processing. When the item has been returned, we will upgrade the record to full-level cataloging.

### 1.4 Processing

After the item is cataloged it is hand-carried to the Marking Table. All formats of a rush mixed media item should be delivered together to the Marking Table. If no Preservation staff member is available at the time of delivery, rush items are delivered to the designated Copy Catalogers, the Metadata /Copy Cataloging Team Lead (afternoon) or the Preservation Librarian, all of whom are cross-trained to mark materials in all formats.

### 1.5 Binding

For items which require commercial binding, use the following procedure: catalog as usual; pencil the control # a few inches above the bottom edge of the t.p. and affix barcode to back inside cover. Write (in pencil) above barcode: "Send to Commercial Binding when discharged." **Needs to go in CIRC NOTE in the Item Record.** Deliver item as instructed in section 1.4, as though it were a RUSH hardback. Once item has been returned to Circulation and checked back in it is sent to Commercial Binding.

## 2. NON-RUSH NOTIFY CATALOGING

### 2.1 Arrival and distribution

When the item arrives, the Acquisitions Receiving Coordinator inserts a green notify flag with the name/dept./email address of the person to be notified into the item and delivers it to the designated Copy Cataloger. If the designated Copy Cataloger is absent, consult with Unit Supervisor. Notify music scores and sound recordings are delivered directly to the Music Catalog Librarian.

### 2.2 Cataloging time

The non-rush notify item is cataloged within one working week.

### **2.3 Processing**

After the item is cataloged it is delivered to the high priority shelf by the Marking Table.