

# Processsing Library Service Center

## 1. NEW BOOKS GOING TO LSC LOCATIONS

### 1.1 New books going to location LSC

New books going directly to the LSC will be cataloged with the location STACKS. They will be sent to the Marking Table with an "LSC" flag, where they will be marked as if they are going to the stacks. The Marking Table will then send these books to DBM, where the location will be changed to LSC and they will be checked out to LSC-INPROC.

The rationale for this procedure is that, if these materials receive high use, they will be returned to the general stacks in Fondren. If LSC is not part of the call number, they will not need to be re-marked.

### 1.2 New microfilm reels going to location LSC-MICRO

New reels of microfilm going directly to LSC-MICRO will be catalogued with the location GOV-MICRO. They will be stamped and marked as if they are going to the Government Publications microform collection, then sent with an "LSC-MICRO" flag to DBM, where the location will be changed to LSC-MICRO and they will be checked out to LSC-INPROC.

### 1.3 New books going to location LSC-SPECL or LSC-WRC

New books being sent directly to LSC-SPECL or LSC-WRC should be cataloged to these locations and have the locations included as part of the call number. The call number will be written on the verso of the title page. They will be sent directly to the Marking Table with an "LSC" flag and the barcode attached to the flag. For items placed in an envelope or going to the LSC "as is" the call number and barcode will be placed on an acid-free flag. Items placed in a box will have the barcode placed on the bottom right-hand corner of the front of the box. After marking, they should be sent to DBM, where they will be charged to LSC-INPROC.

LSC-SPECL or LSC-WRC in the call number shows that these are rare books and should never be sent to the general stacks.

### 1.4 New books going to location LSC, LSC-SPECL, or LSC-WRC needing repair or binding

New books going to LSC locations that need to be repaired, boxed or bound will be cataloged as stated above. The cataloger will then place the item, with the appropriate flag, and, if necessary, a note explaining what needs to be done to the item, on the repair shelf. When the book is repaired/bound, it will go to the Marking Table, then to DBM to be charged out to the proper location and placed on the DBM shelf for LSC pickup.

## 2. BOOKS BEING TRANSFERRED FROM FONDREN TO LSC

### 2.1 Procedure for transfer of books from Fondren collection to LSC

Books already in Fondren that are being sent to the LSC will either be pulled and processed by the LSC staff from pull lists supplied by Collection Development librarians or given to directly to DBM for processing. LSC staff will return the lists to DBM when completed, and DBM will update holdings as necessary and handle any problems. When items are brought directly to DBM, the staff will change the location, fix the holdings if necessary, and charge the item to LSC-INPROC. A flag for the appropriate LSC location will be inserted, and it will be placed on the DBM shelf for LSC pickup. LSC staff will be notified by email that the items are ready for pickup.

### 2.2 Books being transferred from Fondren to LSC needing repair/binding

Books being sent from the stacks to the LSC that need repair/binding will come to DBM first. An LSC flag will be placed in the book, but the location will not be changed to LSC at this point. DBM will provide a note explaining what should be done to the item, and it will be placed on the repair shelf. When the book is repaired/bound, it will go to the Marking Table if necessary, and then to DBM, where the location will be changed and it will be charged to LSC-INPROC.