

Cataloging New Items for LSC-SPECL or LSC-WRC

These instructions are for New Items only. For transferring items to the LSC, please see the appropriate instructions.

- Home location: **LSC-SPECL** or **LSC-WRC**
- Call number will include the location prefix (LSC-SPECL or LSC-WRC).
- Check that the holdings are updated, if needed.
- Write the call number on the reverse of the title page.
- Clip a piggy back barcode to an acid-free flag and place on a Marking Table cart.
 - If an item needs to be repaired, boxed, or bound, write a note on a flag explaining what needs to be done and place the item and flag on the Repair shelf
- After marking, the items will be placed on the LSC ready for pick up truck.

Occasionally, the Art Librarian will bring a book from the Fine Arts collection to be sent to LSC-SPECL These may already have call number labels and barcodes affixed to the book. In this case, change the location to LSC-SPECL and write above the existing call number. Place on the Changes and Remarks truck by the Marking Table.