



The Library

# Item Maintenance : Catalogue Division Initiated Requests for Reclassification

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Depending on Library policies regarding specific needs for reclassification, the Catalogue Division occasionally requests retrieval of items for reclassification. The procedures are as follows:

- 1) Cataloguing staff fill out one "Retrieval request" or "LPC Storage request" form per item to be retrieved (i.e. 2 copies = 2 forms ; 3 volumes = 3 forms). The bibliographic record in question must include a 599 note detailing the correction that is to be made when the item comes in. (e.g. 599 Reclass from PZ4.9.S234 1994 to: PZ4.9.S234 Tr 1994 – 2no98zs).
- 2) Completed forms are placed in a labeled box ("open and add" or "reclass or retrieve") on LPC Floor 2. A cataloguing librarian reviews these forms as per their branch liaison responsibilities *and initials them* after they approve them, *before* they are filed in the appropriately labeled boxes on LPC Floor 2, according to the location from which the material is to be retrieved.
- 3) Periodically, the requests for a given location are searched online to determine whether the items are currently "available". The date, name of the searcher, and availability of the item are recorded on the back of the request form, in the "action log".

e.g.	<i>Jan 31/2003</i>	<i>Judy L.</i>	<i>Available</i>
or	<i>Jan 29/2004</i>	<i>Joan S.</i>	<i>Charged, due Feb. 21/Requested online</i>

- a) -Forms for "Available" (non-storage) items are segregated for pulling.
- b) -Forms for "Charged" items (at all but LSL libraries) are "requested" online using the Cat. Div. borrower card. The pickup location selected for these requests is "Koerner". As Koerner receives these items they will be routed into a blue bin for shipping to Cat. Div. LPC.
- c) -Forms for "LPC" (LPC) Storage are placed in a box near the fax machine in the Order Division.
- d) -Forms for "MN" Storage are filled out at the Main Circ. desk. The filled requests will be mailed to LPC.

- e) -Forms for LSL libraries are faxed to Woodward Circ or the Hospital Libraries, whereupon the books are mailed to Woodward Circ.
- 4) As soon as possible after the searching is completed (preferably the same or the next day), an LPC staff member either visits the branch (Main, Koerner, Woodward) to pull the "available" items, or faxes the requests (smaller branches).
- a) In branches where labeling stations exist, cataloguing staff making the retrievals may be able to make the corrections immediately on site.
  - b) In Koerner, Main, and Woodward the appropriate request form is placed inside the cover of each requested item, and the group of pulled items is placed in a blue bin (not signed out) for priority shipping to LPC.
  - c) For the Hospital branches, the filled requests will be mailed to Woodward, sent promptly to LPC in blue bins, and after corrections are made (preferably the same day), will immediately be sent back in the mail to Woodward.
  - d) Forms for "available" material not found in the branch are annotated on the back of the form.
    - i) e.g. *Jan 30/2003 Judy L. Not found on shelf/trace submitted*
  - e) A "trace" card is filled out and submitted to the circ desk of the branch in question. The card should request that the item be sent to LPC (Judy or Joan).
  - f) In LPC the "Retrieval Log" is filled out by the staff member who did the pulling and/or faxing, to indicate how many items were found or not found during his/her visit to the branch, and how many faxes were sent. The retrieval log will be located by the branch retrieval boxes.
- 5) When the material is received in LPC, each item is distributed to the cataloguer who requested it (with a white priority streamer). If the cataloguer in question is absent during that week, the item will be given to Judy/Rudi/Susan/Danielle for distribution.
- 6) The call number is changed in both bib record and appropriate holding record. The old call number is preserved in the 599 note (e.g 599 Reclassed from PZ4.9.S234 1994—2ja99zs). For further details on record editing (including the handling of partial retrievals) see the editing instructions in "Retrieving catalogued books". A black felt marker is used to "x" out the spine label. Inside the back cover the Bib record ID, location code and (partial) call number are pencilled in, if they are not already present or correct.

- 7) The completed material, with its priority streamer, is placed on the reclass/reletter shelves on LPC Floor 1 near Book Prep.
- 8) The original request form for the completed material is discarded.