

Gifts:

Gifts are catalogued routinely for most UBC Library branches and UBCO by the Central Cataloguing Division of Woodward TS. As long as the inflow of these materials **does not adversely** affect the processing and cataloguing of firm, approval plan, and standing order material, which are given **first** priority, branches can send gift materials regularly. The Division will work with each branch to ensure that there is the capacity or the expertise in-house to catalogue gift materials, and if it is found that this may be lacking, can assist the branch in seeking alternate expertise or resources in expediting the processing of these materials in a timely and fiscally responsible fashion. Discussions with TS liaison librarians and the Head, TS can help determine options for processing larger and more esoteric donations of materials.

1. Added copies and volumes may be added in the branch, *if* the item can to be added to an **existing holding record for that branch**, otherwise the items should be sent to TS.
2. Music, which has a cataloguing unit, is the only branch that processes all of its gift materials in-house.
3. RBSC sends all materials to TS unmarked and unlisted.
4. All remaining branches and campuses must send materials prepped (i.e. barcoded, tattle-taped, property stamped, and with the permanent location and Bib record number pencilled in on the inside of the back cover (if possible), or near the back of the item).

Instructions for barcode placement can be found in the document:

[Barcode placement guidelines](#)

5. If the title is new to the system, branch staff will create a temporary record (i.e. "listing", using the gift workform found in the circulation client.
6. For far more detailed instructions on how to process gifts, please, refer to the document :
[Gift processing in the branches and UBCO](#)

Questions about the written guidelines can be directed to Rudi Traichel (rudi.traichel@ubc.ca).

If you have any questions about the cataloguing or processing of a particular gift collection or item that you will be acquiring for the Library, please, contact the appropriate liaison in Technical Services.

Asian:	Susan Andrews
ASRS:	Rudi Traichel
DLam:	Danielle Bugeaud
Education:	Danielle Bugeaud
Electronic (e.g. e-books, etc.):	Susan Andrews/Danielle Bugeaud/Rudi Traichel
Fine Arts:	Susan Andrews
Koerner (excluding maps & micro):	Susan Andrews
Law:	Danielle Bugeaud
Life Sciences/Woodward/Hospitals:	Rudi Traichel
Maps:	Rudi Traichel
Microforms:	Rudi Traichel
Okanagan (UBCO campus):	Danielle Bugeaud
RBSC:	Susan Andrews
Science and Engineering:	Rudi Traichel
Serials and periodicals:	Kat McGrath, Megan Campbell
Serials (cataloguing issues):	Rudi Traichel
Theses (print):	Rudi Traichel
Theses (eRcle):	Susan Andrews
XwiXwa:	Susan Andrews