

Pre-catalog Processing of Rush and Pink Flyer Items (LTS Procedure #15)

Scope: *This procedure outlines the treatment of Rush and Pink Flyer items upon receipt in LTS and upon return from Olin Circulation with pink flyers. (Items can be rushed either at the point of arrival in the library or rush retrieved from the LTS "In process" locations.)*

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Unit: Monographs Receiving Unit of LTS

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Categories of Items Rushed through LTS

- Reference, New and Noteworthy or Course Reserve
- Rare, History of Science or Human Sexuality
- Rush/Requested for Law but Received in LTS—SEND TO LAW
- Rush/Requested for Mann but Received in LTS
- Rush/Requested by a Patron

Note: Items are fastcattable if:

1. Encoding level = blank, 1,4,8,I, L or M (when the record is full)
2. Cataloging form = a, i or blank

Items may be "fastcatted" by either Acquisitions staff or Cataloging staff, depending on the format.

Treatment of Rush Items at Point of Inputting or Receiving

1. Items for Reference, New and Noteworthy, or Course Reserve

- Items are cataloged by LTS Olin staff.
- Rush is circled in red on the destination flyer.
- New and Noteworthy; Patron information or the Reserve information is annotated on the flyer.
- If the item is fastcattable by Acquisitions staff, it is cataloged and sent directly to the rush shelf in the Physical Processing area.
- If the item is not fastcattable by Acquisitions staff, it will be sent to Cataloging staff for rush cataloging.

2. Rare, History of Science, and the Human Sexuality collections

Note: Handling of items for Asia Rare is addressed in [LTS Procedure #50, Rare and Special Items Processing](#).

- Items are **not** processed by LTS Olin Acquisitions staff.
- Items are received and sent directly to the collection for which they were ordered. They are not marked in any way nor sent to Physical Processing.
- Requestor information is noted on the flyer and Rush is circled in red.
- Items should be placed on the desk of the Receiving Supervisor to let staff in RMC know to pick-up.

3. Rush/requested items for Law but received in LTS

- Items destined for Law are **not** cataloged in Olin.
- Rush/requestor information is noted on the flyer and "Rush" circled in red.
- Processed through normal approval, standing order or gifts workflows and placed on the outgoing mail shelf to go to the Law Library uncataloged.

4. Rush/requested items for Mann (including Ornithology) but received in LTS

- If books are fastcattable, they are cataloged in Olin.
- Requestor information is noted on the flyer and "Rush" circled in red.
- Items are processed through normal firm order, approval, standing order or gifts workflows.
- If the item is not fastcattable by Acquisitions staff, it will be sent to Cataloging staff for rush cataloging.

5. Items requested by a patron

- Rush is circled in red on the destination flyer and requestor information is written legibly on the flyer.
- If the item is a book and fastcattable by Acquisitions staff, it is cataloged and sent directly to the rush shelf in the Physical Processing area.
- If the item is not fastcattable by Acquisitions staff, it will be sent to Cataloging.
- If the item is for Olin, Kroch or Uris, cataloging staff will rush process the item if appropriate staff are available. Otherwise, it will be sent to Physical Processing and be rushed to the patron uncataloged as a "pink flyer" item.

To circulate an item uncataloged with a pink flyer:

Insert a pink flyer in front of the destination flyer, write the FOLIO Holdings HRID number and the requestor's name in the proper places. Create a Holdings public note with "Ask at Circulation Desk", barcode the book, add the item record and place the item on the rush shelf in the Physical Processing area.

Physical Processing staff will add our ownership stamp and take the book to Access Services to be picked up by the patron.

When In Process items with storage locations in the 852 field are requested and retrieved from catalogers' review shelves:

Items will be retrieved from catalogers' review shelves by Cataloging staff. Cataloging staff will rush process the item if appropriate staff are available. Otherwise, it will be sent to Physical Processing and be rushed to patron uncataloged as a pink flyer item.

Processing of Pink Flyer Items Returned to LTS Olin from Access Services

These are placed on the "Pink flyer" shelf by Access Services staff and are retrieved by a member of the Inputting Unit. When returned to LTS, the books will be searched in FOLIO and OCLC and processed for cataloging according to the guidelines below.

1. Fastcattable

If the FOLIO record is a preliminary, original or non-full LC or member record, search OCLC for a fastcattable record with a usable call number and, if found, overlay the FOLIO preliminary record with the better record and fastcat the item. After cataloging, discard the pink flyer and place the item on the appropriate physical processing truck.

2. Non-fastcattable *If the FOLIO record is not fastcattable, search OCLC for a better record. Note the searching information on the location flyer.*

- If a 3-check LC or member record with an LC-type call number is found, overlay the FOLIO record with the better record. If the item is fastcattable, process it and place the item on the appropriate truck for physical processing. If the item is not fastcattable, annotated the flyer and place the book on the appropriate truck in cataloging for copy/original cataloging.
- If no better record is found, place an appropriately annotated location flyer in the item, along with the pink flyer and place the book on the appropriate truck in cataloging for copy/original cataloging. ***The pink flyer is not discarded until the book has been cataloged.***