

Outline of Steps in Preparation for Shelf Ready Books

DRAFT (LTS Procedure #155)

Scope: The procedure is intended to facilitate the necessary steps for a shelf ready vendor to supply both MARC records in an acceptable format for a consistent approach that will necessitate minimal changes to existing processing scripts prior to bulk import. It also documents the physical processing of the books so that they may be transferred to the stacks with small to no staff intervention.

Contact: Pedro Arroyo, Gary Branch

Unit: Receiving and Specialized Orders

Date last updated: July 2019

Date of next review: July 2020

1. Vendor should be supplied [Oversize table](#) for locations involved in plan.
2. Vendor should be supplied with our physical processing requirements.
3. Vendor should be able to supply full MARC records that satisfy Cataloging and Metadata Services as to their quality. Sample MARC file for review is appreciated.
4. MARC field number placement of call numbers and barcode numbers in bibs should be consistent with other shelf ready vendors.
5. If preliminary records exist in our database, then supply copies of our bibs and have them retain our bib ids (001 MARC field). This will facilitate matching.
6. Data should be formatted as shown in component level of Batch Processing's shelf ready [specification](#). Any deviation from that should be vetted with Batch Processing to mitigate difficulty in loading.