Fastcatting: Pre-process Exceptions and Special Cases (LTS Procedure 3b - FOLIO)

Scope: This document outlines the cases when a library item is either EXCLUDED from the Fast-cataloging (fastcat) stream, or when the book or record needs some adjustment before LTS staff can fastcat it. The reasons may concern the format of the piece, or the library it's designated for, but it is imperative that staff check for these criteria before Fast-cataloging, or the piece may be processed incorrectly.

A. General exclusions:

*Materials that fit any of the following conditions should **NEVER** be fastcatted. Further, the first items on the list should not be barcoded. Please follow appropriate procedures for each, or ask your supervisor for assistance.*

NON-Barcoded Items: The following categories of material should not be barcoded or marked in any way, unless by qualified staff.

- **All Kroch Library Rare and Manuscript (rmc) locations.**
- **Items with "Rare" sub-locations (e.g. Echols,rare ; Mann Special Collections (mnsc), or marked "Rare" on the flyer.**
- **Pop-up books** - Sent to RMC because of their relatively fragile nature.
- **(Other odd/unique material) –** Consult with supervisor/trainer for questionable cases, such as hand-made manuscripts, artist books, books with many small separable elements or ephemera inside, 3D artifacts, etc.
- Items in **non-book format**s (serials, scores, videos, microforms, etc.) *(Process and send to appropriate Cataloging section (e.g. videos & microfilms), or give directly to appropriate staff without processing (e.g. scores and serials)).*

Barcoded Items: The following items can be barcoded per LTS procedures, but should be coded "In Process" in the Holdings Call Number field, and sent to the appropriate catalogers.

- Multivolume works *(Barcode and send to appropriate Cataloging section)*
- Books with **accompanying material,** such as CDs, removable maps, errata slips, etc. *(Barcode the book ONLY, notate Holdings as applicable, send to appropriate Cataloging section).*
- Items with **055 fields and 090 fields showing identical content,** and in classifications FC or PS8001-PS9999. Route these to the copy-catalogers (or rush shelf, if appropriate).
- Items with individual numerical designations in the title (e.g. Complete Works, v. 4). – The piece may need to be cataloged on a multi-volume or serial record instead, though we occasionally do use these types of records for some materials (e.g. individual seasons of TV Series DVDs). Consult supervisor or trainer for best course of action.
- **Music Review Items for Revised-Cutter Cataloging:**

Items in the following call number ranges should be re-routed for specialized cataloging by Music Library staff.

ML 410 - ML422

MT 100 - MT145

ML 134

For all incoming Music monographs in these ranges, enter "In process" in the Holdings Call Number field, and add an item record/barcode. Do NOT write the call number in the monograph, and place it on the designated shelf marked "Music Materials in Mid-Process" where they will be picked up by the music cataloger.

B. Special considerations:

Library materials fitting any of the following descriptions may be fastcatted, but require extra actions beyond the ones in section C, such as re-flyering a book for another location. If the item is not fastcattable, the book can still be re-flyered as appropriate before being sent to Cataloging.

- Uris-designated items with classification A-P: *Re-flyer and process for Olin.*
- Olin-designated items with classification Q-Z: *Re-flyer and process for Uris* .
- Olin-designated items with classification GV1580-GV1799.4: *Re-flyer and process for Music.*
- Olin OR Icelandic- designated items with any "M" classification: *Re-flyer and process for Music*. **(EXCEPTION:** Juvenile literature classed in "M" will be selected and added to the Olin collection**)**
- The following items should be sent to the appropriate **Annex locations.** Re-flyer the item with an Annex flyer as necessary, and code the Holdings to the flyer's corresponding Annex location.
    - **Olin items classed in G++** (Holdings location: **olin,anx**)
    - **All non-English materials designated for ILR. (**Holdings loc**: ilr,anx)**
    - **All items with K classifications designated for Asia collections (send to corresponding Anx location)**
    - **All books in the following South Asian literature classifications (Non-book formats remain in Kroch)**

Gujarati literature	PK1859
Kanarese literature	PL4659
Konkani literature	PK2238.9
Malayalam literature	PL4718.9

Marathi literature	PK2418
Panjabi literature	PK2659
Telugu literature	PL4780.9

- **Cho Room:** Items designated for the Cho Room in Kroch Library (Reference section for ech, sasa, was, and asia locations) require the following actions when fastcatting:

In a **Holdings Note**, insert the following public note. Use the assigned macro to avoid typing it each time.

Shelved in Kroch Library Asia Cho Room B59

⌃ Holdings notes

Note type	Note
Note ▾	Shelved in Kroch Library Asia Cho Room B59

(Add note)

In the **Item Record**, set the **Permanent loan type** field to **"non-circulating"**

⌃ Loan and availability

Permanent loan type *

Non-circulating

- **Questionable encoding level, typos, incomplete call number:** Send the book to the cataloger's table (or rush shelf, if appropriate) if the record fits all fast-cat criteria but has a questionable element such as a partial call number, invalid Encoding Level, typographical errors, etc.
- **Monographic series volumes designated for Olin 501 will retain the classed-together number recorded in the Staff-Only MSO instance record and/or the MSO Holdings. Ask your supervisor or trainer if you're not sure how to process books in these series:**
  - Corpus Christianorum. Autographa Medii Aevi.
  - Corpus Christianorum. Bibliotheca Basiliana Universalis
  - Corpus Christianorum. Lingua patrum
  - Corpus Christianorum. Series Apocryphorum
  - Corpus Christianorum. Series Latina.
  - Corpus Christianorum. Series Graeca.
  - Corpus Christianorum. Continuatio Mediaevalis.

- **Accompanying website registrations:** Some books have accompanying website registration codes or related online content. These books can still be Fastcat, but LTS staff will place pre-printed stickers in them, which state: *"Some books are published with accompanying online material available through a registration process such as the use of an access code provided with the book. However, since books in our collection are intended for multiple users and access codes are typically not reusable, the Library is unable to guarantee access to such accompanying materials."*