

# Physical Marking of Periodicals and Serial Publications (LTS Procedure #39)

**Scope:** This document outlines the process that Library Technical Services (LTS) serials receiving staff follow when receiving an issue or a volume of a serial title. This procedure does not apply to RMC serials.

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**Unit:** Serials Management

**Date last reviewed:** 2024.08.08

**Date of next review:** 2025.09

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## A. Newspapers

## B. Periodicals (published at least twice a year)

## C. Serials (published annually or less frequently) and Monographic Series cataloged as serials

## D. Cheat Sheet (Excel spreadsheet with check-in and physical processing information)

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## A. Newspapers

Mark **nsp** on the upper left corner of the front page. Place on the Newspapers-Maps/Microforms LTS distribution shelf for Acquisitions Services.

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## B. Periodicals (published at least twice a year)

### Titles for the stacks of Olin/Uris, Asia, Icelandic, Maps, and Olin/Uris Reference:

-Mark in pencil the location and call number of the title on the upper left corner of the front cover. If the cover is of matte paper, mark directly on it; otherwise, apply and mark on an adhesive label. Place on the LTS distribution shelves for Acquisitions Services.

### Titles for Olin Current Periodicals Room:

-Apply a Current Periodicals sticker.

-Do not mark with call number and location; **unless** it's hard cover in which case we would write the call number and coverage on the back of the front cover in the upper left hand corner.

-Mark "dupl." on the label, if the issue in hand is a duplicate copy.

-Exceptions: Write the full call number and coverage for publications in vernacular languages, supplements and indexes. Place on the LTS distribution shelves for Acquisitions Services.

### Titles for Unit Libraries:

-Mark in pencil the location and call number of the title on the upper left corner of the front cover. If the cover is of matte paper mark directly on it; otherwise, apply and mark on an adhesive label. Place on the LTS distribution shelves for Acquisitions Services.

### Titles for Mann Library:

-As noted in check-in record for selected Mann items: mark inside front cover, barcode, create item record and send to bookmarking.

### Titles for JGSM/Hotel: *Latest issues held in:*

-Write ILR and call# on sticker, insert note/flyer to indicate latest issues held in Management Library, Sage Hall, or Nestle Library.

-JGSM current periodicals should go directly to Sage Hall rather than to ILR first (as of Oct. 2021).

-Hotel current periodicals should go directly ILR for redistribution.

### Titles for the Rare & Manuscript Collections:

-Check-in. Do not mark. Send directly to the Rare & Manuscript Collections in a campus envelope

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## C. Serials (published annually or less frequently) and monographic series that are cataloged as serials

### Soft cover titles for the stacks of Olin, Asia, Icelandic and Uris:

- Mark in pencil the location, call number and coverage on the upper left corner of the cover.

- Do not send to be bookmarked; place on the LTS distribution shelves for Acquisitions Services..

**Soft cover titles for all Reference collections (including serials for which the latest volume goes to the Reference Collection):**

- Mark in pencil the location, the call number and the coverage on the back center of the title page.
- Insert "Send to Bookmarking" flyer and annotate the flyer with the appropriate designation, e.g., "Olin, Ref"; or insert appropriate yellow departmental flyer for unit library.
- Affix a barcode on the front cover, one inch down and one inch from the upper right edge.
- Create an item record; mark the Item Type on the item record in FOLIO "nocirc".
- Send to be bookmarked.

**Soft cover titles for the Unit Libraries:**

- Mark in pencil the location, call number and coverage on the upper left corner of the cover.
- Do not send to Bookmarking; place on the LTS distribution shelf for Shipping.

**Hard cover titles for Olin/Uris, Asia and Unit libraries:**

- Mark in pencil the location, the call number, and the coverage on the upper left corner on the back of the front cover.
- Affix a barcode on the front cover, one inch down and one inch from the upper right edge.
- Create an item record; mark the Item Type on the item record in FOLIO "book".
- Insert a yellow destination flyer for the appropriate Unit Library only - no flyer needed for Olin, Uris, Asia.

**Hard cover titles for all Reference collections (including serials for which the latest volume goes to the Reference Collection):**

- Mark in pencil the location, the call number, and the coverage on the upper left corner on the back of the front cover.
- Affix a barcode on the front cover, one inch down and one inch from the upper right edge.
- Insert a "Send to Bookmarking" flyer and annotate it accordingly, e.g., "Olin, Ref"; or insert appropriate yellow departmental flyer for unit library.
- Create an item record; mark the Item Type on the item record in FOLIO "nocirc".

**Hard cover titles for the Rare & Manuscript Collections:**

- Check-in. Do not mark. Send directly to the Rare & Manuscript Collections.

**Spiral bound titles for all locations:**

- Follow the same procedure as for the hard cover titles.

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## D. Cheat Sheet (Excel spreadsheet with check-in and physical processing information)



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