All Procedures

- "Bound With" and "Filmed With" Materials (LTS Procedure #67)
- "In" Analytics and Fascicles (Cataloged Separately) (LTS Procedure #131)
- Abbreviations for Captions (For Use in FOLIO Holdings Records): APPENDIX A
- Abbreviations for Names of Months (By Language)
- Accessioning an Addition to a Manuscript or Archival Collection (LTS Procedure #79)
- Accessioning a New Manuscript or Archival Collection (LTS Procedure #78)
- Accession Numbers for Bound Manuscripts or Archival Items (LTS Procedure #80 FOLIO)
- Acquisitions Stats (LTS Procedure #20a)
- Added Volumes/Copies (LTS Procedure #5)
- Adding Donor Names and Funds to Bibliographic Records (LTS Procedure #117)
- Affidavit or Other Legal Document Request Responses (LTS Procedure #98)
- Annual Report Tables (For RMC) (LTS Procedure #65)
- Approval E-Book & Print Collection: Project (LTS Procedure #75)
- Audio Recordings Processing (LTS Procedure #13)
- Automated Ordering Process (LTS Procedure #106)
- Barcodes on Monographs (LTS Procedure #11)
- Buy or Borrow: Creating Orders for Items Procured by ILS Services (LTS Procedure #121)
- Buy or Borrow: Purchasing Guidelines (LTS/ILS Procedure #122)
- Call Number Examples (Voyager)
- Cataloging a Bound Manuscript (LTS Procedure #57 FOLIO)
- Cataloging a Photocopy of a Rare Printed Item (LTS Procedure #90)
- Cataloging Options/Levels: Requirements (LTS Procedure #152)
- CJK Cataloging and Record Maintenance (LTS Procedure #36)
- Claiming Missing or Overdue Serials (LTS Procedure #156) [FOLIO]
- Classification and Shelflisting (LTS Procedure #8)
- Classification on Receipt (COR) (LTS Procedure #38)
- Collection-Level Cataloging (LTS Procedure #1)
- Combined Report on Bib/Mfhd Suppression (LTS Procedure #164)
- Computer Disk Processing (LTS Procedure #19)
- Computer Disk Processing for Asia/Fine Arts/Olin**/Uris (LTS Procedure #19a)
- Computer-Related Troubleshooting in LTS Olin (LTS Procedure #40)
- Configuring and running MarcEdit to add URIs to bibliographic records (LTS procedures #171)
- Copy Cataloging, Non-Fastcat (LTS Procedure #26)
- Copy Cataloging Standards (LTS Procedure #27a)
- Creating Alternate Titles (Procedure #3F)
- Creating Alternative Titles in an Instance Record
- Creating and Editing Item Records (Voyager)
- Creating an ongoing order PO for physical, electronic, or P+E mix [Procedure #169]
- Creating Orders for XBOs (Items Expected on Approval) (LTS Procedure #124) - Voyager
- Creating Preliminary MARC Records for Titles On Order
- Creating the authority maintenance queue spreadsheet (LTS procedures #170)
- Credit Processing (LTS Procedure #65) - FOLIO
- CUL Registry of Digital Collections Maintenance (LTS Procedure #106)
- Current Cataloging Priorities for Rare Print Materials (LTS Procedure #60)
- Daily Print Firm Order Processing (LTS Procedure #117)-FOLIO
- Damaged and Deteriorated Items (LTS Procedure #17)
- Data import: General Instructions (LTS Procedure #46a)
- Data import: List of Jobs (LTS Procedure #46c)
- DCAPS Initiated Batch Projects (LTS Procedure #106)
- Deleting Records (LTS Procedure #135)
- Digital Files: Acquiring/Cataloging/Local Archiving (LTS Procedure #125)
- Distribution of Non-Fastcat Books after Receiving/Inputting (LTS Procedure #53)
- EBSCO Record loads
- EDI Invoices for Firm Order Processing (LTS Procedure #35)
- Equipment Maintenance in Library Technical Services (LTS Procedure #39)
- E-Resource Cataloging Workflow (LTS Procedure #73)
- E-Resources: Licensing, Acquisition, and Cataloging (LTS Procedure #96)
- E-Resources: Local MARC fields (LTS Procedure #96b)
- E-Resources: MARC field examples (LTS Procedure #96a)
- Fast-Cataloging (LTS Procedure #3c - FOLIO)
- Fast-cataloging e-books (LTS Procedure #3e) - FOLIO (DRAFT)
- Fastcatting: Pre-process Exceptions and Special Cases (LTS Procedure 3b - FOLIO)
- Fastcatting Added Copies and Added Locations (LTS Procedure 3d - FOLIO)
- FAST Headings for Cataloging (LTS Procedure #127)
- Fastmap (LTS Procedure #18)
- Fine Arts Artists' Book Collection (LTS Procedure #153)
- Firm Order Cancellations (LTS Procedure #66) - FOLIO
- Firm Order Prepayment (LTS Procedure #98) - FOLIO
- Firm Order Receipt (LTS Procedure # 41) - FOLIO
- FOLIO/OCLC Relationships (LTS Procedure #154)
- Game Studies Collection Cataloging
- General Withdrawals Report (LTS Procedure #118)
- Gift Notes (Procedure #149)
- Hiring New Employees in LTS (LTS Procedure #27)
- Holdings Statements Punctuation Table (was MHLD Punctuation Table)
- Indonesian Cataloging Pilot Project

- Initial Article and Title Tag clean-up report (LTS Procedure #116)
- Initiating an expense transfer (LTS Procedure #131)
- Inputting for Print Monographs (LTS Procedure #3) - FOLIO
- Invoiced Receipts Truck Distribution List (LTS Procedure #120)
- Items Returned from OKU Access Services and Other Units (LTS Procedure #107)
- Library of Congress Publication Pattern Policies and Naming Conventions
- Licensing Principles for Hosting Digital Content (LTS Procedure #125a)
- Local Field Tags Used in FOLIO (LTS Procedure #136)
- Local Notes In Voyager (LTS Procedure #94)
- Location and Call Number Corrections (LTS Procedure #75)
- LTS Computers: Setup for New Staff (LTS Procedure #29)
- Manual Loans Procedure (LTS Procedure #87)
- Manually updating headings (LTS procedures #172)
- Marcive Update File Loading (LTS Procedure #77)
- MARC vendor record service workflow and lifecycle
- Material Emergencies in Rooms 107E, 110, B38, and B39 Olin Library (LTS Procedure #99)
- Medieval Manuscript Record Notes (LTS Procedure #84)
- Medium Rare Annex Transfers Processing (LTS Procedure #9a)
- Microform Guides in Olin/Kroch collections (LTS Procedure #22)
- Microforms Processing (LTS Procedure #21a)
- Minimal Level Cataloging (LTS Procedure #22)
- Monographic Series and Multi-volumes Receipt and Payment (LTS Procedure #76)
- OCLC holdings, Correcting Unresolved Records (LTS Procedure #101)
- Ordering and Management of Supplies (LTS Procedure #38)
- Ordering Multi-volume Continuations (LTS Procedure #42)
- Ordering Subsequent Volume(s) when the First Volume is Cataloged as a Single-part Monograph (LTS Procedure #34)
- Order of Notes in a Catalog Record for Print Materials (LTS Procedure #87)
- Outline of Steps in Preparation for Shelf Ready Books DRAFT (LTS Procedure #155)
- Oversize Chart
- Oversize Chart Call Number Examples
- Patron Checkout Records (LTS Procedure #137)
- Patron-Driven Print Orders (LTS Procedure #130)
- Paying Invoices in FOLIO (LTS Procedure #121)
- PCC Cataloging (LTS Procedure #130)
- Physical Marking of Periodicals and Serial Publications (LTS Procedure #54)
- Physical Processing (LTS Procedure #104)
- POOF2 Selector Procedure (LTS Procedure #144)
- Pre-catalog Processing of Rush and Pink Flyer Items (LTS Procedure #19)
- Preservation Reproductions (LTS Procedure #7)
- Procedures Preparation and Updating (LTS Procedure #2)
- Processing a ceased serial (LTS Procedure #169)
- Processing an ongoing order cancellation (LTS Procedure #115)
- Processing an ongoing order invoice (LTS Procedure #114)
- Processing Invoices with Discounts (LTS Procedure #45)
- Processing NY Times Orders (LTS Procedure #90)
- Processing Title Changes (LTS Procedure #40)
- PURL Guidelines (LTS Procedure #123)
- Questions for Staff (LTS Procedure #6)
- Rare and Special Items Processing (LTS Procedure #50)
- Rare Cataloging Priorities (LTS Procedure #85)
- Rare Cataloging Profile (LTS Procedure #86)
- Receiving Government Documents (LTS Procedure #71)
- Receiving Sample Periodical Issues (LTS Procedure #43)
- Receiving Single-Part Monographs (Voyager)
- Recording Donor Names (LTS Procedure #97)
- Recording E-Resources Troubleshooting and Responses to Other Patron Queries (LTS Procedure #101)
- Recording Public Performance Rights (PPR) for AV Materials (LTS Procedure #101)
- Recording Statistics (LTS Procedure #20) (FOLIO DRAFT)
- Relinking a Line Item on a Purchase Order in FOLIO to a different Bib Record (LTS Procedure # 80)
- Remote Cataloging - Circulation (LTS Procedure #168)
- Remote Cataloging - Item-in-Hand (LTS Procedure #167)
- Reporting Public Catalog Issues (LTS Procedure #129)
- Request for and Life Cycle Development of an Automated or Data Import Job (LTS Procedure #107)
- Required Fields in DACS (LTS Procedure #77)
- Resolving authority records deleted by the Library of Congress (LTS Procedure #174)
- Resolving FOLIO/OPAC/OCLC Discrepancies reported by ILS Staff (LTS Procedure #119)
- Return of a Monographic Title to Vendor (LTS Procedure #20)
- Rules for use of 107E (LTS Procedure #129)
- RUSH Orders with Amazon (LTS Procedure #)
- Searching for Invoices (Voyager)
- Serials Cataloging and Newspaper Processing (LTS Procedure #32)
- Serials Receiving in FOLIO (LTS Procedure #129)
- Serials vs. Monographs (LTS Procedure #30)
- Show X on Arrival Books (LTS Procedure #4)
- Single Manuscript Cataloging Worksheet (LTS Procedure #151)
- Special Files Fields for Rare Books (LTS Procedure #63)
- Special Orders Processing (LTS Procedure #33)
- Splitting subject headings (LTS procedure #175)
- Standard Edits to Make When Updating Records for Single Manuscripts (LTS Procedure #58)

- Storage Codes (LTS Procedure #3a)
- Student Raise Guidelines (LTS Procedure #71)
- Temporary Procedures - COVID-19
- Thesaurus Terms Commonly Used for Rare Books (LTS Procedure #62)
- Thesis Classification by Subject: A-L (Procedure #12a)
- Thesis Classification by Subject: M-Z (Procedure #12b)
- Thesis Processing - Folio (LTS Procedure #12)
- Updating headings in batch (LTS procedure #173)
- Use of the Technical Services Statistics Database (LTS Procedure #145)
- Using CLAMSS (Cornell Library Automated Media Shelflisting System)--LTS Procedure #33a
- Video recordings Processing (LTS Procedure #25)
- Video recordings Processing with Full Copy (LTS Procedure #33b)
- Withdrawals, Transfers, and Reinstatements (LTS Procedure #9)