

Site Index

is this even useful?

Space Index

Total number of pages: 455

info Page excerpts are hidden because there are more than 200 pages

0-9 ... 0	A ... 27	B ... 11	C ... 43	D ... 14	E ... 9
F ... 17	G ... 4	H ... 4	I ... 22	J ... 0	K ... 1
L ... 24	M ... 16	N ... 2	O ... 10	P ... 25	Q ... 3
R ... 29	S ... 27	T ... 8	U ... 5	V ... 13	W ... 2
X ... 0	Y ... 0	Z ... 0	!@#\$... 0		

0-9

A

Page: [Abbreviations for Captions \(For Use in FOLIO Holdings Records\): APPENDIX A](#)

Page: [Abbreviations for Names of Months \(By Language\)](#)

Page: [About Us](#)

Page: [Access Problems \(Voyager\)](#)

Page: [Accession Numbers for Bound Manuscripts or Archival Items \(LTS Procedure #80 FOLIO\)](#)

Page: [Accessioning a New Manuscript or Archival Collection \(LTS Procedure #78\)](#)

Page: [Accessioning an Addition to a Manuscript or Archival Collection \(LTS Procedure #79\)](#)

Page: [Acquisitions Glossary](#)

Page: [Acquisitions Location Addresses In Voyager](#)

Page: [Acquisitions Module: Defaults, Preferences, and Workflows](#)

Page: [Acquisitions Resources & Tools](#)

Page: [Acquisitions Stats \(LTS Procedure #20a\)](#)

Page: [Acronyms for LTS](#)

Page: [Added Volumes/Copies \(LTS Procedure #5\)](#)

Page: [Adding Donor Names and Funds to Bibliographic Records \(LTS Procedure #117\)](#)

Page: [Adding labels and formatting pages \(DRAFT\)](#)

Page: [Administrative procedures](#)

Page: [Affidavit or Other Legal Document Request Responses \(LTS Procedure #98\)](#)

Page: [All Procedures](#)

Page: [Annex Request Form](#)

Page: [Annual Report Tables \(For RMC\) \(LTS Procedure #65\)](#)

Page: [Approval E-Book & Print Collection: Project \(LTS Procedure #75\)](#)

Page: [Audio Recordings Processing \(LTS Procedure #13\)](#)

Page: [Authorities procedures](#)

Page: [Authorities Resources](#)

Page: [Automated Ordering Process \(LTS Procedure #106\)](#)

Page: [Automation procedures](#)

<p>B</p> <p>Page: Barcodes on Monographs (LTS Procedure #11)</p> <p>Page: Basic Search and Filter (Instance, Holdings, Item)</p> <p>Page: BATCH PROCESSING - Temporary records</p> <p>Page: Bibliographic Import/Replace Profiles</p> <p>Page: Bulk Import Profiles (LTS Procedure #46e)</p> <p>Page: Bulk Loading: General Instructions (LTS Procedure #46a)</p> <p>Page: Bulk Loading: List of Jobs (LTS Procedure #46c)</p> <p>Page: Bulk Loading: LSTools Batch Processing Scripts & Tools (LTS Procedure #46b)</p> <p>Page: Bulk Loading: Scheduling (LTS Procedure #46d)</p> <p>Page: Buy or Borrow: Creating Orders for Items Procured by ILS Services (LTS Procedure #121)</p> <p>Page: Buy or Borrow: Purchasing Guidelines (LTS/ILS Procedure #122)</p>	<p>C</p> <p>Page: Call Number Examples (Voyager)</p> <p>Page: Call Number Hierarchies</p> <p>Page: Cataloging a Bound Manuscript (LTS Procedure #57 FOLIO)</p> <p>Page: Cataloging a Photocopy of a Rare Printed Item (LTS Procedure #90)</p> <p>Page: Cataloging Module: Session Defaults and Preferences Configuration</p> <p>Page: Cataloging Options/Levels: Requirements (LTS Procedure #152)</p> <p>Page: Cataloging procedures</p> <p>Page: Cataloging Resources & Best Practices</p> <p>Page: CJK</p> <p>Page: CJK Cataloging and Record Maintenance (LTS Procedure #36)</p> <p>Page: Claiming Missing or Overdue Serials (LTS Procedure #156) [FOLIO]</p> <p>Page: Classification and Shelflisting (LTS Procedure #8)</p> <p>Page: Classification on Receipt (COR) (LTS Procedure #38)</p> <p>Page: Collection-Level Cataloging (LTS Procedure #1)</p> <p>Page: Combined Report on Bib/Mfhd Suppression (LTS Procedure #164)</p> <p>Page: Composer Cutter List</p> <p>Page: Computer Disk Processing (LTS Procedure #19)</p> <p>Page: Computer Disk Processing for Asia/Fine Arts/Olin**/Uris (LTS Procedure #19a)</p> <p>Page: Computer-Related Troubleshooting in LTS Olin (LTS Procedure #40)</p> <p>Page: Configuring and running MarcEdit to add URIs to bibliographic records (LTS procedures #171)</p> <p>Page: Configuring Voyager</p> <p>Page: Contact List</p> <p>Page: Copy Cataloging Standards (LTS Procedure #27a)</p> <p>Page: Copy Cataloging, Non-Fastcat (LTS Procedure #26)</p> <p>Page: COVID-19: Cambridge Covid-19 Reference and Text books collection</p> <p>Page: COVID-19: DG_EBA ebooks</p> <p>Page: COVID-19: IET ebooks</p> <p>Page: COVID-19: Manchester</p> <p>Page: COVID-19: MIT Covid-19 Master</p> <p>Page: COVID-19: Project Muse Free Covid Books</p> <p>Page: COVID-19: ProQuest Ebook Central - temporary access until 06/19/2020</p> <p>Page: Creating Alternate Titles (Procedure #3F)</p> <p>Page: Creating Alternative Titles in an Instance Record</p> <p>Page: Creating an ongoing order PO for physical, electronic, or P+E mix [Procedure #169]</p> <p>Page: Creating and Editing Item Records (Voyager)</p> <p>Page: Creating Orders for XBOs (Items Expected on Approval) (LTS Procedure #124) - Voyager</p> <p>Page: Creating Preliminary MARC Records for Titles On Order</p> <p>Page: Creating the authority maintenance queue spreadsheet (LTS procedures #170)</p> <p>Page: Credit Processing (LTS Procedure #65) - FOLIO</p> <p>Page: CUL Library Catalog</p> <p>Page: CUL Policy on the Creation and Maintenance of Library Catalog Records</p> <p>Page: CUL Registry of Digital Collections Maintenance (LTS Procedure #106)</p> <p>Page: Current Cataloging Priorities for Rare Print Materials (LTS Procedure #60)</p>
<p>D</p> <p>Page: Daily Print Firm Order Processing (LTS Procedure #117)-FOLIO</p> <p>Page: Damaged and Deteriorated Items (LTS Procedure #17)</p> <p>Page: Data import: General Instructions (LTS Procedure #46a)</p> <p>Page: Data import: List of Jobs (LTS Procedure #46c)</p> <p>Page: Database quality procedures</p> <p>Page: DCAPS Initiated Batch Projects (LTS Procedure #106)</p> <p>Page: Deleting Records (LTS Procedure #135)</p> <p>Page: Diacritics Chart for Voyager (A-G)</p> <p>Page: Diacritics Chart for Voyager (H-N)</p> <p>Page: Diacritics Chart for Voyager (O-S)</p> <p>Page: Diacritics Chart for Voyager (T-Z)</p> <p>Page: Dictionaries and Translators</p> <p>Page: Digital Files: Acquiring/Cataloging/Local Archiving (LTS Procedure #125)</p> <p>Page: Distribution of Non-Fastcat Books after Receiving/Inputting (LTS Procedure #53)</p>	<p>E</p> <p>Page: E-Resource Cataloging Workflow (LTS Procedure #73)</p> <p>Page: E-Resources Priorities & Expectations Statement: Requests for New E-Resources</p> <p>Page: E-resources procedures</p> <p>Page: E-Resources: Licensing, Acquisition, and Cataloging (LTS Procedure #96)</p> <p>Page: E-Resources: Local MARC fields (LTS Procedure #96b)</p> <p>Page: E-Resources: MARC field examples (LTS Procedure #96a)</p> <p>Page: EBSCO Record loads</p> <p>Page: EDI Invoices for Firm Order Processing (LTS Procedure #35)</p> <p>Page: Equipment Maintenance in Library Technical Services (LTS Procedure #39)</p>

<p>F</p> <p>Page: FAST Headings for Cataloging (LTS Procedure #127)</p> <p>Page: Fast-Cataloging (LTS Procedure #3c - FOLIO)</p> <p>Page: Fast-cataloging e-books (LTS Procedure #3e) - FOLIO (DRAFT)</p> <p>Page: Fastcatting Added Copies and Added Locations (LTS Procedure 3d - FOLIO)</p> <p>Page: Fastcatting: Pre-process Exceptions and Special Cases (LTS Procedure 3b - FOLIO)</p> <p>Page: Fastmap (LTS Procedure #18)</p> <p>Page: Fine Arts Artists' Book Collection (LTS Procedure #153)</p> <p>Page: Fine Arts thesis processing</p> <p>Page: Firm Order Cancellations (LTS Procedure #66) - FOLIO</p> <p>Page: Firm Order Prepayment (LTS Procedure #98) - FOLIO</p> <p>Page: Firm Order Receipt (LTS Procedure # 41) - FOLIO</p> <p>Page: FOLIO</p> <p>Page: FOLIO General Information</p> <p>Page: FOLIO Information, LTS Gateway</p> <p>Page: FOLIO/OCLC Relationships (LTS Procedure #154)</p> <p>Page: Food and Beverage Policy (LTS Procedure #37)</p> <p>Page: Foreign Language Resources</p>	<p>G</p> <p>Page: Game Studies Collection Cataloging</p> <p>Page: General Withdrawals Report (LTS Procedure #118)</p> <p>Page: Gift Notes (Procedure #149)</p> <p>Page: Guidelines for Processing Shelf-Ready Chinese Approval Materials</p>
<p>H</p> <p>Page: Hiring New Employees in LTS (LTS Procedure #27)</p> <p>Page: Holding Statements: Formatting and Examples</p> <p>Page: Holdings Statements Punctuation Table (was MHLDT Punctuation Table)</p> <p>Page: How to Gather Batch Statistics for the Fiscal Year End (LTS Procedure #145a)</p>	<p>I</p> <p>Page: Index of Voyager Locations, OPAC Displays, and Call Number Prefixes and Suffixes</p> <p>Page: Indonesian Cataloging Pilot Project</p> <p>Page: Information For LTS Staff</p> <p>Page: Initial Article and Title Tag clean-up report (LTS Procedure #116)</p> <p>Page: Initiating an expense transfer (LTS Procedure #131)</p> <p>Page: Inputting for Print Monographs (LTS Procedure #3) - FOLIO</p> <p>Page: Inputting procedures</p> <p>Page: Inventory and Cataloging FAQ</p> <p>Page: Inventory app</p> <p>Page: Inventory: 948 replacements (Transaction data note and Statistical codes)</p> <p>Page: Inventory: Cataloging Multi-volumes</p> <p>Page: Inventory: Cataloging workflow</p> <p>Page: Inventory: Deleting Instance Records (mark for deletion)</p> <p>Page: Inventory: Exporting Preliminary Instance Records to OCLC Connexion Save File</p> <p>Page: Inventory: Holdings Records</p> <p>Page: Inventory: Importing and Overlaying MARC Bibliographic Records from OCLC</p> <p>Page: Inventory: Inputting and Updating non-MARC bibliographic (Instance) records</p> <p>Page: Inventory: Item records</p> <p>Page: Inventory: Searching</p> <p>Page: INVOICE PROCESSING—COVID-19</p> <p>Page: Invoiced Receipts Truck Distribution List (LTS Procedure #120)</p> <p>Page: Items Returned from OKU Access Services and Other Units (LTS Procedure #107)</p>
<p>J</p>	<p>K</p> <p>Page: Keyboard Shortcuts - Acquisitions Keyboard Equivalents</p>

<p>L</p> <p>Page: Labels for use in LTS documents</p> <p>Page: Law Library Technical Services</p> <p>Page: Library of Congress Publication Pattern Policies and Naming Conventions</p> <p>Home page: Library Technical Services Home</p> <p>Page: Library's priorities developed in FY24</p> <p>Page: Licensing Principles for Hosting Digital Content (LTS Procedure #125a)</p> <p>Page: Local Field Tags Used in FOLIO (LTS Procedure #136)</p> <p>Page: Local Field Tags Used in Voyager (LTS Procedure #136-V)</p> <p>Page: Local Notes In Voyager (LTS Procedure #94)</p> <p>Page: Location and Call Number Corrections (LTS Procedure #75)</p> <p>Page: Location Codes: Complete List</p> <p>Page: Location Limit Groups</p> <p>Page: Locations: Adding New Ones</p> <p>Page: Locations: Spine Labels and OPAC Display Names</p> <p>Page: LTS Computers: Setup for New Staff (LTS Procedure #29)</p> <p>Page: LTS Continuing Education Team</p> <p>Page: LTS Listservs</p> <p>Page: LTS Priorities</p> <p>Page: LTS Priorities (FY22)</p> <p>Page: LTS Priorities (FY23)</p> <p>Page: LTS Priorities, 2016-2018</p> <p>Page: LTS Staff Language Skills</p> <p>Page: LTS Statistics</p> <p>Page: LTS Wellness Series: Materials Handling Video</p>	<p>M</p> <p>Page: Macro Express</p> <p>Page: Manual Loans Procedure (LTS Procedure #87)</p> <p>Page: Manually updating headings (LTS procedures #172)</p> <p>Page: MARC Record Sets</p> <p>Page: MARC to instance mapping</p> <p>Page: MARC vendor record service workflow and lifecycle</p> <p>Page: Marcive Update File Loading (LTS Procedure #77)</p> <p>Page: Material Emergencies in Rooms 107E, 110, B38, and B39 Olin Library (LTS Procedure #99)</p> <p>Page: Medieval Manuscript Record Notes (LTS Procedure #84)</p> <p>Page: Medium Rare Annex Transfers Processing (LTS Procedure #9a)</p> <p>Page: Metadata Design and Operations</p> <p>Page: Microform Guides in Olin/Kroch collections (LTS Procedure #22)</p> <p>Page: Microforms Processing (LTS Procedure #21a)</p> <p>Page: Minimal Level Cataloging (LTS Procedure #22)</p> <p>Page: Monographic Series and Multi-volumes Receipt and Payment (LTS Procedure #76)</p> <p>Page: MUSIC APPROVAL SCORES RECEIVING AND CATALOGING</p>
<p>N</p> <p>Page: Non-Keyword Searches in Use</p> <p>Page: Non-Keyword Searches in Use in the OPAC</p>	<p>O</p> <p>Page: OCLC holdings, Correcting Unresolved Records (LTS Procedure #101)</p> <p>Page: Order of Notes in a Catalog Record for Print Materials (LTS Procedure #87)</p> <p>Page: Ordering and Management of Supplies (LTS Procedure #38)</p> <p>Page: Ordering Multi-volume Continuations (LTS Procedure #42)</p> <p>Page: Ordering procedures</p> <p>Page: Ordering Subsequent Volume(s) when the First Volume is Cataloged as a Single-part Monograph (LTS Procedure #34)</p> <p>Page: Organizational Chart</p> <p>Page: Outline of Steps in Preparation for Shelf Ready Books DRAFT (LTS Procedure #155)</p> <p>Page: Oversize Chart</p> <p>Page: Oversize Chart Call Number Examples</p>
<p>P</p> <p>Page: Parts of a book</p> <p>Page: Patron Checkout Records (LTS Procedure #137)</p> <p>Page: Patron-Driven Print Orders (LTS Procedure #130)</p> <p>Page: Paying Invoices in FOLIO (LTS Procedure #121)</p> <p>Page: PCC Cataloging (LTS Procedure #130)</p> <p>Page: PCC Reporting Responsibilities and Workflows (LTS Procedure #78)</p> <p>Page: Performance Guidelines for Staff (LTS Procedure #52)</p> <p>Page: Physical Marking of Periodicals and Serial Publications (LTS Procedure #54)</p> <p>Page: Physical Processing (LTS Procedure #104)</p> <p>Page: Physical processing procedures</p> <p>Page: Policies</p> <p>Page: POOF2 Selector Procedure (LTS Procedure #144)</p> <p>Page: Pre-catalog Processing of Rush and Pink Flyer Items (LTS Procedure #19)</p> <p>Page: Preservation Reproductions (LTS Procedure #7)</p> <p>Page: Printing LTS Web Pages</p> <p>Page: Procedures by Workflow/Area</p> <p>Page: Procedures Preparation and Updating (LTS Procedure #2)</p> <p>Page: Processing a ceased serial (LTS Procedure #169)</p> <p>Page: Processing an ongoing order cancellation (LTS Procedure #115)</p> <p>Page: Processing an ongoing order invoice (LTS Procedure #114)</p> <p>Page: Processing Invoices with Discounts (LTS Procedure #45)</p> <p>Page: Processing NY Times Orders (LTS Procedure #90)</p> <p>Page: Processing Title Changes (LTS Procedure #40)</p> <p>Page: Project Management Tools for LTS</p> <p>Page: PURL Guidelines (LTS Procedure #123)</p>	<p>Q</p> <p>Page: Query Search (Advanced)</p> <p>Page: Questions for Staff (LTS Procedure #6)</p> <p>Page: QuickMARC</p>

<p>R</p> <p>Page: Rare and Special Items Processing (LTS Procedure #50)</p> <p>Page: Rare Cataloging Priorities (LTS Procedure #85)</p> <p>Page: Rare Cataloging Profile (LTS Procedure #86)</p> <p>Page: Rare materials procedures</p> <p>Page: Receiving Government Documents (LTS Procedure #71)</p> <p>Page: Receiving procedures</p> <p>Page: Receiving Sample Periodical Issues (LTS Procedure #43)</p> <p>Page: Receiving Single-Part Monographs (Voyager)</p> <p>Page: Recording Donor Names (LTS Procedure #97)</p> <p>Page: Recording E-Resources Troubleshooting and Responses to Other Patron Queries (LTS Procedure #101)</p> <p>Page: Recording Public Performance Rights (PPR) for AV Materials (LTS Procedure #101)</p> <p>Page: Recording Statistics (LTS Procedure #20) (FOLIO DRAFT)</p> <p>Page: Reference Check Guidelines (LTS Procedure #14)</p> <p>Page: Reference procedures and documents</p> <p>Page: Reference Shelf: Currency converter, foreign language resources etc.</p> <p>Page: Relinking a Line Item on a Purchase Order in FOLIO to a different Bib Record (LTS Procedure # 80)</p> <p>Page: Remote Cataloging - Circulation (LTS Procedure #168)</p> <p>Page: Remote Cataloging - Item-in-Hand (LTS Procedure #167)</p> <p>Page: Reporting procedures</p> <p>Page: Reporting Public Catalog Issues (LTS Procedure #129)</p> <p>Page: Request for and Life Cycle Development of an Automated or Data Import Job (LTS Procedure #107)</p> <p>Page: Required Fields in DACS (LTS Procedure #77)</p> <p>Page: Resolving authority records deleted by the Library of Congress (LTS Procedure #174)</p> <p>Page: Resolving FOLIO/OPAC/OLCL Discrepancies reported by ILS Staff (LTS Procedure #119)</p> <p>Page: Resources & Tools</p> <p>Page: Return of a Monographic Title to Vendor (LTS Procedure #20)</p> <p>Page: Rules for use of 107E (LTS Procedure #129)</p> <p>Page: RUSH Orders with Amazon (LTS Procedure #)</p> <p>Page: RUSH PROCESSING--COVID-19</p>	<p>S</p> <p>Page: Sample Query Searches</p> <p>Page: Search Configuration: Material Types Display</p> <p>Page: Searching for Invoices (Voyager)</p> <p>Page: Searching Holdings Data</p> <p>Page: Searching Instance Data</p> <p>Page: Searching Item Data</p> <p>Page: Searching Voyager</p> <p>Page: Security Profiles in Voyager</p> <p>Page: Serials Cataloging and Newspaper Processing (LTS Procedure #32)</p> <p>Page: Serials procedures</p> <p>Page: Serials Receiving in FOLIO (LTS Procedure #129)</p> <p>Page: Serials vs. Monographs (LTS Procedure #30)</p> <p>Page: Services</p> <p>Page: Show X on Arrival Books (LTS Procedure #4)</p> <p>Page: Single Manuscript Cataloging Worksheet (LTS Procedure #151)</p> <p>Page: Site Index</p> <p>Page: Site map</p> <p>Page: Special Files Fields for Rare Books (LTS Procedure #63)</p> <p>Page: Special formats procedures</p> <p>Page: Special Orders Processing (LTS Procedure #33)</p> <p>Page: Splitting subject headings (LTS procedure #175)</p> <p>Page: Staff Articles & Presentations</p> <p>Page: Staff Directory</p> <p>Page: Standard Edits to Make When Updating Records for Single Manuscripts (LTS Procedure #58)</p> <p>Page: Storage Codes (LTS Procedure #3a)</p> <p>Page: Student Raise Guidelines (LTS Procedure #71)</p> <p>Page: Subject Headings - Local Changes FAQ</p>
<p>T</p> <p>Page: Telephone, Email, Internet Use (LTS Procedure #36)</p> <p>Page: Temporary Procedures - COVID-19</p> <p>Page: Thesaurus Terms Commonly Used for Rare Books (LTS Procedure #62)</p> <p>Page: Thesis Classification by Subject: A-L (Procedure #12a)</p> <p>Page: Thesis Classification by Subject: M-Z (Procedure #12b)</p> <p>Page: Thesis Processing - Folio (LTS Procedure #12)</p> <p>Page: Tools CLAMMS, LTS Batch Processing, PURL</p> <p>Page: Training Resources</p>	<p>U</p> <p>Page: Updating headings in batch (LTS procedure #173)</p> <p>Page: Use of the Technical Services Statistics Database (LTS Procedure #145)</p> <p>Page: Useful Links</p> <p>Page: Using bulk edit for reserves</p> <p>Page: Using CLAMSS (Cornell Library Automated Media Shelisting System)--LTS Procedure #33a</p>
<p>V</p> <p>Page: Vendor Databases</p> <p>Page: Video recordings Processing (LTS Procedure #25)</p> <p>Page: Video recordings Processing with Full Copy (LTS Procedure #33b)</p> <p>Page: Viewing Data Import Logs</p> <p>Page: Voyager Archives</p> <p>Page: Voyager General Information Archive</p> <p>Page: Voyager Keyword Search Configurations</p> <p>Page: Voyager Keyword Searches in CUL Dropdown Lists</p> <p>Page: Voyager Location Limit Groups</p> <p>Page: Voyager MFHD to FOLIO Holdings Comparison</p> <p>Page: Voyager Non-Keyword Search Configurations</p> <p>Page: Voyager Notices and Reports (by Functional Area)</p> <p>Page: Voyager Tables Archive</p>	<p>W</p> <p>Page: Windows in Room 110 Olin (LTS Procedure #143)</p> <p>Page: Withdrawals, Transfers, and Reinstatements (LTS Procedure #9)</p>
<p>X</p>	<p>Y</p>
<p>Z</p>	<p>!@#</p>