

Rules for use of 107E (LTS Procedure #129)

Scope: Since the recent staff changes in 110, it became clear that 107E would need to be used as a receiving/storage area for material coming in and material waiting to be cataloged. Below is a set of rules we would like staff to follow so that the room is useful for all of us, does not become cluttered, remains easy to manage, and LTS staff can find material sufficiently.

Contact: [Laurie Stevens](#)

Unit: Administrative Support

Date last updated: 11/02/2023

Date of next review: November 2024

1. Leave 3 feet around the receiving tables. This includes the Acquisitions bar, Serials receiving table (purple), the approval receiving table (teal) and the table being used for miscellaneous material and a place for staff to open boxes (also teal).
2. Do NOT put boxes on the sorting table behind the pillar in the middle of the room. This table is used to sort material that goes to the cataloger's backlog shelves.
3. If you unpack material onto a book truck, please label the truck with a sticky note that includes what the material is, your name and date that you put it there.
4. Should you receive a flatbed of material and will be unable to unload in a timely manner, [Paul Heckathorn](#) is willing to unload the boxes and put them where you might like them, but also out of the way so that book trucks and flat beds can be maneuvered easily.
5. Should you empty a flatbed or a metal shipping truck, you may send a message to the "shippingroom" channel in slack to alert the Annex /shipping room staff that there is a flatbed or metal shipping truck ready to be picked up. If you are not a member of this channel, you may ask [Laurie Stevens](#) or [Paul Heckathorn](#) to send a message for you.
6. If you use any of the tables to unpack material, please be sure to clean up after yourself and don't leave unlabeled material unattended or left on a table.
7. If you need help opening boxes of material, contact [Heidi Kotun Dawes](#) and she will get a student to do it for you.
8. Be a team player and help keep this space clean and organized!

Below you will find a table that lists the approval material and everyday material that arrives in 107E and who is responsible for it.

Approval Plan name	Staff Responsible	Shelf ready
Casalini Coutts Duke Amalivre Erasmus Leila Cambeiro All material that comes from MarcNow (Parallel 40) This includes: Harrassowitz, Gaia, Iturriaga, Retta, Susanne Bach, Books from Mexico, Linardi, Berenguer, Worldwide, Derex Harrassowitz non-shelf ready material	Laurie Stevens	Yes
QingYin Chinese Approval Shelf ready	Lingli Ma	Yes
PL480 (mostly New Delhi) NPAC (mostly coming from Jakarta or Kuala Lumpur) Mary Martin Cornell Thesis LC Cairo LC Islamabad LC Nairobi	Heidi Kotun Dawes	No

Igarashi Japanese Approval from Backstage	Masayo Uchiyama	Yes
Panmun Korean Material	You Lee Chun	Yes
Kozmenko	Mika Ataian	Yes
Eastview	Mika Ataian (firm /approvals)	No
MIPP	Paul Heckatorm (serials)	
Serbica		
Rubin Mass	Yael Zucker	No
Jerusalem		
Bannawat	Apikanya McCarty	No
Thai Material		
Serials	Paul Heckathorn	n/a
Rush material from Amazon and mail addressed to Lisa Maybury and ordering staff	Mika Ataian Francis Lutkenhouse	n/a
South Asia PL480 Serials (mostly New Delhi)	Joanna Cerro	n/a
Southeast Asia PL480 Serials (mostly Jakarta)	Ben Abel	n/a
Chinese, Japanese, Korean (Panmun) serials	Joanna Cerro	n/a
Southeast Asian Serials	Ben Abel	n/a
CNPIEC	Lingli Ma	No
China National Publication		
Import & Export		