

Distribution of Non-Fastcat Books after Receiving/Inputting (LTS Procedure #53)

Scope: This document outlines the distribution of items for certain locations and formats that are ineligible for fastcatting in LTS Olin. See also [Fastcatting: Pre-process Exceptions and Special Cases \(LTS Procedure 3b - FOLIO\)](#) for General Exclusions and Exceptions.

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Unit: Monographs Receiving

Date last updated: Jan. 2024

Date of next review: January 2025

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RMC

Rare and Manuscript Collections

- No Storage code is assigned; books are not barcoded or marked in any way. The RMC Technical Services Specialist should be contacted to pick up rare items. DO NOT send them in campus mail.

Icelandic

- Storage code: **ice**
 - Books are delivered to the workstation of the cataloger for Icelandic materials.
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Law Library Materials Received in Olin:

- Do not input.
 - Some Law books are received on approval with loaded records.
 - Books are sent directly to Law Library for cataloging by placing them in the hallway between rooms 110 and 111 for delivery by shipping room staff.
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Non-Fastcat single-part monographs, Multi-volumes, Non-Book Formats, and Microforms:

- If the item has an adequately complete record, place on sorting truck for the catalogers, annotating the flyer or making printouts only as necessary. "Adequately complete" can range from simply having valid subject analysis (6XX fields defined by LC), to "Full copy", which includes a valid LC call number, complete physical & contents description, etc. For works of fiction, a call number may be present, but LC subjects would not be necessary. In these cases, the **Instance Status Term** should be set to "Uncataloged", and the Source of Acquisition should still be noted in the Instance record:

Instance status term

Uncataloged (folio: uncat) 

Mode of issuance

single unit

Statistical code

Source of acquisition: pl480 - PL480 

[Add statistical code](#)

- Items that have preliminary-level or foreign-language-of- cataloging records should be sent to storage. These materials would have only the most basic bibliographic information in the Instance record, without subject analysis of any kind. See [Unit library storage codes](#) and [O/K/U language storage code](#). See below for how these should appear in FOLIO.

Unit Library Storage Codes:

Items for unit libraries that have preliminary-level Instance records are assigned a storage code for the unit library (See [Unit Library storage codes](#)). The storage code is assigned in the **Holdings** record as a **Staff-only Holdings Note (Note type: note)**, as in the below example. Books which are assigned a storage code are placed on the sorting truck for the catalogers, like the copy-cataloging materials in the above entry.

^ Holdings notes

Note type *

Note

Note *

Math

Staff only



Add note

O/K/U Language Storage Codes:

O/K/U items that have preliminary-level Instance records are assigned a storage code for the broad language category in which the item is written. See [O/K/U language storage codes](#), with a list of the storage codes and the languages that fall into each. Books which are assigned a storage code are placed on the sorting truck for the catalogers .

^ Holdings notes

Note type *

Note

Note *

OELS

Staff only



Add note