

Reference Material for HCL Technical Services: Processing Procedures

Rev: 1/2006

Arrangement of collections

- Monographs in the Reading Room will be arranged by LC classification
- Periodicals in the Reading Room will be arranged by main entry
- Microfiche in the Reading Room will be arranged in fiche cabinets by title.
- Teams/divisions will determine the arrangement of Reading materials in their units

Superseded editions

- Offer to other HCLTS units; if none accept, flag the piece and place on the DBM shelf in the Bibliographic Review Room to reject

Cataloging and classification

- Catalog and use LC classification for all monographs being housed in the Reading Room
- Catalog but do not classify periodicals and microfiche being housed in the Reading Room
- Catalog but do not use LC classification for any materials being housed with teams or language divisions (see instructions re Constructing the Holdings record)
- Catalog materials that are ordered outside of Aleph by exception only

Constructing the Holdings record

- Holdings for Reading Room materials will be suppressed and will include 852 |c HCLTS and LC classification
- Holdings for Reading Room microfiche will be suppressed and will include 852 |c HCLTS |h fiche cabinet
- Holdings for team/division materials will be suppressed, will include 852 |c HCLTS, and will also include |h team/division abbreviation:

cdss	mmt (materials management)
css	prc (principal cataloger)
dbm	pro (projects)
eng	ser
fre	spa
ger	

If the item is being kept at an individual's workstation, annotate the 852 with a note specifying the location. (See screen shot below.)

Note: the use of 852 indicator 8 and team abbreviation in |h will allow teams/divisions to search the Aleph "Call number other" index by team/division abbreviation to retrieve a complete a list of their Reading materials.

Holdings Examples: all with STA SUPPRESSED

- Reading Room monograph: 852:0 : |b wid |c HCLTS |h... [LC classification]
- Reading Room serial: 852: : |b wid |c HCLTS
- Reading Room microfiche: 852:8 : |b wid |c HCLTS |h fiche cabinet
- Team/division material: 852:8 : |b wid |c HCLTS |h spa

```
LDR  _  -  ^^^^^nx^^^22^^^^^1n^450
      0
OWN  _  -  a WID
STA  _  -  a SUPPRESSED
LKR  _  -  a HOL|
      l HVD01
      b 009557474
001  _  -  012044621
005  _  -  20060119104653.0
008  _  -  0509122p^^^^^8^^^^4001uu^^
      ^0000000
852  8  -  b WID
      c HCLTS
      h prc
      x in Principal Cataloger's office:
      625 Mass Ave.
H08  _  -  a c
      b 20050912
```

Item records:

Create a suppressed item record by value **88** in the Item status field

The screenshot displays the ALEPH Cataloging interface. The main window shows a list of items with the following data:

HOL No.	Sublib Cod	Coll Code	Call No.	Descr	Copy No.	Barcode	Notes	Loans	Item Stat
12016912	LAW	TS	Z695.Z8 L5226 2005 Cat Ref			32044075 660670		0	Suppressed
11990525	WID	HD	Z695.Z8 L5226 2005			HXX2JT		2	Regular loan (depositor y)
12044621	WID	HCLTS	prc			32044077 280931		0	Suppressed

The bottom panel shows the details for the selected item (Barcode: 32044077280931). The Item Status is set to 88. Other fields include Sublibrary: WID, Collection: HCLTS, Material Type: BOOK, and Hol. Link: 12044621. The interface also includes a sidebar with navigation options like 'Items List (0/0)', 'All Items History', and 'Bibliographic Info'.

End Processing

- Cataloger charges item to Shelf preparation
- Cataloger flags materials (“For 625 Reading”) and sends to End Processing
- End Processing tags materials: HCL TS
[div or call #]
- End Processing edge-stamps for HCL Technical Services
- End Processing returns materials to the Staff Assistant at Reception who distributes appropriately
- It is not necessary to send material that is neither purchased nor cataloged in Aleph through End Processing

Shelving

Staff Assistant at Reception shelves materials in the Reading Room or forwards to the appropriate division/team