

# Processing Offers to Reading Room

21 July 2009

Widener Bibliographers initiate offers to the Loker Reading Room reference collection. There is a preprinted "[Offer To Reading Room](#)" flag for this purpose. After a Reference Librarian has reviewed and annotated the offer slips with their decisions, the following procedure is used to catalog and process the physical volumes which they leave on a dedicated booktruck. ([Full workflow description](#))

Reading Room processing truck:

- Materials that are selected for the Loker Reading Room in Widener Library (RR) are placed on the Top shelf.
- Materials not selected for RR are placed on the Bottom Shelf.

TOP SHELF PROCEDURES (Reading Room wants)

1. Route materials requiring foreign language expertise to appropriate cataloger.
2. Stamp all books DOES NOT CIRCULATE.
3. Catalog as if for Widener stacks, including an LC call number in the WID holdings record. Barcode the item and complete the item record for In-Library Use (Item Status 02).
  - a. Leave book jackets on books.
  - b. Charge to Shelf Prep pseudopatron.
  - c. Leave printout (arrival slip or bib record) in each book.
  - d. Pack in blue bin and [label for the Binding/Shelf Prep](#) unit.
  - e. Notify the Shipping Room (Peter: <[ciraolo@fas.harvard.edu](mailto:ciraolo@fas.harvard.edu)>) to pick up and deliver bin(s) to the Binding /Shelf Prep unit

*SPECIAL CASES:*

- If you notice that RR has an earlier edition, annotate printout (i.e. 1936ed. = RR1039.14.5 or 2<sup>nd</sup> ed. =) but follow above procedure.
- Added volumes should be cataloged using RR number in holdings. Route and charge to Shelf Prep with regular new cataloging workflow.

BOTTOM SHELF (Reading room does not want)

1. Route materials requiring foreign language expertise to appropriate cataloger.
2. Catalog and/or stamp according to Bibliographer instructions provided on the Offer to Reading Room slip.