

# FIRM ORDER ROUTING PROCEDURES

## Uncatalogued Titles

- **RUSH MONOGRAPHS & RUSH MIXED MEDIA** place on routing table - Janice Brown/Acquired Cataloguing
- **SERIALS** place on routing table - New Serials Shelf/Serials Cataloguing

**\*\*Rush** serials to Beth Thornton, Head/Serials Cataloguing

- **NONBOOK MATERIALS** in NonBook Box on routing table - Music Cataloguing Unit

**\*\*includes** all music materials, CDs, cassettes, videos, as well as RUSH & ADDED VOLUMES, in these formats

- **MICROFILM, MICROFICHE, STAND ALONE CD-ROMs** - Nancy Brown/Acquired Cataloguing
- **MAPS or ATLASES WITH CALL# PROBLEMS** - place on cataloguing truck
- **MIXED MEDIA** - place on cataloguing truck with media stick

## Catalogued Titles

- Place **ALL** catalogued titles with marking slip on marking truck. Mark Science Library marking slips with an "**S**" & added volume marking slips with "**AV**". Student will write the call number on the verso of these titles & route to the appropriately labeled shelves in Marking
- **MIXED MEDIA ADDED LOCATIONS & ADDED COPIES** place on routing table with appropriate stick. Student will route these to the appropriately labeled shelf in Database Maintenance
- **ADDED VOLUMES & materials needing clean up** place on *Added Volume Shelf* in Receiving Unit