

## GIFT COLLECTION PROCESSING

**\*\*\*NOTE:** The majority of gifts will be *Added Copies/Added Locations*. Gift Coordinator will prepare gifts for receipt after bibliographers review. Books to be added will be stripped & if needed, bookplates will be printed. Student will place books ready for receipt on proper shelf in Receiving Unit.

### **Bibliographer reviews & selects books for receipt:**

- Searches in *GIL* & *WorldCat* & encloses printout for receivers of *correct or related* record
- Donor flags are placed in the book
- Location flags are placed in the book

### **Receivers:**

- Review printouts in book, search title in *GIL* & compare information to the piece in hand to determine correct record needed
- **If title is new**, import correct *OCLC* record into *GIL*
- **For Added Locations** - add correct **049** to bib
- Add 981 with information: **¶b a.date received ¶d gd.donor (last name, first name) ¶e location - for added locations ¶x year or ¶y copy#**
- Creates mfhd: **852 = correct location & 008 method of acq = g**
- Creates item record
- **Item type - Book**
- **Item status - Not Charged (In Process for new titles)**
- **Item statistic - Gifts/Receiving Unit**
- Print marking slip or spine label
- Record statistics

Route books received according to established procedures. **DO NOT** route with paperwork or donor flags & location flags. Place used flags in box in Gift Unit for reuse.

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