Flow Charts of TSU
Brown-Daniel Library
Government
Documents Processing
Procedures
Receive Shipment of Square Boxes

Check Label On Outside of Box for Our Depository # 0587A

Belongs To US?

Consult with Gov Doc Librarian and Return to Correct Destination

Y

N

Notify Gov Doc Librarian to Make Claim

Date Stamp All SL, Remove Any Plastic Coverings, and Date Stamp Each Item. Check Each Item # on SL against Our Items Selected List. Any Items Missing?

Y

N

Highlight Each Item #, SuDoc #, and Title. Refer to the List of Documents to Be Sent to Cataloging for the Reference Collection. Any Items to Be Sent?

Y

N

Send to Cataloging For Processing

Place the Pre-Printed Marcive Label on Each Piece of Document in the Left Top Corner of Item. Write Item # in the Right Top Corner on Microfiche Cover (1st remove fiche from envelope, use ink, return to envelope). Use Gum Labels on Slick Covers and CD-ROM Cases. Strip Each Doc. (except for loose leaf, microfiche, maps, CD-ROM, & videos). Stamp Current Date on Each Item. Count Every Doc Processed and Record it on the Daily Statistics Sheet. Load Docs and SL on Book Truck and Take to Gov Docs and unload on Long Table for Shelving and Filing

Open Box. Remove SL and Pay Special Attention to Any SL with “S” (indicates separates). Place in Separate Stack to Be Processed When Separate Packages Arrives (Consult Separate Packages Flow Chart)
Flow Chart of Separate Packages

Receive Shipment of Packages

Check Outside of Package for Our Depository # 0587A

Belongs to Us?

Y

Consult with Gov Doc Librarian and Return to Correct Destination

N

Place Pre-Printed Marcive Label on Each Piece of Document in the Left Top Corner of Item (Except for Hard Back, Place in the Inside Cover). Write Item # in Right Top Corner on Microfiche Cover (use ink). Use Gum Labels on Slick Covers and CD-ROM Cases. Strip and Barcode Monographs (only) to be sent to Cataloging. Count Every Doc Processed and Record it on the Daily Statistics Sheet. Load Docs and SL on Book Truck and Take to Gov Docs and Unload on Long Table for Shelving and Filing

Retrieve the Stack of SL with “S” for Separates from Previous Boxes. Open Package. Remove Any Plastic Coverings. If there is no SL for this Item in the Stack, Place the Item in a Separate Pile and wait for the SL to Arrive before Processing. Date Stamp Item and SL (if hard cover item, stamp inside cover, write SL on the back left side cover), if listed on Items to be Sent to Cataloging List, Send to Cataloging, if not, Check the Item Title on the Document Against the Titles on the SL. Once you have found the Correct Title, Highlight the Item #, SuDoc #, and Title.
Flow Chart of Marcive Record Uploads

1. Marcive Files Received Electronically by Computer Specialist, Monthly

2. Upload Records into Sierra (online catalog)

3. Email Notifications of Uploads to Gov Docs Librarian and Head of Cataloging

4. Gov Doc Librarian Prints off Files and Checks them Against the Electronic Shelflist
Flow Chart of Government Documents Electronic Shelflist

On a Monthly Basis, the Gov Docs Librarian Prints Out the Shelflist from Document Data Miner 2 (DDM2)

Gov Docs Librarian Checks the SL Titles Checked-in Against the DDM2 Printed Shelflist

Gov Docs Librarian Files SL Into Metal File Cabinet in the Gov Docs Processing Area