DCMM-9xx-2: Preservation cases for volumes that circulate from Offsite   05/16/02

A. Procedures Followed by Owning Library

1. Check for **Offsite barcode** on outside of book.

2. If Offsite barcode is on outside of book, and

    -   Book has **not yet** gone to RECAP, (Action field in item record reads "none") notify stug@clancy-cullen.com to remove the **Offsite barcode** number from their system since the book will not be returning to Clancy

    -   Book **has already** gone to RECAP (Action field on item record has a date) notify RECAP to delete **Offsite barcode** [current procedure is to email this information to Joan Grimm, jpg42].

3. If Offsite barcode is no longer on book

    -   Call up CLIO record by call number or other appropriate index

    -   Check that location in CLIO reads off,xxx and display item record to identify offsite barcode in record

        -   barcode number begins with 100 or has the prefix CU means item in hand is Offsite item than may circulate from any location

        -   barcode number begins with AR, BS, or RS means item in hand is Offsite item that may circulate only from Avery/Fine Arts, Business, or Rare Books and Manuscript Library, respectively

        -   If location does not read off,xxx consult supervisor

    -   Once Offsite barcode number is identified, notify appropriate Offsite facility to delete the barcode number [current procedure is to email this information to Joan Grimm, jpg42]. **Note:** Only report Offsite barcodes to the Offsite Facility.

4. Prepare the book to get a preservation case

    - Check title page verso to see if location on top of call number is Offsite.

        -   If yes, leave as is

        -   If no, check that call number on t.p. verso matches spine and CLIO, and write Offsite on top of call number

        -   If call number on t.p. verso does not match CLIO or there is no call number on

          t.p. verso, give to supervisor

5. Generate binding slip as usual, and check off preservation case.

6. Insert orange rider in book.

7. Check out to Binding pseudopatron and send book to BSP, Room 106 Butler.

B. Procedures followed by BSP

1. When ready to send to Bindery, BSP checks book out to BSPX "At Bindery" pseudopatron.

2. When book returns from Bindery, BSP will recognize book is for Offsite since that text will print on top of call number on spine of preservation case.

3. BSP sends book to Misha Harnick, RPD, to process.

C. Procedures followed by RPD

1. RPD puts appropriate Offsite barcode on book and preservation case, and scans barcode number into next available item ID field (leaving the old barcode number in the item record)

2. RPD enters correct item condition into record

3. RPD sends to RECAP as new acquisition