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Receiving and Processing New Books

New books are ordered by the Library Director from a variety of vendors. When books arrive from the vendor a purchase order is created using the Voyager Acquisitions Module and books are processed by Technical Services staff and students.

Receiving New Books
- Open Boxes as soon as possible when they arrive
- Create Purchase Order and add to catalog (see below)

Creating a Purchase Order and Adding New Books
- Find bibliographic record for book in Connexion
- Export to Voyager (can do this as a batch process)
- Open Voyager Acquisitions Module
- Assign PO number by adding "b" in front of default number
- Confirm that type is "Approved"
- Select Vendor
- Save
- Create Line Item
    - "Add Line Bib Import" for new record exported from OCLC
                OR
    - "Add Line Bib Search" for record that already exists in Voyager (e.g. second copy of book)
    - Select correct title
    - NOTE: be sure to select "*delete after import*" when importing OCLC record.
    - Import
- Open "Quick Line Item" and fill in needed fields
    - Price (from request or invoice)
    - Intended Location (e.g. b1b, b8mediaDVD, etc.)
    - Ship To: "Monograph Acquisitions"
    - Confirm correct ledger (e.g. current fiscal year)
    - Select fund (e.g. bBLi04F4)
    - Note Requester
    - Fill in Fund Code at "Instructions to Vendor"
    - Save
    - Opens "Detail Line Item" tab
        - Mark ISBN number if available
        - Save and Close
    - Click on "MARC" to get into Cataloging Module

Adding New Book in Cataloging Module

- Confirm correct Bib record
- Add new Holding
- Confirm location code and Add call number (copied from Bib record)
- Add new Item
  - Barcode book, confirm location and item type ("group" if multiple parts)
  - Change "Pieces" for multiple parts (e.g. CD in book, DVDs in case)
  - Note number (2 or more) and type of parts in Note fields "charge" and "Discharge"
  - Change status to "in process"
  - Put price in correct field
  - Write call number & requester on note tab & place in book –
  - Set aside for labeling, tattle-taping and stamping
  - Return to Acquisitions module and Approve PO (select print also)
  - Print PO using "Reporter" module on colored paper and place in book
  - Note: Can be done as a batch process (See Printing Purchase Order)

Processing New Books with Previously Created PO

- *Note: Not used often.
- Locate PO (Search Orders) in Acquisitions Module
- Edit
  - Highlight Line Item
  - Confirm price (change if invoice shows different price)
  - Click on "MARC" to get into Cataloging Module and confirm record
    - If brief in-house created record check OCLC for a complete record
    - Download OCLC record into Voyager & replace line item in PO
  - Add new Holding
    - Confirm location code and Add call number
  - Add new Item
    - Barcode book and confirm location and item type.
    - Change status to "in process"
    - Put price in correct field
    - Write call number and requester on note tab & place in book
    - Set book aside to be tattle-taped, stamped & labeled
    - Return to Acquisitions module and Approve PO (select print also)
    - Print PO using "Reporter" module on colored paper and place in book
    - Note: Can be done as a batch process (See below)

Printing Purchase Order in Reporter Module

- Open Reporter module
- Click "okay" through warning boxes as they pop up
- Select: "Build Notices/Reports"
- Put appropriate colored paper in printer
- Select "Run Reports/Notices"

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Final Steps

- Attach printed POs to shipping list and give to Systems/Budget manager
- Review student generated label for accuracy (confirm stamped, tattle-taped)
- Remove "in process" status
- Send email notification to faculty who requested book of availability
- Put clear covers on all books with dust jackets and on paperbacks as needed
- Move processed books to Reference Librarians for review

OR

- Place on hold shelf for faculty who respond to email

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New Arrivals Report Process

Approximately three times a year (July, December, March) we send an email to "AllFaculty" "AllStaff" "AllBureau" and "Students" with a list of the new books and DVDs we have added. The report is downloaded from UM Libraries Internet and put into an Excel spreadsheet.

Instructions for New Arrivals

Go to: http://libnet.lib.umt.edu/
- Knowledgebase/Downloads
- Online Reports
- Reports for MTech
- New Materials Report
- Crystal Reporter
  - Fill in appropriate start date

After Report Opens
- Export (use "envelope"/arrow icon on report
- Formats: Excel (data only)
- Select "All" Pages
- Export
- Note: Message bar at the bottom of page: "Do you want to open or save…"
  - Select "Save As"
  - Save in "My Documents" – "New Arrivals"
  - Name file with beginning-ending dates of report

Open File in Excel
- Change to page layout to Landscape with narrow margins
- Move "Location" column to A column
- Adjust column width (be sure "call number" column is wide enough for complete call number)
- Separate "b8media" location from others by inserting extra row
- Sort b1b and b0ref locations by call number (A-Z)
- Clean-up spread sheet
  - Delete any duplicates including multiple volumes of a title
  - Delete author's name from "title" column
  - Delete all but production company (e.g. Columbia Pictures) from DVD titles

When clean-up is complete save file and email as an attachment to all faculty, all staff, all bureau and students.

Fiscal Year End Process for Books and Standing Orders

Filing Instructions for Year-end Vouchers

Voucher/Check Request forms are received from Budget Manager on colored paper

1. Separate vouchers by vendor (e.g. Amazon, Midwest, Oxford Press)
2. After separated, organize by "Invoice Number"
    a. Attach shipping list to voucher if available
    b. File by "Invoice Date" (highlight date) from July or August to June (e.g. 7/26/2014 – 6/5/2015)

File all Amazon vouchers in folder by Invoice Date

File all Midwest vouchers in folder by Invoice Date

Create a file for "Miscellaneous Vendors" (e.g. Miscellaneous Vendors – FY 2013/14)

Separate vendors alphabetically

File vouchers for each vendor by Invoice Date.

Label folders by vendor and fiscal year (e.g. Amazon FY 2013/14)

File folders in "Completed Book Orders" cabinet in Technical Services.

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Receiving and Processing Standing Orders

Standing Orders are received from Midwest or directly from the publisher. Most standing orders are used as reference materials and are updated annually or as published.

Creating Purchase Order

If new standing order, create PO following standard directions for Serial PO

Note: create Publication Pattern ONLY for items received on a regular schedule (i.e. annually). For items received irregularly create PO only and then check in through cataloging module as received.

Processing Standing Orders

- Find PO number in Standing Order Record Book
- Retrieve PO in Acquisitions
- Line Item
    o Edit approved (change price if necessary)
- Check in:
    o Go to "Detailed Line Item" tab
    o Select "Type"
    o Check "Component Pattern" to confirm item in hand is the edition expected
    o Check in as appropriate using "Serials Check In"
    o Pay attention to notes (e.g. "Undisplay previous edition")
- Select "Cue for Print" under "File"
- Fill in received information in the Standing Order Database (Access) and in paper Standing Order Record book.
- Set aside for students to label, tattle-tape and stamp
- Pull previous editions and place where directed (e.g. COT, Journals) or withdraw.

Printing Purchase Order in Reporter Module

- Open Reporter module
- Click "okay" through warning boxes as they pop up
- Select: "Build Notices/Reports"
- Put appropriate colored paper in printer
- Select "Run Reports/Notices"
- Print Current PO with updated price change
    o Fill in appropriate information and give to Systems/Budget staff with invoice

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Book Labeling Procedure

Spine labels are created for books using the OCLC Label program which is on the student computer and on the Technical Services Supervisor's computer.

Creating Labels

1. Double Click the "Label Program" icon found on the desk top.
2. Create a new label file by clicking the first icon on the tool bar or by clicking "File" on the task bar, then "New.'
3. Name the file as your initials and the date you are creating the file (e.g. LD91604.lbl)
4. Click the turquoise icon found on the tool bar near the top of the program.
5. Type the label the way it is on the sticky note in the front of the book. All letters are capitalized except the "v" for volume number.
6. Double check that your label matches the sticky note.
7. Mark the label for print, (F10 key) or by going under the task bar "action," then "mark labels for print."
8. Close the small window where your label was typed, and
9. Repeat steps 4-6 until all books on the cart have typed and marked labels.

Printing Setup For Labels

Double check printing setup before you print for the first time.

1. Select Options
2. Print (will open Print Options dialogue box)
3. Printer: Kyocera FS-C2026MFP KY 1
4. Font: ALAB BT Courier
5. Font Size: 12
6. Form: Sheet
7. Printer Offsets: Top: 0.0   Left: -.30   Centimeters
8. Select "Prompt for options"

Printing Marked Labels

1. Put label paper in Technical Services printer (use paper tray)
2. Click the icon 'print marked labels' on the tool bar, or click 'action' on the task bar, then 'print now.'
3. The computer then asks which column and row where the printing to start. Rows are horizontal and columns are vertical.
4. Labels print left to right and top to bottom.

Note: If there is a problem with the printing or entire batch needs to be changed use "Recovery" process below. For one or two labels it is more efficient to just print a new label.

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Recovery Method
- o Get back into the label program.
- o Open the file for the created the labels.
- o Click "Search for labels" icon on the tool bar, or click "File" on the task bar, then "Search for labels."
- o Click the "list all" button on the search window.
- o Find your appropriate label(s), double click it, it should bring up the label window, make your correction, mark it for print, then close the small window. Repeat for all labels that need correcting or reprinting.
- o Save all changes with your initials and the date.

Labeling the Books
1. Peel the label for the correct book from the sheet of printed labels
   - Trim little amounts from the top, bottom, and sides to best fit the spine of the book. If spines are too thin place the label on the cover.
2. Place ==top== of label <u>1 ½ inch</u> from the ==bottom== of the book, and press onto the spine.

3.   ==Important…MAKE SURE THE RIGHT LABEL IS WITH THE RIGHT BOOK.==

4. Cover label with DEMCO clear label protectors.
   - Note: Turn iron on when you start this step so it's ready
5. Iron labels on book
   - Confirm iron temperature has reached 130 degrees..
6. Keep the label on the iron for 20 to 25 seconds, and if the clear protectors wrap around to the front and back covers, make sure they are ironed on all edges.
7. After all books are labeled and back on the cart, return to a Technical Services staff.

Serials Processing and Claiming

Montana Tech currently receives approximately 419 print journals and magazines. Journals are selected to support the curriculum and research and mission of the campus. Technical Services staff also process approximately 30 magazine titles for the Highlands College Library/Learning Center. Over the past several years many print subscriptions have been replaced with database subscriptions which allow access to even more titles.

General Print Serials Processes

- Students receive serials; sort, stamp, barcode and put on cart for processing
- Check in serials in acquisitions module.
- Maintain pub patterns in acquisitions (Requires regular updating and evaluation)
- Close the record in cataloging and acquisitions when serial has been cancelled
- Maintain serial database on Voyager (need knowledge of MACR 21 cataloging rules)
- When serials return from the bindery delete all the single items and add the bound volume to the record so it reads correctly in the OPAC
- Update display feature in acquisition module.

Create Purchase Order:

- New Purchase orders:
  - Open Serials Acquisitions
  - Select "New Purchase Order"
  - Assign PO number by adding "b" in front of default number
  - **Type**: Continuation
  - **Site**: MT Tech Serials Acquisitions
  - **Ship To**: MT Tech Serials Acquisitions
  - **Bill To**: MT Tech Serials Acquisitions
  - **Vender** (this is not set as a default because vendors vary)
    1. **Code**: bebsco
  - **Account**: b Main Account

    NOTE: Everything in red must be filled out

  - **SAVE**: Top   (DO NOT USE: Save and Close)
  - **Add Line** using Bib Search (ISSN/Title)
- Quick Line Items:
  - **List Price**: Put the price in from EBSCO invoice (current year)
  - **Intended Location**: B: Journals (b8jou Journals)
  - **Number of copies** (always 1)
  - **Ship To**: Serial Acquisitions (at bottom of list)
  - **Ledger**: bMT TECH SERIALS (Fiscal Year)
  - **Commit To Fund**: (click on binoculars)
    - **Search By:**: "Fund code" **Condition:** "equal": **Search For**: :"bp"
    - **Scroll through to find current fiscal year**
    - **Select department** (reporting): (if in doubt use "bpGeneral Library Serials")

  - Note: if item is a gift not purchased by library use Fund Code BG to "Search For"

- Detail Line Item
  - Select "Type" tab
  - **Line Item Type**:   Subscription
  - **Starting Piece ID:**   enter v.#, no.#
  - **Start Date**: (click on dots to bring up calendar select Jan.1 of current year e.g. 1/1/11)
  - **Renewal Date**: (click on dots to bring up calendar select Jan.1 of next year e.g. 1/1/12)
  - **Subscription Length**: 1 Select "years"
  - **Vender Title Number** (from EBSCO invoice e.g. 442228200)
  - **SAVE (**must save here in order for next step to work correctly)

- Subscription Pattern:
  - **Select** "New" (button on far right)
  - **Component Details**:
    - **Component Name** (automatically filled in from previous screen)
    - **Category**: Basic
    - **Note**: add a note if needed for specific instructions
    - Check **Create Items** box
    - **Default item Types**: bs journal LT
    - **Claim Interval Days**: 30
    - **Save (**must save to make Component Pattern tabs available)
  - Predictive Component Pattern:
    - **Publication Pattern Model**: Pick-one that matches publication pattern (see journal)
      - Examples: Monthly, Semi Monthly, Bi Monthly, Quarterly, etc.
    - Click "Start Prediction"
  - Start Prediction Dialog Box
    - Fill in **all** appropriate boxes for first expected issue (e.g. v. no., year, etc.)
    - Select "**First Issue's Expected Date**"
      Note: Must match "**day of the month Expected**"
    - Click **Okay (**
    - Select **Issue** to check if pattern is correct
  - To Edit a Publication Pattern:
    - Select **Close Pattern**
    - Yes to dialog box : close pattern today
    - Returns you to **Publication Pattern Model** (start over again)
  - Once everything is completed correctly check in the first issue
    - Go to **Serials Check-in** to left of screen
    - Follow serial check in procedure

Serials Check-In:

- Select ISSN button
- Type in ISSN Number (use title if ISSN is not available)
- Click on **Check-In**
- Select MT Tech's publication (Vendor code: bebsco):
  - Pick the right issue with v., no. date, etc.
    Note:(You can add, change, or remove an issue from here if needed)
  - Click **Accept**   (You can accept more than one issue at a time)
  - Click in box under **Select Copies to Receive or Mark**:
  - Click Receive (takes you to "Item ")
  - Click on ellipses (….) button to add barcoded issue
  - Save (click on sailboat)
  - Close (This returns you to Serials Check-In/ Receive Mark screen)
  - Select **History** (if multiple issues have been received)
  - Select **History Receipt** tab.
  - Select oldest "Yes" Display in OPAC issue
  - Click on "Display in OPAC" option (this changes the display option to "No")
    Note: Generally allow 3 -4 issues to display "Yes"
  - Click Start Over
  - Go to **Serials Check-in** to left of screen and repeat process with next title
- Put serials on a cart for students to shelve.

Note: Current Issue Only (popular magazines not kept in stacks). These are checked-in on paper cards kept in the EBSCO manual.

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Claiming

- Claim Worksheet:
  Fill out Title/Volume/Number/Date/Title Number (from EBSCO invoice sheet) for each missing item/issue. Claims sent to EBSCO online about once a month
- Web Address**:**   **www.ebsconet.com**
    - Customer Code
    - User Name
    - Password (Find these in the EBSCO book**)**
- Follow the web directions (this changes as they update the site)
    - Select My Orders tab
    - Leave Search defaults unchanged
    - Change For to "Title Number"
    - Type in Title Number from current EBSCO invoice (e.g. 490045002)
    - Click Show Results
    - Click on the Journal title (takes you to MT Tech's subscription)
    - Click on Claim this Order button at top of page
    - Scroll to Volume/Issue Information Select missing issue
    - Click on Submit
    - Read confirmation of claim
    - Repeat process for each claim (delete title number and replace with next claim).
    - When you are finished click" **Log Off Marcia**" at top of screen
    - Once a month you will receive the EBSCO Monthly Claim Checker in the mail.
    - Check to see if we have received the claimed items
    - Write the date received by the title or select "follow-up" option.
    - Make a copy of the EBSCO claim sheet with responses and mail back to EBSCO within 15 days
    - File the **original** claim sheet in EBSCO book
    - If unresolved problems occur email our customer service person at EBSCO and copy Technical Services supervisor (see EBSCO book)

Claiming Non EBSCO items:

- Contact publisher directly either through web access if available or by phone if needed.

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Patent and Trademark Materials

Montana Tech serves as the only Patent and Trademark Depository Library in the state of Montana. As such, we receive a variety of Patent and Trademark publications. Print publications are processed in Technical Services. The library also maintains an historic collection of print publications (Patent & Trademark Gazette) as well as publications issued on CD-ROM.

Processing

- Plant patents:
    - Receive in the mail
    - Date stamp, check in and reconcile with the shipping list
    - Shelve in yellow boxes in serials stacks (Patents)

Claiming

- Plant Patents

For missing or damaged shipments contact Contracting Officer's Technical Representative (Karna Cooper) Karna.cooper@uspto.gov directly or call
1-800-435-7735
FAX: 571-270-9864
Phone: 703-308-9250 ext. 119

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Government Document Processing & Claiming

Montana Tech Library is a selective (26%) Government Document Depository. We receive print and CD-ROM material in weekly shipments. Microfiche is also received occasionally in a separate shipment. All items are processed in Technical Services and routed or shelved as appropriate.

Processing Print and CDs

- Confirm Box received is MT. Tech's (see label for depository # 0340)
- Sort and Reconcile items received with the shipping list (e.g. 2011-0036-P = Print, 2011-0021-S = Separates, 2011-0007-E = Electronic)

Note: Separates "S" received as individual item. Box has "S" by depository number
    Electronic CDs, DVDs, etc. received in box with print items

  - Open according to date on box
  - Confirm that we select item (see Depository Library Item List)

- Date stamp each item & shipping list
- Attach the labels and barcodes to items (if available)

Note: Labels but no barcodes for: Federal Register, Congressional Record, CFRs, Public Laws

- Check items in on the cataloging module in Voyager (confirm preferences = bgpo)
  - Make a new holding from the Missoula Bib record and add our item
  - Note: See Routed Documents List (checked in on cards)
- Shelve upstairs or route appropriately
- Update Item List quarterly (www.access.gpo.gov/cgi-bin/dposchk.cgi?dposnum=0340)

Processing Microfiche

- Receive in the mail
- Confirm that we select item (see Depository Library Item List)
- Date stamp envelope & shipping list
- Sort into Microfiche box
- Students will count and shelve upstairs
- Claim by fax if missing any fiche

Processing USGS (United States Geological Survey)

- Receive the publications from USGS
- Check the cataloging module to see if we own the publication.
- Evaluate which items to keep (We keep 2 copies of most publication and 3 or more of the Montana related publications – these extras go in storage)
- Date stamp, label, barcode
- Check in the item in cataloging module if we are keeping it (add item to our holding)

Claiming Missing GPO Documents

FDLP Desktop   (http://www.fdlp.gov/webclaimform

<mark>**NOTE:** Always check the Claims Copies Exhausted page before making a claim. This page is updated periodically as necessary, and lists those publications for which GPO has exhausted its claims stock. Do <u>NOT</u> submit a claim for any publication appearing on this list.</mark>

If the item you are claiming is not on the list proceed to claim

- Contact Information Fill in all
    Depository library number (0340)
    Your name
    Your Email Address
- **Fill in the blanks**:
    Shipping list number
    Item number
    Title
    Submit
- Print claim for your records

Maps Receiving and Processing

Montana Tech Library has an extensive collection of current and historic maps. BLM, 1:100,000 maps (Surface & Mineral Status) are received about three times a year. The 7.5 minute topographic series (TOPO) maps are no long printed; however, the Library has a large collection of historic TOPO maps. Folded Geologic maps are received irregularly from the government printing office and shelved in file cabinets under appropriate Sudoc call numbers.

Types of Maps

- TOPO Maps (7.5 Minute Series)

TOPO 1:24,000 maps are shelved alphabetically by quadrangle under the appropriate state. As new editions are received the older editions are superseded. Montana superseded maps are kept and shelved in the wooden map cases.

- BLM Maps

BLM 1:100.000 maps are received from the U.S. Department of Interior and are checked in, stamped, and inventoried in the "Map database." We receive both Surface Management Status maps and Mineral Management Status maps. They are shelved alphabetically by map title under the appropriate state. As new editions are received the older editions are superseded.

- Maps/ Plates in a Publication

Maps and plates that are in a pocket in a publication need to be stamped and labeled. Each item is stamped in the upper left and the lower right. Call number labels are placed in the upper right corner.

Receive and Stamp Maps

- Reconcile items with shipping list (green sheet)
  - Stamp shipping list with current day's date
  - Match GPO Item number on the shipping list with number on GPO Item list
  - NOTE: if you receive a map that does not reconcile with list set aside

- Stamp received maps
  - BLM Maps
    - Stamp on lower right, upper left, and middle back
    - If barcode or label is available place on lower right corner

  - Miscellaneous oversized GPO flat maps labeled with Sudoc number
    - If barcode or label is available place on lower right corner
    - Stamp top left and middle back

  - Sudoc labeled maps in envelopes
    - Stamp envelope
    - Stamp maps top left, bottom right and middle back
    - Label on top right of map
    - Label envelope on upper left corner near opening
    - Barcode at upper right near opening

BLM Maps: Input into Map Database using information from the shipping list
- o Select: My Computer – Local Disk (C:) – Documents & Settings.
- o Default User
- o Right click on "Maps_Upgrade…"
- o Create shortcut and drag shortcut to the desktop (Delete previous shortcut)
- o Access map database – "Maps"
- o Select type of map you are processing (BLM)
- o Fill in required information
- o Click add new map and continue through list
- o NOTE: if map has two states use the first state.

Geologic Maps in Envelopes: Add to Catalog
- Check Local system and add
- Add to Voyager record (add holding and item)
- Location code: "mapsfold" **Item type**: "bxmap LT or bxmap LTG"
- Shelve in appropriate drawer by SuDoc call number.

Miscellaneous GPO Maps MapsSudoc labeled maps in flat map cases

Over-sized flat maps are occasionally received from GPO. To process;
- ▪ Stamp and label as above
- ▪ Add to Voyager record (add holding and item)
- ▪ Location code: "mapsflat"
- ▪ Shelve in appropriate black flat map case

Superseding Maps
- Pull previous editions, if barcoded give to TS staff
  - o NOTE: If older than 2004 & not barcoded withdraw & set aside.
  - o If 2004 or newer follow instructions below to delete from database & then withdraw
- Sign into student computer & open Access 2007 – Find "Maps"
  - o NOTE: Use most recent (maps or maps_upgrade)
  - o My Computer – Z:\Additional Storage\Technical Services\Access Map Database
  - o NOTE: Warning –click options – choose "allow" and "accept"
- Click "BLM Maps" to open "BLM Form"
- Type in title (town) of the map
  - o Use arrows to scan through & find previous received dates
  - o Click "Delete current map" when you find listing that matches map in hand
  - o Continue with all maps
  - o Click "Save" when all maps completed

Montana Documents

Montana Tech Library serves as a partial depository for print documents published by Montana state agencies. The Montana documents are shelved as a separate collection and call numbers are created in-house. Publications are shelved under the publishing agency and then by topic or title and date.

Montana Bureau of Mines and Geology

Montana Tech Library is responsible for cataloging documents published by the Montana Bureau of Mines and Geology (MBMG) and dispersed to the library. We maintain a complete collection of all print publications (one circulating copy and one archival copy) received from MBMG. Call numbers are created in-house reflecting the type of publication.

Publication	Call Number Convention
Bulletins	MBMG BUL
Geologic Atlas	MBMB GA
Ground Water Assessment Atlas	MBMG GWAA
Hydrogeologic Maps	MBMG HM
Information Circulars	MBMG IC
Memoirs	MBMG MEM
Montana Atlas	MBMG MA
Open File Reports	MBMG OFR
Report of Investigations	MBMG RI
Reprints	MBMG RE
Special Publications	MBMG SP

All MBMG publications are shelved with other Montana documents.

Superfund Collection

Montana Tech Library is the official repository for reports and final reclamation decisions for one of the largest superfund sites in U.S. The work being done deals with reclamation of the mining areas in and around the Butte, Silver Bow County, and Clark Fork River Basin areas. Catalog records for the publications are created in OCLC according to current cataloging standards and local call numbers are assigned in the ILS. The areas are divided into *"Sites"* and within each site are several *"Operable Units"* as determined by the EPA.

Sites and Operable Units

- 1. Milltown Reservoir Sediments/Clark Fork River Site

  Operable Units
  - General
  - Drinking Water
  - Reservoir
  - Clark Fork River

- 2. Silver Bow Creek/Butte Area Site

  Operable Units
  - General
  - Priority Soils
  - Streamside Tailings
  - Warm Springs Ponds
  - Mine Flooding (Berkley Pit)
  - Rocker
  - West Side Soils
  - Lower Area One

- 3. Montana Pole Site

These publications are kept in a separate collection maintained by the agency.

- 4. Anaconda Site

  Operable Units
  - General
  - Old Works/ East Anaconda Development Area
  - Community Soils
  - Anaconda Regional Water, Waste & Soils
  - Mill Creek
  - Flue Dust
  - Arbiter
  - Beryllium

- 5. Anaconda Minerals Company

Special Study

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Instructions for Assigning General Publication Call Numbers

Call numbers for this unique collection are determined and assigned in-house and organized first by Superfund site (i.e. Silver Bow Creek—SBC, etc.) then operational unit (i.e. Priority Soils—210, Rocker—250, etc.). Cutter numbers reflect specific information in the report and are generally pulled from significant words in the title.

In order to shelve related reports and publications in the same area for easy access, initial cutter numbers are also determined by association even if not specifically part of the title. Determine association by reading Introduction of the document and/or transmittal letter that comes with document.

Examples:

.B75 for "Butte Treatment Lagoons"

.M73 for Metro storm drain

.R537 for Residential Metals Abatement Program

NOTE: For continued reference: If the word on which a cutter is based is not in the title it is helpful to add the word in [square brackets] to the title in the index

- 2011 Metro storm drain (MSD) sub-drain [flow] study interim technical memorandum: Final (SBC210.M73 S347.586 2011 Final)
- [Residential Metals Abatement Program] Public health study plan phase 1 report: draft (SBC210.R537P47 7 2013 Draft)

In order to distinguish specific aspects of similar publications extension cutter numbers are added to second level cutters.

Examples:

.337 for Construction completion report

.586 for Interim technical memorandum (see example above)

.86 for Technical memorandum

.77 for Summary report

Finally add "Draft" or "Final" after the year as appropriate (see example above).

Instructions for Assigning Specific Publication Call Numbers

- Call numbers for "**Annual Operations and Maintenance Report, Butte Treatment Lagoon System.**" Hold *draft* and *draft final* reports in Technical services until *Final Report* is received.
  - Create record in OCLC (see OCLC #839693238)
  - Export record to ILS
  - NOTE: for call number use year of report, not year published (i.e. Report for January 1 – December 31, 2010 use 2010 in call number.).

Superfund Index

An index of all cataloged publications is maintained and updated regularly. The Index is accessible on the shared (Z) drive. Access path: Z – Additional Storage – Superfund Index

Withdrawing Publications Procedure

In order to keep an accurate annual inventory of books that have been withdrawn from the collection and to update Montana Tech's holdings in WorldCat a process for withdrawing of books has been established.

Withdrawing Books

Bring up the item using the barcode. Check hierarchy to see if Tech is the only library that owns the item. Retrieve BIB and HOLDING.

1. **BIB Level**
   a. Copy OCLC number from BIB
   b. Paste OCLC number into Connexion (for immediate deletion) or in a spreadsheet (students usually do it this way) for deletion later by staff.
   c. If we are the only affiliated library that owns a publication **suppress** the BIB from the OPAC
   d. If other libraries own the publication leave the BIB as it is.
2. **Holding Level**
   a. Change the location code to "bz8wdbk(year)"
   b. In the 008 field change from "permanently retained"(8) to "not retained" (7).
3. **Item Level**
   a. Change barcode to "b200x" (x is the year item is being withdrawn) (do not delete "inactive" barcode)
   b. Change permanent location to bz8wdbk(year)"
   c. Change item type to "noncirculating" if necessary
   d. Put $25.00 in the price field if there is no price
   e. Change status to "Withdrawn"
4. Double check hierarchy to make sure each level has been completed correctly

Withdrawing Standing Order Items

- Bring up the item using the barcode.
- Open BIB level
- Create "New Holding"
- Change location code to "bz8wdbk(year)"
- Add current call number
- Relink item that is being withdrawn to this new holding
- Change the permanent holding to "bz8wdbk(year)"
- Change barcode to b20xx
- Change status to "Withdrawn"

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Exporting Records To or From OCLC

Bibliographic records for some publications (theses, Superfund) are either created or derived in OCLC and exported into the local catalog. New books are often batch processed in OCLC and the records exported into the local catalog. In order to work with records in more than one session, and to distinguish a specific group of records, it is helpful to create a file. A batch export file that includes the local file import path is also created.

Connexion Export File Setup

In Connexion set up a working file for processing new books and/or cataloged items
- File,
  - File Manager,
  - Create File…..
  - Name File OCLC (e.g. FALL2013, GRADS2012)
- Set as default when you are working in this file.
- Create a batch export file that correlates with the above file (e.g. MSGrads2012, Fall2013).
  - Tools
  - Options
  - Export tab
  - Create
  - File
  - Confirm that file is in "NewImports" folder then name file

Some Bibliographic records are in our local catalog only. When those records are discovered the records are updated and then loaded into OCLC and a new record is created. The following process is used to export a bibliographic record from the local catalog into OCLC

File Path Setup

In Voyager
- Create a file in Voyager to store Voyager cataloged record
  - Options ⟶ Preferences ⟶ Folder/Files ⟶ Save to Local File
  - Create a folder and a file in OCLCAPPS (i.e. Folder = Exports,   File = exports1)

In Connexion
- Create an import file in Connexion
  Tools ⟶ Import ⟶ Type in the file name (e.g. exports1)

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Working with record to up-load

- Find or create Voyager BIB record
- Select "Save Plus" icon to save record (this saves to local file as well as to database)
- In Connexion
    - File ⟶ Import Records
    - Select File to Import (e.g.exports1)
    - Import to Local Save File
    - "Delete File" ⟶ YES (this adds record to local file)
    - Cataloging ⟶ "Show" ⟶ "By Local File Status"
    - Scroll through the list until you find "NEW" record
    - Open record
    - Change ELvl to "K"
    - Take out all 035 fields, 010 fields, and 9xx fields
    - Put "MZJ" in 040 field
    - Make any other appropriate changes to the record
    - Validate (if will not validate, fix problem listed)
    - Update holdings

If single record: export OR copy the new OCLC number into the local record on Voyager
If working with several records at one time use Batch option.

- Batch ⟶ Online Immediate ⟶ Process Transactions
- Review Bibliographic File list to be sure that transaction process is complete

Donation Procedure

Montana Tech Library regularly receives donations of books, journals, and miscellaneous papers and other publications from professors, alumni, and the community. Each donor is given a receipt to use for tax purposes (see next page). Technical Services staff mail out thank you letters with a copy of the receipt. Technical Services staff also keeps a copy of all receipts and maintains a database of donors.

Books

All donated books, journals, and miscellaneous items are received, counted and organized by Technical Services staff. Reference Librarians determine which books are appropriate for the collection using criteria specified in the Collection Development Policy. Donated items that do not meet the criteria are given to the Friends of Montana Tech Library to sell at their annual book sale.

Journals

Designated donated journals received from professors and staff that are regularly added to the collection are kept in the Technical Services area until they are a year old. Then they are cataloged and added to the collection.

Other donated journals are added to the collection if needed. When donations are received, Technical Services staff checks holdings of publications currently in the collection to determine if any issues are missing. Donations are used to replace missing issues whenever possible.

State and Foreign Documents

These publications are received through exchange agreements established with the other states and countries during the early years of the Montana School of Mines. The majority of the publications come from geological agencies and societies. Receipt of the publications is recorded in the appropriate binder in Technical Services. Publications are shelved by state or country then by publishing agency (e.g. Japan, Geological Survey, Bulletin). Materials received on unrelated subject matter (e.g. sociology, economics) are not added to the collection.

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Thesis Cataloging

Montana Tech Library is responsible for cataloging and housing one archival copy of each Master's thesis written by Montana Tech graduate students. All theses are produced electronically and submitted to ProQuest under the direction of the Electronic Thesis Coordinator. The approved thesis format template is available through the Graduate School homepage.

Bound Copies Cataloging

When archival print theses (blue with white print) are received from ProQuest each copy is checked for accuracy of spelling, binding, and page placement.

Minimal Marc records are received from ProQuest and enhanced in OCLC using current cataloging standards (see detailed directions and examples in "Thesis Processes Handbook"). Enhanced records are exported into the ILS and holding and item records are created.

- Create one Holding record for access to the electronic thesis (b8thmsel) with the URL in the 856 field—cut from the BIB record.
- Add an item with no barcode.
- Create one Holding record for the bound archival copy (b8tharch)
- Add item record
  - NOTE: If bound thesis includes plates or CDs or DVDs in a pocket note in the item record and change the number of pieces as appropriate. Also describe items (e.g. One CD-ROM in back pocket) in Voyager "discharge" and "charge" notes.

Archival theses are shelved in the large storage room and not available for checkout.

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Binding Procedures

Montana Tech Library generally binds serials twice a year—in July and in January. Binding is sent to Bridgeport National Bindery, Inc. in Agawam, MA as per a state-directed contract that includes all Montana school libraries. The library uses the LARS binding program with pre-formatted templates for individual serials titles. Miscellaneous binding is set up according to binding type (book, tabloid, etc.)

Journals

- Pull journals according to "Serials Binding List"
- Arrange in book format (e.g. Jan – Dec)
- Combine annually, semiannually, or quarterly depending on size
- Bind with rubber bands
- Note if there are any missing issues
- Pull the most recent bound issue and keep with current items pulled for binding
- Input information into LARS binding program according to binding instructions in "Binding Process Handbook."
- When serials return from the bindery delete all the single items and add the bound volume to the record so it reads correctly in the OPAC

Technocrat

Library maintains two archival copies of Montana Tech's student newspaper, the *Technocrat*. Keep a file with two copies of each issue in Technical Services. When binding, open issues and set up for appropriate size following directions in the "Binding Process Handbook."

Miscellaneous Binding

For binding of miscellaneous items (books, tabloids) or re-binding for repair see "Binding Process Handbook."

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Mending Procedure

Students and staff find books in need of repair. Technical Services staff determines if the book should be repaired, replaced, or restored (e.g. Special Collections Books).

Supplies for repair

Books on the repair of books
Scissors, large and small.
Rulers 12 inch and 36 inches
Tweezers
Bone folder
Micro spatulas
X-Acto knives
Erasers
Book Tape
Double sided tape
Document repair tape
Paper cutter
Gloves
Glue

Recipe for glue

PVA- (polyvinyl acetate-white glue). Keep only one year, if it is old or smells bad toss it out it because it can cause mildew if used when old.

Methyl Cellulose (powder) when mixed with water powder dissolves into a clear adhesive which may be used for paper mending.
- Combine one level teaspoon of methyl cellulose with 3 ounces very hot water.
- Mix and shake well
- Add 3 ounces of cold water mix and shake well
- Let set overnight mix and shake again in the morning.

In the morning add to PVA: Mix 50% PVA and 50% methyl cellulose, shake well.
Store in a cool, dry, dark area. Sunlight and heat will cause your glue to deteriorate.

Shelf Maintenance

Serials

- Supervise students on shelving the serials in the proper stacks or current display
- Maintain publications in stack (e.g. magazine boxes)
- Pull for binding as needed
- Weed and shift as needed.

Maps

- Maintain a "Map Collection Index" guide for staff and patrons
- Maintain shelf order for maps in cases
- Transfer superseded maps to locked map cases.
- Encapsulate historic maps for preservation

U.S. Government Documents

- Sort and shelve the used Gov Docs on a daily basis or as needed
- Weed and shift as needed in accordance with the 5 year rule
- Maintain contact with the Regional Depository in Missoula.
- Understand needs and uses of library patrons to evaluate collection

Montana Documents

- Create call numbers by agency and department
- Maintain shelf order for documents received from Montana State Library
- Maintain shelf order for publications received from Montana Bureau of Mines & Geology.
- Weed as needed.

State and Foreign Documents

- Maintain paper records of documents received through document exchange program
- Shelve publications received in stacks according to state or country
- Weed and catalog as time allows.

Newspapers

Newspapers are shelved daily with the most recent issue going into current display. Library keeps the current month of the following titles.

- Great Falls Tribune
- Montana Standard
- New York Times

Chronicle of Higher Education is kept for six months.

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Department Statistics

Technical Services statistics are kept for routine processes including items received, items checked in, and items cataloged or added to the collection. Statistics are recorded daily and reported monthly and quarterly to the Technical Services supervisor. An annual report is compiled and available for the Library Director.

Collection Size Estimation Process

Because not all of items in the collection are cataloged and therefore statistical reports cannot be pulled from the Voyager system, the library uses standard linear foot and linear inch measurements to estimate the size of some collections.

- Maps

Maps are measured by stack height using the following criteria.
- Flat Maps   100 maps = 1 inch
- Folded Maps   20 maps = 1 inch

- Government Documents

The number of government documents in the collection is a linear foot estimation using the following criteria:
- 1 L FT equals 52 small pieces (pamphlets & single pages)
- 3 L. FT equals 20 big pieces (book size)

- Microforms

The number of microform in the collection is determined by a linear inch estimation using the following criteria
- Microfiche: 15" equals 330 fiche
- Microfilm   26" equals 27 film boxes

- Foreign Documents

The number of foreign documents in the collection is a linear foot estimation using the following criteria
- 3 L. FT equals 180 pamphlets
- 3 L. FT. equals 52 book size pieces

- State Documents other than Montana

The number of documents received from states other than Montana is estimated using the following criteria
- 3 L. FT equals 180 pamphlets
- 3 L. FT. equals 52 book size pieces

- Montana and MBMG Documents

The number of Montana and Bureau of Mines & Geology (MBMG) documents is estimated using the following criteria
Note: MBMG documents are cataloged: generate a report by location & call number (MBMG**)
- 3 L. FT. equals 180 pamplets
- 3 L. FT. equals 52 book size pieces

- Superfund Documents

Note: Most are cataloged generate a report by location code (SuperFnd)

The number of uncataloged (Montana Pole Plant) Superdfund documents is estimated using the following criteria:
- 3 L. FT equals 33 large book size pieces

Most Recent Counts

- Map Count

  October, 2008
  - Current Topographical Maps   33,105
  - Superseded Topographical Maps   1,850
  - Current 1:100,000 maps   2,575
  - Current 1:250,000 maps   850
  - County Map series (1:50,000 &1:000,000)   575
  - Current 1:62,500 (15 minute) maps   2,700
  - Defense Mapping Agency Series   5,725
  - A.M.S. Maps   415
  - Folded Maps shelved by Sudoc call number
    - GPO folded maps   15,670
    - Geologic maps by state   450
    - Indexes   400

- Government Document Count

  February 2007
  - Total: 55,428

- Microform Count

  October, 2008
  - Total: 109,517

- Foreign Document Count

  December 2008
  - Total: 32,458

- States Other Than Montana Documents Count

  December 2008
  - Total: 19,386
  - Note: Count includes maps

- Montana and MBMG Documents Count

  December 2008
  - Montana Documents
    - Total: 2,684
  - MBMG
    - Total: 1852

- Superfund

December 2008
- Total: 261
- Note: Includes Montana Pole Plant Documents shelved separately

Preference Settings

Serials Acquisitions
- Type: Continuation
- Site: MT Tech Serials Acquisitions
- Locations:
- Ship To: MT Tech Serials Acquisitions
- Bill To: MT Tech Serials Acquisitions
- Vendor
- Code: bsebs
- Account: b Main Account

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Monograph Acquisitions

Default Screen

- Set from "Preferences; List Bar
- Search Orders   by "PO Number"
- When creating a new PO select "New Purchase Order"

Purchase Order

- Order site, Bill To, Ship To: Montana Tech Monographs

WorkFlows

- Searching   PO Number
  - Line Items
  - Enable Quick Line Item Upon Add
  - Enable Quick Line Item for Edit/View Details
  - Expand Receive Tree During Receive
- Approval Processing
  - Check for Duplicates
- Item Creation
  - First Copy numbered as zero
  - Show Item Record on Create
  - Check for Duplicate Barcodes
- Bibliographic Standard Numbers
  - Bypass ISBN Validation
  - Bypass ISSN Validation

Cataloging

Serials

- General:
  - Hldgs: bjournals
  - Bib: Import: OCLC Conditional
  - x Add a subfield "a" to a new field
- Validation:
  - Cataloging Formats: Marc 21
  - x display all headings
  - x Bypass Marc Validation   Heading Types
  - x Name
  - x Title
  - x Name/Title
  - x Subject
- Workflow:
  - x Retain last Search
  - x Auto truncation for non keyword
  - x Check for duplicate barcodes
- Items:
  - Item Types: BS Journals LT /
  - Pieces 1

Government Documents

All Preferences same as above except Hldgs is changed to "bgpo" and Item type is changed to "B Book LT".

Books

- General:
  - Holdings/Item Default Location—change depending what processing (e.g. books, reference, Montana Documents, etc.)
  - Delete records from work files once saved to database
  - Delete records from import file once saved to database
  - Add as subfield "a" to a new field
- Validation
  - Cataloging Format—Marc 21
  - Bypass Marc21 validation
  - Bypass Marc21 Character Set Validation
  - Bypass ISBN Validation
  - Bypass ISSN Validation
  - Display all Headings
- Workflow
  - Retain last Search
  - Display record directly if search results in only one title
  - Check for duplicate barcodes

- Item default—change depending on what processing (e.g. bb book lt, bbnc, etc.)

- Files & Folders
  - Templates: C:\Voyager\catalog\template\hold.tem
  - Folders:
    - Imports C:\Program Files\OCLC\Connexion\Program\NewImports
  - Save to Local File
    - File: C:\Program Files\OCLC\Connexion\Program\NewExports\Export2
    - Character Set: MARC21 UTF8
- Mapping
  - Local Import Marc21 UTF-8

Connexion

Look Under "Tools" →"Options"   To set the following Preferences

Access
- o OCLC Default
- o Enable Statistics Logging

Authorization   100-193-436

Name: MZJ

Batch
- o Maximum Number of Matches to Download
- o Batch Search Keys to Retain
  - ▪ Too Many Matches Found
  - ▪ Not Found or Error

Record Actions
  - ▪ Delete LHRs when deleting Holding
- o Perform Local Action in Batch
  - ▪ Label Printing
  - ▪ Label Options: SP1, sheet, Prompt for options

Derive Record
- o Bibliographic Records and Constant Data
- o Select the following fields:
  006,02x,03x,04x,05x,09x,,1xx,2xx,3xx,4xx,5xx,6xx,7xx
- o Bibliographic Records Institution Records: Select all

Export
- o Path: C:\Program Files\OCLC\Connexion\Program\NewImports\(**newFile)
- o Create new file each semester (e.g. Path…**Winter09)
- o Record Characteristics
  - ▪ Marc 21
  - ▪ Character Set: UTF8-Unicode

Fonts: Default

General

Session Timers

Log off Connexion____

Warn_____

Action Options

Warn before doing online actions immediately

Printing

Default printer: Kyocera FS-C2026MFP KY 1

Record Display: change colors if desired

Digital Commons @ Montana Tech

Using Digital Commons, the Library maintains a digital institutional repository for scholarly work produced by faculty and students. Digital Commons @ Montana Tech is a permanent open access site providing global access to all posted material through Google and other major search engines.

Technical Services staff maintains the repository, scanning and uploading print publications, posting born-digital items, and obtaining copyright permissions when applicable.

A monthly usage report of hits and full-text downloads is provided from Digital Commons and can be made available to faculty, staff and students upon request.

Working Conditions Report

The form on the following pages is approved by the Montana Tech Safety officer and can be used to report unsafe or unhealthful working conditions or a "near-miss" incident that could result in injury if not taken care of.

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Student Handbook

Technical Services usually hires 1 or 2 student assistants each semester.

Students are expected to assist with the check-in process and shelving of print and non-print materials. Label print materials using library specific software. Compile reports and lists as directed. Shelve journals, documents, and other materials. Repair materials as directed and complete any other assigned tasks neatly and promptly.

The following pages are for student information and training. Students are encouraged to read and refer to this section of the policies and procedures manual as needed.

- Guidelines and Emergency contacts
- Time Sheet
- Technical Services Skills List
- Sudoc Worksheet
- Maps from Processing to Shelving
- Shelving Statistics sheets
- Instructions for Serial Box Labels
- Newspaper Retention Directions

Serials Processing for Student Workers

- Stamp all incoming serials with the appropriately dated 'Received' stamp on the front cover and inside the issue on the table of contents. <mark>DO NOT STAMP ON FACES OR IMPORTANT INFORMATION.</mark>
- Barcode the back of the issue in the top right corner regardless of any information that might get covered.
  - Not all serials receive a barcode (see folder on the student desk for the list of serials that are not barcoded).
  - <mark>WHEN IN DOUBT DO NOT BARCODE.</mark>
- Remove loose advertisement cards from the serial and recycle.
- After stamping and barcoding:
  - Organize the incoming serials in alphabetic order separating the Tech Library from the Highlands (COT) issues.
    - Issues that are "current issues" do not get separated from the rest, <mark>THEY ONLY GET SEPARATED BY SCHOOL</mark> (i.e Tech, Highlands)
  - Count the number of issues checked in and fill in the "Daily Check-In Statistics" form that is located on the student worker desk (see Figure 1).
- After the serials have been processed place them in a convenient location for the Technical Services Staff for finalization.

DAILY CHECK-IN STATISTICS

These statistics reflect the number of issues which are received in the mail and processed daily. Also includes routinely withdrawn items (e.g. newspapers)

January - March   Year: _____

| Date | SERIALS | | NEWSPAPER | MAPS | Patents |
	Current Display	COT Serials	Withdrawn	Maps	Plant Patents
2/21	65	7			

Figure 1: Daily Check-In Statistics for Serials

Serials Shelving

- New serials are shelved in the current display turn tables under department (marked on top left corner by staff)
  - Remove previous edition and set aside to shelve in stacks (alphabetize as you go)
  - When all new editions have been shelved, shelve previous editions in alphabetically by title in stacks.
    - NOTE: Some issues are shelved by organization such as ASCE while others are by publication title such as National Geographic, if you cannot find where to shelve

Boxes for Serials

Serials are shelved in magazine boxes in the stacks until bound. When the box for a title if full students make another box. Boxes are considered "full" when no more journals can **easily** be put into or taken out of a box.

Boxes are in cabinets in Technical Services. To make a new box
- Bring issue back to Technical Services
- Select box that matches others used for the title
- Create label for box according to examples below.
  - Font style: **Times New Roman (Bold)**
  - All Caps
  - Font size   **28 pt. – 30 pt.**
  - Line spacing (single, "0" before and after)
  - Center on paper
  - Print and cut paper to fit front of box.
  - NOTE: Adjust font size so that title fits box and is easy to read

JOURNAL OF PETROLEUM TECHNOLOGY (JPT) (28 pt.)

CLIMB (32 pt.)

Student Statistics

Serials, Newspapers, Re-shelving

- **Daily Check-In Statistics**
  - **Serials**
    - Count the MT Tech and Highlands (COT) serials.
    - Record the number of MT Tech serials under "Serials: Current Display."
    - Record the number of Highlands serials under "Serials: COT Serials."
    - Record the date in the same row as the recorded statistics (see Figure 1).

  - **Newspapers**
    - Withdraw the newpapers during the second week of each month.
      - Remove the newspapers from the bottom shelf and approximate the number of papers (i.e. if the newspaper is a daily newspaper and the month has 30 days, then assume 30 papers).
      - Move the previous month's newspapers from the top shelf to the bottom shelf.
        - NOTE: Sometimes the current month's newspapers are on top of the previous month, keep the current month on the top shelf.
      - Record the approximated total of pulled newspapers on the Daily Check-In Statistics sheet (see Figure 2).
      - Dispose of the newspapers in the recycling bins outside.

DAILY CHECK-IN STATISTICS

These statistics reflect the number of issues which are received in the mail and processed daily.
Also includes routinely withdrawn items (e.g. newspapers)

January - March   Year: _____

| Date | SERIALS | | NEWSPAPER | MAPS | Patents |
	Current Display	COT Serials	Withdrawn	Maps	Plant Patents
3/2			273		

Figure 2: Daily Check-In Statistics Withdrawn Newspapers

Documents Re-shelving

NOTE: Re-shelving statistics include all maps and miscellaneous documents that have been pulled from the shelves. Most items for re-shelving are on a table upstairs.

- **GPO Items:**
    - Record the re-shelved GPO items under "Re-shelving Statistics" – GPO Items" (see Figure 3).
        - The re-shelved items are distinguished by first letter of the call number.

Monthly Statistics   Superintendent of Documents

Date   March, 2013

GPO Items *RESHELVED*					
Date Shelved:	3/8				
A - C	4				
D - F	1				
G - H					

Figure 3: GPO Items Reshelved

- **Maps Miscellaneous Documents**
    - **GPO Maps** include the folded maps that are in the file cabinets and also the maps in the map drawers with SuDoc numbers (not BLM maps or topo maps).
    - **Maps (not GPO)** include all maps that are not numbered with a SuDoc number that are located in the map drawers (i.e. BLM maps, topographical (topo) maps, etc.)
    - **Montana Documents** are located behind Superfund documents and include all Montana Bureau of Mines & Geology publications
    - **Other States/Foreign Documents** are located at the North end of the second floor and include all states except MT and all foreign country documents.
    - **Superfund Materials** are located in front of the state/foreign documents and have a distinctive call number that separates them from the other types of documents.
    - Microfiche include GPO microfiche and Technical Report microfiche that are left in boxes on top of the microfiche cabinets.

Date Shelved:	3/8				
GPOMAPS (folded or with SuDoc #)	0				
Maps (not GPO)	5				
Montana Documents	0				
Other States/Foreign Documents	7				
Superfund Materials	6				
TOTAL:	18				

Figure 4: Monthly Statistics Table 2

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Book Processing

Book processing includes the procedures for tattle taping, stamping, and labeling.

- Tattle Taping

Tattle tape is a thin strip of material that is either white or green. These strips are located in the student desk in the middle drawer. The white tattle tapes are only sticky on one side whereas the green tattle tapes are sticky on both sides.

Hardback Books
- Open the cover of the book so that it will lay flat on the table.
- Gently slide the long thin metal strip (located in the student desk) through the spine in the space between the binding and the cover.
  - **DO NOT** force the metal strip through the book, this can cause damage to the book.
  - If the metal strip will not go through the spine then follow the instructions for a paperback book.
- Peel off the protective film from a <mark>white</mark> tattle tape.
- Attach a small portion of the tattle tape to the metal strip.
- Pull the metal strip until the tattle tape is in the spine of the book.
- Press and hold the spine of the book while pulling on the metal strip so that the tattle tape will stay in the book.

Paperback Books
- Open the book about halfway through.
- Peel off the small side of protective film from a <mark>green</mark> tattle tape.
- Insert the tattle tape into the book as close to the binding as possible.
  - Be careful to put the tape as close to the spine as possible, if the tape is not in the spine that page of the book will not completely open.
- Close the book and press on the spine where the tattle tape is located.
- Open the book to the tattle tape and remove the other protective film and repeat previous step.

- Stamping the Book

- Stamp the book after inserting the tattle tape.
  - This helps keep track of which books have been tattle taped.
- Use the "Library Montana Tech, Butte, Montana" stamp.
- With the book closed stamp the top and the bottom of the book.
  - The top and bottom are the pages of the book, not the front or back cover.
- Stamp the title page of the inside of the book also. (Try to stamp toward the bottom of the page.)

Book Labeling

Spine labels are created for books using the OCLC Label program which is on the student computer and on the Technical Services Supervisor's computer.

- Creating Labels

    1. Double Click the "Label Program" icon found on the desk top.

    2. Create a new label file by clicking the first icon on the tool bar or by clicking "File" on the task bar, then "New."
    3. Name the file as your initials and the date you are creating the file (e.g. LD50513.lbl)
    4. Click the turquoise icon found on the tool bar near the top of the program or press the F8 key.
    5. Type the label the way it is on the sticky note in the front of the book. All letters are capitalized except the "v" for volume number.
    6. Double check that your label matches the sticky note.
    7. Save the label by pressing the F4 key or from the tool bar click "action" then "save."
    8. Mark the label for print, (F10 key) or by going under the task bar "action," then "mark labels for print."
    9. Close the small window where your label was typed, and
    10. Repeat steps 4-6 until all books on the cart have typed and marked labels.

- Printing Setup For Labels

    <mark>Double check printing setup before you print for the first time</mark>.
    - Select Options
    - Print (will open Print Options dialogue box)
    - Printer: Kyocera FS-C2026MFP KX
    - Font: ALA BT Courier
    - Font Size: 12
    - Form: Sheet
    - Printer Offsets: Top: 0.0   Left: -.30   Centimeters
    - Select "Prompt for options"

- Printing Marked Labels

    - Put label paper in Technical Services printer (use paper tray)
    - Click the icon 'print marked labels' on the tool bar (F11 key), or click 'action' on the task bar, then 'print now.'
    - The computer then asks which column and row to start printing. Rows are horizontal and columns are vertical.
    - Labels print left to right and top to bottom.

<mark>Note: If there is a problem with the printing or entire batch needs to be changed use "Recovery" process below. For one or two labels it is more efficient to just print a new label.</mark>

- Recovery Method
  - Get back into the label program.
  - Open the file for the created the labels.
  - Click "Search for labels" icon on the tool bar, or click "File" on the task bar, then "Search for labels."
  - Click the "list all" button on the search window.
  - Find your appropriate label(s).
    - Double click it, it should bring up the label window.
    - Make your correction.
    - Mark it for print, and close the small window.
    - Repeat for all labels that need correcting or reprinting.
  - Save all changes with your initials and the date.

- Applying Labels to Books
  - Peel the label for the correct book from the sheet of printed labels
    - Trim little amounts from the top, bottom, and sides as necessary to best fit the spine. If spines are too thin place the label on the front cover near the spine.
  - Place **top** of **label** 1 ½ inch from the **bottom** of the **book**, and press onto the spine.
  - Important…MAKE SURE THE RIGHT LABEL IS WITH THE RIGHT BOOK.
  - Cover label with DEMCO clear label protectors.
    - Note: Turn iron on when you start this step so it's ready
  - Iron labels on book
    - Confirm iron temperature has reached 130 °C.
  - Keep the label on the iron for 20 to 25 seconds, and if the clear protectors wrap around to the front and back covers, make sure they are ironed on all edges.
  - After all books are labeled and back on the cart, return to a Technical Services staff.

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Maps – From Processing to Shelving

- Open the box, but be careful to not cut the contents of the package.

- Remove the maps and place them face down on the counter.

- Typically, the maps are shipped with two documents; a receipt-type sheet of paper (usually blue and white paper) and a shipping list (white paper with USGS heading) (see Figure 1).

- Stamp the items with the "received" stamp with the day's date.
    - The green list will reflect the items shipped.
    - The white list may have extra titles that are of no concern (more explanation later).
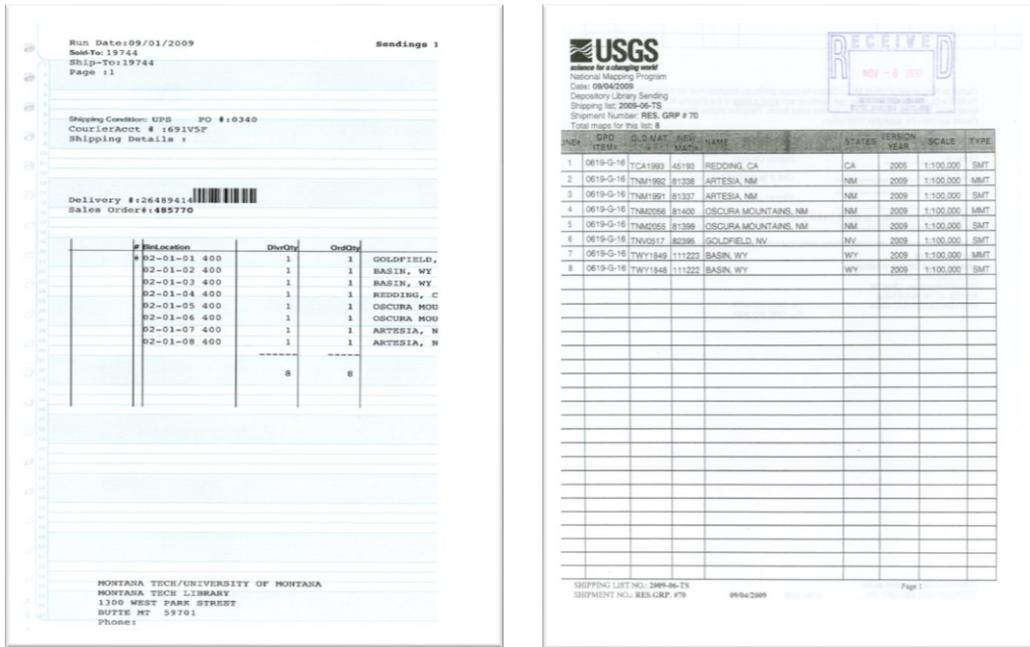
Figure 1: Blue Receipt (Left) and White Shipping List (Right)

In some cases, one or both of the documents will be shipped separately, notify the Technical Services Staff when they are received, then you will be able to resume processing the maps.

- When the shipping list and receipt are accessible, get the GPO item list (see Figure 2) from Technical Service Staff.

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Figure 2: GPO Item List

- Match the "GPO item number" (second column) on the shipping list (see Figure 1) with the number on GPO Items List (i.e. 0619-G-16) (see Figure 2).
  - o In some cases not all the numbers will match, place a check mark next to the ones that do match. Set aside maps with numbers that do not match Items list.

- Stamp each map with the properly dated received stamp in the <mark>lower right-hand corner on the front and in the middle of the back</mark>. Check off the titles from both lists. If you are missing a title from the blue list, notify the Technical Service Staff.
  - o NOTE: **DO NOT** stamp a map that has not been checked on the shipping list, set it aside for the Technical Service Staff.
- Take the shipping list and log into the student computer
  - o Click Start Menu
  - o Right click on "my computer" then click map to network and select (Z) Drive.
  - o Click different user name, and have the Technical Service Staff log in.
  - o Click on "additional storage"
  - o Click on "technical services"
  - o Click on "access mapdatabase"
  - o The click on "maps"
- Click on 'Forms - BLM Maps' (surface & mineral maps) (see Figure 3). You can locate the scale on the shipping list. BLM scale is 1:100,000 (see Figure 4).

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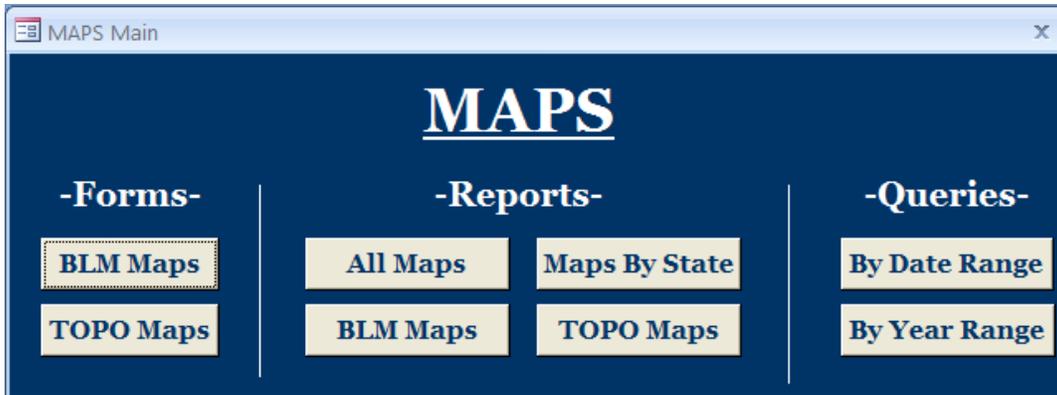
Figure 3: Maps Main

LINE#	GPO ITEM#	OLD MAT #	NEW MAT #	NAME	STATES	VERSION YEAR		
1	0619-G-16	TCA1993	45193	REDDING, CA ✓	CA	2005	1:100,000	SMT
2	0619-G-16	TNM1992	81338	ARTESIA, NM ✓	NM	2009	1:100,000	MMT
3	0619-G-16	TNM1991	81337	ARTESIA, NM ✓	NM	2009	1:100,000	SMT
4	0619-G-16	TNM2056	81400	OSCURA MOUNTAINS, NM	NM	2009	1:100,000	MMT
5	0619-G-16	TNM2055	81399	OSCURA MOUNTAINS, NM	NM	2009	1:100,000	SMT
6	0619-G-16	TNV0517	82395	GOLDFIELD, NV	NV	2009	1:100,000	SMT
7	0619-G-16	TWY1849	111223	BASIN, WY	WY	2009	1:100,000	MMT
8	0619-G-16	TWY1848	111222	BASIN, WY	WY	2009	1:100,000	SMT

Figure 4: Shipping List

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- Fill in the required information on the new screen. For BLM maps, select 'Surface' or 'Mineral' map from the SubType (see Figure 5).
  - NOTE: On the shipping list (Figure 4) surface maps have the abbreviation 'SMT' and the mineral maps are 'MMT'.

Figure 5: The Next Screen

- Select the "Add New Map" button. After all the fields have been filled with the proper information proceed to the next map.

- Each time you click "Add New Map" it will save automatically. Continue until all the maps have been entered.

  - NOTE: If a map has two states listed, enter under the first state.

- When all the maps have been entered into the database, make sure the Technical Service Staff has the GPO list, the receipt, and the shipping list.
  - File the maps alphabetically by city. Maps are grouped by state (i.e. Butte North, Montana is grouped with Montana State BLMs and is alphabetically placed by city.)
 - The BLM maps are located on the second floor (see Figure 6 on the next page).

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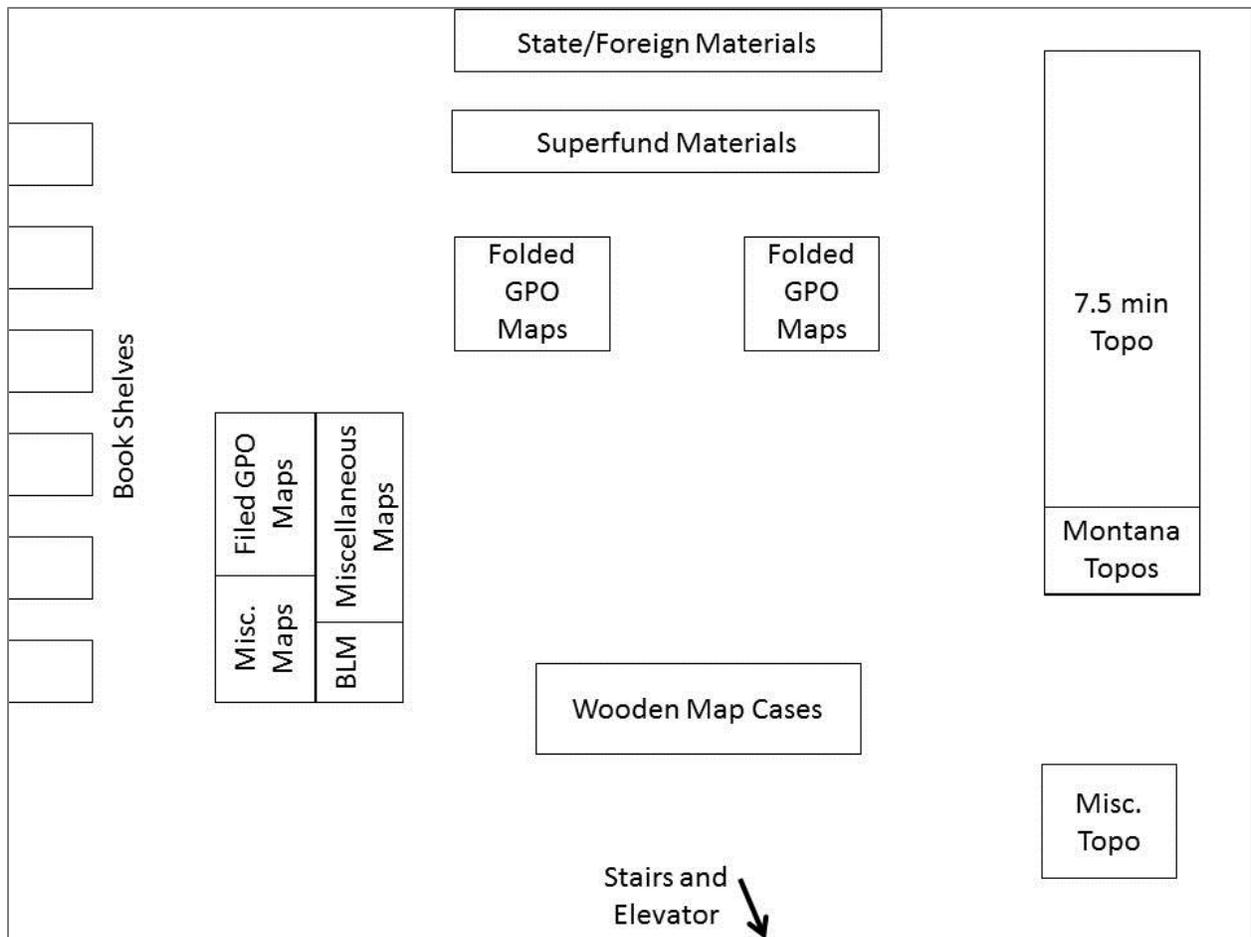
Figure 6: 2nd Floor View of Map Cases

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