

Montana Tech Library Technical Services Policy and Procedures Manual

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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.

Creating a Purchase Order

Steps

- Find bibliographic record for book in WorldCat
- Export to Voyager
- 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 from OCLC
 - “Add Line Bib Search” for record that already exists in Voyager
 - Select correct title
 - Import
 - NOTE: be sure to select “*delete after import*”
- Open “Quick Line Item” and fill in needed fields
 - Price (from request or invoice)
 - Intended Location (e.g. b1b, b0ref, etc.)
 - Ship To: “Monograph Acquisitions”
 - Confirm correct ledger
 - Select fund
 - Note Requester
 - Fill in Fund Code at “Instructions to Vendor”
 - Add any notes as needed.

Receiving New Books

- Open Boxes as soon as possible when they arrive
- Locate Purchase Order (PO) in “Book Orders Pending” File
- Create PO if necessary (see above)
- Place PO in the book
- Tattletape and property stamp all books

Processing New Books in Voyager Acquisitions Module

- *Note: Use this procedure when the PO has been previously created
- 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 “Template” check OCLC for a complete record
 - Download record into Voyager & replace line item in PO
- Add new Holding
- confirm location code and
- add call number
- Add new Item
- Change status to “in process”
- Put price in correct field
- Approve order AFTER all information is confirmed or updated
- Write call number and requester on note tab & place in book
- Set book aside to be labeled

Final Steps

- Review student generated label for accuracy
- Remove “in process” status
- Send email notification to faculty who requested book of availability
- Cover paperbacks as needed
- Move processed books to Reference Librarians for review
- OR
- Place on hold shelf for faculty

Informing Campus of New Materials

- Instructions for New Arrivals
- Go to:
 - <http://libnet.lib.umt.edu/resources/endeavor/reports.htm>
 - 1. Reports of MTECH
 - 2. New materials report
 - 3. New Montana Documents report

After the report is open (this takes a few minutes)

- Export (use “envelope”/arrow icon on report itself)
 - Select “Excel (data only)”
- If comes back saying will not export to computer for security, right click on the message and okay export.
 - **Note:** If it simply “disappears” at this point, repeat the process
- Save in My Documents --- New Arrivals
- Open Excel Spreadsheet and clean up formatting
 - Adjust spacing
 - Sort by call number
 - Delete repeating titles (i.e. volumes 2...)
 - Delete Standing Order Reference titles
- When file is cleaned up send as an attachment to All Faculty, All Bureau, All Staff.

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

Process Standing Order

- Find PO number in Standing Order Record Book
- Retrieve PO in Acquisitions
- Line Item
 - Edit approved (change price if necessary)
- Detailed Line Item
 - Select “Type”
 - Check “Component Pattern” to confirm item in hand is the edition expected
 - Check in as appropriate using “Serials Check In”
 - Pay attention to notes (e.g. “Undisplay previous edition”)
- Print Current PO with updated price change
 - Fill in appropriate information and give to Marcia with invoice
- Set aside for students to label
- Pull previous editions and place where directed (e.g. COT, Journals)
- Fill in received information in the Standing Order Database (Access)

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.

Access

Access the label program by logging in as (userID)"MTLIB" (password) L!33R

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. To create a new label, 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, either by the 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 repeat steps 1-6 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: [\\mtcosprt\Lib3](#)
4. Font: ALAB BT Courier
5. Font Siz3: 12
6. Form: Sheet
7. Printer Offsets: Top: 0.0 Left: -.30 Centimeters
8. Select "Prompt for options"

Printing Marked Labels

1. Label paper is kept in the bottom drawer of Connie's furthest West desk drawer.
2. The printer used is LIB3. (Connie's printer)
3. Load printer from the pull-down, easy-load tray in the front of the printer.
4. The paper must be laid face-down, with the top of the page faces in.
5. To print the labels, click the icon 'print marked labels' on the tool bar, or click 'action' on the task bar, then 'print now.'
6. The computer then asks which column and row where the printing to start. Rows are horizontal and columns are vertical.
7. Labels print left to right and top to bottom.

OR

Print labels on regular paper and transfer to label paper using copying machine

1. Turn on and log into copy machine.
2. Put paper facing down with the words towards the top on the glass. (vertically line up with line.)
3. Open tray three on the very bottom of the copy machine.
4. Put label paper with labels facing up into the left side of the tray with sheet tight against the right side.
Note: if a half sheet, make sure that the labels are facing up and the top is towards the bottom(nearest to you).
5. Close tray three and wait for the screen to circle tray three again.
6. Press copy.

Method of Recovery

If labels need correcting

1. Gain access back into the label program.
2. Open the file for the created the labels.
3. Click 'Search for labels' icon on the tool bar, or click 'File' on the task bar, then 'Search for labels.'
4. Click the 'list all' button on the search window.
5. 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.
6. Save all changes with your initials and the date.

Labeling the Books

1. Peel the label for the correct book and trim little amounts from the top, bottom, and sides to best fit the spine of the book. If books are too thin or have spiral binding, place the label on the cover.
2. The top of label is placed 1 ½ inch from the bottom of the book, then pressed onto the spine. If special adjustments are needed, you will be notified by a Technical Services staff member.
3. The label is then covered by DEMCO clear label protectors, found in a square white box usually around the student desk area.
4. Next, the labels must be ironed on. The iron is on the south counter, a square metal contraption with a white cover. After plugging it in, give a few minutes while it warms up. A heat adjustment knob is found underneath the iron, generally kept between 6 and 7 on the scale.
5. 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 as well.
6. Most important...**MAKE SURE THE RIGHT LABEL IS WITH THE RIGHT BOOK.**
7. After all books are labeled and back on the cart, wheel them to a Technical Services staff member.

Serials Processing and Claiming

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

Print Serials Processing

- Receive serials in the mail and sort, stamp, barcode and cart for processing
- Check serials in acquisitions (12 step process in Voyager Acquisitions Module)
- Maintain pub patterns in acquisitions (Requires regular updating and evaluation)
- Close the record in cataloging and acquisitions when serial has been cancelled to create a user friendly record in the OPAC
- 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:
 - 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)
 - Code: bsebs
 - 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 Marcia's serial lists
 - Intended Location: B: Journals
 - Link to Holdings: link to our holdings
 - Ship To: Serial Acquisitions
 - Ledger: b Tech Serials (Year)
 - Commit To Fund: (See Marcia's Serial Ledger)
 - Search By: Ledger Name: b Tech Serials: Reporting (if in doubt use b serials 11059 paper/ or General library is OK
 - Line Item Type: Subscription
- Subscription:
 - Starting Piece Id: enter v., no.
 - UPC: IF we have wand in:
 - Start Date: 01/01/ (year) 2002

- Renewal Date: 01/01/ (year) 2003
- Subscription Length: 1= 1year
- Vender Title: (From Marcia's Serial Ledger) Title Code
 - Vender Number needs to be in the Vender Reference number area
 - Use the agent subscription Identification (SNA) Category and then put the number from the Barcode in the line **below** it.
 - Get this information from the lists the vendors have sent to Marcia/Connie it's a list of barcodes and serials numbers
- Subscription Pattern:
 - "NEW"
 - Component Details:
 - Component Name (automatic Title) check-in title X
 - Category: Basic
 - Note: add a note if you wish
 - Create Items: X
 - Default item Types: bs journal LT
 - Claim Interval Days: 30
 - SAVE
 - Predictive Component Pattern:
 - Publication Pattern Model: Pick-one
 - V. no. year
 - Semi Monthly: Twice a month Bi Monthly: every other month
 - Check to make sure everything is OK
 - To Delete a pub pattern go back to component details Delete, begin again
 - There is NO save here

Serial Check-In:

- Search: ISSN /Title
- Pick MT Tech: bebs:
 - Pick the right v., no. date (You can add, change, or remove an issue from here)
 - Accept (You can accept more than one issue at a time)
- Click Receive”
- Input barcode
- Save
- Close
- **Note:** IF you made a mistake you can unreceive the item)
- Click Start Over
- Check the OPAC to make sure information lays correctly
- Put serials on a cart for students to shelve.

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 approximately each month
- Web Address: www.ebsconet.com

- Customer Code
- User Name
- Password

(You will find these in our EBSCO book)

Follow the web directions (this changes as they update the site)

- Be sure to “Log Off Marcia” when you are finished
- Once a month you will receive a claim sheet from EBSCO in the mail check to see if we have received the claimed items and enter the date received/or send a follow-up on the claimed item
- Mail a copy of the EBSCO claim sheet with responses back to EBSCO by the date listed on top of the claim sheet
- File the original claim sheet in our EBSCO book
- If need be follow-up with a phone call to our customer service person at EBSCO

Non EBSCO items:

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

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. Publications are processed in Technical Services.

Processing

- Receive in the mail
- Stamp, date and barcode
- Enter patent CD's: index's, USA Pat, USA App, Mark, Bib, Assist, Assign, for patent and trademark, Official Gazette, paper index's and other patent items in the cataloging module in Voyager
- Shelf items
- Claim any missing items

- Plant patents:
 - Receive in the mail
 - Stamp and check in with the shipping list
 - Shelf in stacks

Claiming

Patents and trademark materials are claimed in different ways depending upon the access to the items. Some items (e.g. Patent & Trademark Gazette) are claimed through the federal depository while others (e.g. Plant Patents) are claimed directly.

- Federal depository materials
 - FDLP Desktop (www.fdlp.gov)
 - **Web Claim Form**
 - Claims Check Copies Exhausted page
 - Contact Information
 - Depository library number
 - Your name
 - Your Email Address
 - **Fill in the blanks:**
 - Shipping list number
 - Item number
 - Title
 - Comments
 - Submit
 - **Print claim for your records**

- Plant Patents
 - Contact Contracting Officer's Technical Representative (Karna Cooper) directly for missing or damaged shipments.
 - Karna.cooper@uspto.gov
 - FAX: 571-270-9864
 - Phone: 703-308-9250 ext. 119

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 weekly in a separate shipment.

Processing Print and CDs

- Sort and Reconcile the items with the shipping list
- Stamp, date and Attach the labels and barcodes
- Check items in on the cataloging module in Voyager
 - Make a new holding from the Missoula Bib record and add our item.
- Sort on the cart and shelve upstairs
- Update Item List quarterly (www.access.gpo.gov/cgi-bin/dposchk.cgi?dposnum=0340)

Processing Microfiche

- Receive in the mail
- Check with my selected list from the GPO
- Stamp, date, count and shelve
- Claim by fax if missing any fiche

Processing USGS (United States Geological Survey)

- Receive the publications from GPO
- 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 publications)
- Check in the item in cataloging module
- Stamp, date, label, barcode and shelve

Claiming Missing Documents

FDLP Desktop (www.fdlp.gov)

- **Web Claim Form**
- Claims Check Copies Exhausted page
- Contact Information
 - Depository library number
 - Your name
 - Your Email Address
- **Fill in the blanks:**
 - Shipping list number
 - Item number
 - Title
 - Comments
 - Submit
- Print claim for your records

Maps Receiving and Processing

Montana Tech Library receives BLM and topographic (TOPO) maps from the U.S. Department of Interior. BLM 1:100,000 maps (Surface & Mineral Status) and 7.5 minute topographic series maps are received regularly. Geologic maps are received from the government printing office.

Types of Maps

- TOPO Maps (7.5 Minute Series)

TOPO :24,000 maps are checked in, stamped, and inventoried in the Map database. They are shelved alphabetically by quadrangle under the appropriate state. As new editions are received the older editions are superseded. Most Montana superseded maps are kept and shelved in locked map cases.

- BLM Maps

BLM 1:100.000 maps are received for the U.S. Department of Interior and processed like the TOPO maps. We receive both Surface Management Status maps and Mineral Management Status maps. They are shelved alphabetically by map title under the appropriate state.

- Map/ Plates in a Publication

Plates that are in a pocket in a publication need to be stamped and labeled. Plates are stamped in the upper left and the lower right. Labels are placed in the upper right corner.

Receive and Process BLM or TOPO 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 (from Carol)
 - NOTE: if you receive a map that does not reconcile with list set aside
- Stamp received maps (see below)
- Input into Map Database using information from the shipping list
 - Have staff person log onto computer
 - Map to Network (Z drive)
 - Additional Storage
 - Technical Services
 - Access mapdatabase
 - Maps
 - Select type of map you are processing (BLM or TOPO)
 - Fill in required information
 - Click add new map and continue through list
 - NOTE: if map has two states use the first state.
- For folded maps that are received in box and GPO maps Add to Voyager record (add holding and item)
- Shelf in appropriate map case or drawer

Stamp Maps

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

- Sudoc labeled maps in flat map cases
 - Barcode and label go on the bottom right hand corner
 - Stamp top left and middle back

- Sudoc labeled maps in envelopes
 - Location code: “mapsfolded”
 - 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

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.

Montana Bureau of Mines and Geology

Montana Tech Library is responsible for cataloging documents published by the Montana Bureau of Mines and Geology (MBMG). Publications are out-sourced to an independent cataloger for original cataloging. We maintain a complete collection of all print publications (one circulating copy and one archival copy). 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.

Super Fund 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 the Clark Fork River Basin. Publications are out-sourced to an independent cataloger for original cataloging when necessary.

Call numbers

Call numbers for this unique collection are generated in-house based on the Superfund site and operational unit. Cutter numbers reflect specific information in the report. A listing of the sites and operational units follows.

- 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

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 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

**Note: Remember to Save spreadsheet occasionally as you are adding to it.

Withdrawing Standing Orders

- 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 b200x
- Change status to "Withdrawn"

Uploading Records into WorldCat

Some Bibliographic records are in our local catalog only or some holdings were linked incorrectly during the merge with WLN and OCLC. When those records are discovered the records are updated and then loaded into WorldCat and a new record is created.

When a Voyager BIB record has an incorrect OCLC number in it and no correct record exists in 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 OCLC_APPS (i.e. Folder = Exports, File = exports1)
- In Connexion
 - Create an import file in Connexion
 - Tools → Import → Type in the file name (e.g. exports1)

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 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 books 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 miscellaneous subject matter (e.g. sociology, economics) are not added to the collection.

Thesis Approval and Processing

Montana Tech Library is responsible for binding, cataloging, and housing Masters theses written by Montana Tech graduate students. At the current time all theses are produced in print and formatting must be approved by the Library staff. Library staff worked with the Graduate Office staff to create a template for students to follow when writing their theses. The template is available through the Graduate School homepage.

Bindery Authorization Form

The bindery authorization form (see next page) must accompany all completed theses. Form must include banner account number and signature from the department head as well as the number of theses requested.

Theses Copies

Students are responsible for providing all copies of their thesis on archival quality paper (25% cotton fiber, 16-lb – 20-lb bond). Thesis must meet standard margins for binding

- Left Margin = 1 ½”
- Top Margin = 1.4”
- Right and Bottom margins = 1”

CDs

CDs included with the thesis must have a printed label that includes the thesis title, the author’s name, and any information specific to the CD (e.g. Appendix A)

Maps and Oversized Graphs

Maps and oversized graphs can either be bound in the text or placed in a pocket in the back of the bound volume. Oversized items bound in the text are left flat with the thesis and staff folds the sheets in accordance with binding standards. Maps and graphs to be placed in a pocket are handed in flat with the thesis. Staff folds the items to the appropriate size for a pocket.

Bound Copies Handling

When theses are returned from the bindery each copy is checked for accuracy of spelling. Personal and departmental copies are delivered to the department secretary who is then responsible for notifying students. One of the library copies is sent out for cataloging.

Record field

When cataloged theses are returned from the bindery an additional informational field is added to each record when it is loaded to the online catalog.

- Add a 710 field to each BIB record when record is added to the catalog
- First indicator = 2
- Second indicator = blank
- \$a Montana Tech of The University of Montana (Butte). \$b xxxxxxxx Department. (e.g. Environmental Engineering Department.)

Binding Procedures

Montana Tech Library generally binds theses and 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. We use the LARS binding program with pre-formatted templates for theses and for individual serials titles.

Journals

- Pull journals according to “Serials Binding List”
- Arrange from top to bottom (e.g. Jan – Dec)
- Combine annually, semiannually, or quarterly
- Bind with rubber bands
- Note if there are any missing issues
- Pull the most recent bound issue and keep with current binding
- Prepare according to binding instructions in Binding Process Handbook.

Theses

- Receive from students
 - Check Margins
 - Note if any special instructions (e.g. do not trim, pocket, etc.)
 - Make sure Signature Page is signed completely
 - Make sure Permission to Copy Page is signed
 - Label copies (e.g. Library, Dept, Personal)
 - NOTE: Library copies must be on archival paper; for other copies paper is optional.
 - Add student contact information to Bindery Authorization Form
 - Layout pages for binding
 - Permission to Copy
 - Signature Page
 - Title Page
 - Prepare for binding using Thesis template in LARS binding software (See Binding Process Handbook)
-
- Colors for Thesis Binding
 - Library Thesis copies are bound in maroon (192) with white lettering
 - Library Project copies re bound in rust (719) with white lettering
 - Department copies are bound in black (990) with white lettering
 - Personal copies are bound in dark green (490) with gold lettering
 - *Note: Library copies are number C. 1 and C. 2. Department and personal copies do not have copy numbers

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
- Weed and shift as needed.
- Maintain publications in stack (e.g. magazine boxes)

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
- 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.

State and Foreign Documents

- Maintain paper records of documents received through document exchange program
- Shelve publications received in stacks according to state or country

Newspapers

Newspapers are shelved daily with the most recent issue going into current display. We keep the most recent two months of the following titles.

- Billings Gazette
- Bozeman Chronicle
- Christian Science Monitor
- Denver Post (Sunday’s only)
- Great Falls Tribune
- Independent Record
- Missoulian
- New York Times
- Seattle Times (Sunday’s only)

Chronicle of Higher Education is kept for a year.

Collection Size Estimation Process

Because not all of items in the collection are cataloged and therefore we cannot pull reports from the Voyager system, we use a linear foot and linear inch measurements to estimate some of the 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

- 3 L. FT. equals 180 pamphlets
- 3 L. FT. equals 52 book size pieces

- **Super Fund Documents**

The number of Super Fund 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 & 1:100,000) 575
 - Current 1:62,500 (15 minute) maps 2,700
 - Defense Mapping Agency Series 5,725
 - A.M.S. Maps 415
 - Flood Insurance Rate Maps (FIRM) 1,005
 - 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
- Super Fund
 - 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

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
- 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

Heading Types

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
 - OCLC Default
 - Enable Statistics Logging
- Authorization 100-193-436
- Name: MZJ
- Batch
 - Maximum Number of Matches to Download
 - Batch Search Keys to Retain
 - Too Many Matches Found
 - Not Found or Error
- Record Actions
 - Delete LHRs when deleting Holding
 - Perform Local Action in Batch
 - Label Printing
 - Label Options: SP1, sheet, Prompt for options
- Derive Record
 - Bibliographic Records and Constant Data
 - Select the following fields:
006,02x,03x,04x,05x,09x,,1xx,2xx,3xx,4xx,5xx,6xx,7xx
 - Bibliographic Records Institution Records: Select all
- Export
 - Path: C:\Program Files\OCLC\Connexion\Program\NewImports\(***newFile*)
 - Create new file each semester (e.g. Path...****Winter09**)
 - 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: ([\\MTcosPRT\LIB3](#))
- Record Display: change colors if desired

Student Handbook

Technical Services usually hires 2 or 3 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

Library Student Employee Guidelines

Welcome to Montana Tech Library. We hope your participation as a student employee will be enjoyable and educational. Your work will help you become familiar with the Montana Tech Library and with library procedures in general.

Probation Period and Evaluations

First four (4) weeks of employment. During this time employees are expected to:

- Be on time for all scheduled work periods
- Learn assigned duties and complete assignments as effectively as possible
- No unexcused absences will be allowed
- Evaluations are done at the end of each semester

Scheduling

- ❖ Employment is by semester. Individual hours are assigned in accordance with class schedules.
- ❖ Employees are expected to be consistently dependable, prompt, and reliable in attendance.
- ❖ Employees must sign in and out each work period and must work their scheduled hours.
- ❖ Planned Schedule Change at least 24 hours before your shift:
 - IT IS YOUR RESPONSIBILITY to arrange for a replacement. Call one of the other students BEFOREHAND and write the change on the master calendar
- ❖ Emergency absence (illness, death in the family). Contact the supervisor **BEFORE** you miss your shift (homework is not an emergency)
- ❖ Finals week schedules can be adjusted as needed with written arrangements submitted one week before finals.
- ❖ Missed hours can be made up depending on workload and with the approval of the Supervisor.

Student Duties

- ❖ Students are expected to assist staff in completing routine tasks and special projects as assigned.
- ❖ Student work assignments may vary depending on the needs of Montana Tech Library as a whole.
- ❖ Each assigned tasks should be completed as effectively, efficiently, and completely as possible.
- ❖ Telephones, computers, typewriters, and other equipment and supplies are for **business use only**.
- ❖ Doing your homework while at the desk is a privilege—not a scheduled event—and allowed with the Supervisor's permission only after all Library tasks are complete.

Policies

- ❖ NO cell phones during working hours. Cell phones must be turned off and placed your backpack.
- ❖ Personal conversation in the library must be limited to 5 minutes
- ❖ Student employees are subject to "Work Policies For Student Employees" as presented by the Financial Aid Office.
- ❖ Dress appropriately for a work environment (no sweats or workout clothes, no bare midriffs).
- ❖ A student may terminate employment by giving at least two weeks written notice.

Student Signature _____ Date: _____

Expanded Policies

**For any emergency or problem requiring assistance, first dial H.E.L.P. on campus.
If no answer dial 911**

Personal Fragrances

Don't wear perfumes, colognes, or scented lotions. We have a number of people on campus who are sensitive or allergic to some scents. Be considerate of others.

Cell Phones

No cell phone or text-messaging during work hours. Turn your phones off and put them in your backpack when you arrive. Time spent on personal business (i.e. talking to friends, exchanging homework assignments, etc.) will be considered break time.

Computers

Never load software on the staff/student machines. Do not use messenger on work computers. Library computers are for business use only.

CONFIDENTIALITY

Libraries fall under strict Federal confidentiality laws. We do not provide personal information about our patrons, students, or staff member or the library materials a patron uses. Refer any such requests to a supervisor.

Student Signature _____ Date: _____

Name: _____

MONTH: _____

	Day/ Week	IN	supervisor initials	OUT	supervisor initials	IN	supervisor initials	OUT	supervisor initials	IN	supervisor initials	OUT	supervisor initials	Time Calculations		
														hours	min	
	Monday															
	Tuesday															
	Wednesday															
	Thursday															
	Friday															
														TOTAL WEEKLY HOURS		
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															TOTAL MONTHLY HOURS	

DOCUMENTS INTRODUCTION

Handouts for Students to Study

SU-DOCS CLASSIFICATION SYSTEM

The SuDocs system follows the organizational structure of the Federal Government in the grouping together of publications by issuing agency (whatever department, bureau, office, division, etc. was responsible for the creation of a particular publication). Therefore, although it uses a system of letters and numbers which somewhat resembles Library of Congress call numbers, these two classification systems are not related to each other. Library of Congress (and Dewey Decimal as well) group materials together by subject, while SuDocs groups by issuing agency.

Example of a SuDocs Number: A 13.79:INT-69

Author Symbol

The first letter or group of letters designates the government agency who published the document: "A" for the Dept. of Agriculture, "C" for the Dept. of Commerce, "NAS" for NASA, and so on.

Subordinate Offices

To set off the subordinate offices and bureaus, numbers are added to the symbols.

Example: Agriculture Department A 1.
 Forest Service A 13.
 (which is a subordinate office of the Agriculture Dept.)

The second breakdown designates the various series of publications issued by a particular office. This number is followed by a colon (:).

Example: A 1.77: Home and Garden Bulletins - Dept. of Agriculture
 A 13.92: Final Environmental Statements - Forest Service

The individual book number follows the colon. If the series is a numbered series, the publications simply set the number of the book.

Example: Department of Agricultural Leaflet 381 would be A 1.35:381.

In the case of annuals, the last three digits of the year are used for the book number.

Example: Forest Service Annual Report A 13.1:986

Publications that are not numbered are assigned a letter-number combination. This system is a cutting system that can become complicated and need not be explained here.

Example: E 1.2:R31

FILING PROCEDURE

Every grouping of numbers or letters except for the author symbol is separated by a punctuation mark. This is so each letter or number grouping is distinguishable. For example, E 1.28: - The "E" is the Department of Energy, "1" is for number 1, and "28" is number 28. Without the punctuation the number would read 128 which would make a great difference in its filing. Therefore, each number or letter isolated by punctuation is regarded as its own character.

Example: Following are examples showing correct order of filing SuDocs publications.

A 1.131:	
A 13.1	comes before 13
CC 1.50:	
CS 1.39:	CC is before CS alphabetically
HE 20.109:	
HE 20.3036:	
HE 20.3152:	109 before 3036 before 3152
TD 4.19/4:	
TD 4.22/2:	19 before 22

A Very Important Rule Worth Remembering is: "Nothing Before Something."

An example of this is that Bill comes before Billy, or puddle comes before puddles. This rule applies to SuDocs numbers also.

Example:

S 9.14:	
SE 1.2:	
TD 4.8:	
TD 4.8/5:	

All punctuation is equal except for the colon (:). The colon not only separates one number from another, but it separates the first part of the SuDocs number from the second part. The first part of the SuDocs number up to the colon should be examined before moving on to the following part.

Example:

I 49.83:112	
I 49.83/2:110	

Another Important Rule is: "Letters Come Before Numbers."

Example:

E 1.28:SERI/TR-0617-2	Y 4.Sci2:KK
E 1.28:109	Y 4.Sci2:1209

Below is an example of a set of SuDocs numbers in their correct order.

A	13.13:Sh2/5	EP	1.23/2:660/2-74-009
A	13.13:T57/977	L	2.3:1849
A	13.28:C81	L	2.3:2035
C	13.10:500-39	LC	2.2:K38
C	13.10:509	NAS	1.19:169
E	1.10:771017	NAS	1.43:G57
E	1.10:7805206	NS	1.40:979
E	1.28:DOE/CS/34223-01	Pr	40.2:986
E	1.28:DOE/ER/10035-2	PrEx	2.8:982/app.
E	1.28:SERI/RR/-351-347	Y	3.M66/2:1/981/v.1
E	1.28:SERI/TR-722-583/v.2	Y	3.N88:10/0659
EP	1.23:600/3-80-079	Y	4.P96/10:92-H28
EP	1.23/2:72-59	Y	4.P96/10:93-H9/pt.1
EP	1.23/2:600/2-79-162d	Y	4.Sci2:95/AAA
EP	1.23/2:600/2-79-163	Y	4.Sci2:95/55

The SuDocs numbers are placed on each document received by the Documents department. These documents are received every day through the mail and are to be processed daily. Instructions for this processing follow.

SUPERINTENDENT OF DOCUMENTS (SUDOCs) CLASSIFICATION SYSTEM
 Student Training Worksheets
 (adapted from Regional Library Handbook)

The method used for shelving our federal documents is the Superintendent of Documents (SuDocs) classification system. In this system materials are grouped by the issuing government agency. The system reflects the structure of the government and does not necessarily place documents covering similar subject matter together on the shelves.

The classification number is written on each item in the following style:

I 19.16/: 1012

This classification number can be divided into four major parts:

- (1) author symbol which identifies the Department.
- (2) the number representing the sub-agency.
- (3) the series designation, and
- (4) book number.

For instance, the classification number, I 19.16: 1012 may be analyzed as:

(1)	I	Interior Department
(2)	19.	U.S. Geological Survey
(3)	.16:	Professional Paper
(4)	:1012	Individual publication number

I. AUTHOR SYMBOLS:

Author symbols are taken from the name of the executive department or agency. An alphabetical designation is assigned to each agency, as "A" for Agriculture Department: "C" for the Commerce Department: "D" for Defense Department: "E" for the Energy Department: "Ju" for the Judiciary: "NS" for the National Science Foundation.

The author symbols are arranged alphabetically on the shelves. Single letters come first, followed by combination of letters as in A, AC, AE, D, HE, I, T, W, Z.

Question -- Author Symbols

Arrange the following author symbols in order as they should appear on the shelves:

CORRECT ORDER

- | | |
|---------------|----------|
| a) M, C, T, A | a. _____ |
| b) Z, Y, X, W | b. _____ |

- c) EP, E, ED, ER c. _____
- d) Pr, PM, P, PrEX d. _____

II. SUBORDINATE OFFICES:

The number following the Author Symbol identifies which subagency in the Department is involved. For Example:

- A 1. Agriculture Department, including Secretary's Office
- A 13. Forest Service
- A 57. Soil Conservation Service
- A 88. Agricultural Marketing Service
- A 92. National Agricultural Statistics Service
- A 110. Food Safety and Inspection Service

Every time a new subagency is created within a Department it is assigned the next highest number. The numbers following the letter of the alphabet and preceding the "." (period) are whole numbers and are filed in numerical order as in

I 1., I 19., I 29., etc.

Questions -- Subordinate Offices

Arrange these subordinate office numbers in order as they should appear on the shelves:

CORRECT ORDER

- a) C55., C5., C1., C61 a) _____
- b) I70., I19., I 49., I 29. b) _____
- c) TD10., TD1., TD5., TD7. c) _____
- d) HE17., HE20., HE3., HE19. d) _____

III. SERIES DESIGNATION:

The series designation is the number which follows the "." (period). This period does not signify that the number is a decimal. It is used however, to separate two whole numbers, using the Superintendent of Documents Classification Scheme. Again, **THE NUMBER FOLLOWING THE PERIOD IS A WHOLE NUMBER AND NOT A DECIMAL.** The numbers are filed in numerical order as in the following:

.1:, .2:, .3:, .10:, .11:, .20:, .21:, etc.

In the beginning the following numbers were assigned for the types of publications common to most Government offices as follows:

- .1: Annual reports
- .2: General publications (unnumbered publications of a miscellaneous nature)
- .3: Bulletins
- .4: Circulars
- .5: Laws
- .6: Regulations, rules and instructions
- .7: Releases
- .8: Handbooks, manuals, guides

Any additional series is given the next highest number in order of issuance. That is, as an office begins publication of a series the next highest number not already assigned to a series is assigned.

Again: THE SERIES NUMBERS ARE FILED IN NUMERICAL ORDER.

RELATED SERIES:

New series, which are closely related to already existing series, are given numbers so they can sit close by these series on the shelf. This is done by using the shilling mark "/" following the original class number and assigning the related series a /2: number and for each additional tie-in series, the next highest number as in the following:

- .4: Circulars
- .4/2: Administrative circulars
- .4/3: Technical circulars

The numbers following the shilling mark "/" are filed in numerical order.

Sometimes a "-" hyphen is used between numbers, much like the "/" shilling mark above. The same principal applies. The numbers are filed in numerical order.

C 55.286/6026:, C55.286/6-27:, C55.286/6-29:

Questions -- Series Designation

Arrange the following series designations in order as they should appear on the shelves:

a) C 3.224:, C 3.24:, C 3.204:, C 3.240:, C 3.276:

b) GS 1.15/5:, GS 1.5:, GS 1.15/4-2:, GS 1.25:

c) HE 1.1/3:, HE 1.57:, HE 1.18/3:, HE 1.411:

d) TD 4.32/10:, TD 4.32/6:, TD 4.32/17-2:, TD 4.32/17:

The three parts of the SuDocs classification system mentioned above -- the Author Symbol, the Subordinate Office number, and the Series Designation, make up the Class Stem. The class stem consists of everything up to the colon in the classification number. The class stem identifies the series in which a government publications is located. We move on to that part of the number which uniquely identifies the publication called the "Book Numbers."

IV. BOOK NUMBERS:

The individual book numbers follows the colon (":") and may be any one of the following types of numbers:

a) Number - in which case they are filed numerically, as in

:101. :102. :103. :104. :105. :106.

b) Cutter Number - which begins with a letter of the alphabet and then followed by a number, as in

:A93; :C41; :F69; :J56; :P43; :St8: :T78;

Cutter number as used in the SuDocs system arrange publications on the same subject by each other on the shelves and for the first time this number, which follows a letter of the alphabet, is a decimal. For Example: A93 would come first, followed by A931, then A94.

c) Date - in the SuDocs number, they drop the first digit of the year so that 1990 becomes 990. These are filed chronologically as in

924; 925; 936; 978; 989; 990;

d) Following any of the above you could have the following also:

volume number	e.g.	vol. 1.
part number	e.g.,	pt. 2
copy number	e.g.	cop. 2. cop. 3

Questions -- Book Numbers

Arrange these book numbers in order as they should appear on the shelves:

a) :2, :20, :1, :10, :100, :19,

b) :D56, :D32, :D69, :D48, :D57, :D30,

c) :909, :898, :873, :973, :937, :921,

CORRECT ORDER

- d) C 3.224/3: 970/v.1/pt.10 _____
- C 3.950-7/5: V.2/ pt. 43 _____
- A 4.2: H78/ 942 _____
- A 26.5: 910 cop.2 _____
- C 3.940-5:Ag8/V.1/pt.6 _____
- A 4.2: H78/903/cop.2 _____
- A 26.5:910 _____
- C 3.224/3: 970/V.1/pt.5 _____
- A 4.2: H78/903 _____

V. SPECIAL CONSIDERATIONS:

- A. Y.3's
- B. Y.4's
- C. Microfiche
- E1.28: and E1.99

This category represents the technical reports which are distributed by the Energy Department. Their Book numbers are based upon the NTIS identifiers. These two numbered series are shelved together under E 1.28:. The following examples should help clarify the correct filing procedures.

CONF

870000
8700000
880000
8800000
890000
8900000

The six digit numbers are filed before the seven digit numbers

CORRECT ORDER

- d) C 3.224/3: 970/v.1/pt.10 _____
- C 3.950-7/5: V.2/ pt. 43 _____
- A 4.2: H78/ 942 _____
- A 26.5: 910 cop.2 _____
- C 3.940-5:Ag8/V.1/pt.6 _____
- A 4.2: H78/903/cop.2 _____
- A 26.5:910 _____
- C 3.224/3: 970/V.1/pt.5 _____
- A 4.2: H78/903 _____

VI. SPECIAL CONSIDERATIONS:

There are some number combinations which do not follow the preceding patterns exactly, so their specific mentioning is necessary.

- a) Pr's. This series is for the President of the United States and usually has two cutter numbers as in the following:

Pr. 39.8: M59/R29

The Pr 39.	Identifies President Jimmy Carter
.8:	Identifies number for special commissions and committees
:M59/	Identifies the commission on Military compensation
/R29	Identifies the commission report

In other words, the first cutter number identifies the commission and the second cutter number identifies the individual publications subject.

Questions -- Special Considerations

Put the following numbers in order as they should appear on the shelves:

Pr 40.8:	CORRECT ORDER
a. :C43/R29	1. _____
b. :B96/An7/984	2. _____
c. :C82/B63/v.2	3. _____
d. :C73/G51/V.1	4. _____
e. :C82/Ai7	5. _____
f. :B96/An7/982/exec. sum.	6. _____

b) Y.3's

This number is for the boards, commissions, and committees of Congress. The numbers stem in this case (everything to the ":") only identifies the agency. The number following the ":" identifies the series number which they may be followed by any of the usual items as follows:

Y.3.Em3:1/993; Y 3.Eq2:12/v.1/pt.1-2; Y 3.F31/8:18/970

Questions -- Y.3's

	CORRECT ORDER
a. Y 3.N88:11/3	_____
b. Y 3.F31/8: 19/974	_____
c. Y 3.F31/5: 8/934	_____
d. Y 3.At7: 52/9	_____
e. Y 3.Eq2: St2/975/v.2	_____
f. Y 3.N88:25/0130/V.2	_____
g. Y 3.W29:2/As7/975-2000	_____
h. Y 3.F31/21-3: 10-4/v.4	_____
i. Y 3.W29: 2/Se2/977	_____
j. Y 3.Oc1:10/8	_____

c) Y.4's.

After the "Y4," comes a cutter number - which is taken from the world of the title of the Congressional Committee as in the following:

- Y 4.Ae8: Aeronautical and Space Committee
- Y 4.Ag4: Special Committee on Aging
- Y 4.B22/1: Banking and Currency Committee (House)
- Y 4.B22/3: Banking and Senate Committee (Senate)
- Y 4.Ed8/1: Education and Labor Committee (House)

The government used to cutter all hearings and committee prints after the stem, but now only some of them are cuttered and the rest are assigned a serial or accession number following the last two digits of the year as in :90-4. In cases where there are both cutter numbers and serial numbers, the filing order is that the cutter numbers come first and the serial or accession numbers come second as in the following:

- Y 4.B22/1: P76
- Y 4.B22/1: 98-9
- Y 4.G74/9: S.hrg. 100-765
- Y 4.G74/9: S.prt. 100-21

Questions -- Y.4's

Put the following numbers in their correct order:

	CORRECT NUMBER
Y 4.Sm1.2: Ai7/4	_____
Y 4.G74/9: S.prt. 101-62	_____
Y 4.J89/1: 101/57	_____
Y 4.L11/4: S.hrg. 99-267	_____
Y 4.G74/9: S.hrg. 101-37	_____
Y 4.P96/2: 80-1/1-4	_____
Y 4.F49: Se6/2	_____
Y 4.J89/2: 96-87	_____
Y 4.L11/4: S.hrg. 98-376	_____
Y 4.G74/9: Se2	_____

Y 4.Ar5/2: Ai7/5

Y 4.L11/4: R11/981/pt.6

Y 4.J89/2: J89/6

Y 4.Ar5/2a: 977-78/4/pt.6

d) Serial Set

The Serial Set volumes are compilations of the House and Senate documents and reports. These bound volumes are given the next highest unused number and they are filed in numerical order as in 1832, 2159, 4848, 13017-4, 13017-5.

Questions -- Serial Set

Put the following serial set numbers in their correct order.

CORRECT ORDER

12765-3

1288-7

12765-1

12898

12624

12765-1

12888-1

13378

1276-1

ANSWERS FOR UNIT THREE**I. Author Symbols**

- | | | | | |
|----|---|----|----|------|
| a) | A | C | M | T |
| b) | W | X | Y | Z |
| c) | E | ED | EP | ER |
| d) | P | Pm | Pr | PrEx |

II. Subordinate Offices

- | | | | | |
|----|--------|---------|---------|--------|
| a) | C1.. | C5.. | C55.. | C61. |
| b) | I 19.. | I 29.. | I 49.. | I 70. |
| c) | TD 1.. | TD 5.. | TD 7.. | TD 10. |
| d) | HE 3.. | HE 17.. | HE 19.. | HE 20. |

III. Series Designation

- | | | | | | |
|----|-------------|---------------|--------------|---------------|----------|
| a) | C 3.24:, | C 3.204:, | C 3.224:, | C 3.240, | C 3.276: |
| b) | GS 1.5:, | GS 1.15/4-2:, | GS1.15/5:, | GS 1.25: | |
| c) | HE 1.1/3:, | HE 1.18/3:, | HE 1.57:, | HE 1.411: | |
| d) | TD 4.32/6:, | TD 4.32/10:, | TD 4.32/17:, | TD 4.32/17-2: | |

IV. Book Numbers

- | | | | | | | |
|----|-------------------------|------|------|--------------------------|------|------|
| a) | :1 | :2 | :10 | :19 | :20 | :100 |
| b) | :D30 | :D32 | :D48 | :D56 | :D57 | :D69 |
| c) | :873 | :898 | :909 | :921 | :937 | :973 |
| d) | A 4.2:H78/903; | | | A 4.2:H78/903/cop.2; | | |
| | A 4.2: H78/942; | | | A 26.5:910/cop.2; | | |
| | C 3.224/3:970/V.1/pt.5; | | | C 3.224/3:970/V.1/pt.10; | | |
| | C 3.940-5:Ag8/V.1/pt.6; | | | C 3.950-7/5: V.2/pt.43 | | |

V. Special Considerations

- | | | | | | | |
|----|------|------|------|-------|------|------|
| a) | 1. f | 2. b | 3. a | 4. d | 5. e | 6. c |
| b) | 1. d | 2. e | 3. c | 4. b | 5. h | 6. a |
| | 7. f | 8. j | 9. g | 10. i | | |
| c) | 1. k | 2. n | 3. g | 4. j | 5. e | 6. b |

- | | | | | | | |
|----|-------|-------|------|-------|-------|-------|
| | 7. c | 8. m | 9. h | 10. l | 11. i | 12. d |
| | 13. f | 14. a | | | | |
| d) | 1. e | 2. i | 3. b | 4. j | 5. c | 6. f |
| | 7. a | 8. g | 9. d | 10. h | | |

Maps – From Processing to Shelving

- 1) Open the box, but be careful to not cut the contents of the package.
- 2) 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). The two documents are inside the box rolled up with the maps and must be stamped with the “received” stamp with the current date. The blue list will reflect the items shipped. The white list may have extra titles that are of no concern. Step 5 will explain more.

USGS
science for a changing world
 National Mapping Program
 Date: 09/04/2009
 Depository Library Sending
 Shipping list: 2009-06-TS
 Shipment Number: RES. GRP # 70
 Total maps for this list: 8

RECEIVED
 NOV - 6 2009
 MONTANA TECH LIBRARY
 BUTTE MONTANA 59701

LINE#	GPO ITEM#	OLD NAT	NEW MAT#	NAME	STATES	VERSION YEAR	SCALE	TYPE
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

Run Date: 09/01/2009
 Sold-To: 19744
 Ship-To: 19744
 Page : 1

Shipping Condition: UPS PO #: 0340
 CourierAcct #: 691V5F
 Shipping Details :

Delivery #: 26489414
 Sales Order #: 485770

#	BinLocation	DivrQty	OrdQty	
	02-01-01 400	1	1	GOLDFIELD,
	02-01-02 400	1	1	BASIN, WY
	02-01-03 400	1	1	BASIN, WY
	02-01-04 400	1	1	REDDING, C
	02-01-05 400	1	1	OSCURA MOU
	02-01-06 400	1	1	OSCURA MOU
	02-01-07 400	1	1	ARTESIA, N
	02-01-08 400	1	1	ARTESIA, N
		8	8	

SHIPPING LIST NO.: 2009-06-TS
 SHIPMENT NO.: RES.GRP.#70
 09/04/2009
 Page 1

MONTANA TECH/UNIVERSITY OF MONTANA
 MONTANA TECH LIBRARY
 1300 WEST PARK STREET
 BUTTE MT 59701
 Phone:

- 3) When the shipping list and receipt are accessible, get the GPO item list from Carol (see example below).

Depository Library Item List

The Following is a list of the items selected by:

Library # 0340

0015-B-26	0039	0039-B	0039-B-01	0039-B-02
0039-B-03	0039-B-04	0039-B-05	0039-B-06	0039-B-07
0060-F	0084-A	0102-A	0102-B-26	0120-A
0120-A-20	0121-C	0126-A	0126-A-01	0126-A-03
0128-M-04	0128-L-02	0128-M-01	0128-M-02	0128-M-03
0129-B	0129-B-02	0130-D	0130-D-01	0130-D-02
0130-D-04	0130-D-07	0130-D-11	0130-D-12	0130-D-13
0130-U	0130-U-02	0130-U-03	0130-U-04	0130-U-05
0130-U-06	0130-V-01	0130-V-02	0130-V-03	0130-V-04
0130-V-05	0130-V-06	0130-V-07	0130-V-08	0130-V-09
0130-V-10	0130-V-11	0130-V-12	0130-V-13	0130-V-14
0130-V-15	0130-V-16	0130-V-17	0130-V-18	0130-V-19
0130-V-20	0130-V-21	0130-V-22	0130-V-23	0130-V-24
0130-V-25	0130-V-26	0130-V-27	0130-V-28	0130-V-29
0130-V-30	0130-V-31	0130-V-32	0130-V-33	0130-V-34
0130-V-35	0130-V-36	0130-V-37	0130-V-38	0130-V-39
0130-V-40	0130-V-41	0130-V-42	0130-V-43	0130-V-44
0130-V-45	0130-V-46	0130-V-47	0130-V-48	0130-V-49
0130-V-50	0130-V-51	0131-H	0131-H-01	0132-A-54
0132-A-56	0132-B-54	0132-B-55	0132-C-54	0133-C-55
0133	0133-A-54	0133-B-01	0133-C-01	0134-B-02
0133-B-03	0133-D-04	0133-E	0134-A	0135-A-53
0135-A	0135-A-01	0136	0137-A-52	0140-A-03
0137-B	0138-A-01	0141-A	0141-A-02	0142-A-02
0141-A-05	0141-A-06	0142-A	0142-A-01	0142-A-07
0142-A-03	0142-A-04	0142-A-05	0142-A-06	0142-A-14
0142-A-09	0142-A-10	0142-A-12	0142-A-13	0142-A-19
0142-A-15	0142-A-16	0142-A-17	0142-A-18	0142-A-24
0142-A-20	0142-A-21	0142-A-22	0142-A-23	0142-A-28
0142-A-25	0142-A-26	0142-A-27	0142-A-28	0142-A-34
0142-A-30	0142-A-31	0142-A-32	0142-A-33	0142-A-39
0142-A-35	0142-A-36	0142-A-37	0142-A-38	0142-A-44
0142-A-40	0142-A-41	0142-A-42	0142-A-43	0142-A-49
0142-A-45	0142-A-46	0142-A-47	0142-A-48	0142-A-54
0142-A-50	0142-A-51	0142-A-52	0142-A-53	0142-A-58
0142-A-55	0142-A-56	0142-A-57	0142-A-58	0142-A-64
0142-A-60	0142-A-61	0142-A-62	0142-A-63	0142-A-69
0142-A-65	0142-A-66	0142-A-67	0142-A-68	0142-A-74
0142-A-70	0142-A-71	0142-A-72	0142-A-73	0142-A-79
0142-A-75	0142-A-76	0142-A-77	0142-A-78	0142-A-84
0142-A-80	0142-A-81	0142-A-82	0142-A-83	0142-C-03
0142-A-85	0142-A-86	0142-A-90	0142-C	0142-C-16
0142-C-02	0142-C-03	0142-C-04	0142-C-08	0142-C-25
0142-C-17	0142-C-18	0142-C-19	0142-C-24	0142-C-34
0142-C-26	0142-C-29	0142-C-29	0142-C-30	0146-F-08
0146-A	0146-F-02	0146-F-03	0146-F-05	0150
0146-P	0147-B	0148	0149-F	0150-B-03
0150-A-01	0150-A-02	0150-B	0150-B-02	0154
0151	0151-A-02	0151-A-03	0151-D-01	0154-A-08
0154-A-04	0154-A-05	0154-A-06	0154-A-07	0154-A-13
0154-A-09	0154-A-10	0154-A-11	0154-A-12	0154-A-18
0154-A-14	0154-A-15	0154-A-16	0154-A-17	0154-B-54
0154-B	0154-B-13	0154-B-18	0154-B-19	0154-C-03
0154-B-56	0154-C	0154-C-01	0154-C-02	0154-F-04
0154-D-01	0154-D-02	0154-E-03	0154-F	

<http://www.access.gpo.gov/cgi-bin/dposetck.cgi?dposnum=0340>

9/16/2009

- 4) Match the "GPO item number" (second column) on the shipping list with the number on Carol's list (i.e. 0619-G-16)
- 5) In some cases, not all the numbers will match, but for the ones that do place a check mark next to it.

LINE#	GPO ITEM#	OLD MAT #	NEW MAT#	NAME	STATES	VERSION YEAR	SCALE	TYPE
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

- 6) Stamp each map with the received stamp. Each map is stamped in the lower right-hand corner on the front and in the middle of the back.
- 7) As you stamp each map, check off the titles from receipt and the shipping list. If you are missing a title from the receipt, notify Carol. If you have received a map that you have not placed a check mark next to it on the shipping list, DO NOT stamp. Set it aside for Carol.
- 8) Take the shipping list and log into the student computer
 - a. Click Start Menu
 - b. Right click on “my computer” then click map to network and select (Z) Drive.
 - c. Click different user name, and have Connie or Carol log in.
 - d. Click on “additional storage”
 - e. Click on “technical services“
 - f. Click on “access mapdatabase”
 - g. The click on “maps”
- 9) When the program opens, you will see categories and boxes that you can click on. Click on 'BLM Maps' or 'TOPO Maps' depending on which maps you have checked in.

**BLM maps are larger in size and scale than topo maps. You can locate the scale on the shipping list. BLM scale is 1:100,000 and topos are 1:24,000.*



10) After making your selection, you are brought to another screen. Simply fill in the required information. For BLM maps, select 'Surface' or 'Mineral' map. *(on the shipping list; surface maps have the abbreviation 'SMT' and the mineral maps are 'MMT')*

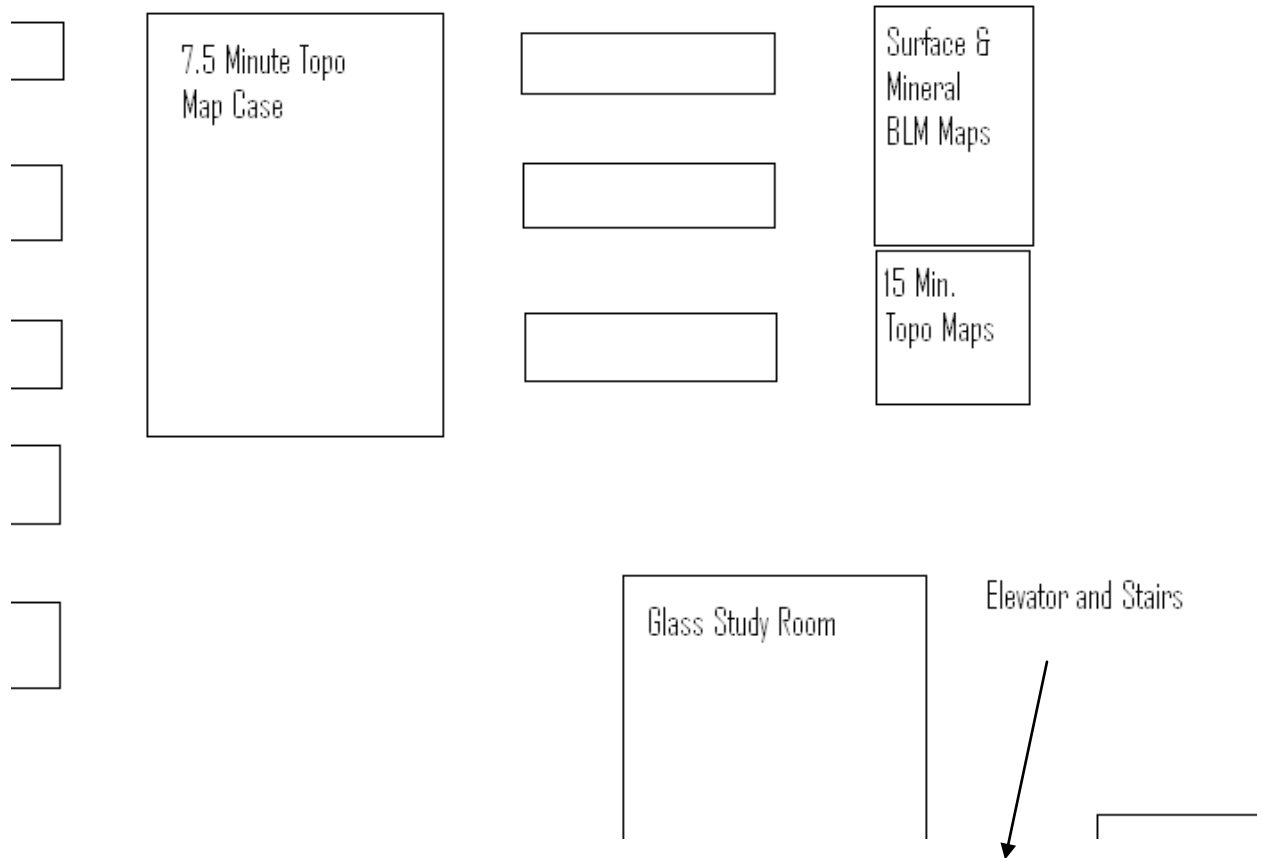
LINE#	GPO ITEM#	OLD MAT #	NEW MAT#	NAME	STATES	VERSION YEAR	SCALE	TYPE
1	0619-G-16	TCA1993	45193	REDDING, CA ✓	CA	2005	1:100,000	SMT
2	0619-G-16	TNM1992	81338	ARTESIA, NM ✓	NM	2009	1:100,000	MMT
3	0619-G-16	TNM1991	81337	ARTESIA, NM ✓	NM	2009	1:100,000	SMT
4	0619-G-16	TNM2056	81400	OSCURA MOUNTAINS, 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

11) After all the fields have been filled with the proper information, click the “Add New Map” button and proceed on to the next. Each time you click ‘Add New Map’ it will save automatically. Continue until all the maps have been entered.

**When maps have two states listed, use the first state.*

- 12) When all the maps have been entered into the database, make sure Carol has the GPO list, the receipt, and the shipping list.
- 13) Take the maps upstairs and file accordingly. Maps are filed alphabetically by name in the appropriate drawer.
 - BLM maps are kept on the north wall
 - Topo maps are kept straight across from the BLM.

2nd Floor View of Topo and BLM Map Cases



FILING AND SHELVING

Every government publication has its own unique call number and before it can be housed properly, one must be made aware of the various shelving locations. These locations are based upon the physical format of the publication or its need for special treatment. The major types of publications requiring special shelving arrangements are as follows:

A. STACK AREAS 1 AND 2

BOUND VOLUME:

Bound volumes often have ranges of numbers bound within one volume and thus their call numbers would look like the following:

A	A	A	A
1.14/2; 401-425	13.66/1 956-959	13.66/10 39-51	13.66/13: 971-972

B. ATLASES:

C. DISPLAY:

D. DOCUMENTS REFERENCE: "DOC REF"

1. Dewey Decimal
2. Superintendent of Documents

E. ELECTRONIC MEDIA

1. CD-Roms
2. Floppies

F. MAPS

G. MICROFICHE

E1.28: and E1.99:

This category represents the technical reports which are distributed by the Energy Department. Their book numbers are based upon the NTIS identifiers. These two numbered series are shelved together under E 1.28:. The following examples should help clarify the correct filing procedures:

CONF

870000	The six digit numbers are filed
8700000	before the seven digit numbers
880000	
8800000	

EGG-M

01188	88-011	Whether the date (here it is '88)
01588	88-015	comes at the beginning or end of
88135	88-135	the number, read and file as
		first the date, and then the
		number.

The general rule for filing is:

NOTHING COMES BEFORE SOMETHING

Note the following examples:

K
 K-A
 K-BD
 K/C
 K/CSD
 K/CSD/INF
 K/CSD/TM
 K/TR
 K/trans
 K/UR
 KAPL
 KAPL-P
 KMSF-U

LA
 LA-DC
 LA-NUREG
 LA-Sub
 LA-tr
 LA-UR
 LALP

64. followed by 64 Rev.1, Rev.2, etc.

When filing a sequence demand that a choice be made between a numeral or a letter, the letter takes precedence. For instance:

FS 3.64: R24 comes before FS 3.64: 64

H. OVERSIZE

I. POSTERS

TITLE OF THE MAGAZINE

YEAR-

To start, make the font Times New Roman, size 22, bold, and centered. The title should be all caps. Don't put any more than two words on a line, unless they are "a, an, or, the". The year goes one space below the title. The year should be in Times New Roman, size 18, UN-bolded font. Volume numbers are usually optional. Check to see how the boxes previously were labeled.

When I make box labels, I usually follow these steps:

1. Type the title of the magazine (following the guidelines on font above).
2. Type the year in the same font directly below the title (no space). Usually, I leave a hyphen after the year to indicate there will be more than one year in the box. If the magazine is one we receive on a weekly basis, I may just put the year, and add the hyphen when the end of the current year approaches. (For examples, see Time, Sports Illustrated, or Science.) (Note: The exception to this rule is U.S. News. See its boxes.)
3. Hit "enter" three times between titles.
4. After all the labels have been typed, I go back and put the space in for the year, as well as shrinking the font and un-bolding it.
5. Please make sure the box is full before making a new box and label. We are limited in shelf space!

MONTANA TECH LIBRARY NEWSPAPER COLLECTION

Montana Tech Library receives the following newspapers regularly. The newspapers are checked in and labeled by Information Desk students daily. Label indicating the day of the paper is placed on the upper left hand corner on the newspaper and all advertising is removed before the paper is shelved.

If we do not receive an issue students report missing issues to Technical Services staff for claiming.

On the first working day of each month papers that are two months old are pulled, counted and recycled. Papers in the stacks are re-shelved so that the current month is on the top shelf.

Chronicle of Higher Education is kept for one year, so the papers that are a year old are pulled, counted, and recycled.

TITLE	ISSUES RECEIVED	BACK ISSUES KEPT
Billings Gazette	Daily	Current month + One back
Bozeman Daily Chronicle	Daily	Current month + One back
Christian Science Monitor	Monday – Friday	Current month + One back
Chronicle of Higher Education	Weekly	12 Months
Denver Post	Sunday	Current month + One back
Great Falls Tribune	Daily	Current month + One back
Independent Record	Daily	Current month + One back
Missoulian	Daily	Current month + One back
Montana Standard	Daily	Current month + One back
New York Times	Daily	Current month + One back
Seattle Times	Sunday	Current month + One back
Wall Street Journal	Monday - Friday	Current month + One back