

DOCUMENTS RECEIVING (FDLP)

Procedures Manual

rev. 11/18/2009

1. Unpack. When you open the box, the inside flap should have "80" (our depository number). If not, stop!
 - Remove first shipping list group.
 - Date stamp shipping list in upper right corner.
2. Compare the shipping list with the item numbers Trinity is expected to receive. Use either the printed list at the Documents workstation or go to "Documents Data Miner 2" at <http://govdoc.wichita.edu/ddm2/gdocframes.asp>, select "Shipping Lists", and enter the shipping list number filtered by our depository ID "0080". The second method is usually quicker. Annotate shipping list with:
 - a check before item numbers we expect to receive
 - a zero before the rest.
3. Compare the newly annotated shipping list with materials packed. Stamp the pieces with the depository date stamp as they are matched. All materials with a call number beginning with "X" or "Y 4" should have a call number label from Marcive that can be placed on the upper left corner of the cover. If not, put the materials with the shipping list on the "Hold for labels" shelf.

Missing an item? Circle the entire line on the shipping list, write "claim", and give the list to your supervisor after you have checked-in everything else. Also, question anything received that was not part of our item selection profile.

4. Count the number of physical pieces received. For microfiche, count each piece and not just the envelopes. Write the number on both the top of shipping list and on the monthly Documents Statistics tally sheet.
5. File the shipping lists by year, format, and number.
6. Put anything with a Marcive call number label on the Documents Cataloging shelves. Label the rest "Processing Review" and leave in the appropriate place.

In sorting "Processing Review" items, the supervisor should put anything with a questionable retention value in the green "Review" box. Hardcover books get a bookplate inserted behind the title page and merged with our new books processing workflow. Paperbacks and pamphlets will need decisions on whether they should go to the bindery, get a pamphlet binder, or get processed as-is.