

ROME CAMPUS MATERIAL
Procedures Manual
8/12/2005

The Library occasionally receives items that will be passed on to the Rome Campus. The guidelines to follow are:

1. Processing: Skip any pasting or marking. The Rome staff will take care of this themselves.
2. Cataloging: Skip any cataloging. The Rome staff maintains their own catalog. If a record was already entered in our catalog, delete it. If it cannot be deleted due to an attached purchase order, suppress it.
3. Forwarding: Send the volume(s) through campus mail to the Italian Programs Office with a note that it is from us and is intended to be forwarded to the Rome Campus.

For campus mail, address it to:

Mrs. Sandra Andrews
Administrative Assistant
Italian Programs Office
Seabury 34-A

Note: If we ever resume processing and cataloging Rome materials, pattern the workflow for both on the Chemistry Library.

