

Serials
Student Assistants'
Manual

revised Feb. 3, 2009

Tasks listed in order of importance

Processing & Delivering Mail:

-Any periodical that comes in a bag or box, place the invoice or papers, or anything with the return address on it inside the book. Then take these stacks to Janice or Brenda's book trucks (Mon.-Wed. both trucks, Thur.-Fri. on Janice's). Place on 2nd and 3rd shelf of the book truck. After major holidays, add a truck for Susan and Connie.

-Regular Newspapers are not checked in. Those that are half-sized do get checked in. All newspapers get stamped with the current date in the top right hand corner, or wherever you can find. (They go to Periodicals' Office at delivery time.)

-The other periodicals are placed in stacks according to their sizes.

Processing After Check-In

-Students are to continuously check Janice and Brenda's top shelf on cart to process new periodicals that have been checked in.

All periodicals, pamphlets, magazines, tabloids, etc. will have white label on front if smooth or have no label if cover can accept stamp without smearing.

-Stamp and strip all items

(After placed on cart, all these will be delivered to Periodicals Office in Helm 2.)

-All Law books are to be stamped with date on blue sticker and with the WKU Law Libraries stamp on all three edges. They all need to be

stripped too. (After placed on cart, all these will be delivered to Gov. Documents, basement of Helm and place on “New Documents” shelf. -Reference (1st floor of Helm) periodicals usually have a yellow sticker or ref written on the documents. These need to be stamped and all are stripped.

White, Yellow or Gold Acquisitions Paper Strip - all periodicals with the white, yellow or gold acquisitions paper strip on the inside should be, 1) stamped w/ current date on first page and 2) placed on booktruck beside Jeannie Butler’s desk in Bib Access.

Green Paper Strips (Gift Books) go to Linda White.

Leisure Reading Yellow Label Magazines - 1) stamp the date on the yellow label. 2) strip all magazines. 3) stamp WKU Libraries on three sides of page edges 4) deliver to Reference Office basket.

Reference - 1) stamp the date. 2) strip all periodicals and books. 3) deliver to Reference Office basket.

Ed Center periodicals have an orange label. Stamp and strip and put in Bib Access on the table labeled Ed Center.

Claims and replacements have a small pink or white paper tag clipped to them. Process as usual; then put in the basket on shelf close to laser printer Susan to review.

Glasgow - 1) stamp the date on white label. On thick books, use Glasgow stamp on all three sides.
2) Place Glasgow periodicals in Glasgow basket for pick up. Glasgow books should be taken to Glasgow shelves in Circulation (inside alcove behind the mailboxes)

Personal Mail Goes to Mailboxes in Circulation just outside stairway door - This is mail with people's names on it or for Kentucky Library box in mailbox room. Check shelf regularly. When go to mailboxes, pick up mail for Serials.

Processing Added Volumes

- write call number on title page. (page with title and author on it; several pages in.)
- place labels on the spine of book using measuring devices. If book is too narrow, place label on the front cover, lower left corner. Cover label with tape and iron. Need to be able to read at least 3 entire characters on the spine of the book. **Remember to unplug the iron when finished!**
- date stamp inside on 1st page.
- “non-circulating” should be stamped in the middle of the inside cover. (Lower half) only on reference books!
- glue date due slip inside book facing item id number on main library title.
- on main non-circulating stamp non-circulating on inside front cover near center and put non-circulating sticker above spine label. (No date due slip)
- all books should have an item id number either on the back or typed on a strip and put in the inside front cover (at bottom). If you need to type a number, it will be handwritten on the sheet with the call numbers.
- put ownership stamp “WKU Libraries” in a consistent place; roughly centered on closed pages on each side of the book.
- all books need to be stripped.
- on spine labels only (from Susan) process as usual EXCEPT these do not get id numbers.

Brenda will also give you some added volumes from time to time, however she will not be giving you a “check list,” so if you need that, ask Janice.

Give all processed items to the person to check. Janice will include a “check list” on the truck of added volumes to help you to go by as you process.

Pulling Journals for Bindery

- This job takes place in Periodicals on Helm 2.
- Start at the beginning of the alphabet on the current shelves and pull any journals that are not within two years of current year. For example, if the year is currently 2009, pull everything 2007 or earlier. Do this for every periodical. (Exception: Periodicals staff should pull titles with designations “current year” and “current x years”. Watch for the colored dots on the shelf tags.)
- Occasionally look over all shelves for tall stacks. Some periodicals are thick and some come more frequently and run out of space in their slot. Pull these if needed.
- Sometimes the same Volume # will be under different years. **Never** pull separate volumes. Always leave at least one full volume on shelf, or at least one current issue.
- Place pulled periodicals in rubber band (or lay flat) on cart.
Do not place too many periodicals in one rubber band.
Leave light enough for Susan to be able to handle.
- Once finished for the day, record where you stopped so that the next time you go pull, you’ll know where to start off.
- Once you bring the cart downstairs, either place pulled periodicals on

Susan's shelf or leave on cart. She will tell you.

****Check yellow folder on Susan's desk for additional items to pull. Sometimes these will already be bound so look in bound area if cannot find loose issues.**

REMEMBER: Check the periodicals desk when pulling issues, the popular issues can pile up fast. You can take the updated Pre-Bound Serials (PBS) List to help you pull issues/journals that Susan needs. You only pull PBS issues when they have been delivered.

Kentucky Union List of Serials (KULS)

KULS Updates

The blank KULS forms are located on Janice's flash drive. The sheets you need to work from are located in the wire basket on Janice's Desk. New titles and Updates (deletes are considered updates by KULS) have different forms.

1. Fill out the Corresponding form for each title into a Microsoft Word Document.
2. Save the document as KULS updates.
3. Record stats for the number of New & Updates done and write the number on the front of the correct folders. * The stat folders are located on the student's computer desk.*
4. After you have finished with the electronic forms email then as an attachment to connie.foster@wku.edu.

5. Place the original forms in order on Connie's desk for her to double check, and then she will forward them directly to KULS.

OTHER IMPORTANT NOTES

- The retention statements provide the volumes and/ or years that the library retains. (Field 866)
- Make sure if one part of the retention statement is followed by a hyphen, both are. (i.e. 1- 1998-)
- Broken holdings are shown by a comma. (i.e. 2, 5-7 1992, 1995-1999)
- CURRENT or CURRENT TWO YEARS is used to indicate that holdings are discarded after that period of time.
- Microfilm (sometimes microform), microfiche, and paper holdings are listed in their respective retention fields (see example sheets); other types are listed in the Other Retention field and the type should be written in.
- Volume numbers should be written in together followed by the years. (i.e. 1, 3-4, 8- 1950, 1952-1953, 1957-)
- Call numbers are printed with the location statements and should be written in the correct field. *Periodicals NEVER have call numbers, even if they are printed on the print-out.*
- All questions should be directed to Connie, and she will often write in instructions or circle parts of the print-out to help you.

KULS ABBREVIATIONS

Format will differ from the way we input on TOPCAT. Follow examples. Pay attention to whether the volumes and issues are followed by a - (open, ongoing entry) or not.

| | |
|--------------|------------------------|
| JA- January | NV- November |
| FE- February | DE- December |
| MR- March | CONTS- Continues |
| AP- April | CONTD BY- Continued by |

| | |
|---------------|--------------------|
| MY- May | #- Number |
| JE- June | VOLS- Volumes |
| JL- July | FALL- Fall, Autumn |
| AU- August | WIN- Winter |
| SE- September | SPRIN- Spring |
| OC- October | SUMM- Summer |

****Any other questions can be addressed by the KULS packets in the KULS tray or by looking at samples that follow this manual****

Withdrawals

Withdraw/discard:

- cut or tear off cover and place inside
- if paper cover, just rip it
- stamp "Withdraw/Surplus" on first page
- discard in dumpster

Some titles are passed on the other departments or locations. Do not tear these at all but do stamp Withdrawn on cover or inside if it won't show up.

USBE or Duplicates

These duplicate issues are placed in a tray on the student desk by the typewriter. As the pile grows you will mail them to USBE. Make sure periodical is on USBE list before you mail. Check USBE Website.

Access: <http://www.usbe.com> and do shelf search by title. If they can use,

title will appear above the search line. You can check the website to see which titles they accept. When you get a box full, tape, address label and place next to outgoing mail tray. The issues that are not accepted, you withdraw/discard. Count those in your monthly withdraw total.

Things You Need To Remember

Supplies:

Supply requests need to be in Eric's office (Cravens 502) by 9 a.m. Wednesday. It may be better to take it up Tues. afternoon if there is no student scheduled early Wed. morning. You take the sheet to Cravens 502 and pick up the supplies there sometime on Thurs.

KULS:

Check wire basket regularly.

Student login for Voyager:

Id = view

Password = view

IMPORTANT PEOPLE ON THE 3RD FLOOR

Serials Unit: Connie Foster, Coordinator

Susan Todd (bindery)

Janice Haley (added vols., timesheets, check-in)

Brenda Wood (cataloging, check-in, claims, duplicates)

Tracy Bryant (orders, invoices, USBE)

Catalog Staff (across floor beyond Acquisitions area):

Ann Brown - back right hand corner

Lynn Pawley - back right hand corner -

Jeannie Butler - back right corner

Crystal Bowling - back right

Catalogers:

Rose Davis - back right side in office by the window

Deana Groves - back left

Shie Yue Mak - back center

Nancy Steen - back left

Uma Doraiswamy - back left

Acquisitions (next to Serials) Jack Montgomery -Coordinator (Office in hallway by break room)

Dean Jones - center

John Sarkozi - center; close to break room

Linda White (left center)

Donna Vincent - center-Acquisitions

Student Personnel: Paula Owens – office next to break room

Other People You May Need To Know:

Alan Logsdon - Periodicals
- Periodicals

Dr. Mike Binder (Dean of University Libraries) - 1st floor Cravens

Terry Baker - Interlibrary Loan (ILL) 7th floor Cravens

Eric Fisher - supplies office; Cravens 502

Debbie LaMastus - Law, Govt documents (Helm basement)

Amanda Hardin-Reference (Helm 1st floor)

IMPORTANT ADDRESSES

Stephanie Penick, Director
William B. Harlan Memorial Library
500 West Fourth Street
Tompkinsville, Ky. 42167
(270)487-5301

WKU Glasgow Campus
Glasgow Campus Library
213 South Liberty Street
Glasgow, Ky. 42141

Owensboro Community College
4800 New Hartford Road
Owensboro, KY 42303-1899

SRDS (stamp withdrawn/mark out label send to):
Cliff Shaluta
Journalism Department
325 MMTH

USBE (stickers usually located in cabinet)
2969 West 25th Street
Cleveland, OH 44113

Pre-Bound Serials (PBS)

1. Compare bound volumes list with actual volumes received. Do dates coincide? If not, change list so they do. Deliver PBS to Alan Logsdon in Periodicals after stamping and stripping them.
2. Pull issues (in Periodicals) with dates corresponding to ones in bound volumes. Rubber band a title together.
3. Put individual issues in order by date and make a list of title and which issues we have (so that Brenda will know if there are any she can use to fill in gaps at other locations).
4. Give list you made to Brenda and deliver pulled issues to bindery room.