

Requests received in the Cataloging & Metadata mail box

After the request has been acted upon – whether completed or forwarded to someone else to complete, please move the request into the Processed in (current year) folder.

***EXCEPTIONS IN BOLD**

Emails from Catalog Maintenance Labels Errors – Put in Processed in (current year) folder

RUSH questions or skips from Preservation – forward to whomever is doing Rush that week for correction.

RUSH requests forward to In Process box and then put request into Forwarded Rush requests folder

Library.In.Process.Requests@Dartmouth.EDU

PRIORITY Requests forward to Jessie and Barb and then put in Priority Requests folder

Customer Service" CUSTSERV@marcive.com emails put in Marcive folder

NewAcq: non-Latin script errors

>From: Digital-Library-Technologies-Group@mac.dartmouth.edu send to John DeSantis.

Questions for Research – Send to Cecilia Tittermore

Moving LC call #'s – If you would like do it yourself – if not forward it to either Jessie or Joyce or Sylvia

Serials – send to the [Library.Catmet.Serials](#) box

- **Including new serials, title changes, corrections, transfers, discards, treatment decisions, holdings updates, missing records.**

Monographic discard/ withdrawal requests for cataloged records –forward email to Barb (if out, forward to Jessie, Sylvia or Joyce)

All messages from Preservation with subject of Truck – IGNORE – person who is responsible for the new book truck will monitor and take care of these messages.

All monographic corrections, questions and/or Authority requests — forward to Barb B.

anything to do with Gov Docs can go to Sylvia

changing locations can go to Jessie or Joyce

Analytic questions can go to Barb

****IF NOT SURE WHAT IT IS JUST SEND TO BARB****

URL requests forward to Library.Catmet.Requests@Dartmouth.EDU mailbox then put in folder for “Forwarded URL requests”

UMI dissertations put in UMI folder

Catmet 11 room bookings put in folder after booking