

## Rush Processing Guidelines For Collection Services

### Acquisitions

For newly received items needing regular Rush processing:

- Check in materials (payments, etc.)
- Attach Rush slip with the patron or class name written on it to item
- Attempt to catalog according to standard guidelines; if cataloged, put on labels truck
- If not cataloged, take to shelves in in-process area

As an exception, if an item is needed immediately and can't wait for overnight processing:

- Check in materials (payments, etc.)
- Don't try to catalog
- Carry materials to Cataloging and look on the white board in the in process area for the staff covering Rush for that week; if Rush people are not available, Acquisitions staff should find a supervisor. In any case, they should explain the details of the problem to someone in person.

No materials should ever leave the department without being processed through full or temporary cataloging.

### Cataloging

For items needing regular Rush processing:

- Monitor the "In process" mailbox; periodically check the rush shelves for paper rush slips from Access Services and new rush materials from Acquisitions.
- Locate requested materials in in-process area.
- If an item isn't found, email Acquisitions ([Library.Acquisitions@Dartmouth.EDU](mailto:Library.Acquisitions@Dartmouth.EDU)) from the In Process mailbox ([Library.In.Process.Requests@Dartmouth.EDU](mailto:Library.In.Process.Requests@Dartmouth.EDU)) asking them to try to locate the item. Using these two email boxes helps increase control over the Rush work flow, regardless of staff absences.
- Catalog item if acceptable copy is found. If no acceptable copy is found, temporarily catalog using tempcat. procedures. All rush materials should be processed and placed on the labels truck the same day the request is received in the department, if at all possible. Exceptionally, if you don't think an item should be tempcat., consult a supervisor.
- Make a copy of the request (either the email message or the paper request). Add your initials and the date you processed the request and put it in the folder on the "rush" shelf. These print-outs are kept for a couple of months and are sometimes used to track down items that go astray.

As an exception, if an item is needed immediately and can't wait for overnight processing:

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Requests will come from either bibliographers or Acquisitions. First determine what the timeframe is, and whether the item needs expedited processing; if so,

- Do not try to catalog
- Temp. catalog the item, following the regular tempcat guidelines for record creation, BUT mark the item manually, either by hand writing out a label, or by hand typing a Selin label, if time allows. Marking should be minimal—just enough to identify the piece as a tempcat in process item.
- Enter the item in the Rush log in Preservation, and then hand carry it to a B/B circ. desk (including Jones Media, Evans Map Room, and Reserve), or to the courier bins for non-Baker/Berry locations. Items should not be handed over to the requesting person, but should be processed through a Circulation site, so it can be tracked while it's out of Collection Services.

If an item can wait for overnight processing, but is needed at a particular time the next day:

- Either Acquisitions or Cataloging staff should write the time needed on the fuchsia Rush slip. For example: "Needed Tuesday, 2/21" or "Needed for 10:30 class, 2/21."
- Cataloging staff should follow the regular Rush cataloging guidelines. In addition, they should alert the staff doing labels the next morning that there's an especially Rush item on the truck, so they can watch for it and inform Preservation the next morning. If an item is needed earlier than 10:00 the following morning, hand-mark and process according to the above expedited procedures.

## Preservation

For items needing regular Rush processing:

- Pull Rush items off labels truck when truck received
- Do basic processing and mark just well enough to support circulation (Reserve items may need additional treatment)
- Enter the item in the Rush log in Preservation, and then hand carry it to a B/B circ. desk (including Jones Media, Evans Map Room, and Reserve), or to the courier bins for non-Baker/Berry locations. Items should not be handed over to the requesting person, but should be processed through a Circulation site, so it can be tracked while it's out of Collection Services.
- For questions about labelling, send an explanation of the problem to the Cataloging email box ([Cataloging.Metadata.Services@Dartmouth.EDU](mailto:Cataloging.Metadata.Services@Dartmouth.EDU)) so Cataloging can correct the record. Hand-type a label, if possible, and send item along.

For items that can wait for overnight processing, but are needed at a particular time the next day:

- When notified, Preservation staff should pull the item from the labels truck and do minimal processing, enter the item in the log, and make sure the item is delivered to a Circ. location in time.