

Cataloging and Metadata Services

Rush processing - guidelines

rev. 3/18/02

The goals of our rush procedures are:

- ❖ To make in-process materials immediately available for circulation
- ❖ To do this without putting an undue burden on staff's time

In order to accomplish these goals, the members of the rush group have the following responsibilities:

- 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 you know how to catalog a particular format, search OCLC for acceptable copy. If found, catalog. If no acceptable copy found, or if you don't catalog a particular format, 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. Exceptionally, if you don't think an item should be tempcat., consult a supervisor.

Note: Ask a supervisor for help locating and/or processing serials. Do not tempcat. serial issues.

- 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.
- "Untemp" items that are returned after circulating.
- Pass on "priority processing" requests to Joyce for the students.
- The "backup" person on rush each week is responsible for covering these responsibilities in the absence of the person with primary responsibility, and will also help out when there are a large number of rush requests.