

SPECIAL RUSH REQUESTS – PROCESSING GUIDELINES
(For materials not needed for an individual patron or for course reserves)

Internal Procedures for Cataloging and Metadata Services Staff

This document provides guidelines for handling requests received in Cataloging and Metadata Services for rush cataloging of materials not needed for a specific patron or course reserve.

These requests are outside of normal processing procedures and are considered exceptional.

If you receive a Rush request without the name of a patron or course, follow the guidelines below:

1) Check either the order record or with the staff member making the request to make sure the name or course hasn't just been forgotten.

2) If no name/course still found, check the following list to see what category your title falls into, and follow the directions for that type of material:

a) Material that is time-sensitive, of local interest, or difficult to manage in a backlog:

-Local (Dartmouth College) publication

-Material intended to support an event happening on campus within the next couple of months

-Material too large to shelve in the in-process area

-Material extremely fragile and likely to be damaged by shelving in the in-process area

➤ For the above materials, search OCLC for copy and catalog if copy is found. Refer to a supervisor if the copy is of the type you don't normally use. If no copy is found, give to a supervisor for full cataloging

b) Other special materials

-Material extremely expensive. (More than \$1000)

-Material of current interest

-Material by a Dartmouth author (but not published by the College)

-Material not fragile or likely to be damaged, but awkward to shelve in the in-process area for an extended period of time.

➤ For the above materials, search OCLC for copy and catalog if copy is found. Refer to a supervisor if the copy is of the type you don't normally use. If no copy is found, mark the title as Priority, and shelve in the in-process area.

- 3) If in doubt, consider adding title to the Priority work flow. Please consult a supervisor if you have any questions.
- 4) If the material doesn't fall into any of the above categories, remove the Rush slip and send to the in-process area according to regular procedures.
- 5) The only materials listed above that may need to be treated in a special manner, even if not marked "Rush" are things that are extremely fragile and likely to be damaged by shelving in the in-process area. In those cases, follow the procedure defined in a), above. All other materials should be shelved in the in-process area and handled as usual if they are not marked "Rush".