

## **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](mailto: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](mailto:CUSTSERV@marcive.com) emails put in Marcive folder**

**NewAcq: non-Latin script errors**

**>From: [Digital-Library-Technologies-Group@mac.dartmouth.edu](mailto:Digital-Library-Technologies-Group@mac.dartmouth.edu) send to John DeSantis.**

**Questions for Research – Send to Cecilia Tittlemore**

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](mailto: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**