

Rush Materials- General routing guidelines  
Draft document—090410rev.

- Rush items will be cataloged or tempcat with the location of the ordering library in the record. A pink slip will be attached to each item, showing the name of the person or class requesting the item and a pick-up location, if present.
- Preservation will route materials like this in one of two ways, depending how they're processed:
  - If the materials are fully processed in Preservation, they will be routed directly to the circulating library. Most books and scores fall into this category.
  - If the materials are not completely processed in Preservation, but are instead sent to the ordering library for processing, they will be routed to the ordering library, where processing will be completed before the pieces are sent to the appropriate locations for circulation. Most non-book materials are handled this way.

For example:

-A book ordered for Dana, but needed for Baker/Berry Reserve, will be cataloged or tempcat. for Dana, but will be delivered directly to Baker/Berry Reserve.

-A book ordered for Baker/Barry, but with a pick-up location of Feldberg will be cataloged or tempcat. for Baker/Berry, but put directly in the courier bin to Feldberg after leaving Preservation.

-However, a DVD ordered for Jones Media and needed for Paddock Reserve will go first to Jones for processing to be completed, and Jones will then send the DVD to Paddock, following standard circulation procedures.

Preservation keeps a log of all rush items that includes where the item was taken when it left Preservation.

- If a circulation site receives a rush item that doesn't belong to them, staff members should do one of two things:
  - If they can determine where the item should go, and they can do so immediately (same day), they should send it as is to the circulating library. (Maybe also send an email stating that the item is on its way?)
  - If they can't easily determine where the item should go, or there's no staff person to make the decision that day, the item should be sent back to Cataloging as soon as possible, with a short note (Not ours. [initials] [date])

If there are any questions at all, prefer to send items back to Cataloging so the problem can be fixed.

- All tempcat. items should be sent directly back to Cataloging when they are through circulating.