

DUPONT-BALL LIBRARY, STETSON UNIVERSITY
TECHNICAL SERVICES STANDARDS
(Updated: June 2010)

Acquisitions Standards

1. Choice cards will be sorted and mailed to appropriate departments within two weeks of receipt..
2. Verify and download new orders in 4-5 days.
3. Place music firm orders within 1 week of receiving request.
4. Place orders within two weeks of receiving order cards.
5. Verify and download (if needed) replacement and O.P. orders in 2 weeks.
6. Check-in the books within 2-5 days of receiving them and their invoices.
7. After firm orders are checked in from vendors, the materials should be sent to catalogers as soon as truck is full or at the end of the work week if the truck has 1 full shelf.
8. Return any damaged or incorrect books within ten days of receiving them.
9. Follow up on orders which are not received 30-60 days after the order date.
10. Follow up on rush orders within 10 days.
11. Process invoices and take to the Finance office every week.
12. Verify payments on Banner weekly.
13. Gift books, initial search, evaluation and verification – 1 month.

Added Volumes/Continuations Standards

1. Send added volumes trucks to student processing after filling one shelf.
2. Check in all loose-leaf ready reference each day received.
3. New control records for standing orders and continuations are created within two days of receipt.
4. Title changes for standing orders and continuation titles are processed within 1 week.

Government Documents Cataloging/Processing Standards

1. Take 1-2 weeks from the time a Government Documents box is opened to when the document is put on the shelves
2. If a document is not in OCLC, it is put aside and searched again weekly. If not found at the end of 4 weeks, a temp record is added to Sirsi and the document is shelved.
3. Items receiving Z-level cataloging should be processed within 10 working days of receipt of the shipment.
4. Cataloging of monographic documents takes 4-5 days (after processing by students).

5. Documents temporary records in Sirsi are reviewed once a year and OCLC records are downloaded to replace the temporary records if found.
6. New documents serials titles are cataloged within two weeks after processing by students.
7. New electronic titles (NET) lists are processed and titles added to the catalog within 2 weeks of receipt from the Documents Librarian.

Cataloging/Processing Standards

1. Physical materials will be cataloged, processed and made ready for use by library users within 3 weeks.
2. Electronic materials will be cataloged within 1 week.

Withdrawals Standards

1. The top shelf of the black withdrawal truck is reserved for items to be withdrawn from Sirsi. This shelf will be checked once a week for processing. The bottom two shelves of the black withdrawal truck are reserved for items withdrawn from Sirsi, awaiting withdrawal from the collection. The bottom two shelves are processed when the shelves are full.

Periodicals Standards

1. Journals ordinarily will be checked in, prepared and added to the collection on the day of receipt.
2. Periodicals checkin done by noon each day
3. Journal checkin complicated by a title change or another problem will be completed within a week of receipt
4. New journal subscriptions will be placed with the vendor or publisher within two days of the order receipt
5. Journal subscription cancellations will be made within two days of the cancellation request
6. Journal volumes will be returned to shelves within 3 weeks of pulling for binding.
7. Cataloging of new journal titles will be completed within one week of receipt of the first issue.

Mending/Preservation Standards

1. Materials sent to be mending will be returned to their home location, replaced, or withdrawn within 2 weeks.

LHRs Standards

1. LHRs are created and updated in OCLC within 1 month of the change in Sirsi.