

Procedures, Policies, Forms, etc.
Five Colleges of Ohio
Original & Historical Government Documents Cataloging Project

December 21, 1999

1. Brief records for original cataloging docs tracking [e-mail] (directions and explanation for creation of brief records, to be used to track documents through original cataloging channels)
2. Collection sharing and consolidation
3. Date coverage for project [summary of Ohio 5 meeting 8/26/98]
4. Enrichment instructions [e-mail]
5. Item number history [e-mail] (from Gil Baldwin, explaining the history of item numbers and GPO's recommendation for their use in historical cataloging)
6. Job description: Student cataloging assistant
7. Kenyon College Payment Order [form] (used by coordinator to submit bills to Kenyon Accounting)
8. Library has statements [e-mail] (prepared by Judy Orahoad, lists current Library has policies with examples)
9. Payment Order [form] (Excel spreadsheet used by each school to figure and submit quarterly OCLC bills)
10. Preparing docs for TechPro [e-mail]
11. Record evaluation criteria
12. Record tag info and formats [e-mail] (lists tags to be used in bib, item and check-in records to identify project-created records)
- 13I. Repair notes [e-mail] (suggested wording and placement of repair notes in records)
14. Student training

15. Work space needs