

[Taken from e-mail correspondence]

Subject: preparing docs for Techpro

Dear Docs folks,

Following is information I have written to help us prepare our shipments for Techpro. I hope it is helpful to you. I think the most important steps for you to concentrate on are 5A, 4A and 2. At this point I am reviewing all the materials you have decided to send.

Let me know if you have questions.

As documents wend their way toward original cataloging ...

1. All titles should be thoroughly searched on OCLC.
2. Create a brief record on the CONSORT or Oberlin system, following the brief record guidelines.
3. Barcode the document and add an item record with the barcode. Barcode will later be used by Techpro, so place it on the document in your chosen location. Note the condition of the doc in an item record "x" note.
4. Physical processing of the document:
 - A. Be sure the SuDocs number is complete on the document and that it is readable. Add ":" "/" etc. as needed.
 - B. Document should have a clear ownership stamp in your chosen location.
 - C. Erase or mark out other call numbers (e.g.: old Dewey number, J84)
 - D. Erase or mark out any previous ownership markings.
5. Please review the documents on your "Ready for Techpro hold shelf". When they go on the shelf they should be ready to go to Techpro.
 - A. It should be decided that this is an item you want to have cataloged.
 - B. It should be properly prepared (see 2-4)
 - C. If it needs any notes or clarification for Techpro, hold it out for Ellen to review.

Note that Ellen will check them and pull any that have problems or questions, but their presence on the hold shelf indicates your belief that they are ready to go.

6. Ellen will add the "Techpro note to the 500 field (590 at Oberlin) in the brief record. See in CONSORT record .b20621474.