

SRLF Processing

To: YRL Cataloging Department Staff
From: Carol Hixson, Head, YRL Cataloging
Re: Miscellaneous SRLF Processing Guidelines
Date: September 19, 1997

This memo restates one first issued by Brian Schottlaender on August 18, 1988. It is still in effect.

Please be aware of, and observe, the following processing guidelines agreed to for SRLF materials:

1. ALL miniature volumes for YRL (14 cm. or less) are to be processed for the SRLF unless otherwise indicated by a Bibliographer;
2. ALL pre-1850 volumes for YRL are to be processed for the SRLF unless otherwise indicated by a Bibliographer;
3. Neither miniature nor oversize volumes destined for the SRLF from any campus location should have [Min.], [*], [**], or [***] preceding the call number.