

SOUTHERN REGIONAL LIBRARY FACILITY
UCLA MONOGRAPHS PROCESSING
PROBLEM RETURNS TO UNITS
March 10, 2008

In keeping with the Acquisitions and Cataloging departments' efforts to track items as they go through the various workflows, SRLF processors will be adding public notes to the depositing library's holdings record when MONOGRAPH problem items are returned to UCLA for resolution. This will not apply to duplicates to items already at the SRLF as the SRLF item will be available for public use.

A. SRLF Public Notes

1. Single volume monographs
 - a. Existing 852 \$z note: In process for SR—ask at public service desk
 - b. Edit to: In process — returned to UCLA Cataloging (or independent unit) from SRLF MM/DD/2008nn

Example: 852 \$z In process – returned to UCLA Music Library from SRLF
03/17/2008km

2. Multiple volume monographs
 - a. Existing 852 \$z note: In process for SR—ask at public service desk
 - b. Edit to: In process — v.#-# returned to UCLA Cataloging (or independent unit) from SRLF MM/DD/2008nn

Example: 852 \$z In process – v.1-3,7 returned to UCLA East Asian Library
from SRLF 10/06/2008km

3. Revising - Omission of this note should be counted as a “Non-Critical Error – Problem return note” on the Reviser’s Checklist 2008 Feb

B. Library Public Notes

Public notes should be added when the problem items are received by UCLA and when they are sent again to the SRLF. Hopefully these notes will make it easier to determine which items are either still at SRLF awaiting shipment or in transit to Cataloging or a library unit, as well as which items are definitely at UCLA.

1. Cataloging or the library unit will add notes when they receive these problem returns:
“Received in Cataloging [Music, etc.] from SRLF [date]”
2. If the title is a multipart, the parts will be specified at the beginning of the note. For example:
“v. 1-2 Received in Law Library from SRLF [date]”
3. Anyone in Cataloging or the library unit who resolves problem returns from SRLF will delete the returned/received notes and, if the items are being returned to SRLF, add the standard
“In process for SR—ask at public service desk.”