

Rush Processing Procedures for Monographs

Revised September 2003; August 2005; April 2007

These procedures detail what happens to a rush book AFTER it is received in the Cataloging Center. The preparation time that a branch unit or Acquisitions takes BEFORE delivering an item to Cataloging is not accounted for here.

CATEGORIES OF RUSHES:

A. BLACK (OUT OF Cataloging Center WITHIN 24 HOURS OF RECEIPT)

This is only used when library patrons and staff request items already received, having submitted a rush processing request. Patrons will return to pick up the book at the owning locations.

1. Book delivered to the Cataloging Center.
2. Cataloger completes the cataloging within 24 hours and walks the book over to the Marking Section.
3. Book is marked within 24 hours and
 - Delivered to YRL Circulation, or
 - Returned to Branch Library

B. RED (OUT OF Cataloging Center WITHIN 72 HOURS OF RECEIPT)

This color is used by Branch units and should be used only when there is special urgency in processing a book.

1. Book delivered to the Cataloging Center.
2. Cataloger completes cataloging within 48 hours and walks the book over to the Marking Section.
3. Book is marked within 24 hours and returned to Branch

C. BLUE (OUT OF Cataloging Center WITHIN 72 HOURS OF RECEIPT)

This color is used in YRL to indicate rush handling and routing for YRL Reserves books.

1. Book delivered to the Cataloging Center.
2. Cataloger completes cataloging within 48 hours and walks the book over to the Marking Section.
3. Book is marked within 24 hours and routed to YRL Circulation where it is then charged to Reserves.

D. GREEN (OUT OF Cataloging Center WITHIN FOUR DAYS OF RECEIPT)

This color is used to indicate rush handling and routing to YRL Reference (CRIS).

1. Book delivered to the Cataloging Center.
2. Cataloger completes cataloging within 48 hours and walks the book over to the Marking Section.
3. Book is marked within 48 hours and is sent to YRL Reference through campus mail.

E. **YELLOW** (OUT OF Cataloging Center WITHIN FOUR DAYS OF RECEIPT)

This color is used by Branch units. It will be used by Branches to speed up processing of items as needed.

1. Book delivered to Cataloging Center.
2. Cataloger completes cataloging within 48 hours and walks the book over to the Marking Section.
3. Book is marked within 48 hours and
4. Routed back to the units.

*Serials designated as rush are processed upon receipt and are generally out of Cataloging within 48 hours.