TECHNICAL SERVICES BUREAU
Guideline No. 5-2015

Title: **Workslips**

Impact/benefit:
- Patrons
  - N/A
- Reference
  - Facilitates communication between PSB and TSB staff with the outcome of efficiently handling items in our collections
- ILL/Circulation
  - N/A
- other bureaus
  - N/A
- SALSA consortium
  - N/A

Mainly affects the work of:

_X_ Principal Cataloger _X_ Documents Cataloger _X_ Dewey Cataloger
_X_ TSB Fed Docs tech _X_ TSB State Docs tech____IT Chris
_X_ PSB Docs Librarian _X_ PSB Docs tech

Policy involves these rules, systems:

__RDA __SALSA __Polaris __OCLC _X_ other: workslips

Policy involves these records:

__bib____auth___item____serial holdings___pub pattern___check-in____other:

History:
Workslips have been used by PSB and TSB staff as a written communication tool from the beginning.

Policy addresses these problems, needs:
Workslips are a written form of communication between PSB and TSB staff that include specifics of what needs to be done to items in our collections and to later indicate what steps have been completed.

Policy/Procedure:
There are two types of workslips – one is a general workslip and the other is specific for state documents. PSB and TSB staff will fill out and include the applicable workslip with the

corresponding item in order to communicate tasks that need to be accomplished. Staff members filling out the workslips need to include on the workslip their name and date on which the workslip is filled out to ensure that recipients know with whom to communicate should further correspondence be necessary. Likewise, staff members who have finished the indicated tasks need to initialize and date such on the workslip, include the workslip with the corresponding item, and return to the issuer of the workslip. For non-tangibles (i.e. online resources), a printout should be included with the workslip.

Workslip templates are included as pdf versions here:

H:→Technical Services Bureau→Workslips.

(Examples of workslips are provided at the end of this document.)

Related projects: N/A