TECHNICAL SERVICES BUREAU
Guideline No. 19-2017
Title: NM Federal Shared Regional Depository workflow

Impact/benefit:

- Patrons
  - Patrons and staff can easily distinguish if an item is part of the NM Federal Shared Regional Depository

Mainly affects the work of:
_X_ Principal Cataloger _X_ Documents Cataloger __ Dewey Cataloger __ Bureau Chief
_X_ TSB Fed Docs Technician __ TSB State Docs Technician __ TSB Serials Technician
__ PSB Librarians __ PSB Docs Librarian __ PSB Docs Technician
Policy involves these rules, systems:
__ RDA __ SALSA _X_ Polaris __ OCLC __ CONTENTdm __ other:
Policy involves these records:
_X_ bib __ auth _X_ item __ serial holdings/pub pattern __ check-in/issues __ Cdm __ other:

## Policy/Procedure:

PSB staff initially checks items received by NMSL from other NM Federal Shared Regional Depository institutions with what is on our shelves. PSB decides what to add. Items forwarded from PSB will either be new to our collection or added *to replace a copy or to fill a gap* in our NMS Federal collection.

If item received is to replace another copy already in our collection, catalogers will *delete old item record* (if there is one) and recycle replaced physical copy in designated receptacle per NMSL Admin.'s recycling guidelines.

If the SuDoc number is incorrect on a resource being added to the collection, make a note for the TSB Fed Docs Technician to update the label. The 086 in the bib must match the call number on the piece.

When cataloging work is complete, catalogers print out a corresponding record set and include with the batch of physical items; place on the applicable shelf for the TSB Fed Docs Technician.

The TSB Fed Docs Technician will

- add barcodes and create item records from the item record template 'NMS Fed Docs Circ Shared Depository'
- Apply Shared Regional property stamp on front of item (use label if nec.).
- Do not add security strips!
- Relabel with a new call number only if catalogers indicate to do so.

Related projects/clean-up work:
**Docsrecon**: Catalogers will check existing NMSL holdings (on shelves or via the shelflist) to ensure all holdings are in the online catalog. Remember to check holdings in Ref and Locked Case.
-- Update holdings in WorldCat, if necessary.
-- If adding a bib be sure to add field 698 docsrecon and create all necessary item records.
-- If creating item records, use shared collection template NMS Fed Docs Circ Shared Depository NMSL copies
-- Apply shared collection property stamp