

## SRLF Instructions to Bibs (4/26/02)

1. Pick up review lists (as appropriate to your subject area) on the left side-shelf behind the ML Ref Desk. There is also a book cart (marked SRLF) that you can use when going to the stacks to provide you with a writing surface.

2. Sign out on the clipboard for the list(s) that you are taking.

3. Pick up a set of stamps.

- SRLF [for monos; red ink]
- SRLF - \_\_\_\_ [year] and back [for serials; red ink]
- KEEP IF DUP –Use only for Monos [keep if it is a duplicate at SRLF; red ink; **use this very selectively**]
- WITHDRAW [red ink]
- KEEP [blue ink]

### IMPORTANT GUIDELINES & INFORMATION:

- If you stamp something for SRLF and it turns out to be there already, the default is that the item is withdrawn. If you wish to have it kept, you will need to stamp it KEEP IF DUP. Use Stamps only for monos—take care to use the stamp SELECTIVELY.
- The recommended guideline for the "years" to send serials to SRLF: **Serials 1975 and backwards.**
- For serials, please use the **SRLF - \_\_\_\_ [year]** stamp—if you want serials sent to SRLF, please **indicate which years (by writing it) ↑**.
- If there are multiple copies of a book listed on the printout, you have two choices: a) If you stamp it SRLF, one copy will go to SRLF and the other will be discarded; b) If you stamp it WITHDRAW, the stamped copy will be withdrawn and you will need to stamp the other copy KEEP (or the default will be that the 2<sup>nd</sup> copy gets withdrawn).
- If a title is stamped or flagged "WITHDRAW" and it turns out to have circulated within the last two years by the time Cat Maintenance checks it, then the title is kept in the collection.
- Please note that any messages on the printouts will be ignored **OTHER THAN THE STAMPS**. So, photocopy any follow-up actions like "send to Sci Library."
- MELVYL has not been updated for 2 years; in order to know what is currently in SRLF, you can check ORION2 on the UCLA Libraries web site (<http://www.library.ucla.edu/>).

4. Stamp a recommendation in the left margin next to the titles in your subject area.

If the entire page has the same recommendation, you can stamp it once, and draw a line with an arrow down the entire left margin.

5. A "KEEP" stamp automatically supersedes any red-inked stamp. Stamp and initialize if you wish to keep the title. Only those people whose subject areas are affected will be reviewing & marking the lists.

6. If you see other titles that are not on the printouts that you wish to "Withdraw" or send to "SRLF", you can add the appropriate colored flags and pull the books onto a cart. Put the books on the shelf along the back wall behind the Ref Desk where the SRLF Project materials are kept--notify Craig Chamberlain.

**Please do this selectively.**

IMPORTANT: Do **not** flag materials that are not on the lists.

7. Serials lists. How to interpret the check-in records for the field ORD STAT:

19 > ORD STAT

0 UNKNOWN

3 ON ORDER

4 CURRENT REC'D (i.e., standing order)

5 NOT CURR REC'D (i.e., added issue-by-issue; or SRLF volumes)

x CEASED

y CANCELLED

- TEMP

8. At the end of the deadline (or when the last bibliographer has reviewed this), Lorelei will give it to Craig Chamberlain. She will cc: Wanda and John to alert them when lists are finished.