

Processing New Bounds

1. **Place** in call number order. Note: You may do Step 2 before Step 1, but the periodical must be through Step 2 before it is dotted.
2. **Check** spine for:
 - a. Correct call number. The call number on the spine should be the same as the call number on the periodical.
 - b. Correct title. The title on the spine should be the same as the title on the periodical.
 - c. Correct year/volume/issue/page range. The year/volume/issue/page range on the spine should be the same as the periodical inside.
 - d. PER printed above the call number. If it does not have this it most likely does not belong in our room. Check the catalog to make sure it does not belong in our room. Note: Music and Dance (ML) periodicals do not belong in our room.
3. Take each periodical that has a problem and **write** on a Post-it note what the problem is and stick it to the periodical. Then place these problem periodicals on Lyn's desk.
4. Once you have checked the periodical, you may dot it with the appropriate color of dot. **Place** the dot just above the PER on the spine. DO NOT dot the periodical unless it has been through Step 2.