

HOW TO PROCESS PERIODICALS

1. Grab a cart and head back to the serials department.
2. Once in the serials department, go towards the area where the computers are located.
3. To the left of the computers is a large row of shelves. Across from the first work space, on the second bank of shelves, is where you will find the new periodicals. The shelves are labeled PER and there are three of them.
4. Load all of the periodicals on to the cart and bring them back to the workroom.
5. Use the sorting labels on the table to sort the periodicals according to call number — not title.
6. If a periodical has an orange routing slip attached to it, give it to Amy.
7. If a periodical has a blue slip attached to it (it will say new title or title change), put it in Linda's box.
8. If you receive an issue that has an M call number, or that should go to some other reference location, take it back to Derrik in Serials. He will take care of it.
9. Count the periodicals. Write down the number of periodicals on the yellow sheet that is posted on the door of the grey cabinet.
10. Put the periodicals in call number order and tattle-tape them. You should tattle-tape every issue in the center of the journal (where the pages are bound), in an inconspicuous location.
- 1 1. Divide the periodicals into manageable piles and place them on the cart for shelving. Remember, we do not scan the new periodicals when we shelve them.