New Materials:
- New Books and media are routed to Technical Processing from Cataloging
- Identify new materials
  - See procedures for "Technical Processing":
    - Identifying Books
    - Identifying Media
    - Identifying Software
- In Voyager:
  - Holding Record (Strapped Books icon “Retrieve Holdings,” modify:
    - 852 tag – Subfield #b, Location information, select from the pull down menu Edit > Show Holdings Locations > Highlight Selection > OK
  - Item Record, (Stacked Books+ icon “Create Items,” add:
    - Barcode (wand)
    - At Perm Loc., make selection
    - At Item Type, make selection
    - Add volume # in Enum field
    - Add copy # as needed
- Tune books:
  - General Collection Books tuner has DATE DUE stamp
    - Place tuner in the middle of the first page on the right side. If that is the title page, place tuner on left side (inside book flap)
  - Reference Collection books, plain tuners
    - Place tuner inside back of book, right side near the bottom and next to the spine. If book has a cover, may have to position tuner on page to the left
- Complete final processing steps:
  - Type Call # on 3/4" x 1" label(s)
  - Books:
    - Measure and apply label 1 1/2" from bottom of book
    - If necessary, place label below title, author, volume or date information
    - Apply label protector over label
  - CDs, Software, etc.
    - Apply labels on bottom of spine and front of container
    - Apply label protector over label
  - Pencil Call # on verso of books or media booklets
  - Apply and tape plastic jackets over book covers
- Place books on "New Books" cart
  - Update cart bimonthly
- Route reference books to librarians
- Media is shelved or routed to faculty per their request
- Notify faculty per their request when specific items have been processed
Old Materials:
Damaged or missing / withdrawn materials may be routed to Technical Processing for reprocessing repair or into the collection (if heavily damaged, show librarians).

- Discharge material to Technical Processing staff (in Circulation Module, search by last name, Tech)

- Damaged materials
  - Barcode. If the barcode has been damaged or removed:
    - Replace barcode, wand and delete the inactive barcode
      - Select Item icon (stacked books)
      - Type item barcode (Ok or Enter)
      - Title will appear in "Item Record." From the pull down menu, select Item
      - Select Barcodes > Delete Inactive Barcode > Close
  - Stickers. Replace as needed
    - Use stickers to cover information as needed (i.e., “discarded” stamp inside book or identification stamps from other libraries)
  - Repair damaged book or torn jacket or pages as needed
  - Replace plastic jacket as needed

- Missing materials are withdrawn from the collection after three years. If a missing/withdrawn item is returned to the library, circulation staff will route it to:
  1. Librarian to be evaluated for return to the collection
     - Items not retained are routed to interested faculty or placed in the library entry way
     - Items retained are routed to:
  2. Library specialist:
     - BBA
     - LaserCat
     - Catalog
  3. Library Technician:
     - Is item identified?
     - Add new barcode if necessary
     - Item Record
       - Wand barcode
       - At Perm Loc., make selection
       - At Item Type, make selection
       - Add volume # in Enum field
       - Add copy # as needed
     - Tune books:
       - Review Call # in Voyager’s Holding Record
         - Update or retype call # as needed

- Donations:
  - Route to librarian to be assessed
  - If material is accepted for collection, route to Library Specialist