

Expedited Cataloging and Processing Policy
February 10, 2011

Below are listed in priority order the categories for rush and expedited processing of materials in Cataloging and Metadata Services.

Cat Dept. Statuses	IN PROCESS BKS	ROUTED TO BKS	IN MEDIA CAT
IN PROCESS MUS	IN PROCESS SER	IN PROCESS SC	IN PROCESS DMS

1. Rush:

1. Rush cataloging requests come directly from patrons or library staff either by an online rush processing form or by a hold placed on the material through Millennium.
2. Rush requests can be made by selectors at the time of ordering library materials. Acquisitions staff code the order record as a rush and place a hold for the requestor on the bib record.

Procedure: Cataloging staff use Millennium to find titles in their unit which have holds using the CircKeepInProgressRequests create list. Materials received from Acquisitions which have holds are delivered to units with a pink Rush flag.

Turnaround Time: Maximum of 3 business days from receipt of rush request.*

2. Reference/Reserve/RRHEC

Materials received from Acquisitions are flagged with appropriate location:

- Reference – goldenrod
- Reserve – tan
- RRHEC – lilac

Turnaround Time: Maximum of 4 business days from receipt of materials to be located in Reference, Reserve or RRHEC unless the material has a patron hold and is a rush.*

Please note: RRHEC Courier comes Monday-Thursday at around 1 pm, and Friday around 10 am.

3. Expedited

A white NOTE flag is used in materials to let Cataloging know that special processing for a title is needed. Acquisitions transcribes information from the order or item record in Millennium onto this flag for expedited material. Expedited materials will not be put in any backlog.

- NEED BY – Expedited
- FAC AUTHOR EXHIBIT – Expedited
- FRG (faculty research grant) – always processed as Rush

No maximum time, as it depends upon current workload.

4. **Notify**

Notify requests can be made by selectors at the time of ordering library materials. Acquisitions staff code the order record as a notify and place a hold for the requestor on the bib record. Because holds have expiration dates, notifies are considered Expedited material and will not be put in any backlog.

No maximum time, as it depends upon current workload.

Procedure: After being cataloged, all rush and expedited material is put on the DMS rush truck adjacent to the LAIII desk for expedited processing and labeling.

***Exceptions to this Policy**

This is Cataloging's turnaround time policy for rush and expedited requests. In certain cases the volume of requests could exceed our staff abilities to meet the deadline and these timeframes may not be met.

Note: "Priority" is a term used by Acquisitions to mean that the order for the library resource should be placed in a time-sensitive manner. Priority is not a rush or expedited term used by Cataloging.