

Flags and Carts

FLAGS. (Expect more to be listed as acquisitions processing evolves)

Location flags. ALWAYS leave location flags (including the LSF flag) in books to facilitate processing in Preparations, and be sure the flag is visible.

LSF: Items flagged for LSF now go on a separate truck for Preparations. Use the salmon **LSFR** flag for restricted items.

PREPARATIONS: Please use call number as in book. (GREEN FLAG). Cataloger should insert when the Preparations label-generator software cannot handle the call number in MFHD 852. If this flag is used, cataloger must write the call number on the verso t.p. Typical examples: a.) Volume in hand is part of a multipart monograph in a classed-together series b.) Volume is being added to a set already transferred to LSF; MFHD loc is **lsf**, but home location is SML (as indicated on the verso t.p.)

DEPARTMENTAL PAPERBACKS. Paperbacks for departmentals bypass Preparations and are returned via campus mail (Shipping Room) after cataloging. Exception: Art paperbacks are sent to Preparations. NOTE: the practice of using Avery labels on departmental paperbacks ceased in Sept. 2001.

DEPARTMENTAL HARDCOVERS. Hardcover books for departmentals are marked like stacks books and are placed on the Binding Truck.

- **EXCEPTIONS:** Marx Library hardcovers bypass Preparations and are returned via campus mail (Shipping Room) after cataloging.
- **See also exceptions for Art sublocations**
- Departmental bookjackets are left on the books.

Effective Date: March 3, 2014

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