

DAILY PROCEDURES & PROCESSING

General Overview

Mail for State Publications is delivered directly to Public Services Bureau (PSB) prior to processing. Documents are delivered to Technical Services by State Documents Assistant (SDA) or State Documents Librarian (SDL). PSB also delivers electronic versions of state documents. You will get a workslip or an e-mail indicating the location of the files to be distributed (or the files might be attached to e-mail messages).

State Documents Librarian will count documents, create the "State Docs Workslip", and route documents to Technical Services Bureau (TSB) for processing.

SDL will determine how documents will be distributed:

- **Full Depository**: enough documents were received for distribution to all depositories (per NMAC 1.25.10)
 - NMSL will keep 3 copies for State Documents collection.
- **Limited Copies**: less than full depository amount of print documents are received.
 - Distribute to depository shelves beginning with Library 1 and moving consecutively until all documents are distributed.
 - NMSL will keep 2 copies for State Documents collection (NMSL won't get a copy 3).
- **Out of the Loop**: No copies were provided for distribution. All copies will be kept for the NMSL collection. Usually that means only 1-3 copies were provided.
 - Even if only 3 copies received – all copies are kept for NMSL collection. No copies are distributed to Archives (shelf # 3)
 - Occasionally, an electronic document will also be provided with the Out of the Loop items. Process the electronic document accordingly (see section on Processing).

Extra copies:

All copies left over go to the "left-over" shelves. The State Docs Librarian decides what to recycle. The Bookmobiles can take from the left-over shelves.

Distributing & Processing publications in print format:

(NOTE: See Digital Archive section in this manual for electronic documents procedure)

- Property/date stamp and distribute documents to depository shelves
 - ◆ Date stamp all copies on the cover.
 - If the cover is glossy or dark in color, stamp the title page. If there is no place on the title page and no place on the cover to place a property/date stamp, create labels with the property/date information and place that on the cover in a strategic place that does not cover pertinent information to the document.
 - ◆ Distribute documents to the depository shelves beginning with Library 3 and moving consecutively through last shelf.
 - ◆ Set aside NMSL copies 1-3 for check-in and processing for NMSL collection
 - ◆ When finished return workslip to Brad

Out of Loop items:

DO NOT DISTRIBUTE OUT OF LOOP ITEMS TO DEPOSITORY SHELVES

- Property/date stamp all copies on the cover.
 - If the cover is glossy or dark in color, stamp the title page. If there is no place on the title page and no place on the cover to place a property/date stamp, create labels with the property/date information (stamp a blank label and cut to size) and place that on the cover in a strategic place that does not cover pertinent information to the document.
- Check-in and process all copies for NMSL collection only (usually 1-3 copies).

Distributing & Processing Special formats (CDs, DVDs, VHSs, etc.)

CDs, DVDs, etc.

- ◆ Property/date stamp and distribute documents to depository shelves
 - Stamp the cover art of each CD/DVD (if no cover art, place a date label on the jewel case or paper casing). If distributing this format to all depositories, use label template ([TechServices N:\statedoc\shiplist\Date Stamp Label.doc](#)).
 - Place core label (with property information only) in center of each CD/DVD– keeping it with the direction of any pre-existing text on the disc.
- ◆ Distribute CD/DVD to the depository shelves beginning with Library 3 and moving consecutively through last shelf (this is the procedure when the full depository amounts and Limited Copies are received).
 - If the document is provided in both paper & CD-ROM formats to fulfill the full depository requirement – distribute the paper copies first and then the CD-ROM copies to the remainder of the depositories.
 - If the document is provided in CD-ROM to be processed as Limited Copies, the State Documents Librarian will determine if print copy(ies) are to be created for the NMSL collection.
 - Process the print copy(ies) as indicated above for Out of the Loop items
 - Add the PDF from the CD-ROM to CONTENTdm using the Bib record for the digital copy (see [Digital Archive section of this manual](#))
 - Place the CD-ROM in the back of NMSL print copy 1 and make sure the Bib record for the print copy indicates “includes CD-ROM”
 - If only 1 disc is provided to be processed as Out of the Loop, the State Documents Librarian will determine if print copy(ies) are to be created to supplement the disc copy for the NMSL collection.
 - Process the print copy(ies) as indicated above for Out of the Loop items
 - The State Documents Librarian will determine the type of format that will be added to the NMSL collection. This may include adding the PDF from the CD-ROM to CONTENTdm (see [Digital Archive section of this manual](#))
- ◆ Set aside NMSL copies 1-3 for check-in for NMSL collection

VHS, etc.

- ◆ Property/date stamp documents in this format
 - Stamp the cover art of each VHS (if no cover art, place a date label on the case or paper casing).
- ◆ For Limited Copies, distribute to depository shelves beginning with Library 3 and moving consecutively through the shelves.
- ◆ For Out of the Loop items, set aside NMSL copies 1-3 for check-in for NMSL collection.

STATE DOCS WORKSLIP

Date: 9/23/2014

Title: Report of the Rio Grande CC.

Agency: RGCC

Copies for distribution: 5
Notes:

Limited Copies

New Cataloging: (circle all that apply)

Serial Monograph
Electronic (CD/DVD) Digital Collection
WORK COMPLETED

Item (s) to be Added as:

State Docs Reference Copy _____
State Docs Non-Circulation Copy 1
State Docs Circulation Copy 2
State Docs Electronic _____
WORK COMPLETED

Add to Digital Content

Management System (CONTENTdm):
Issues to Add:

All years are in folder
in queue

- Upload using CDI _____
- Edit Metadata & Approve _____
- Bib Record Edited
856 (digital link to DCMS collection) _____
- Add to Collection (Index) _____
- Add PDF to "Dark Archive" _____
- Add PDF to FTP site for pickup _____

Input for Shiplist # _____

STATE DOCS WORKSLIP

Date: 12/12/2014

Title: Quarterly Census of Emp & Wages

Agency: NM DWS

Copies for distribution: 30
Notes:

Full Depository

New Cataloging: (circle all that apply)

Serial Monograph
Electronic (CD/DVD) Digital/Online
WORK COMPLETED

Create SHR **Update SHR**

Item (s) to be Added as:

State Docs Reference Copy _____
State Docs Non-Circulation Copy 1
State Docs Circulation Copy 29
State Docs Web Only _____
WORK COMPLETED

Add to (CONTENTdm):

Location on Digi Drive: _____

Issues to Add: _____

- Upload file(s) using Connexion _____
- Polaris Bib Record Edited
856 : "NMSL Archived Editions" _____
- Edit CONTENTdm Metadata & Approve _____
- Add to CONTENTdm Collection (Index) _____
- Add to Digi Stat Sheet _____
- Add PDF(s) to SRCA ftp site for pickup _____
- Add PDF to Digi Drive "Dark Archive" _____
(Q://Dark_Archive_2010-Present)

Input for Shiplist# _____