

## Check-in NMSL copies

### Check-in Periodicals (frequency is at least twice a year)

Currently 2 options of check-in:

Option One: Using Serials Holdings On **POLARIS** (ILS):

- Use the Serials Find Tool to search for Check In Records; search by title or author (agency name)
  - If you don't find a Check In Record you might have to use textual holdings on the Serials Holdings Record
  - Select copy to be checked-in
  - For each copy select the expected issue and double-click to check it in
  - If Polaris prompts you to create item records/enter barcodes, then cancel the check in
    - for each copy go to its Serial Holdings Record and edit the open publication pattern; uncheck "Generate items at check in"; then save the Serials Holdings Record
    - start over with the check in routine
  - Print Call no. label
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- Place Call no. label accordingly (see section on Call no. printing and placement).
  - Tattle tape each issue (see Tattletaping & Shelving section in this manual)

Special stamp! Copy 1 gets "Library  
Use Only" type sticker.

Option Two: Using Item Records On **POLARIS** (ILS):

- See procedures below for monographs

On **Cards** (manual check-in)

- **We no longer use card-based check-in; if not in Polaris then check with supervisor.**

### **Check-in Monographs**

- Call up bib record by title or author (agency name)
- Select "Create Item Records" for each copy (under Tools tab)
  - Copy 1s:
    - Select Item template titled: **NMS State Docs Non-Circ** (the record should indicate shelf location as "Locked Case" and the "Non- circulating" box is checked)
      - Enter in the "Class" field, the Call number from the 086 field of the bib record. The "Copy field should already indicate the correct copy number as c. 1 (this comes from the Item Template)
      - *Nothing goes into the Cutter field of the item record*
    - ◆ Place the barcode on the item and scan it in the "Barcode" field of this record Save Item Record
    - ◆ Print Call no. label

Special stamp! Copy 1 gets "Library Use Only" type sticker.

- When Item Record is saved, it prompts to print the call no. label
- If the label does not come up automatically, select an item and print a label
- Edit label as necessary (see Call No. Label Example section in this manual)
- Print label on DYMO Label Writer 450 Turbo
- ◆ Place Call no. label on document appropriately (see section on Call no. printing and placement).
- Copy 2s & 3s:
  - Select Item template titled: **NMS State Docs Circ** (the record should indicate shelf location as "State Shelves" and the "Non-circulating" box is not checked)
    - Select the Item template for each circulating copy (usually copies 2 & 3)
    - This creates new items as a "Bulk Created Item Records". Select and edit each item separately
  - Enter in the "Class" field, the Call number from the 086 field of the bib record. The "Copy field should indicate the copy number as c. 2 (this comes from the Item Template)
    - Edit the "Copy" field to match the correct copy number (i.e. c.

- 2,  
c. 3, etc.)
  - Place the barcode on the item and scan it in the “Barcode” field of this record. Save the Item Record.
  - Repeat the above 3 steps for each circulating copy
  - Print Call no. labels for all circulating copies as a batch print
    - When Item Record is saved, it prompts to print the call no. label
    - If the labels do not appear on screen automatically,
      - Double click on one of the items
      - Under the File tab select “Label Request” for “Single Label” or “Multi-Label”
      - Edit label(s) as necessary (see Call No. Label Examples section in this manual)
      - Print label on DYMO Label Writer 450 Turbo
  - Place Call no. labels on document(s) appropriately (see section on Call no. printing and placement)
- After document is checked in and processed give workslip to Brad and put NMSL copies on the Nico truck

### **Check-in Special formats (CD, DVD, VHS, etc.)**

#### **CD-ROM & VHS**

- ◆ Add to end of call number (in the Class field) as necessary: /CD or /DVD, etc.
- ◆ Print Call no. labels for all non-circulating (Copy 1s) and circulating (Copy 2s & 3s) copies as indicated above for Serials or Monographs
- ◆ Place Call no. labels on document(s) appropriately (see section on Call no. printing and placement)
- ◆ Tattletape each issue (see Tattletaping & Shelving section in this manual)

#### **DIGITAL DOCUMENTS)**

- Create only one Item record whether it is a Monograph or a Serial
  - Select Item template titled: **NMS State Docs Web**
  - Enter in the “Class” field, the words: “Web Only:”
    - The copy number field should remain blank
    - The barcode field should remain blank

## Call NO. Printing & Placement of NMSL copies

### Printed Serials & Monographs

After NMSL items are checked-in appropriately create a Call No. label to be placed on item:

- Attach the labels to the document in the appropriate section (usually in the upper left hand corner of document or on spine). Occasionally, you will have to cut the call no. label to size, in order for it to be placed strategically without covering information pertinent to the document.

Special stamp! Copy 1 gets "Library Use Only" type sticker.

### Other formats (CD/DVD, VHS, other)

#### CD/DVD

- ◆ Date stamp a label and place it on the front insert (if no insert, place on the case)
- ◆ Place barcode on the back of the jewel case or paper casing directly opposite of the call number
- ◆ Create a call number label as usual and place it on the top left-hand corner of the insert or jewel case
- ◆ Write the call number with a felt tip black marker on the CD core label (if label is already on CD). If no label exists – DO NOT WRITE CALL NUMBER DIRECTLY ONTO CD
- ◆ Place Tattletape for CD-ROMs directly on the CD-ROM label (if label is already on CD) – making sure any text on label is not covered by the security strips on the overlay. If no label exists – place CD-ROM Tattletap on disk
  - Make sure to push out any air bubbles from the Tattletape overlay being careful of the amount of pressure applied – DO NOT USE BONE FOLDER TO PUSH OUT AIR BUBBLES

#### VIDEO Cassettes

- ◆ Date stamp a label and place it on the front of the case housing the video cassette
- ◆ Place the barcode on the back of the VHS case directly opposite of the call number
- ◆ Create a call number label as usual and place it on the top left-hand corner of the VHS case
- ◆ Write the call number with a felt tip black marker on the VHS outer label (if label is already on Video Cassette). If no label exists – DO NOT WRITE CALL NUMBER DIRECTLY ONTO CD

## CALL NUMBER LABEL EXAMPLES

**NM** should occupy the first line.

The number up to the colon should occupy the second line.

If there is a cutter, it should occupy the third line.

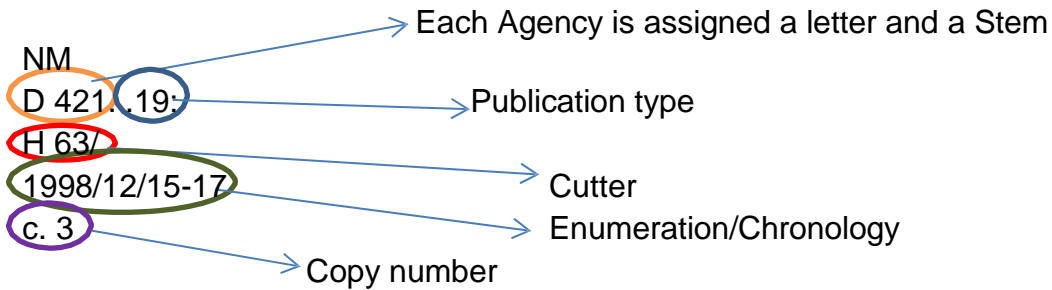
Enumeration/chronology, volume number, etc. should occupy the next line.

(Current documents should have 4-digit years; however, many older documents show the last 3 digits of the years only.)

The copy number occupies the last line.

### Call number examples

NM X 301.91: W 39/ 49-13 c. 1	NM X 741.1: 1997 c. 1	NM Z 100.81: D 76 v. 1/supp. c. 1	NM F 413.81: T 25 c. 1	NM C 801.71: L 79/1 1998 c. 2	NM D 421.19: H 63/ 1998/12/15-17 c. 3
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## PUBLICATION TYPE

### **.1-19 Reports** (Periodical publications giving information about the work of the agency)

Annual [.1], monthly [.2], financial audits/budgets [.3], statistical [.4], final reports [.5], proceedings [.6], strategic/action/marketing plans [.7], agency memorandum [.9], sunset reviews (all agencies) [.13], DFA— (executive budget) [.14], receipts and disbursements (monthly) (under D 800,D 801) [.17], services/ resources (under F 841) [.18], minutes [.19]

### **.21-29 Rules and regulations**

Rules (not used by NMSL 7/94) [.21], regulations (not used by NMSL 7/94) [.22], opinions/proclamations (Gov.) [.23], decisions [.24], standards (incl. Powers and duties statements) [.25], guidelines [.26], proclamations (A/O) [.27], orders [.28], contracts/agreements (incl. Labor agreements) [.29]

### **.31-39 Laws**

Also includes bills and resolutions.

Compliance guides – Atty Gen [.31], compliance guides – Sec. of State [.33]

### **.41-59 (Serials) giving general information** (Includes monographic series)

Bulletins [.41], circulars [.42], leaflets [.43], pamphlets [.44], technical reports [.45], scientific reports [.46], fact sheets (Haz. Bureau) [.47], educational material [.48], hearings and related material (re: position papers, letters, issue papers, etc.) [.49], map sets [.53], affirmative action plans [.55], research reports [.57], single maps [.59]

### **.61-69 (Series) giving instructions**

Handbooks [.61], manuals [.62], guides (incl. gallery guides) [.63], digests [.64]

### **.71-79 Lists of information**

*When .71 is used for college catalogs, use .72 for college schedules/calendars.*

Directories [.71], catalogs [.72], yearbooks [.73], registers [.74], indexes [.75], bibliographies [.76], job descriptions [.77], organizational charts [.78]

### **.81-89 General publications (Monographs)**

*Publications not issued as serials; includes conference proceedings*

Transportation studies [.81], Traffic [.82], Highways [.84]

For NMDOT *Environmental Assessments*, use: Z 100.81:E 61/[assigned]

### **.91-99 Periodicals.**

Publications giving information for the public consumption, not information about the work of the agency.

## ENUMERATION/CHRONOLOGY

- ❖ Use 4-digits to indicate years (many older documents show the last 3 digits of the years only. Update year to 4 digits whenever possible on the call number label as well as the item record)
- ❖ Always Spell out seasons
- ❖ Use the word “thru” when indicating 3 or more consecutive dates or issues
- ❖ Use the abbreviations “no.” or “nos.” for number (Do not use #); “Span.” For Spanish; “Add.” For Addendum, etc. (See Abbreviation list)
- ❖ Follow previous practices shown in item records
- ❖ Examples below show:
  - *how it appears on doc* → *formatting structure* → *result*

### EXAMPLES:

#### 1. Month & Year

July 1998 → [yyyy]-[mo] → 1998-07

i.e. New Mexico health statistics = NM H 204.15:H 43/1998-07

#### 2. Two or Three Months in one Year

July/Aug/Sept 1998 → [yr]-[mo]+[mo]+[mo] → 1998-07+08+09

i.e. Events & exhibitions > F 701.93:P 94/1998-8+9

#### 3. Two or Three Months spanning Two Years

Dec. 1998/Jan./Feb. 1999 → [yyyy]-[mo]+[yyyy]-[mo]+[mo] → 1998-12+1999-01+02

i.e. Events & exhibitions = NM F 701.93:P 94/1998-12+1999-01+02

#### 4. Day, Month, & Year

July 3, 1998 → [yyyy]-[mo]/[day] → 1998-07/3

i.e. Board of Nursing meeting minutes = NM R 701.19:1998-07/03

#### 5. Several Days spanning a Month in one Year

July 1 thru 13, 1998 → [yyyy]-[mo]/[day-day] → 1998-07/1-13

(Note: Use this chronology even if not all days are covered. Dates are the 11<sup>th</sup> through 13<sup>th</sup> even though they met on the 11<sup>th</sup> and reconvened on the 13<sup>th</sup> no meeting on the 12<sup>th</sup>. It is still the same meeting so the “dash” applies).

#### 6. Several Days spanning Two Months in one Year

Sept. 28 thru Oct. 4, 1998 → [yyyy]-[mo]/[day]-[mo]/[day] → 1998-09/28-10/4

i.e. Fish stocking report = NM X 251.99:P 71/1998-09/28-10/4

#### 7. Several Days spanning Two Years

Dec. 30, 1999 thru Jan. 1, 2000 → [yyyy]-[mo]/[day]-[yyyy]-[mo]/[day] → 1999-12/30 - 2000-01/1

#### 8. Two Separate Dates in a Combined issue (same year)

June 28, 1998 and July 25, 1998 → [yyyy]-[mo]/[day]+[mo]/[day] → 1998-06/28+07/25

i.e. State Racing Commission minutes = NM T 611.19: 1998-06/28+07/25

**9. Separate issues in the Same Month with no other identifying marks**

June 1998 (first received) → [yyyy]-[mo] →1998-06  
June 1998 (second received) → [yyyy]-[mo]/[letter] →1998-06/a

**10. Year or Two year span (Biennial)**

1998→[yyyy]→1998 or 2004-2005→[yyyy]-[yyyy]→2004-2005  
i.e. Annual financial report→NM D 209.14:1998 or NM D 209.14:2004-2005

**11. Fiscal Year (i.e. July 1 thru June 30)**

2001 Fiscal Year →[yyyy]-[yr]→2000-01 (July 1, 2000 thru June 30, 2001)  
FY 1999 →[yyyy]-[yr]→1998-99 (July 1, 1998 thru June 30, 1999)  
i.e. Financial aid and scholarship guide →NM F 201.81:F 49/2000-01

**12. Span of Two Fiscal Years**

FY 2001 & 2002→[yyyy]/[yr]-[yyyy]/[yr]→2001/01-2001-02  
i.e. Accreditation manual→NM F 401.61:A 17/2000/01-2001/02

**13. Fiscal Year with Quarters**

2<sup>nd</sup> quarter, FY 1998-99→[yyyy]-[yr]-[qtr] Qtr.→1998-99-2<sup>nd</sup> Qtr.  
i.e. Quarterly statements of receipt and disbursements →NM D 800.17:1998-99-2<sup>nd</sup> Qtr.

**14. Calendar year with Quarters**

4<sup>th</sup> quarter, 1998→[yyyy]-[qtr] Qtr.→1998-4<sup>th</sup> Qtr.  
i.e. Covered employment and wages→NM V 101.93:1998-4<sup>th</sup> Qtr.

**15.. Season & Year**

Winter 2000→[yyyy]-[Season]→2000-Winter  
i.e. New Mexico Arts newsletter→NM F 811.92:2000-Winter

**16 . Two Seasons within One Year**

Spring/Summer 2000→[yyyy]-[Season]/[Season]→2000-Spring/Summer  
i.e. Focus on solid waste→NM H 600.94:2000-Spring/Summer

**17. One Season Crosses into following Year**

Winter 1999/2000→[yyyy]/[yyyy]-[Season]→1999/2000-Winter  
i.e. N.M. Teen Pregnancy Coalition newsletter→NM F 413.93:N 55/1999/2000-Winter

**18. Two seasons Cross into Consecutive Years**

Fall 1998/Winter 1999→ [yyyy]-[Season]/[yyyy]-[Season]→1998-Fall/1999-Winter  
i.e. Share with wildlife→NM X 251.99:S 53/1998-Fall/1999-Winter

**19. Volume and Season**

Vol. 1, Winter 2000→[yyyy]-[Season]/Vol. [vol]→2000-Winter/Vol. 1  
i.e. Diabetes talk NM H 204.91:D 53/2000-Winter/Vol. 1

**20. Volume and Number (or volume and issue)**

Vol. 47, no. 9→[vol]-[no]→47-9  
Vol. 47, Issue 12→[vol]-[no]→47-12  
i.e. New Mexico Magazine→NMT 502.91:47-9



**21. Combined Issue**

Vol. 3, no. 2 & 3→[vol]-[no]+[no]→3-2+3

i.e. New Mexico partners→NM X 251.99:N 53/3-2+3

**22. Number Only**

#1285→[no]→1285 or Number 21→No. [no]→No. 21

i.e. Hitchhiker →NM F 841.98:1285 (without cutter)

Lite Geology→ NM X 701.91:L 72/No. 21 (with cutter)

**23. Number Only in a Combined Issue**

#1286-1287→[no+no]→1286+1287 or Numbers 18 & 19→[no]+[no]→18+19

i.e. Hitchhiker→NM F 841.98:1286+1287

Lite Geology→NM X 701.91:L 72/No. 18+19

**24. Year and Number**

Number 42, 1998→[yyyy]-No.[no]→1998-No. 42

i.e. General fund report→NM D 201.91:G 32/1998/No. 10

**25. Edition without a year**

2<sup>nd</sup> edition→[call number]/[edition] ed.→/2<sup>nd</sup> ed.

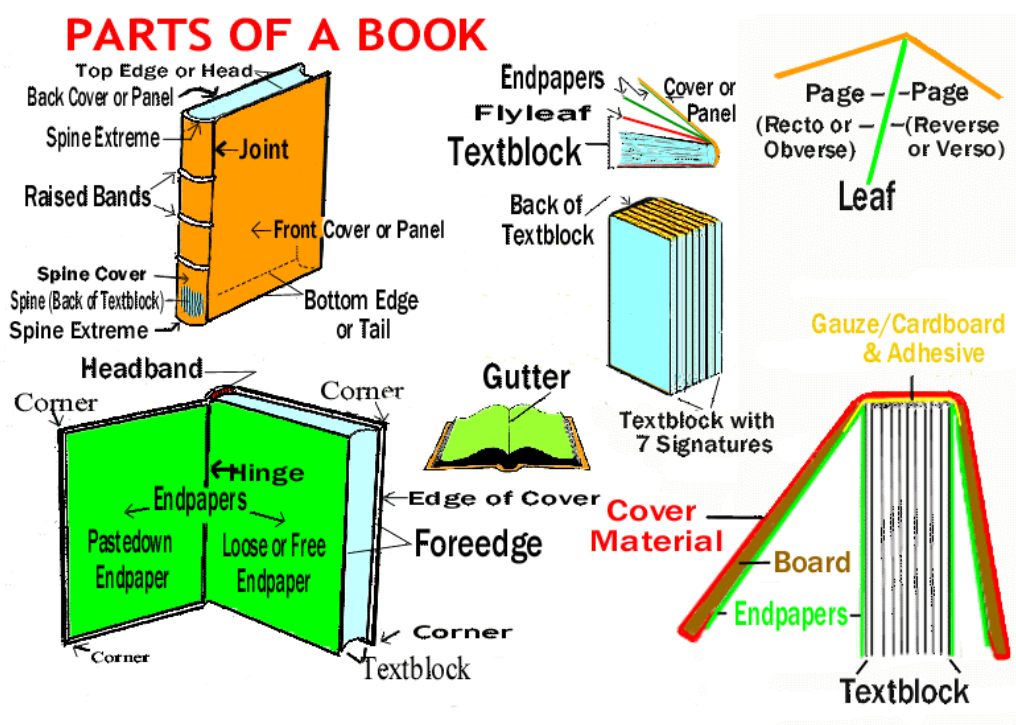
i.e. Call number with cutter: NM B 701.31:P 97/2<sup>nd</sup> ed.

Call number without cutter: NM B 701.31:2<sup>nd</sup> ed.

## TATTLETAPING

There are two types of tattletape for print documents: double sided (green) and single sided (white).

- Use single sided tattletape for:
  - spiral bound or stapled bound
    - strategically place tattletape to not cover any information
    - place off-center of where document naturally opens
    - pencil in a checkmark on the call number label (in the upper left hand corner of document)
  - hard bound documents (place tattletape hidden in the space between the back of the textblock and spine cover so that the sticky side adheres to the textblock, not the hard cover)
    - pencil in a line across the top edge of book near the headband
- Use double sided tattletape on bound documents with a glued or tape bound spine (i.e. in-house binding, commercially published magazines), even if there isn't a deep gutter
  - Place this type of tattletape as deep into the gutter as possible
  - Pencil in a checkmark on the call number label (in the upper left hand corner of document)



DO NOT tattletape the following:

any brochures, posters, maps, single sheets

Orders of the Divisions (Oil Cons.)

Human Services Register

– X 801.23

– C 401.73:C 61

## SHELVING

The Documents Assistant or other Public Services staff is responsible for shelving and maintaining materials in the stacks.

### Non-circulating stacks

- All copy 1s are shelved in the non-circulating State Docs collection
- All Territorial (pre-statehood) documents are shelved in the non-circulating State Docs collection, regardless of copy number. This should be noted in the Item Record and on the document.
- Other copy 2s and 3s may be shelved in the non-circulating stacks as deemed necessary by the Documents Librarian. This should be noted on the Item Record and on the document.
- The non-circulating collections are kept closed when unattended.

### Circulating stacks

- Copy 2s and 3s are shelved in the circulating State Docs collection.
- The circulating collections are kept unlocked and accessible to the public.

### State Docs Reference (blue dot)

- The Documents Librarian determines what items will be shelved in the State Docs Reference sections.
- The Documents Librarian is responsible for maintaining the State docs Reference sections.
- The Documents Assistant or other Public Services staff is responsible for shelving items in the State Docs Reference sections.

NOTE: NM Statutes Annotated updates are received annually and are the responsibility of the Documents Librarian to maintain.

### Display Shelves

- The State Documents Librarian determines which documents will be displayed.
- Selected state documents are placed on the display shelves for better visibility and easier access.
- The State Documents Librarian is responsible for keeping the display shelves current.