

SPECIAL TREATMENTS

- Annual reports
- Bureau of Mines bulletin
- Class schedules
- Commissions, Task Forces, etc.
- Directory of insurance companies
- FONSI's and ROD's
- Gasoline acquisition report
- General fund report
- Human services register
- Income Support Division ISD-MR's
- Items checked out and not returned
- Labor surplus areas in New Mexico
- Legislative materials received each day during session
- Monthly statistical report
- New corporations
- New Mexico business current economic report
- New Mexico labor market report
- New Mexico magazine
- New Mexico register
- New Mexico statutes annotated
- New Mexico traffic fatalities
- NMSU Agricultural Experiment Station technical reports
- NMSU Catalogs, Viewbook, Summer Schedule
- NMSU Cooperative Extension Service guides
- Non-classed items sent to depositories
- Order of the division
- Proclamations
- Quarterly Census of employment and wages
- Regional alliance for preservation – unclassified item—distribute as indicated
- Replacements (due to errors found)
- Sale of oil and gas leases
- Weekly ag update

ANNUAL REPORTS

Instructions for the shiplist database:

- Put the year the report was published in the date field. If there is a letter of transmittal reproduced in the report, use that year as the publication date.
- If no publication date can be determined, ask the State Documents Librarian
- In the Bib record, the subject field (6xx) should be the agency of record with any subdivision(s) “- -Periodicals.” (i.e. Department of Transportation. Traffic Safety Bureau- -Periodicals.)

BUREAU OF MINES BULLETIN

As of 1994, NMSL will keep 4 copies of these publications if received.

CLASS SCHEDULES

If class schedules are received from any of the colleges and/or universities in the state, distribute them to the depository libraries as “unclassified”. Note inclusion on the shiplist letter only, and give our three copies to the Southwest Librarian to distribute or display.

COMMISSIONS, TASK FORCES, ETC.

When authority is diffuse, i.e. both Legislative and Executive or Legislative, Executive, and Judicial; and no branch predominates, class under the Executive (C 101).

DIRECTORY OF INSURANCE COMPANIES – T 321.71:D 59

Since 1999, the Directory of Insurance Companies will be published on an as needed basis (per Concha at the Insurance Division 8/99). It will probably be published one to three times a year. Letters (a,b,c ...) will be used to differentiate between directories published in the same year. The first directory received for the year should have an “a” added to its call number following the year. This is true whether more issues are received that year or not. The next one received in the same year will have a “b” added to the call number and so on.

Example: First directory received in 1999: NM T 321.71:D 59/1999a
Second directory received in 1999: NM T 321.:D 59/1999b
Third directory received in 1999: NM T 321.71:D 59/1999c

FONSI'S AND ROD'S (Z 100.81:E 61/)

FONSI's (Finding of no significant impact) are the last phase of an Environmental Assessment. EA's normally have an assessment and a FONSI.

To check-in FONSI;s:

1. Search in SALSA by title keyword (CN should be the same).
2. Call number is same as original with "/FONSI" added on end.
3. State Documents Cataloger is to add note to SALSA record as follows:
500 #a FONSI attached (no. of leaves)
4. Do NOT barcode and do NOT attaché items to SALSA
5. Attach to the original Environmental Assessment

For shiplist:

In some cases, the title on the FONSI may differ slightly from the original title. For the shiplist, use the original title from the Environmental Assessment, not the modified FONSI title.

ROD's (Record of decision) are the last phase of an Environmental Impact Statement. EIS' normally have a draft statement, final statement, and ROD. The draft, final, and ROD should use the same call number with/DRAFT, /FINAL, and /ROD following the call number respectively.

To check-in ROD's:

1. Search in SALSA by title keyword
2. Call number is same as original with "/ROD" added on end
3. Add note to SALSA record as follows:
500 #a ROD attached (no. of leaves)
4. Do NOT barcode
5. Attach to the final Environmental Impact Statement (attach to the draft if a final wasn't received)

For shiplist:

In some cases, the title on the ROD may differ slightly from the original title. For the shiplist, use the original title from the Environmental Impact Statement, not the modified ROD title.

GASOLINE ACQUISITION REPORT – D 801.19

- Use "report for" month in the call number, not "paid in" month
- For shiplist, use "report for" month in the date field

GENERAL FUND REPORT – D 201.91:G 32

-For shiplist, leave issue field blank

INCOME SUPPORT DIVISION ISD-MRS – H 101.62:I 37

-The issue part of the call number is taken from the ISD-MR statement on the publication

For example: "ISD=MR 98-05"

Do the year as a two digit number: H 101.62:I 37/98-05

-In the shiplist, leave the issue field blank

Filing:

-Do not barcode or tattletape. Date-stamp the cover sheet. Interfile in binders

-Delete and add material according to instructions on the cover sheet

-Discard (recycle) deleted material

-For copy 1s, the cover sheets go in a separate ISD-MR binder. For copy 2s, the cover sheets go in the General Provision binder

Shelving:

-Only two copies are maintained

-Copy 1 is kept in State Docs reference (blue dot)

-Copy 2 is kept in the circulating stacks

ITEMS CHECKED OUT AND NOT RETURNED

When items are checked out and not returned, their circulation status in SALSA is changed to "lost". Lost items should be handled as follows:

-Put "NOS" (Not on Shelf) in Notes field for each corresponding item

-As a general rule, don't change copy 3 to copy 2 if copy 2 is lost

-If copy 2 is lost, put a note on the item record of copy 1 that states "Copy 2 lost 9/99" and delete the copy 2 item record from SALSA

-If copy 3 is lost, put a note on the item record of copy 1 that states "Copy 3 lost 9/99" and delete the copy 3 item record from SALSA

-If copy 1 is lost, change copy 3 (or copy 2 if there isn't a copy 3) to copy 1. Write "replacement" next to the call number on the document and in a note on the item record

LABOR SURPLUS AREAS IN NEW MEXICO

-Information extracted from Area Trends (a federal publication)

- Send to depositories unclassified. Do not send to Archives, Legislative Council Service or Library of Congress
- Give any extra copies to the Government Documents Librarian who will check with the Fed Info Librarian on their fate.
- Note inclusion to NM libraries on shiplist letter

LEGISLATIVE MATERIALS DURING SESSION

The State Library authorizes a free subscription to receive the session documents each year and a mailbox at the Roundhouse is assigned. During the legislative session, legislative materials are placed in the mailbox on a daily basis. The State Library mailroom staff picks up the materials at least once a week during the Legislative session and brings them to the State Documents Library Assistant.

The documents are not stamped or processed in any way; they are directly shelved by the Library Assistant in numeric order. Boxes should be labeled for the documents as follows:

HOUSE (A 400):

- House Bills
- House memorials
- House resolutions
- House joint resolutions
- House joint memorials
- House Concurrent resolutions

SENATE (A 300):

- Senate Bills
- Senate memorials
- Senate resolution
- Senate joint resolutions
- Senate joint memorials
- Senate concurrent resolutions

If other types of session documents appear, boxes should be made accordingly.

Current session documents are kept together and housed in the State Documents Reference area. These legislative documents are kept in this area until the next regular session (not including special sessions) – when these boxes are given to the Documents Librarian for shelving in the State Documents non-circulating collection.

If Daily bill locators, calendars, schedules and agendas are provided with this subscription, they are set out near the boxes in the State Documents Reference area - as they come.

Lists of current legislators are displayed in the State Documents Reference area for the entire session and throughout the year.

MONTHLY STATISTICAL REPORT

Use the "Issue" date not the data date

NEW CORPORATIONS – T 301.73:C 82

- We received 20 copies in microfiche and one paper copy
- Paper copy is processed as NMSL copy 1
- Fiche is put into date-stamped fiche envelopes and distributed to Archives (Lib. # 1) and Libraries # 3 thru # 21
- Barcode and place a label with the call number on NMSL copy 1 and copy 2 (on fiche envelope)

NM BUSINESS CURRENT ECONOMIC REPORT – F 112.94

This is document comes under separate cover to the State Documents Librarian, or NMSL, or Federal Documents Librarian. Process as Out of the Loop whether we receive 1, 2, or 3 copies.

NEW MEXICO LABOR MARKET REPORT – V 101.91

- Use the issue date, not the Highlights date

NEW MEXICO MAGAZINE – T 502.91

NMSL keeps 3 copies of this State Document. Copy 2 is routed to the Southwest Librarian by the State Documents Library Assistant.

NEW MEXICO REGISTER – F 821.92:R 33

The New Mexico register is obtained through the Records Center located in the building. Process this item on the Serials module and place in the State Docs reference area (blue dot). Do not barcode.

NEW MEXICO STATUTES ANNOTATED – B 261.31

- The New Mexico statutes and codes are shelved in NM Ref (blue dot)
- When updates arrive, the replacement material should be discarded

Replacement & Supplements to the NM statutes (Red binders) are not checked in or stamped or tattletaped. Give all replacement and supplement pamphlets to the State Documents Librarian to be shelved.

NEW MEXICO TRAFFIC FATALITIES – P 521.94

- Issued monthly
 - Data is cumulative from month to month
 - Use last month listed as check-in month
- For example: "January – April 1998"
Call number will be: P 521.94:998-4
Date on shiplist will be: Jan. – April, 1998

NMSU AGRICULTURAL EXPERIMENT STATION TECHNICAL REPORTS

For shiplist, date is year only

NMSU CATALOGS – F 201.71

Use the following call numbers:

- Undergraduate catalog: F 201.71:[vol]-3/yr-yr
- Graduate catalog: F 201.71: [vol.]-4 or 5/yr-yr (check title page of doc)
- Viewbook: F 201.71:[vol.]-1/yr
- Summer schedule: F 201.71:[vol.]-2/yr (discontinued?)

NMSU COOPERATIVE EXTENSION SERVICE GUIDES – X 313.43

- Use call no.: X 313.43: [letter-no.]
- For shiplist, date is month and year

NON-CLASSIFIED ITEMS SENT TO DEPOSITORIES

Some items are sent non-classified to the depository libraries. These items can include time sensitive or ephemeral documents and documents that aren't official state publications. Check with the Government Documents Cataloger to see if a non-classified item should be sent to Archives, Legislative Council Service, or Library of Congress. Always mention non-classified items in the shiplist letter.

ORDER OF THE DIVISION – X 801.23

Documents might be titled Order of the Commission.

- Check in by order number NOT case number
- Find date in the text of the order (usually in the first paragraph) and use this date for the shiplist
- Date for the shiplist is month-day-year
- If more than one order number is included in the publication, you need to make copies for the NMSL collection for each order number listed
For example: Order 19135 & 13136
Make 5 copies of the 19136 to be distributed along with the 19135 order

DO NOT BARCODE OR TATTLE TAPE (See List of Exceptions)

To create call no. labels: Print label sheets (Avery 5160) from the Tech Services file: TechServices (N:)/statedoc/shiplist/Call No. X 801.23 (Order of the Division).doc.

PROCLAMATIONS – C 101.23

Proclamations from the Governor usually arrive in batches. We only receive five copies of each document, so we must make 25 copies of each one. Before making copies, number and stamp as follows:

- Put in order according to the logue provided with the documents
- Date stamp all proclamations

DO NOT MAKE COPIES UNTIL THE PROCLAMATIONS HAVE BEEN NUMBERED AND DATE STAMPED

- Make 25 copies of each proclamation
- Process NMSL and depository copies as usual (print out call no. labels
Do NOT barcode

QUARTERLY CENSUS OF EMPLOYMENT AND WAGES

Document clearly indicates the Quarter and Year of the report as well as the date it was published.

REGIONAL ALLIANCE FOR PRESERVATION

- If we receive less than 30 copies, process all copies as an unclassified item
- Send to all libraries except: Archives,
NMSL
Library of Congress
and Legislative Council Service

REPLACEMENTS (DUE TO ERRORS FOUND)

- Provide all pertinent information in the memo to the depository libraries
- Provide the title, call no., and refer to the shiplist in which the item was previously sent and any instructions provided for the replacing and discarding the item

SALE OF OIL AND GAS LEASES – X 101.5:O 39

This publication is LC-5. We receive six copies of this publication along with two letters from the issuing agency confirming what they sent. In addition, two copies are marked with “posted” and a date and time. Date stamp one of the “posted” copies of the publication and one of the letters and return via interagency mail to the Oil, Gas, & Minerals Division. Give the other copy of the letter to the State Documents Librarian. Process the remaining five copies as usual. The second “posted” copy should become NMSL copy 1. In the call number, use the date printed on the cover, not the “posted” date.

WEEKLY AG UPDATE – X 301.91:W 39

- Usually, one copy will come folded and mailed to the State Documents Program, put this copy in the “Drift-ins” area
- About a week later, the other 9 copies will come in a manila envelope
- Process this publication as LC-10