



Title: **State documents processing/workflow**

Impact/benefit:

- Patrons
 - **Accuracy & efficiency of providing documents to depository libraries & State Archives (per MOU)**
- Reference
 - **Accuracy & efficiency of adding documents to NMSL collections**
- ILL/Circulation
 - **Availability of documents in NMSL collections**
- other bureaus
 - impacts/benefits
- SALSA consortium
 - **Availability of bib records in NMSL catalog (SALSA)**

Mainly affects the work of:

Principal Cataloger Documents Cataloger ___ Dewey Cataloger
___ TSB Fed Docs tech TSB State Docs tech ___ IT Chris
 PSB Docs Librarian PSB Docs tech

Policy involves these rules, systems:

___ RDA ___ SALSA Polaris ___ OCLC ___ other:

Policy involves these records:

bib ___ auth item serial holdings ___ pub pattern ___ check-in ___ other:

History:

Policy addresses these problems, needs: **Accuracy of depositories receiving documents – even when items are sent as “Limited Copies” or non-depository items (Out of Loop).**

Policy/Procedure: **Documents are received in PSB – where they are logged and routed to TSB to be processed through the State Publications Program. This will**

generate the appropriate statistics for the State Publications Program as agreed upon in the MOU with State Records.

See attached document which outlines the current workflow for processing the State Documents in TSB.

Related projects: **Retrospective Conversion of check-in process for those items currently checked in on cards to setup in Serials Holdings in POLARIS.**