

Acquisitions Unit Procedures for processing of books to be covered with the COLIBRI plastic covers

Acquisitions Unit student assistants, as a part of their regular processing of received books, will separate the following hardbound books **with dust-jackets** being processed on the following subjects:

- 1. History**
- 2. English**
- 3. Any book with a dust-jacket that adds to the aesthetic appearance of the book. If you have questions, please consult Jack Montgomery in 304 for a decision.**

In the future, we will be considering adding paperback books to those books being considered for COLIBRI book-covers. To determine how many paperbacks are being received, John and the students who receive will need to record how many paperback books, regardless of subject are being received. This count will be supplied to Jack along with the monthly statistics for a period of six months.

These titles should be pulled off the book-truck and processed as a group within the same work-period as the other titles being processed. Leave the book-jacket on the title. Stamp and otherwise prepare the books in the regular manner.

Then, leaving the dust-jacket attached to the book:

1. Attach the plastic COLIBRI cover over the dust-jacket and book.
2. Attach the barcode to the back outside cover of the COLIBRI bound book in the space you normally place the barcode on any book.
3. Return the book to the same book-truck and deliver to Bibliographic Access.

Bibliographic Access Unit Procedures for processing of books to be covered with the COLIBRI plastic covers

Catalogers will create bibliographic and holding records for books **with dust-jackets** as usual. In order to retrieve a statistical count for these books, the following **additional steps** need to be taken **when creating the item record** for books with the COLIBRI plastic covers.

On the Item Record:

1. Click on the pie chart on the bottom left side of the window.
2. A listing of "Item Statistical Categories" will appear.
3. Click "Jacket Preserved" then click on the blue up arrow. This will move the category into the upper box.
4. Click OK and proceed as usual.