LC-Coop Processing

Project Scope

The project began as backlog processing in 2019 and has since migrated to drop-shipped processing of recent CAP acquisitions with over 10,000 monographs processed since the project's inception. Communication is managed with a mutually accessible spreadsheet that details inventory counts, dates received, and anticipated dates for delivery. The collection sees primarily English, Indic and Asian language cataloging.

Project ID

- Backlog Processing
- Large Sized Project
- Multi- Year

Workflow

Backlogged materials arrive to Backstage from the Library while recent acquisitions are drop-shipped directly from CAP offices. Books are divided by language group, and materials that will require outside language-expert assistance are digitized into surrogates for that purpose. Items are flagged if already HELD by the institution and all other materials are matched to existing copy records or an original is created. Full physical processing means returned materials are ready for immediate shelving.

Special Touches

For easier post-identification of materials and review, the Library chose for Backstage to handwrite OCLC numbers on each item.

Backstage
LIBRARY WORKS