

These instructions for processing New Jersey depository documents at Princeton University were compiled by the late Evelyn Klingler and her assistant Ginger Kou in 1995. They were in use at Princeton during the time the library arranged the depository documents by the numbers assigned by the New Jersey State Library, from July, 1981 through December, 2002. As of January 2003, Princeton University Library has begun again to give these documents full cataloging.

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Processing New Jersey Depository Documents

1. Stamp shipping list and documents with documents property stamp showing today's date. Count documents received and write number circled on front of shipping list (see sample).
2. Check each document against shipping list for accuracy of such information as (title, date, number, volume, etc.). Check each item using red pen. Shipping lists often include important notes following listing of documents. If catalog cards were received set aside for future processing.
3. For limited items we did not receive write "not rec'd" in red pen. "Limited 10" indicates that the top ten libraries on the priority list received that document. Princeton University is 27th on the priority list.
4. Note any items we did not receive that we should have received. Librarian will contact NJSL regarding missing documents
5. Write the New Jersey State Library (NJSL) call number in the upper left corner of the document in black ink. Use the following format:
974.90
V872
1989
Vol.3
(This appears on the shipping list as 974.90/V872/1989/Vol.3)
6. If document covers are glossy or very dark, apply a label and write call number directly on label.
7. Type pink slips for all monographs (974.90) which are marked with an asterisk and stamp upper right corner "Shelf List" (see sample). NJSL will send catalog cards at a later date.
8. Mark serial holdings cards accordingly for each serial (901 or 905) received (see sample).
9. For new serial titles received which are marked with an asterisk, type a pink slip and serial holdings card. Note that documents marked with asterisks indicate new titles, change of titles, etc. The new serial titles should then be added to the *New Jersey Documents Serials List* database created using *Microsoft Excel*.
10. File pink slips into N.J. card catalog.
11. Shelve documents and file shipping list in binder after librarian views documents and initials and dates shipping list.

NON-DEPOSITORY NEW JERSEY DOCUMENTS

Occasionally New Jersey documents are received directly from state agencies or from professional staff rather than as depository documents from the NJSL. Some of these documents may or may not duplicate items already in the collection and are added or discarded at the discretion of the librarian.

If the non-depository documents are to be added to the collection they are processed in the same way as depository documents with the following exceptions:

1. Stamp with N.J. documents property stamp. Cross out the work “depository” and write “direct” above it (see example).
2. If document added is a duplicate, mark catalog cards and document accordingly, ex. c.2.
3. If document added is a new title, catalog cards must be typed using information from the NJSL online catalog (see sample). Remember that new serial titles (.901 or .905) should then be added to the *New Jersey Documents Serials List* database.

STATISTICS

Monthly statistics are collected for each fiscal year for documents added, discarded, bound, etc. (see sample).

Figures for documents added include depository and non-depository items.

PROCESSING NEW JERSEY DOCUMENTS FOR NEW JERSEY REFERENCE SHELF

1. Follow steps previously outlined for processing New Jersey documents.
2. Type card with call number and title for documents being added for the first time (see sample). Also stamp “N.J. Reference” on card.
3. Stamp document “Not to Circulate” (see ex.).
4. Add small green and yellow dots to document near call number.
5. Add label “CV/NJ Ref” (Current Volume/NJ Reference).
6. Shelve on N.J. Reference shelf and remove previously shelved document, if there is one, for shelving in regular NJ Docs area.
7. Again, if this is a document being added for the first time, mark shelflist card “CV/NJ Ref”, and update

NEW JERSEY DEPOSITORY DOCUMENTS REQUIRING SPECIAL HANDLING

For the following three documents (see samples):

1. Check documents against shipping list.

2. Using N.J. documents property stamp, stamp inside front cover on end papers.
3. Enter receipt of documents as shown on large cards.
4. Give to law librarian.