Government Documents are received either from FDLP, other FDLP libraries, or as gifts.

- **Gov Docs Processing Student** opens mail and checks items against shipping list.
  - Stored on Gov Docs shelves til labels and barcodes come from Marcive.
  - **Gov Docs Student** applies labels and barcodes, stamps, & adds any other labels.
    - Su Doc call numbers assigned by **Gov Docs Student**.
    - Su Doc call numbers assigned by **Gov Docs Cataloging Technician**.

- Documents cataloged by **Gov Docs Cataloging Technician** and **Gov Docs Assistant**.
  - Items of interest to the **Gov Docs Librarian** are placed on the Gov Docs Review Cart.
  - Locked Case materials taken directly to Level 4 Locked Cases.

- Maps are cataloged by **Maps Cataloging Technician**.
  - Gov Docs serials are put on shelving cart, then taken to Level 1 and shelved.
  - Maps, oversize materials, electronic/media are taken to Circ for check-in and shelving.

Those with easily-assigned call nos.

Those with not easily assigned call nos.