Government Documents are received either from FDLP, other FDLP libraries, or as gifts, including those received directly from Government agencies.

**Gov Docs Processing Student** opens mail and sorts according to type of material and source.

- **Gov Docs Proc Student** checks items against shipping list; gives problem items to **Gov Docs Technician**.
- **Gov Docs Student** applies appropriate labels, barcodes and stamps.
- **Gov Docs Processing Student** stamps, labels, etc.
- Material goes to Gray Literature shelf for cataloging by **Gov Docs Technician**.
- **Processed Items are put on Gov Docs worktable for quality control review** (if not already checked), and sorting by **Gov Docs Technician**.
- **Locked Case materials** taken directly to Level 4 Locked Cases.
- **Maps, oversize materials** are taken to Circ for check-in and shelving.
- **Gov Docs serials & Library Use Only** items are put on shelving cart, then taken to Level 1 and shelved.

- Items from FDLP.
- Items from other FDLP libraries.
- **Maps are cataloged by Maps Cataloging Technician.**

- **Gifts**
  - Assign Su Doc call numbers.
  - Those with easily-assigned call nos.
  - Those with not easily assigned call nos.

- **Documents cataloged by Gov Docs Technician and Gov Docs Assistant.**

- **Maps** from all sources.
- **Serials**
  - Gov Docs calls assigned by **Gov Docs Technician**
  - Gov Docs calls assigned by **Gov Docs Student**

- **Non-serials**
  - Gov Docs serials & Library Use Only items are put on shelving cart, then taken to Level 1 and shelved.

- Gov Docs serials & Library Use Only items are put on shelving cart, then taken to Level 1 and shelved.

- Gov Docs Proc Student checks items against shipping list; gives problem items to Gov Docs Technician.

- Items are stored on Gov Docs receiving shelves til labels and barcodes come from Marcive.