Media Assistant opens mail and receives items. Changes from ‘On Order’ status to ‘Received’ status.

Media Assistant assigns call numbers.

All items sorted by format and put in ‘cage’ (media items) or on cataloging shelves (scores) for cataloging.

Primarily cataloged by **Multi-Format Cataloging/Acquisitions Technician**. Changes to “In Processing” status.

Primarily cataloged by **Music Cataloging Technician**. Changes to “In Processing” status.

Primarily cataloged by **Music Acquisitions/Cataloging Technician** and **Media Cataloging Technician**. Changes to “In Processing” status.

Goes to locked cabinet in ‘cage’ to await processing by **Media Processing Student**

Goes to **Monograph Processing Student** for label, stamp, target, etc.

Goes to locked cabinet in ‘cage’ to await processing by **Media Processing Student**

Goes to locked cabinet in ‘cage’ to await processing by **Media Processing Student**

**Media Processing Student** stamps, labels, repackages, and/or makes ‘dummy’ cases, if necessary. Returns items to locked cabinet for review by **Media Acquisitions/Cataloging Technician**.

**Monograph Processing Student** stamps, labels and targets.

**COT Library** items are sent to them via campus mail. There they are checked in. Status changes from “In Processing.”

Scores are placed on cart next to cubicle of **Acquisitions/Cataloging Manager**. When cart is full, it is taken to **COT Library** via campus mail. There they are checked in. Status changes from “In Processing.”

ML videos, spoken audio, ML & COT CD-ROM, DVD-ROM, kits, etc.

Music scores* & recorded music

COT audio and video

ML Media with Accession call nos.

ML Media with Dewey call nos.

Music scores

Recorded music

COT Media with Dewey call nos.

Non-feature films, software, spoken audio, recorded music, kits, study prints, etc., are taken directly to Circ after review. There they are checked in. Status changes from “In Processing.”

Feature films & their ‘dummy’ cases are saved in locked cabinet. A few at a time are taken to Circ with new book cart on Fridays.

COT items are placed in mailing box on cart opposite locked case. When full, it is sent to COT library via campus mail. There they are checked in. Status changes from “In Processing.”

*Scores that need to be bound, put into folders, etc., are processed in Preservations. This may be done either before or after cataloging. Lists of titles currently at Preservations are kept by the **Music Cataloging Technician** and the **Multi-format Cataloging/Acquisitions Technician**.