Incoming Serials (Print only)

**Print Resources Technician** opens and sorts mail.

**Serials Processing Student** checks in newspapers.

**Print Resource Technician** checks in and labels new single issue serials, microfilm and microfiche.

**Incoming Standing Orders (STOs)** are given to *Serials/Metadata Cataloging Technician* (primary) or **Serials Cataloging Technician** (back up) for cataloging.

**Monograph Processing Student** adds labels.

Newspapers taken to Circ immediately.

Taken to Circ right away for check in and shelving.

Placed on cart in Serials and taken to Circ daily for check in.

Circulating volumes are put on new book cart. Cart goes to Circ on Fridays for check-in and shelving.

Non-circulating volumes are taken directly to Circ for check-in and shelving.

*Standing Orders (or STOs) are often new volumes for monograph series or other series. We do not order these individually, they are an established (or Standing) order, and come in as the volumes are published.*