Processing Library Mail

1. Receives and logs arrival of incoming mail
   a. The number of mail baskets received and/or boxes from UPS, FED EX, Central Receiving, DHL, or any other carrier are to be counted and logged on the planner against the wall
   b. All mail received except regular mail or USPS needs to be logged in the mail notepad log. The format is Date-recipient (name & dept.)-carrier-sender
   c. All mail received except for regular mail or USPS needs to be signed for

2. Sorts mail according to library departments

3. Delivers Serials Department mail
   a. Using the small Serials book truck, Serials mail is delivered to Serials student assistant

4. Deliver and pick-up outgoing mail from all departments in the Library
   a. Complete the mail run starting at the Administration Dept. 3rd floor, continuing to Special Collections and working down the floors
   b. Make sure you deliver and/or pick-up from the following departments
      • Administration 3rd floor
      • Library Technology Center 3rd floor
      • Documents 3rd floor
      • Special Collections 6th floor
      • Military Services 2nd floor
      • Reference 2nd floor
      • Math Resource Center (MARCS) 2nd floor
      • University Writing Center 2nd floor
      • Interlibrary Loan 2nd floor
      • Circulation 2nd floor
      • M&M 1st floor
      • Texas Western Press 1st floor
      • Cataloging 1st floor
      • Nancy Hill’s Office 1st floor
      • Serials/ACQ./Gifts 1st floor

5. Return to mailroom and sort outgoing mail
   a. Mail going outside the library, campus or not, goes on the mail baskets
   b. Library mail goes on the mail truck under its appropriate department

6. Prepare outgoing mail for mail services
   a. Mail baskets are placed on the floor closed to the door for easy pick-up
Processing All New and Relocated Materials in All Formats

1. Identify the materials that need to be processed and start with the less recent batch

2. Verify the location and processing for that location by the Book Processing Guide for each material in the batch.

3. Stamp, secure, label, and glue *appropriate* sticker
   a. Stamp all books with library property stamp on the head, fore edge and tail of book
   b. Secure all materials by placing a double sided security strip to hardbound books, single sided security strip to paperbacks, CD security strips to CDs and DVDs
   c. Place the self-adhesive due date on the top of first page, that is not the title page, on material going to main stacks
   d. Wet the Reference Use only label and place it on the bottom of the first page, that is not the title page, on materials that go to Docs/Ref
   e. Center the self-adhesive gift plate on the left page adjacent to the title page of books that have been donated
   f. Place label on the bottom end of the spine if feasible, if not, on the lower, left hand corner of the front cover
   g. Protect label with clear plastic cover

4. Write a small period with a red marker on the lower, right hand corner of the inside barcode to show that the library material has been secured

5. If it is a book for the Browsing collection and has a book jacket, it will need two labels
   a. Place one label on book jacket at the end of the spine
   b. Secure the label with clear plastic protector
   c. Place second label on the bottom of the spine of the book secured by a plastic protector
   d. Secure the book jacket to the book by taping it with special threaded tape

6. Place processed books in a book truck
   a. Fill up the truck
   b. Double check that the security on material is active by checking it with the sensitizing machine
   c. Take truck to Bindery Supervisor for quality check