Contact Beverly Ryan (ryan@library.ucsb.edu)

POLICIES & PROCEDURES

- Aleph Copy Numbers - 9/5/2001
- Aleph Diacritics Input Methods - 10/23/2002
- Aleph Processing of Lost Monographs - 3/7/2002
- Changing Font Size for Printouts in Aleph - 10/7/2002
- Changing Formats of Bibliographic Records - 1/2002
- Changing Material Type Codes for Non-Serials – 3/29/2002
- Completing Aleph Item Records – 9/12/2001
- Deleting and Suppressing Records – rev. 12/16/2002
- Entering Metadata in Technical Services Procedures – 10/24/02
- Exporting RLIN Records into Pegasus using the PUT command – 5/7/2002
- Location Changes for Monographs – rev. 12/19/2001
- Lost Items – rev. 3/14/2002
- Missing Items – rev. 4/17/2002
- New Analyzed Sets in Aleph - 1/11/2002
- Procedure for Loose Items/Piece Count - rev. 3/19/2002
- Procedures for Receiving and Paying for Mono Series Standing Orders – 4/1/2002
- Re-linking Monographic Item/Order Records in Aleph – rev. 1/18/2002
- Receiving Section Procedures – 10/11/2001

DRAFT POLICIES & PROCEDURES

- Library Tools – 1/21/2003
- Withdrawing Lost, Missing and Damaged Serials – 5/19/2003
- Withdrawing Missing, Lost or Damaged Monographs – 5/19/2003

ITEM PROCESS STATUS CODES
• Item Process Status Codes - 11/2/2001
• Use of Item Process Status Codes in Aleph - rev. 7/5/2002