

NAAUG 2003
DOCUMENTATION EXCHANGE

UC Santa Barbara
Aleph rel. 14.2

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POLICIES & PROCEDURES

- Aleph Copy Numbers - 9/5/2001
- Aleph Diacritics Input Methods - 10/23/2002
- Aleph Processing of Lost Monographs - 3/7/2002
- Annotating Pegasus—Monographs Removed from the Stacks for Record Maintenance Purposes - rev. 4/22/2002
- “Bound With” Procedures in Aleph - 3/13/2002
- CD-ROM Policies and Procedures - 12/03/2002
- 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 Holdings Screens: Multi-volume Monographs - rev. 8/6/2002
- Completing Aleph Holdings Screens: Single Volume Monographs - rev. 10/3/2001
- 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
- Item Records for Non-Barcoded Material - 5/8/2002
- Locating Individual Volumes of Sets in Oversize Collections - 10/25/2002
- 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

- Accompanying Materials - rev. 3/5/2002
- 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