

What to do when you find a publication in a file

1. Fill out **SEPARATION SHEET**
 - ❖ **Type of Item:** circle one or fill in some other type: Photograph, map, newspaper, Govt. Doc. Publication, ephemera (none of the above)
 - ❖ **Description of Item(s):** You may write here "See attached title page."
 - ❖ **Item Originally Filed in:** (Group, Series, File, etc) Give complete information as you will use this info to locate the matching form when the item returns from cataloging
 - ❖ **Item now filed in:** Usually you will put "Sent to cataloging" and the date. But conceivably, you could be moving the item to another collection such as Maps or VF. If you are simply moving something within a collection, you may need to fill out a **Relocation Sheet**, which is very similar to a **Separation Sheet**.
 - ❖ **Present Location:** Put the call number here when the item returns from cataloging.
 - ❖ **Separation Date:** the date you filled out the **Separation Sheet**
 - ❖ **Separated by:** your initials
2. Make another copy of the **Separation Sheet**
3. Photocopy TWO (2) copies of title page or cover, whichever gives the best information about the publication
4. Staple title page/cover to **separation sheet**.
5. Put one copy of **separation sheet** with title page attached in original folder location
6. Put other copy of separation sheet with title page attached inside item being separated
7. If item is going to cataloging, put appropriate book plate in item.
8. Put yellow note on item if it needs special handling such as *Catalog for Reference, Cover with Mylar*, etc. (you may need to see other staff about this)
9. Put item in box for cataloging (it will return someday, probably after you graduate)

What to do when a separated item finally returns from cataloging

1. Using the meticulous information you entered in the **Item originally filed in** field, locate the folder this item came out of and the matching **Separation Sheet** with title page attached.
2. Write the new call number in the **Present Location** field on BOTH **separation sheets**.
3. Return one form to the original folder with the title page still attached.
4. Give the other form to Benna if the item is from the Bullock papers.
5. If the item is from another collection, find the **separation sheet** folder for that collection and put the form there. This folder should be at the beginning of the collection (maybe).
6. Put the newly cataloged item on the cart to be shelved or just go ahead and shelve it yourself.