

Appendix B – Description of Current Slips

Figure 22: Slipping summary

Functionality	Name of slip/mark	Person/place inserted	Comment
Selection	Copyright both copies	SO working in CO	Two copies are received and are to be acquired; this slip is inserted in the copy forwarded directly to LC (CIP).
	Copyright copy 2	SO working in CO	Two copies are received and are to be acquired; this slip is inserted in the copy forwarded to Copyright Examining Division for completing registration (six months to one year) before being forwarded to LC (CIP).
	Blue check in book	SO working in CO	Two copies came in but LC wants to acquire only one shelf copy; for 408 receipts (registration), one copy is forwarded to LC (CIP) and one copy is forwarded for Copyright processing, after which it goes to Landover to be retained for five years; for 407 receipts (deposits), one copy is forwarded to LC (CIP) and one copy is forwarded for disposition through exchange.
	Red check in book	SO working in CO	The material is in a category for which only one copy needs to be submitted for copyright purposes; that copy came in, LC wants that copy, and it is unlikely that LC can get another copy through copyright.
	Red X in book	SO working in CO	Discard; for 408 receipts (registration) one copy is forwarded for Copyright processing, after which it goes to Landover to be retained for five years, and one copy is forwarded for disposition through exchange; for 407 receipts (deposits), all copies are forwarded for disposition through exchange.
	Acquire 1 copy (1652 1999/11)	SO working in CIP mail room	Default selection for CIPs at pre-publication stage is 2; at book-received stage SO may decide to acquire only 1; slip is inserted to alert cataloging team to change 925 field to acquire 1 copy.
	Book in Fascicles 6-2g (rev. 6/92)	Selection/Cataloging	Work issued in temporary divisions for convenience in printing or publishing, usually in small installments over time. This slip signals very special procedures to get fascicle recorded in Serial Record Division and then forwarded to appropriate custodial unit (usually Serial & Government Publication)
	Special Attention C-741 September 1998 5,000	SO working in CO	Inserted by Selection Librarian for CO and CIP Materials asking CO staff to request a Best Edition, a 2nd Copy, a Disk, or a preference indicated as "Other."

Functionality	Name of slip/mark	Person/place inserted	Comment
Priority/Routing/In-Process	From CAD (M-246) August 2000 -- 5,000	CAD staff processing demands at book-received stage	First copy received of an item in CIP program; slip alerts CST staff to do 1111 procedure (indicates receipt of at least 1 copy) on a timely basis and other IBC slipping.
	Hand Carry 342 (1996/10)	CIP Publishers' Liaisons; CIP Support Team (CST); CIP Technical Assistant	Used to expedite completion of cataloging in selected cases of CIP applications, Loan Division alerts (e.g., Congressional Request), and electronic resources receiving CIP treatment.
	Priority slips for priorities 1-4 1 - 338 (1992/12) 2 - 339 (1992/12) 3 - 6-9b (rev. 12/92) 4 - 6-9c (rev. 12/92)	SO working in CIP mail room; CAD staff doing demands	Material in the CIP program receive priority 2; CAD staff doing non-CIPs use priority 1-3; SOs doing non-CIPs use priority 1-4. Each title handled receives a priority slip. The slip also contains a brief description of what each cataloging division does and is used to route to that division (via CIP for demands processed by CAD).
	Priority Reference Assignment (343 10/91))	Reference Specialist technicians who have determined previous editions have reference assignments	All reference assignments are priority 2; this slip used to alert all staff to process before any other priority 2 materials.
Bibliographic orientation of the item in hand All of these slips are headed by the phrase "Report of Searcher"	Added Volume (371 (2001/06)	CST; CAD staff	Signals an added volume to a multipart item (other than loose-leaf).
	Duplicate 370 (2001/09)	CST; CAD staff	Signals that item in hand is an exact match of an item already held by LC; based on assessment of searcher, item in hand discarded or forwarded to responsible cataloging division for further consideration (not clear at this point if LC holds requisite shelf copies based on selection decision).
	Edition or Translation 369 (1993/04)	CST; CAD staff	Signals that the Library holds another edition or a translation; entails selection/referral for selection in some cases; cataloging of edition in hand can probably be based on that of previous edition.

Functionality	Name of slip/mark	Person/place inserted	Comment
	Legal Loose-leaf Monograph 373 (1993/06)	CST; CAD staff	Signals a legal loose-leaf; applies to those that are new and to updates; entails selection and routing matters.
	Loose-leaf Monograph 372 (1999/02)	CST; CAD staff	Signals a loose-leaf; applies to those that are new and to updates; entails selection (including reference assignment) and routing matters.
	New Work 363 (1991/12)	CST; CAD staff	Signals an item new to the Library (no other edition, translation, copy, not a duplicate).
	Odd Volume/Supplement 362 (1999/02)	CST	Signals first physical volume of multipart item but item in hand is not volume 1 (or is a supplement for which LC does not hold parent item). Need to refer for selection decision; if acquire, refer to appropriate acquisitions source.
	Reference Book 368 (12/91)	Unknown	
	Replacement Copy 364 (12/91)	Acquisitions staff	Signals a replacement copy; routed to CPSO to determine cataloging treatment (except as replacement or treat as another edition).
	Technical Report 367 (12/91)	CST	Signals a technical report; referred to Science and Technology for decisions re to catalog (or not) and if to catalog to analyze (or not).
Type of external source record used to create IBC record	Library Services copycat 393 (1999/07)	CST; CIP Cataloging Team (CCT); CAD staff	Copy cataloging; cannot predict state of authority work
	Library Services gpocoop 1644 (1999/07)	ANAD/GOVDOCS	Cataloging of Congressional hearings by GPO; route to SSCD/Law Team.
	Library Services origres 394 (1999/07)	CST; CCT; CAD staff	External record but language of cataloging (Not language of item) is not English or subjects not Library of Congress Subject Headings (LCSH)
	Library Services pccadap 1345 (1999/07)	CST; CCT; CAD staff	Record done by a PCC participant; authority work should be done; item sent for end-stage processing in most cases.