1. **Receive Louisiana Documents**

Document shipments come in bags. Check labels on the bags of documents to get a total count of bags expected (“1 of 3”). If you are missing any bags, check the “Monthly Shipment Chart by Libraries” [here](http://www.state.lib.la.us/state-employees/depository-library-program/depository-libraries). If you confirm you are missing any bags, contact the State Recorder of Documents immediately by calling (225) 342-4929 or emailing [docs@state.lib.la.us](mailto:docs@state.lib.la.us)

Unpack documents in assigned work space, organize/straighten while paying attention to titles.

1. **Print the Monthly Shipping List**

Print the monthly shipping list from the State Library website. You can print those [here](http://www.state.lib.la.us/state-employees/depository-library-program/depository-libraries) or follow these steps:

* 1. Go to <http://www.state.lib.la.us/>
  2. Under heading “Special Collections” select “Louisiana Documents.”
  3. Select “Depository Library Information and Resources.”
  4. Under heading “Shipping Lists for Print Documents,” select the month you need and print in landscape format.

1. **Review the Monthly Shipping List**

The Monthly Shipping List contains the following information:

1. Title: contains the title or abbreviated title of document
2. Agency Info: the agency responsible for issuing document
3. BISAC Code: the standard used in Louisiana to categorize documents based on topical content
4. LADN: the Louisiana Document Number
5. Date/Issue Info: the issue component (i.e., volume, and/or date) including sufficient information to uniquely identify the edition or issue
6. # Vol./Issues: how many documents or volumes were received for each title (e.g., one title may be 2 volumes long)
7. Control #\*: a combination of letters and numbers used to locate a record in the state catalog in order to import records; Each control number is unique to the particular document it represents.
8. Notes: The State Recorder of Documents will use this field to indicate information about a document, such as “CORE TITLE” or “CD-ROM.”
9. **Compare Items Received to Monthly Shipping List**
10. Start with first title on shipping list and look at the column Title. If we received a copy, mark the item received. Pay close attention to titles as some may be very similar. Do this for all items in the shipment. As you work through the list, it is helpful to arrange the documents in the order they are listed on the Shipping List.
11. If we did not receive a copy, you will determine whether we should have. Use your agency’s selection list for the year.
12. Wait to claim any documents until you have finished processing the entire shipment. Sometimes a document which you marked as missing may turn up as you work with the shipment.
13. **Create and Place Labels**

Each item will be labelled with the LADN and Date/Issue Information from the Shipping List.

1. Type labels exactly as the LADN and Date/Issue appears on the Monthly Shipping List except that all letters should be capitalized. For example, v.1 on the shipping list should be V.1 on the label. It may be easiest to turn on caps lock. Be sure there is no space before or after the colon.
2. Print labels, then check for accuracy before affixing to the document. Finally, place the label on the upper left hand corner of the document.
3. **Place Barcodes**

Barcode each document received. Barcodes go in the upper right corner of the document. The barcode stub goes on the first inside page of the document if possible. Use good judgement when placing stubs so that the stub does not obscure critical information.

1. **Set Aside New**

Set aside any documents marked “NEW” under the Shipping List “Control #\*” column. You will not update the catalog for those marked NEW until the Superintendent of Documents sends out a revised list.

1. **Update the Library Catalog**
   1. If the record already exists in the catlaog, proceed. If you see that lines 84 and 86 in the Bibliographic tab need to be updated, modify the record using the “implementation” handout from the State Recorder of Documents.

**IMPORT RECORDS**

If a title search and a LaDoc number search fail to locate a record for the document being processed, you will need to import a holdings record from either the State Library, Louisiana Tech (LaTech) or OCLC.

Search the state catalog at http://ipac.state.lib.la.us/

If not found, set the item aside until a record is available.

If found, you can finish processing the item using the the oclc number from the state library catalog record.

**PROPERTY STAMP DOCUMENTS**

Stamp the document in a visible place using the Louisiana Depository property stamp. This stamp indicates this document is to be filed in the Louisiana collection and is the property of the library.

**CLAIM ANY MISSING DOCUMENTS**

Claim any documents not received with the State Recorder of Documents at [docs@state.lib.la.us](mailto:docs@state.lib.la.us)