

## ***Processing Newspapers***

### **Checking In Newspapers on the Cards and Processing Them**

1. When a newspaper first arrives, remove the delivery wrappers and place the papers in an alphabetical stack.
2. Open the newspaper check in drawer by pulling it out and down. Locate the record for the first title. It will rest on the table, making it easier for you to write.
3. Find the card with your title. Open to that card and take note of the format with which that journal has been checked in, in the past. More than likely you will be writing the issue number of the newspaper in the slot representing the date the issue was published. In some cases you may be entering your initials instead of a number.
4. Repeat process 3 for each title.
5. Stamp each checked in newspaper with a stamp that says "Ellender Memorial Library, Thibodaux, Louisiana." Stamp each in the center of the bottom edge of the front page (section A only).
  - a. NOTE: If you go to check something in and you notice that the previous issues had not been checked in, make a note of the title and missing issue on a piece of paper, and go to the newspaper shelf in the workroom to see if that issue had been shelved without being checked in. If this is the case, fix the problem on the card, and pull that issue from the shelf and bring it to a librarian so he/she can make sure it had been checked into SIRSI.
6. If / when you get to the shelf you cannot find the missing issue, that means it never arrived. In that case, let a librarian know there is a missing issue.

### **Checking Newspapers Into SIRSI**

NOTE: There will be many occasions when these directions will not answer a problem you encounter in SIRSI. These directions are for the perfect case scenario. If you encounter any screen that is not mentioned in these directions, find a librarian. The problems will have to be dealt with separately and as they occur.

Log into SIRSI on the patron counter computer.

1. Once you are in, click on the icon at the top left, which allows you to check in periodicals.
2. Once you see the search box, type in the name of the newspaper and do an Exact Title Search. In some cases, more than one title will come up. When this happens, ask a librarian what to do.
3. If the search produced only one title, click on **Check In Issues**.
4. You should see a window that gives you options such as **Check In Now**, **Different Copies**, **Different Issues**, etc. If the issue you are checking in is the same one that the systems shows should be checked in next, click on **Check In Now**. It will check in the issue, and then you can click on **New Search** or **Lookup Another**.
5. If the issue you have to be checked in is NOT the one which the computer shows, click on **Different Issues**, and from the list, choose the correct one.
6. Highlight the issue that you are checking in from the list, click on **Selected Issue**.

7. At the next screen, you can click **Check In Now**, once the issue you are checking in matches the one the computer is predicting.

### **Placing Newspapers on the Display Shelf**

1. Take the checked in newspapers to the Display Shelf, and remove the old issue of each paper for which you have a new issue.
2. Put the sections of the newspaper in order, if they are not.
3. If there are loose sheets within a section, tape them in place.
4. Place each new newspaper on part of the Display Shelf which has its corresponding name.

### **What to do with Older Issues**

1. Bring the older issues into the Serials Processing Room.
2. Find each newspaper in the stacks of papers to the right of the back door (when you are facing the door).
3. Place the newspaper in the proper stack, keeping them in chronological order.

### **Weeding Them**

1. Local newspapers are kept for 3 months. National newspapers are kept for 6 months.
2. When you find issues older than these, you can weed (discard) them.
3. If a newspaper is received on microfilm, it can be discarded when the reel of film arrives. **NOTE:** There is a long waiting period for microfilm of *The Daily Comet*, *The Houma Daily Courier*, and *The Assumption Pioneer*.
4. Discarded newspapers will be picked up by one of the librarians and taken to a recycling location.