**Project Objective:** to catalog and process 6 boxes of gift books for Special Collections/Offsite Shelving

**Requirements:**

* Books are already in room 118 of the Depot.
* Lockets for barcodes need to be prepared.
* To have Melanie Cline and Joanna Roa “receive” and prepare these materials for cataloging.
* To have employees catalog these items to go directly to OffSite Shelving.
* Minimal physical processing of these items—no call number labels, locket with barcode only.

**Out of scope:**

Processing of gift materials for other collections in the Libraries; outstanding gift backlog already in the Depot (Hayes Collection).

**Project Manager:**

Derek Wilmott/Lisa Bodenheimer

**Content and technical leads:**

Melanie Cline, CMT; Alydia Sims, SMA

**Specialists:**

* Melanie Cline and Joanna Roa, receive and prepare materials for further processing; catalog LC/PCC titles
* Alydia Sims, cataloging OL materials.
* Lisa Bodenheimer, original cataloging

**Sponsor:**

Michelle Voyles and Brenda Burk, SCA

**Timeline:**

Books should be ready for Off-Site Shelving by January 15, 2020.