

January 26, 2010

To: Catalog Department  
From: Cataloging Management Group (CMG)

Re: Methods of Paging from the NRLF

There are now two methods for paging materials from the NRLF. Both methods require you to use a personal, departmental patron card. To request this card, please use this web-form: [http://www.lib.berkeley.edu/Staff/nrlf\\_patron.html](http://www.lib.berkeley.edu/Staff/nrlf_patron.html)

**Requesting from NRLF via OskiCat:**

Catalog Dept staff can use the default procedure (i.e., placing requests in OskiCat with pickup location MAIN) when they have the need for only a few items or a faster delivery time (or if you just prefer this method). Turnaround at NRLF would be the normal 1-2 work days, depending on when NRLF receives the request.

**Requesting via e-mail**

Catalog Dept staff can send email requests to NRLF. This is particularly helpful when you need many items, or if you wish to cluster the items needed over a period of time into a single email request. The email should:

- Be sent to [nrlfreq@library.berkeley.edu](mailto:nrlfreq@library.berkeley.edu)
- Have a Subject line formatted as "Catalog Dept; [staff member's name]; [staff member's departmental patron ID]."
- List only NRLF barcode numbers, one per line, sorted in ascending order (since the email will be used as a paging list).

NRLF will handle these sorts of requests on a project basis sending shipments to the Materials Management once a week on Wednesday. Materials Management will distribute the materials to the catalogers. When finished with the books, please return them to Materials Management who will send them on to the NRLF.