**Furness/Shakespeare approvals**

As stated in the approval plan profile (SHAKESPEARE PLAN), we will be receiving titles about Shakespeare and related subjects for the Furness Library. Note: Titles on this plan will duplicate titles by and about Shakespeare and his contemporaries on 3080-11, 3080-61, and possibly ebook shuttle 3080-52.

**General information:**
- All titles will come on Gobi accounts 3080-16 (US) or 3080-66 (UK).
- As of time of plan creation (spring/summer 2018), estimated number of titles per year is 150.
- We are receiving bib records with embedded order information from Gobi to load bibs, holdings & items and create PO lines for each title (records will be available through ftp://ftp.ybp.com/oclc/ with first two digits of 16 or 66). Titles will be received and invoiced on these individual PO lines.
- There will be deliberate duplication of titles in other locations, though not every title will duplicate. Import profile is set so that duplicate new bibs are not imported but will still create new holdings, items and PO lines.

**Processing:**
- Shipments will go to postcataloging, where they will be unpacked and original copies of invoices checked off for each title in the shipment.
- Bibliographer review in G133 not needed.
- Invoices will be routed to acquisitions immediately for payment and receipt in Alma receiving menu; fund for all titles on these two accounts will be Furness Approval (set by import profile).
- Books will be carried to cataloging with copies of invoices and placed on designated shelf:
  - Location for all items on these two accounts will be *Kislak Furness Shakespeare Library (Van Pelt 628) (scfurnlib)* and item policy will be “special” (both set by import profile). Spine label will say Furness.
  - Cataloging will insert slips for Furness location and “keep dust jacket” (for all titles as applicable).
  - All books should receive 2 barcodes.
  - After appropriate cataloging, books will be placed on PromptCat truck as a relatively high priority for labelling.
- Postcataloging will label (including call numbers, property stamps, security and co libri covers for any dust jackets) and place on Furness/Kislak shelf. Any exit checks will be routed back to cataloging for resolution and then returned to postcat workflow.
- Kislak staff will change location on items if needed and will check-in books (to finish transit status), then place on Furness new acquisitions shelf (no temporary location).