Print Periodicals: Recut the Puzzle Without Losing Any Pieces
Tech Services-Collection Development Project To Create A Process at Kansas City Public Library

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**Periodicals Before the Recut**
10 Branches, each with different:
- Receiving processes
- Circulation Policies
- Colors, sizes, purposes of labels
- Staff designated or not
- Only anecdotal circulation stats

**Project Flow/Key Pieces**
- Cataloged all magazines/locations
- Produce barcode labels in-house
- Pilot project with 2 small branches
- Seek initial buy-in with managers
- Presentations on new look, policies
- Supplemented by shelf placeholders

**Keys to Success**
- Helpful pilot project staff
- Continue to involve branch staff with surveys, reminders, new training
- Make presentations widely available
  - Branch meetings PowerPoint
  - Staff Web
  - Updates/Contact Info
- Consistent visual themes
- Familiar solutions for problem titles: bookmarks, interoffice envelopes
- Documentation in shared folders for repeatable, changeable processing

**Challenges/Lessons Learned**
- Catalog records and behaviors different from other formats
- Checkouts only at service desk
- Allow time for sample group to preview policies, presentations, and to make suggestions
- Run reports on sample titles
- May need to circle back for more attendees at presentations
- Continued publisher lag-time

**New Structure = New Process**

**Centralized Receiving**

**2 Depts can access labels, barcode lists, policies**

**Branches get shelf-ready items**

**Coherent look to collection across the system**

**All popular titles circulate**

**More info about use**

**Keys to Good Timing**
- Align official policy start date with subscription starts
- Only catalog renewed titles (ignore issues for non-renewed titles)
- Presentations to staff around “official” start date – okay if after
- During set up project staff contribute piece closest to their continued process role

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