

<b>1</b>	<b>Introduction</b> .....	<b>1</b>
<b>2</b>	<b>Approach</b> .....	<b>3</b>
<b>3</b>	<b>Summary Observations</b> .....	<b>4</b>
	3.1 Observations .....	6
	3.2 Selection decision authority.....	8
<b>4</b>	<b>Introduction</b> .....	<b>9</b>
<b>5</b>	<b>Introduction</b> .....	<b>9</b>
	5.1 Make a selection decision for all CO materials prior to exit from RC work stream.....	9
	5.2 Install ILS workstations in RC for Selection Officer use.....	9
	5.3 Eliminate manual marking of deposits, e.g. red and blue pencil check marks. ....	9
	5.4 Reconsider assignment of default selection in CIP Division records.....	9
	5.5 Implement a pilot for 408 commercially published TX and PA music material. ....	9
	5.6 Maintain statistics on selection. ....	10
	5.7 Reconsider existing CPS. ....	10
	5.8 Maintain current motion picture selection procedures.....	10
	5.9 Select MBRS ancillary materials. ....	10
	5.10 Perform routine selection on sound recording (SR) deposits by CO. ....	10
	5.11 Create a separate searching unit for non-CIP selected monographs.....	10
<b>6</b>	<b>Recommended selection decision authority</b> .....	<b>12</b>
<b>7</b>	<b>Recommended selection processes</b> .....	<b>14</b>
	7.1 408 monographs submitted for claim registration.....	15
	7.2 Demanded monograph deposits.....	19
	7.3 407 voluntary deposits.....	21
	7.4 Serial deposits.....	23
	7.5 Music deposits.....	24
	7.6 Geographic and cartographic deposits.....	27
	7.7 Print, photograph, and poster deposits.....	29
	7.8 Law library deposits.....	31
	7.9 Motion Picture Broadcasting and Recorded Sound (MBRS) deposits.....	32
<b>8</b>	<b>Description of Recommended Slips</b> .....	<b>34</b>
	<b>Appendix A – Current Selection Processes</b> .....	<b>A-1</b>
	<b>Appendix B – Description of Current Slips</b> .....	<b>B-1</b>
	<b>Appendix C – Recommended Slips</b> .....	<b>C-1</b>
	<b>Appendix D – Guidelines for Selection of MBRS Material</b> .....	<b>D-1</b>

**Appendix E – Reference Guide for Selection in Copyright.....E-1**  
**Appendix F – LS Cataloging Priority.....F-1**

## Acronyms

ACQ	LS Acquisitions Directorate	RACC	Receipt Analysis and Control Center
BPR	CO Business Process Re-engineering	RAC	Receipt Analysis Control
CAD	Copyright Acquisitions Division	RC	Register Claim
CCT	CIP Cataloging Team	RM	Receive Mail
CIP	Cataloging in Publication	RO	Recommending Officer
CO	Copyright Office	SER	Serial and Government Publications
CO CAT	Copyright Cataloging	SMCD	Special Materials Cataloging Division
CRU	Copyright Record Unit	SO	Selection Officer
CST	CIP Support Team	SR	Sound Recording
CPS	Collection Policy Statements	SRD	Serial Record Division
DA	Deposit Account	TX	Text Deposits (monographs)
DCSU	Deposit Copy Storage Unit	VA	Visual Arts
FY	Fiscal Year	407	Deposit received under section 407 of copyright law; demanded or voluntary
G&M	Geography and Maps	408	Deposit received under section 408 of copyright law; for copyright registration
IBC	Initial Bibliographic Record		
ILS	Integrated Library System		
JIG	Joint Issue Group		
LC	Library of Congress		
LCCN	Library of Congress Card Number		
LCSH	Library of Congress Subject Headings		
LOLA M	Library On-Line Acquisition Manual		
LS	Library Services		
MBRS	Motion Picture Broadcasting/Recorded Sound		
MC	Materials Control		
NSDP	National Serial Data Program		
OCLC	Online Computer Library Center, Inc.		
OPAC	Online Public Access Catalog		
PA	Performing Arts		
PCN	Pre-assigned card number		
P&P	Prints and Photographs		
P&R	Processing and Receiving		