Coutts
- search bib and notes in pencil on back cover of volume
- insert green To Catalogue Division flag; ticks & circles Added Volume, Continuation or Serial *
- put volume on mono shelf for Cat Div to pick up and process
- currently not adding items or updating summaries
* if volume is Mono Series, ticks box and notes call number on green slip

Non Coutts
- find bib and prints out record and inserts into volume
- put volume on mono shelf for Cat Div to pick up and process
- currently not adding items or updating summaries