

Gotham Sorting Criteria

Sort 1		
Keep	Notes	Notes
2 best copies of a single edition with no provenance (stamp, bookplate, inscription)	When more than one copy is in the box being unpacked	
All copies of a single edition with different provenance	When more than one copy is in the box being unpacked	
All copies of a single edition with distinctive characteristics (e.g. pirated editions, proof copies, annotated copies)	Only keep two copies when the distinctive characteristic is the same (e.g. same pirated edition)	"Distinctive characteristics" are usually already identified by GBM staff and are recognizable by penciled notes on the endpapers, post-it notes, inscriptions on covers, or flags
One run of a serial	When multiple runs are in the boxes being unpacked	
One copy of a single volume or issue of mainstream serials	Non-mainstream serials, identifiable by inscriptions, physical appearance and materials with which they are packaged in boxes will be processed as part of the GBM archive	In cases of doubt, prefer to separate than keep.
Discard		
Mass market paperbacks without provenance	E.g. Danielle Steele, John Grisham, Nora Roberts	
Textbooks		
Fixit books	E.g. home repair, auto repair, DIY manuals	
Self-help books		
Exam guide books	E.g. GRE, LSAT, etc.	
Separate		
Ephemera		
Manuscript and archival material		
Realia		
Visual media		
Audio media		
Single issues of periodicals related to prominent authors, artists and persons associated with GBM	These are usually identified on the cover by an inscription, post-it note or prominent text.	In cases of doubt, prefer to separate than keep.
Single or multiple issues of independent or non-mainstream periodicals	E.g. stapled newsletters, serials about postcards, playbills	In cases of doubt, prefer to separate than keep.
Sort 2		
Keep for Special Collections	Notes	Cataloging Action
One copy of any monograph not in Special Collections		New record or add to existing record
Add one copy with dustjacket if the copy already in Special Collections does not have dustjacket		Add to existing record
Add all copies with provenance unless the first copy has the same provenance	E.g. Keep two copies of an edition if they are signed by different people; keep only one copy if they are signed by the same person	Add to existing record
Missing volumes and issues of existing runs of serials already in General or Special Collections		Add to existing record

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Mainstream serials not in Special Collections		New record or add to existing record	
Add a single copy of a limited edition (a limitation statement should be present) when already in Special Collections		Add to existing record	
Add a single copy of a small press publication when already in Special Collections		Add to existing record	
Keep for General Collections			
Monographic titles not represented by any edition in general collections		New record or add to existing record	
Editions with revised content of monographic titles already in general collections		New record or add to existing record	
Discard			
Duplicates of monographs in General Collections		None	
Reprint editions of monographs in General Collections		None	
Duplicates of serials in Special or General Collections		None	
Separate (same as sort 1)			
Ephemera		Process as part of GBM archive	
Manuscript and archival material		Process as part of GBM archive	
Realia		Process as part of GBM archive	
Visual media		Process as part of GBM archive	
Audio media		Process as part of GBM archive	
Single issues of periodicals related to prominent authors, artists and persons associated with GBM	These are usually identified on the cover by an inscription, post-it note or prominent text.	Process as part of GBM archive	
Single or multiple issues of independent or non-mainstream periodicals	E.g. stapled newsletters, serials about postcards, playbills	Process as part of GBM archive	