**START**

Sort cards by date

Keep for manual input

Send to NCL Taipei

Send to NLC Beijing

Pre-1912

1912-1949

Sort cards by pressmark

Post-1949

49

Not clear

49

Discuss with IOR team

IOLR

Check if MSS

Check if Chinese

Send to LibCrowds

Keep for Wang Ke (Shandong)

MS

Create new LibCrowds project

Microfilm

Printed

Already in Aleph?

Discuss with appropriate section

Other pressmarks

49

Yes

**FINISH**

Printed

Yes

Or/ORB

No

No

Spot check

Staff project on LibCrowds

Transcription challenge

Manual check/input

Partial match

Unmatched

Fully matched

Ingest into Aleph

**FINISH**

Spot check

Manual input

Matched

Unmatched

**Please note:** This flowchart currently applies to Pinyin cards only. Items catalogued in Wade-Giles will be considered separately.

Successful

Unsuccessful

Is it a serial?

Duplicate found?

Check Kardex and/or Aleph to complete holding record

Compare Aleph record with card to create complete bibliographic record

Yes

No

**FINISH**

**FINISH**

**KEY**

= Completed externally

= Completed in other BL section

= Manual input

= In-house checking

= Other process

=

Abc

Abc

Abc

Abc

Abc

Yes

No

**FINISH**