Minutes from the Cataloging Roundtable at Somerset Public Library – April 7th 2011

Catsupport Email address
Please use the catsupport@sailsinc.org for your cataloging questions. If you send an e-mail to one of us personally, if you send the e-mail to this address then everyone in the department gets a copy. So if one of us is out then another person can help you.

New format
Please do not enter fields if it doesn't appear in the template. You can add multiple ISBN's or Music numbers because these fields appear are in the template.

ISBNs
There was some confusion about the entering the ISBNs in a request records. We need an ISBN an ISBN if it on the item. You only need to enter one ISBN when you have both a 13 digit and a 10 digit ISBN. If have multiple ISBNs for volumes, we need one ISBN from each volume.

Item Search and Display workshop
There is an Item Search and Display searching workshop on Tuesday April 12th. Even if you have been using the system for years, I think you may pick a few things that you didn't know that this wizard could do.

All you need is a computer and a telephone to participate. The call is toll-free.

Searching ISSN's
If you are trying to search by ISSN then you need to enter the dash in the number.

Hardcover and Paperback ISBN's
If there is a record for the Hardcover and your paperback matches everything about the hardcover record. You can attach your copy and send an Error Report form asking us to add the ISBN to the record. This for paperbacks only and not permabound.

Entering sound recording and videorecording
Please be sure to enter [sound recording] or [videorecording] at the end of your title. This information has been missing from some of the request records. We do need this information.

Editions
If your record has 1st ed. and your item matches everything except for the edition statement then you can attach your copy. If your item has another edition statement then you should create a cataloging request record for you item.

Music CD with various performers
Enter the first name listed in the Author field that appears on the CD or the container if the CD does not have that information.

Original Cataloging
If you have a local documentation and it isn't clear what the title is then put in what information you have. When we do original cataloging on it, we will figure out what the title is.

Questions about Serials

How do you know if an item is a serial? Please search the system by Title if you think you may have a serial. An ISBN search will not work. You may be able to find it by ISSN so you can try searching by that number. If neither of these works then just create a cataloging request record and we will figure it out.

9XX

For those libraries using 9xx, if you order something that you know is serial and always loads a single record. Then e-mail catsupport and we will merge them right away. An example of this is Guinness. Ingram always sends this down as a single record but we catalog it as a serial.

Even if you have think that the item might be a serial, send an e-mail to catsupport and we will verify if it is a serial and then merge them if needed.

Updating 9XX records

If you are attaching to a 9XX please be sure to update it. Fill in any missing information and this includes entering [viderecording] and [soundrecording] in the title. Incorrect dates are coming down from Ingram, something 4 or 5 years off (according to a library using the service) so please be sure to check the date and fix the incorrect one.

ACQ or Acqupdate

If this is not entered into a record then the record is never sent to use to catalog. If you find a record that has been update but ACQ or Acqupdate has not been entered then please enter it.

If you find a record that has not been completely updated but has ACQ or Acqupdate in the record, please send an error report to us. We have already printed this record so we will not see any updates that you make.

Blu Ray DVD Combo Packs

It is very important that Blu Ray DVD combo pack appears in the edition field of cataloging request record. If the it widescreen or full screen this must appear in the edition field also. Just separate them by a comma. The physical description would be 2 DVDs.

Blu Ray, 3-D Blu Ray, Digital Copy, DVD

This seems to be a new combo pack. You would enter the edition statement just as it appears above. The physical description would just be 4 DVDs.

Subfield Z with Blu Ray and DVD's

It is important that you enter a Subfield Z in the Call Number for these sets. Even if you do not plan to split them up, you must enter |Z FULL SET. If you do split them up then it must be made clear which item is the Blu-Ray and which item is the DVD. You would enter |Z BLU RAY and |zDVD. Please enter the Call Number for Blu Rays as |ZBLU RAY without the dash.

If you find a record without |Z then please report to catsupport.

On another note: There are certain words that will automatically put in a Subfield Z.

These are: Winter or Win
            Spring or Spr
            Fall
            March or Mar
            Summer

So if you have names like Martin and you only cutter to the third letter, you would want to go out to the fourth so the |Z doesn't get entered.   Also please keep in mind, you will not see the |Z until after you have saved the record. If you review the record then you will see the |Z

Spine labels

If you wish to print spine labels using an ink jet printer, please contact catsupport and we can send you the label stock to order. We have templates for Gaylord and Brodart labels.

Bonus MP3 CD in an Audiobook

If you receive an audiobook and it has some bonus MP3 CDs and the titles are different from the audiobook. Please enter the physical description that includes those bonus discs. So if you have a 12 CD audiobook with 2 bonus MP3 CD's then you would enter the physical description as 15 CDs.   Then e-mail catsupport with the number of MP3 CDs and what the titles are for the MP3 CDs.

Circ Notes

Please make sure that you use Circ notes and put in exactly what it is. If it is a 2 CD set with a booklet. You would want to enter 2 CDs and 1 booklet. This way that the library receiving the item knows exactly what they are supposed to look for.

This did not come up in the discussion – Circ notes can be used for if an item has water damage or something like that. This way the library that is receiving the item knows that the patron returning did not damage the book.

Also please keep in mind, Circ note should not be used for gift information or where the vendor that the library received the item from. That should be in a staff note.

Number of pieces

This is optional. Some libraries still use number of pieces and a circ note. The number of pieces should match what appears in the circ note.

Reports

If you need weeding reports or report or another report like what Item types you are using. Please send a request through the SAILS website.   The form is Request a report

http://www.sailsinc.org/Forms/WorkflowsRequest.asp