

Technical Services Meeting – June 8, 2011

Libraries in attendance: Acushnet; Attleboro; Berkley; Bridgewater; Bristol Community College; Dartmouth; Dighton; East Bridgewater; Easton; Fall River; Foxboro; Freetown; Halifax; Hanson; Lakeville; Middleboro; Norfolk; North Attleboro; Norton; Pembroke; Plainville; Plympton; Raynham; Rochester; Seekonk; Somerset; Taunton; Wareham; West Bridgewater; Wrentham

TOPICS COVERED AT THIS MEETING

New Cataloging Request Record Format

9xx Records

Acquisitions Rollover

Error Reporting Forms

Blu-ray DVD Combo Packs

|Z Reminders

Holds Placed by SAILS

WebDewey

Roundtables

NEW CATALOGING REQUEST RECORD FORMAT

Please do not add fields that are no longer part of the request record template. You should only enter the first author listed on the title page. Do not include multiple authors in the author field and do not add more author fields to the record. Enter all editions in one edition field. Please do not add the series name to the Physical Description 300 field. You no longer need to enter any series information.

You can continue to add additional fields for multiple ISBNs, UPCs, and music numbers.

All of the above reminders also apply to updating 9xx and ACQ records.

9XX RECORDS

Last week, Ingram made an upgrade in their software that has caused some problems for libraries using 9xx ordering. Orders are sometimes downloading with an incorrect file extension (.bsc) instead of .mrc. There is a work-around until Ingram fixes this problem. Select Custom MARC EAN format (even though that is already the default setting). If this fix does not work, you can either contact Kristin or you can contact Ingram directly. If Kristin hears back from Ingram that this has been fixed she will e-mail the ACQ list.

Updating 9XX records

Please remember when you attach to a 9XX record that you may need to update the record. Fill in any missing information, including entering [viderecording] and [sound recording] in the title. Incorrect dates are coming down from Ingram, so please be sure to check the date and fix it, when necessary. If the 9XX record has already been Acqupdated, but it still needs more updates, you should fill out an error reporting form on the SAILS website. This also applies to ACQ records.

Also if the record is a DVD set, you can add the |Z to the on-order call number. Just enter |Z after the auto-generated call number.

You can also the edition statement in the on-order record. If you use different templates for your ordering, please call Kristin and she can help you with the template setup to automatically add this to the record.

ACQUISITIONS ROLLOVER

Anyone using Acquisitions should email Kristin (kslater@sailsinc.org) to let her know when they want her to do the rollovers for vendors and funds. If you do not have Kristin do this rollover, you will not be able to do ordering for FY12.

ERROR REPORTING FORMS

You no longer need to fill out error reporting forms for the following: adding preliminary pages; the pagination is 1 or 2 pages different; or the size is 1 or 2 cm. different.

Note: Please continue entering the correct pagination (including the preliminary pages) in request records.

We will no longer be making changes to author's names in request records. You should report problems with an author's name in full records only. Before you report a problem with the author's name, you should look at how the name appears in the Title 245 field. The author information that follows the title is the way that the author's name appears on the title page. The author's name in the Personal Author 100 field does not reflect how the name is on the title page, but is the authorized form of the person's name and can vary considerably from the name you see on the title page. If the name on the title page matches the name in the Title field of the record, you do not need to report the person's name to be updated in the Personal Author 100 field.

You can see two examples by looking at title control o32131096, Alfonse, where are you? and title control i9780062005984.

You should continue to fill out error reporting forms for misspellings, missing series titles; incorrect titles or missing subtitles; missing information about the physical description (such as illustrations or maps); adding ISBNs and |z problems.

Please be sure that you have entered your own email address correctly in the error reporting form. Check for any extra letters and do not put a period at the end of the email address.

BLU-RAY DVD COMBO PACKS

|Z in Call Numbers

3D Blu-ray DVD combo packs are starting to be released for several movies. 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 |ZFULL SET. If you do split them up then it must be clear which item is the 3D Blu-ray, regular Blu-ray and DVD.

You would enter the call numbers like the following examples:

|Z3D BLU RAY

|ZBLU RAY

|zDVD

|zFULL SET

Please enter the Call Number for Blu-ray discs as |ZBLU RAY without the dash.
The Blu-ray DVD combo pack records used as examples at this meeting are: Tangled (i0786936811001) and Secretariat (i0786936810646).

If you find a record without |Z, please fill out an error reporting form and we will update the call numbers.

When SAILS finds call numbers that require |Z, we will add the necessary information to the call number. We usually do not have to edit any of the call number before |Z, but, in some cases, the call number is so long that we are not able to add the |Z information. In such cases, we will have to do some abbreviating of the call number information before |Z.

Edition Information

For 3D Blu-ray discs, it is very important that the 3D information is entered in the edition field of the request record.

You can enter it like these examples: 3D Blu-ray DVD combo pack, widescreen version; 3D Blu-ray disc, widescreen version.

|Z REMINDERS

There are certain words that will automatically put a Subfield Z in the call number.

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

If you have names like Martin and you only cutter to the third letter, you should go out to the fourth letter so the |Z will not get entered. Keep in mind that you will not see the |Z until after you have saved the record, so if you review the record, you will then see the |Z in the call number. Typing a period at the end of the third letter can also prevent |Z from appearing in call numbers. Or, you can put the author's last name next to the call number without leaving a space between the number and letters (for example: 641.5MAR).

HOLDS PLACED BY SAILS

Last year, SAILS Cataloging stopped handing out nonholdable slips at meetings and has since been placing holds on any nonholdable items needed for cataloging. You do have the option of not sending an item to us through delivery, but you need to email us (catsupport@sailsinc.org) to let us know that you would rather make other arrangements to bring the items to SAILS. Libraries are responsible for dropping off and picking up

these items. We will always email you to let you know when an item is done being cataloging and is available for pickup.

If your library is unable to fill a hold because the item is a local document on a hot-topic issue, you should email us (catsupport@sailsinc.org) so that we can suspend the hold for a future date.

Most of the nonholdable items that SAILS Cataloging places on hold are for original cataloging and we do need to have the items in order to catalog them correctly.

Reminder: Make sure the Circulate option is checked off in your item/copy record even for nonholdable items. The item type is what determines if an item can circulate and accept holds.

WEBDEWEY

We still have our subscription to WebDewey so do not hesitate to continue using it. This is the full version of the latest DDC schedule. The link to WebDewey can be found on the SAILS website: <http://www.sailsinc.org/cat/index.html>
OCLC provides help and tutorials to get you started.

If you want to save your settings so that you do not have to remember the authorization and password, you can click on the Local Browser Settings option at the bottom of WebDewey's login page.

ROUNDTABLES

The first fall roundtable will be held at the East Bridgewater Public Library on October 6, 2011 at 10am. Registration will be required and a minimum of five attendees must be signed up in order for the meeting to be held. If we do not receive enough registrations, we will have to cancel the meeting.

The second fall roundtable will be a phone conference call on October 12, 2011. This conference call will be conducted via a 1-800 number. Email invitations to this conference call will be sent out prior to the call and there will not be a minimum number of attendees required for this roundtable session.

We need a volunteer library for the first roundtable session for next spring. If your library can host a roundtable, please contact Kristin (kslater@sailsinc.org). A phone conference roundtable will be scheduled about a week after the first spring roundtable.

The annual technical services meeting will be held on Wednesday, June 13, 2012 at 10am at the SAILS meeting room.