

Technical Services Meeting – May 6, 2015

Libraries in attendance: Acushnet; Attleboro; Berkley; Bridgewater; BCC; Carver; Dartmouth; Dighton; East Bridgewater; Easton; Fairhaven; Foxboro; Freetown; Halifax; Hanson; Lakeville; MMA; Middleboro; New Bedford; Norfolk; Norton; Pembroke; Plainville; Plympton; Raynham; Rochester; Seekonk; Swansea; Taunton; Wareham; West Bridgewater; Wrentham; SAILS

TOPICS COVERED AT THIS MEETING

[New Data Entry Manuals](#)

[Subfield Z and ACQ Records \(For Acquisitions Libraries\)](#)

[JUV/YA Fiction and Graphic Novels Review](#)

[Fiction and Nonfiction Review](#)

[New Cataloging Standard and How They Impact Workflows Display](#)

[Next Year's Roundtable Topics](#)

New Data Entry Manuals

- New data entry manuals will be available on the upcoming new SAILS staff website
- Multiple smaller manuals are separated by format (book, DVD, graphic novel, etc.)
- Each manual now includes screenshots of record examples
- Attaching to Book Records manual now includes fiction policies information
- Manuals for attaching to records include steps for updating ACQ bib. records
- Subfield Z manual includes more examples of the standard language needed after |Z and screenshots of call numbers with |Z
- New Graphic Novels manual includes attaching to graphic novels records, creating request records, and adding |Z to call numbers for certain graphic novels records

Subfield Z and ACQ Records- Only for Acquisitions Libraries

Blu-ray Discs

- After downloading Blu-ray ACQ records in to Workflows, you need to change the Item Type of ONORDER to BLURAY
- Holds are allowed for the ONORDER Item Type, but holds on Blu-ray ACQ records will not be filled unless the patron's library gets a copy
- Changing the Item Type to BLURAY prevents holds from being placed and then never being filled
- Also add Blu-ray to the edition field of the bib. record

DVD Sets

- Add |ZA FULL SET (when circulating as a full set) or |ZDISC 1 (when circulating the set separately) when you download the ACQ record
- Adding this |Z information to these ACQ records will help with holds being properly placed on these records

Large Print

- Add large print to the edition field when you download the ACQ record
- Kristin can set up a grid with a holding code of BLURAY and a grid to include Large Print edition; email kslater@sailsinc.org if you are interested in having this grid set up with your ACQ downloads

JUV/YA Fiction and Graphic Novels Review

JUV/YA Fiction Review

- ALL Juvenile and YA hardcover and paperback fiction copies can be attached to ONE record
- Edition, Publication Information, and Physical Description are not important for these fiction titles
- Focus on matching the author and title
- Holds will be filled more efficiently, especially summer reading titles
- If your copy's ISBN is missing from a record, fill out an error reporting form on the SAILS website so that SAILS can add your copy's ISBN
- SAILS is working on merging JUV/YA titles on several summer reading lists to help with filling large number of holds on certain titles
- Reminders: board books can only be attached to board book records; and abridged or adapted titles cannot be attached to the complete book record

Graphic Novels Review

- ALL hardcover and paperback copies of Graphic Novels (JUV/YA and Adult) can be attached to ONE record
- Edition, Publication Information, and Physical Description are not important for these graphic novels titles
- Focus on matching the author and title and whether or not you are attaching to a single volume record or a multiple volume record
- 3-in-1 editions will continue to be on separate records; do not attach 3-in-1 editions to a multiple volume record

Fiction (Adult) and Nonfiction Review

Adult Fiction

- Edition, Publication Information, and Physical Description are not important for adult fiction titles
- 4 primary decisions for attaching to adult fiction records:
 - Attach a hardcover copy to a hardcover record
 - Attach a paperback copy to a paperback record
 - Attach a large print hardcover copy to a large print hardcover record
 - Attach a large print paperback copy to a large print paperback record
- If your copy's ISBN is missing from a record, fill out an error reporting form so that SAILS can add your copy's ISBN

Adult Nonfiction

- When deciding to attach to an adult nonfiction record, focus on the edition (not the printing statement); a different edition requires a separate record
- Different printing date does not require a separate record when all else matches
- Good rule of thumb: most of the time adult nonfiction paperback copies will be on a separate record from the adult nonfiction hardcover copies
- If your copy's ISBN is missing from a record, fill out an error reporting form so that SAILS can add your copy's ISBN

JUV/YA Nonfiction

- When deciding to attach to a JUV/YA nonfiction record, focus on the edition (not the printing statement); a different edition requires a separate record
- Different printing date does not require a separate record when all else matches
- Good rule of thumb: most of the time JUV/YA nonfiction hardcover and paperback copies will be attached to the same record

New Cataloging Standard and How They Impact Workflows Display

- RDA stands for Resource, Description, and Access and is now the cataloging standard
- **Nothing is changing with how information is entered in request records**
- Information will display differently in full records
- Many RDA records are already in Workflows with some of these changes
- [videorecording], [sound recording], [electronic resource], [kit] will not be included in the title of nonprint RDA records
- Abbreviations will be spelled out
- Sound disc is Audio disc in the physical description under RDA
- There are new fields: 336, 337 and 338 to detail the content (such as spoken word), media (audio) and carrier (audio disc)
- You do not need to fill out an error report form if [videorecording], [sound recording], [electronic resource], [kit] is missing from the title of a record
- You also do not need to fill out an error report to update audio disc to sound disc in the physical description
- **Continue to create request records exactly the same as before**

Fiscal Year 16 Roundtables

- Please email catsupport@sailsinc.org with topics that you would like to see discussed at our roundtables for FY16
- Kristin will email the Cat List in June asking for volunteers for locations for our roundtables and annual meeting