

Cataloging Roundtable – April 26, 2012

Libraries in attendance: Attleboro, West Bridgewater, Swansea, Seekonk, Easton, Dighton, Norfolk

Warner Bros. Home Video DVDs and Blu-ray discs (Rental and Retail Copies)

- Libraries ordering through Ingram and Baker & Taylor can only purchase rental copies of movie DVDs and Blu-ray discs
- These rental copies have different UPCs than the retail copies and do not include special features
- Rental copies are released 28 days after the retail copies
- SAILS is putting both the rental and retail copies on the same record with both UPCs
- If you find a record that matches except for the UPC, please fill out an error reporting form
- If you are attaching a copy to an ACQ record, please add your copy's UPC to the ACQ record

Acquisitions and DVD Sets (Game of Thrones, Downton Abbey, etc.)

- Libraries using 9xx and Acquisitions need to take an extra step when adding on-order DVD and Blu-ray set records
- There is no |z in the call number for on-order copies and that creates problems with holds
- When you load an ACQ record for DVD sets, you need to enter |z and the appropriate information (such as |zFULL SET)
- If any library finds holdings for DVD and Blu-ray sets without |z, please fill out an error reporting form

Blu-ray DVD Combo Packs

- More titles are being released as Blu-ray DVD combo packs
- These combo packs can also include digital copy DVDs

Physical Description

- Request records must reflect the total number of discs, even if your library is not circulating the digital copy disc
- For example: you have 1 Blu-ray disc, 1 DVD and 1 digital copy disc (which your library may or may not keep)- the physical description to enter is: 3 DVDs
- In the Circ. Note of your library's copy record, you can enter: No digital copy (or a similar note)

Edition

- Please enter Blu-ray DVD combo pack in the edition field along with any other edition that may be on the container (widescreen, director's cut, etc.)
- For example: Blu-ray DVD combo pack, widescreen

Call Numbers

- Blu-ray DVD combo packs require |z in the call number
- If your library circulates the discs together, enter |ZFULL SET
- If your library circulates the discs separately, you must enter the type of disc after subfield Z: enter |zBLU RAY for the Blu-ray disc and enter |zDVD for the DVD

Questions

Circ Notes

- Can be used to indicate how many DVDs are in a set; how many CDs are in an audiobook title; or if there is a CD in the back of a book
- One DVD does not require a Circ. Note, unless there is a significant booklet that comes with it

Tabbed Windows in the New Workflows Release

- To set the option to have tabbed windows display, Go to Preferences > Desktop > Desktop Setup and Click on the button next to Tabbed Windows
- If you want the Tabbed Windows to display at the bottom, click on the button next to Tabbed windows on bottom

Refresher on What Libraries No Longer Need to Report in Error Reporting Forms

- If the subtitle “a novel” is missing from the bib. record- do not report
- Adding preliminary pages- do not report
- Pagination is 1 or 2 pages different- do not report
- Size is 1 or 2 cm. different- do not report
- If your copy says 1st ed., but the bib. record does not (and all else matches)- just attach your copy, but do not report to add 1st ed. to the record
- If your copy does not say 1st ed., but the bib. record does (and all else matches)- just attach your copy, but do not report to remove 1st ed. from the record
- 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

Ebook Readers

- If your library wants to have Ebook readers available for patrons, you can create a record for it in Workflows
- To create a record, you can use the Equipment manual that is on the SAILS website: <http://www.sailsinc.org/Manuals/CatEquipment.pdf>

The annual Technical Services Meeting will be held at the SAILS Meeting Room on Wednesday, June 13, 2012 from 10am-12noon.