

Technical Services Meeting – January 23, 2007

TOPICS COVERED AT THIS MEETING

Blu-ray Discs

New Checklists:

How to Add and Delete Fields in Workflows

How to Find the Title Control Number and Format of a Record

Authority Validation-Don't Use It

Dates

Cutting and Pasting Information from Outside Sources into Records

Tokyopop Publishing Paperbacks

Request Records for Possible/Probable Serial Titles

Weiss Ratings' Consumer Guides Name Change

New Title: Same Kind of Different as Me

Updating Records that are in Acq Format

Handouts:

- [toys and puppets checklist 2007](#)
- [Updating Records that are in ACQ format.pdf](#)
- [videocassettes checklist 2007.pdf](#)
- [videodiscs checklist 2007.pdf](#)
- [audiobooks checklist 2007.pdf](#)
- [books checklist 2007.pdf](#)
- [CD-ROMs checklist 2007.pdf](#)
- [frequently used terms and phrases list 2007.pdf](#)
- [games and puzzles checklist 2007.pdf](#)
- [graphic novels checklist 2007.pdf](#)
- [hardcover bound paperbacks checklist 2007.pdf](#)
- [paperbacks checklist 2007.pdf](#)
- [sending nonholdables to SAILS checklist 2007.pdf](#)
- [sound recordings checklist 2007.pdf](#)
- [subfield Z checklist 2007.pdf](#)

BLU-RAY DISCS

High-definition DVDs that are starting to become more widely available for purchase. Currently, the packaging of Blu-ray discs is clear-blue and there is a Blu-ray disc logo on both the container and the DVD.

Unfortunately, when ordering from Baker & Taylor, you cannot always tell if you are purchasing the regular DVD, Blu-ray DVD, or HD DVD.

Blu-ray discs require a Blu-ray DVD player to be played. You cannot play a Blu-ray disc in a regular DVD player.

When you create a request record for a Blu-ray disc, you should enter Blu-ray disc in the edition field. If widescreen or full screen is also listed, you need to include that information in the request record. For

example: Blu-ray disc, widescreen.

HD DVDs are another new high definition DVD. They are not to be confused with Blu-ray discs. HD DVDs require a HD DVD player to be played. You cannot play a HD DVD in a regular DVD player.

When you create a request record for HD DVDs, you should enter HD DVD in the edition field. If widescreen or full screen is also listed, you need to include that information in the request record. For example: HD DVD, widescreen.

NEW CHECKLISTS

Throw out all old checklists and only use this set with the date of January 2007. Every checklist has been revised, some with significant changes, so the old checklists are now obsolete. You can make as many copies as you need for your library. The checklists do not replace the cataloging manual, but are meant to be used along with the manual. The checklists are guides for where to look for the information that you need to enter in request and paperback records.

A revised guide to Subfield Z is included in this new set of checklists.

HOW TO ADD AND DELETE FIELDS IN WORKFLOWS (handout)

The handout for how to add and delete fields in Workflows can be used with the following types of records: ACQ, Request (MARC-00), Paperback, and Serial-00 records. The add line helper can be used when you need another field for additional information, such as adding another ISBN to the request record. The delete line helper can be used when you need to remove a field that you no longer want in the record.

HOW TO FIND THE TITLE CONTROL NUMBER AND FORMAT OF A RECORD (handout)

The title control number must be included on all photocopies, faxes, e-mails, and error report forms sent to the SAILS Cataloging Department. When viewing the bib. record, there are tabs at the top of the record. Click on the Control tab and the title control number can be found in the title control number field. The record format can also be found under this same Control tab. You can see whether a record is in the request record format (MARC-00), the ACQ format (ACQ), or the paperback record format (Paperback).

AUTHORITY VALIDATION- DON'T USE IT

You should not be validating the names of authors when creating request or paperback records. If the authority shield still displays when you create request or paperback records, you can remove this shield by updating your properties in Workflows. In order to update these properties, you must be logged in with your library's tech login. Click on the Title Maintenance wizard, right click on the Add Title wizard and

click on Properties. Next, click on the Helpers tab and make sure that the Validate Headings option does not have a check mark next to it. Click on the check mark to remove it and then click on OK to save your changes.

It is okay for the word UNAUTHORIZED to appear at the end of the author's name when you create request and paperback records or when you attach to a record. Leave the word UNAUTHORIZED in the record. You will not be able to remove it.

DATES

Look for the most recent date only on all print and nonprint items when you are creating request and paperback records.

CUTTING AND PASTING INFORMATION FROM OUTSIDE SOURCES INTO REQUEST AND PAPERBACK RECORDS

Do not cut and paste information from outside sources (such as websites or OCLC) into request or paperback records in Workflows. There are problems with diacritics and other characters not displaying properly as well as problems with incorrect information being pasted into these records. You should always use the item in front of you to create records. SAILS Cataloging relies on you to give us the information and description from the actual item, not from what a website thinks your copy might be.

When there are diacritics (for example, accents) in a title or name, you do not have to enter the accents in the record; just enter the letters in the words.

TOKYOPOP PUBLISHING PAPERBACKS

Tokyopop, a publisher of graphic novels, has now begun to publish paperback fiction titles. These paperback titles may have some illustrations, but they are not graphic novels.

REQUEST RECORDS FOR POSSIBLE/PROBABLE SERIAL TITLES

When you have to create a request record for a title that you think SAILS Cataloging will update as a serial record (such as exam guides), you should treat such titles as you would any other book. Do not leave out the copy's ISBN or physical description or make the date open-ended. These are all changes that SAILS Cataloging will do, if necessary. If the ISBN is listed on the book, it should be entered in the request record. Enter the date and physical description for the copy you have in front of you, as you would for any other book.

WEISS RATINGS' CONSUMER GUIDES NAME CHANGE

Weiss Ratings has recently changed its name to TheStreet.com Ratings. This name change affects all the current titles of Weiss Ratings

consumer guides that are in Workflows. All Weiss Ratings guides are now closed serial records. Any of these guides that now have the title beginning with TheStreet.com Ratings should not be attached to the closed serial records. The complete list of these closed records will appear in the next e-mail of serial records updates that will be sent out during the first week of February. There are several new records for TheStreet.com Ratings' guides already in Workflows, most of which are still in request record format. Those titles and title control numbers are:

a1301473	TheStreet.com Ratings' guide to life, health and annuity insurers
a1301354	TheStreet.com Ratings' consumer guide to Medicare supplement insurance
a1301743	TheStreet.com Ratings' guide to bond and money market mutual funds
a1303171	TheStreet.com Ratings' consumer guide to variable annuities
a1303104	TheStreet.com Ratings' guide to closed-end mutual funds
a1303143	TheStreet.com Ratings' consumer guide to term life insurance
a1303167	TheStreet.com Ratings' consumer guide to Medicare prescription drug coverage
a1303158	TheStreet.com Ratings' consumer guide to long-term care insurance
a1303154	TheStreet.com Ratings' consumer guide to homeowners insurance
a1303152	TheStreet.com Ratings' consumer guide to elder care choices
a1303156	TheStreet.com Ratings' consumer guide to automobile insurance

NEW TITLE: SAME KIND OF DIFFERENT AS ME

A new book, Same kind of different as me, could cause some problems when trying to search for this title. The word, same, at the start of the title is causing the searching problems. In order to search for this record by the title, you need to enter the whole title in quotations marks or put quotation marks around the word, same. This is similar to what you have to do to search titles with the word, not, in them. Another way to look for this title is by selecting the browse search option. When using the browse option, you do not need to use any quotation marks around the title or the word, same.

UPDATING RECORDS THAT ARE IN ACQ FORMAT (handout)

Many libraries have been voicing their concerns over ACQ records not being updated by the first library to attach to these records. If you are the first library attaching a copy to an ACQ record, you should

update the record. You have two options for updating ACQ records. You can use the Update Acquisition Record Request form on the SAILS website: <http://www.sailsinc.org/forms/cat-OverlayRequest.asp>

Or, you can make updates to any ACQ records that you find that are still in the ACQ format and that are missing information (subtitles, publication information, physical description, UPC codes, etc.). When you make such updates to these records, you are making them resemble request records.

If you choose to update the record, you must fill out the 950 tag in the ACQ records so that these records will be pulled for SAILS Cataloging. This 950 tag automatically appears with an "A" in it. Once you have updated the record, you must enter the word Acqupdate in the 950 tag. It does not matter whether Acqupdate is entered in capital or lowercase letters.

When you make updates to the record, you should not change the date or library code in the record and you should not enter your own initials. It does not matter which method you choose for updating the ACQ records, but it is important to follow one of these two options when you are attaching a copy to an incomplete on-order record.

The next Technical Services Roundtable will be held on Wednesday, March, 14, 2007, at the Hanson Public Library at 10am.

The next Technical Services Meeting will be held on Thursday, June 14 , 2007 at the SAILS Meeting Room at 10am.