

Technical Services Meeting – June 15, 2006

In attendance: Lorna Sylvia (Raynham) ; Martha Maher (Wrentham Schools); Heather Macpherson (Wrentham/Norfolk); Cheryl Belliveau (Freetown); Janice Allman (East Bridgewater); Pamie Tan (Lakeville); Rebecca Hall (Raynham); Ron Bettencourt (Durfee High School); Maggie St. Ours (Dighton); Sandra Day (Norton); Patricia Mello (New Bedford); Beverly Gracia (New Bedford); Ellen Crete (New Bedford); Sue Cordeiro (Somerset); Rosemarie Guay (Somerset); Mary Murphy (Swansea); Diane Dugal (Bridgewater); Toni Leverone (Hanson); Linda Miller (Taunton High School); Margaret Benoit (Halifax); Laurel DeStefano (Fall River); Timothy Golden (Foxboro); Susan McDermott (Pembroke); Robin Glasser (Norfolk); Maggie Holmes (North Attleboro); Sue Branco (Westport); Stan Koczera (Plainville); Kathy Murphy (Wareham); Fran O'Buchon (Mansfield); Heidi Cauley (Attleboro); Gayle Gilbert (Attleboro); Karen Sullivan (Berkley); Lori Salotto (Middleboro); Melissa Guimont (Middleboro); Anne Marie Large (Easton); Denise Hamer (Acushnet); Gail Coelho (Taunton); Jamie Gosling (Taunton); Marsha Rehkamp (Marion); Nancy Daniels (Wrentham); Sharani Robins (Dartmouth); Jen Frasier (Rochester); Judy Cronan (Plympton); Patty Hiscock (BCC); Rose Enos (Seekonk); Claudette Tobin (SAILS); Jennifer Michaud (SAILS); Kristin Slater (SAILS)

TOPICS COVERED AT THIS MEETING

Policy for Subfield Z and Checkin Notes

New Checklists:

Sending Nonholdables to SAILS

Hardcover Bound Paperbacks

Graphic Novels

Updating Records that are in Acq Format

POLICY FOR SUBFIELD Z AND CHECKIN NOTES

(Handout)

Subfield Z Policy

How does subfield Z work?

For records of multi-volume sets (DVDs, encyclopedias, magazines, etc.), |z allows patrons to place copy-specific holds. Without |z the item may not even be pulled for the RHA report to fill the hold.

Some libraries circulate these DVD/video sets as a complete set and other libraries circulate each item of the set separately. Whichever way your library circulates these items is not a problem, but all the copies attached to such records must include |z in each call number.

Effective as of **July 1, 2006**, SAILS policy states that for DVD and video sets that the information entered after the |z must follow the standards outlined in the handout given at this meeting. It does not matter what information is entered in the call number before |z.

If your library circulates the full set as a complete set, the call number after |z must be:
|z FULL SET

If your library circulates the parts of the set separately, the call number after |z must be the information as listed on the DVD or video: on the DVD or video is listed Episodes 1-4; the call number after |z is:

|zEpisodes 1-4

On the DVD or video is listed V.1; the call number after |z is: |zV. 1

If the DVD or video lists both a volume number and episode number, enter the call number exactly how it appears on the DVD or video:

|zV. 1 Episodes 1-4

Some DVD or video sets have a container title with individual titles listed on each DVD. For example, The complete thin man collection contains 7 videodiscs, with a different thin man title listed on each DVD.

The call number after |z would be the title listed on each DVD.

DVD title: After the thin man; call number after |z is: |zAfter the thin man

When all libraries use this consistent wording after |z, each library's copy will be grouped together under each call number (set call number or individual call number), which will help expedite holds being filled.

Libraries are not required to make retrospective changes to their call numbers. This policy was approved by the SAILS Board in May and goes into effect on July 1, 2006, but you should begin creating your call numbers this way now. This policy was put in place due to too many complaints from both patrons and library staff about holds not being filled in a timely manner.

Checkin Note

In a future version of the Unicorn software, the circ note will once again be functional. In anticipation of this change, we are discontinuing the use of the number of pieces in the copy record. Instead, enter this information in the circ. note field in the copy record.

This change is effective as of July 1, 2006, but you should begin using the circ. note field for the number of pieces now. You can follow the examples provided in the handout.

This checkin note will appear at the time when items are checked in.

Libraries are not required to make retrospective changes, but SAILS can run a report to list your library's records with multiple pieces. If your library wishes to make these

updates, you can fill out a General Workflows Request form on the SAILS website (<http://www.sailsinc.org/forms/WorkflowsRequest.asp>) and choose the Weeding Report option on the first page of the form.

Suggestions made by libraries about keeping track of multiple piece items at the time of checkin/out: write the number of pieces that need to be counted next to the barcode; write the barcode on all pieces being circulated together

SENDING NONHOLDABLES TO SAILS CHECKLIST (Handout)

All nonholdable items sent to SAILS should be put In Transit in the system before being put in the delivery boxes or brought to the SAILS office.

Use the SAILS Cataloging card to place holds

The card name is SAILS Cataloging; the user id/barcode is: 21654000302074; the altid is: SAILSCAT

Place a copy-specific hold on your library's copy

Change the pickup location to **SAILS**

When the system prompts for the override, enter **sails**

Use the Trap Holds wizard to put the item in transit to SAILS

Or use the Discharge/Checkin wizard to put the item in transit to SAILS

Include the request record slip (or a copy of the slip) with each nonholdable item

Arrangements can be made with SAILS Cataloging for nonholdable items that you do not want to send through the delivery. Any staff member can bring such items to meetings or workshops held at SAILS. E-mail catsupport@sailsinc.org before bringing these items to SAILS.

Reminder: If your library has a large stack of nonholdable request slips, you do not need to send all of those items all at once to SAILS. Put them in transit and send them at your convenience.

HARDCOVER BOUND PAPERBACKS CHECKLIST (Handout)

When there is no matching record in the system, create a request record for hardcover bound paperbacks. You need to enter the bound company's name in the general note field (for example, Penworthy, PermaBound, Turtleback), which lets SAILS Cataloging know that you have the hardcover copy, not the paperback. If there is no binding company's name on the cover, enter this phrase: Bound copy of paperback.

What do you do if you have the hardcover bound copy and you find a matching paperback record in Workflows?

Remember that your copy must match in every other way before you fill out an error reporting form

Fill out an error reporting form on the SAILS website saying that you have a bound copy and include the bound publisher's name and ISBN (when applicable)

You can use the Other Problems section of the form and enter the necessary information, including the title control number

Form could be filled out similar to this example: Turtleback copy with ISBN 0606333428; okay to attach to this record?

If the copy can be attached, SAILS Cataloging will update the record and e-mail a reply that the ISBN has been added to the record

If the copy is not a match, SAILS Cataloging will e-mail a reply to create a request record for your bound copy

GRAPHIC NOVELS CHECKLIST (Handout)

This is a revised checklist. Please dispose of the previous graphic novels checklist. The revisions to this checklist focus on creating request records for multiple volume graphic novels titles.

For titles with multiple volumes, you must enter the ISBNs from each volume being attached to the request record.

For titles with multiple volumes, do not enter the volume number in the title.

For titles with multiple volumes, enter the most recent dates from the first and last volumes to be attached to the request record.

For example: volumes 1-5 are being attached to the request record; volume 1 has the date of 1997 and volume 5 has a date of 2003; enter as 1997-2003.

For titles with multiple volumes, enter the number of volumes that are being attached to the request record; do not enter the physical description for only the first volume being attached to the request record

For example, volumes 1-5 are being attached to the request record; enter as 5 v. : ill. ; 20 cm.

UPDATING RECORDS THAT ARE IN ACQ FORMAT (Handout)

Instead of filling out the Update Acquisition Record form on the SAILS website, you many now make updates to ACQ records (both print and non-print) that you find that are still in the ACQ format and that are missing information (subtitles, publication information, physical description, UPC codes, etc.).

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 this 950 tag. It does not matter whether AcqUpdate is entered in capital or lowercase letters.

You may enter your initials in a 500 general note field, but this is not required.

You do not need to update the 948 AcqRequest date.

Suggestion from the meeting: Print out a copy of the MARC-00 (Request Record) template so that you have a copy of the fields that you may need to add to make updates to these ACQ records.

An e-mail will be sent during the summer with a list of next fiscal year's schedule of technical services meetings and roundtables.