

Technical Services Meeting – June 4, 2008

In attendance: Cheryl Belliveau (Freetown); Antonia Leverone (Hanson); Sue Olsen (Hanson); Stan Koczera (Plainville); Rita Menard (Somerset); Sue Cordeiro (Somerset); Valerie Nyborn (Wrentham Schools); Ronald Bettencourt (Durfee High School); Kathy Astley (Norfolk); Anne O'Leary (New Bedford High School); Susan McDermott (Pembroke); Janice Allman (East Bridgewater); Patricia Mello (New Bedford); Sonia Klakus (New Bedford); Ellen Crete (New Bedford); Mary Murphy (Swansea); Ellen Crawford (West Bridgewater); Paula Sitarz (Dartmouth); Kathy Keirstead (Plympton); Fran O'Buchon (Mansfield); Lorna Sylvia (Raynham); Heidi Cauley (Attleboro); Sharon Lavallee (Norfolk Centennial); Linda Miller (Taunton High School); Diane Brennan (Lakeville); Suzanne Dauteuil (Dighton); Vicki Dawson (Berkley); Diane Dugal (Bridgewater); Kathy Murphy (Wareham); Tim Golden (Foxboro); Sandra Day (Norton); Juanita Goulart (Fairhaven); Peter Fuller (Seekonk); Rebecca Duncan (Mattapoisett); Jen Frasier (Rochester); Laura Bennett (Rehoboth); Lori Salotto (Middleboro); Denise Hamer (Acushnet); Joanna Pistone (Halifax); Patty Hiscock (BCC); Nancy Daniels (Wrentham); Gail Coelho (Taunton); David Lockhart (North Attleboro); Claudette Tobin (SAILS); Jennifer Michaud (SAILS); Kristin Slater (SAILS)

TOPICS COVERED AT THIS MEETING

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CATALOGING OF SETS

Just a reminder that it is SAILS policy that we get one bibliographic record for a set. We do not get separate records for each part of the set. This policy was enacted in 2003 after a joint decision between Circulation and Cataloging committees was made to keep sets on one bib. record. This was done to eliminate inconsistency in the database. Also set records may contain information about the item that a single record will not. Libraries can choose to circulate the items separately or as the full set. In such set records, do not forget to have |z as part of the call number, as outlined in the Data Entry Guidelines and Checklists for Print Materials manual

<http://sailsinc.org/cat/JWFGuidelinesChecklistsPrint.pdf>

SCANNING ISBNs AND UPCs IN REQUEST RECORDS

Scanners cannot be used to scan 10-digit ISBNs in request records. When using a scanner to enter 13-digit ISBNs for books, you should make sure that the number above or beneath the code begins with 978. If that number does not begin with 978, it is not an ISBN and should not be entered in the request record for books. Only ISBNs should be scanned for books; you should not scan the UPC for books. You only need to scan UPCs for nonprint items. Also, please make sure that each ISBN or UPC is entered on a separate line of the request record.

Some UPCs and ISBNs that have been scanned in the records have been entered in the wrong line of the request record. Make sure that the ISBN is scanned in the ISBN field and that the UPC goes in the UPC field. Sometimes, the scanner does not pick up all of the numbers in the ISBN or UPC, so you should make sure to check the numbers after scanning them in the record.

If you are interested in using your Metrologic scanner for entering ISBNs and UPCs in request records, you can program the scanner for this function. If you still have the instructions booklet that came with your scanner, look for the section called, Enable UPC. Follow the steps listed and you will then be able to use your scanner to enter 13-digit ISBNs in request records and to search for these ISBNs in the system. You will still need to type the 10-digit ISBNs. If you no longer have the Metrologic instructions booklet, e-mail Kristin (kslater@sailsinc.org) and she can fax you a copy of the instructions page.

ERROR REPORTING FORMS AND 13-DIGIT ISBNs

As of this meeting, SAILS Cataloging will no longer be adding 13-digit ISBNs to records for items published before 2007. Since 13-digit ISBNs were introduced in 2007, SAILS Cataloging will continue to add 13-digit ISBNs to records for any item with a publication date of 2007 or later. You can still search for matching records using the 13-digit ISBN even when it is not in older records. Sirsi enabled the system so that you can search for a matching record using the 13-digit ISBN and the system will find the record with the corresponding 10-digit ISBN.

SPACES IN CALL NUMBERS

In May, while working on a weeding report, Bob Demanche at SAILS came across a problem with extra spaces in call numbers. You should not leave a blank space at the start of the call number. You also should not leave any spaces between information before and after |z. Although you may not see the extra space, it affects the sorting of items. The recommendation for the spacing between the volume (V.) and the number is: V. space number (for example, V. 1). You do not have to go back and update older call numbers that may have extra spacing. If you happen to be in a record and notice extra spaces in your call numbers, you can make the updates at that point.

GENERAL REMINDERS – REQUEST RECORDS

Use the Updated Print Manual

If you do not have a copy of the print manual (or need another copy), you can find it on the SAILS website: <http://sailsinc.org/cat/JWFGuidelinesChecklistsPrint.pdf>

You should only be using this new manual, dated January 2008, for creating request records for all print materials.

SAILS Cataloging is currently working on an updated nonprint manual, which will be in the same format as the print manual. An e-mail will be sent out to the Cat. list to announce when a copy of this nonprint manual will be mailed out to each library in the delivery.

Most Recent Date

Just a reminder that the only date that needs to be in a request record is the most recent date on an item. It does not matter whether this date is the copyright date or the printing date as long as it is the most recent date.

2009 Date Found in Recently Cataloged Book

In 2007, it took us until March to find a book with 2008 as its publication date, but this past February, a request record was created for a book with a 2009 publication date. Now that it is June, do not be surprised if you begin to see 2009 as the most recent date in the book. If 2009 is in the book as the most recent date, you should enter that date in the request record.

Edition Statement

Any edition statements on an item should be entered in the request record. If an item has more than one edition statement, you can enter all the statements on one line of the request record (for example: 1st ed., North American ed.)

Remember that a printing statement is not an edition statement and should not be in the edition field.

Do Not Use the Paperback Format

A reminder: you should no longer be using the Paperback format. The only formats you should be using are: MARC-00 (for request records), SERIAL-00 (for magazine records) and MUSEUMPASS (for museum pass records). Libraries using the Acquisitions module are also using the ACQ format.

Cat. List E-mail Reminder

SAILS Cataloging recommends that anyone involved with the technical services department at your library should subscribe to the Cat. List so that they can receive any important information (such as meeting minutes) that SAILS Cataloging e-mails to this list's subscribers. You can sign up for this e-mail list on the SAILS website:

<http://sailsinc.org/Network/ContactInfo.asp>

Global Edit Wizard and Summer Reading Lists

If you are going to be updating 100 or more books for the summer reading lists, please e-mail catsupport@sailsinc.org before using the Global Edit Wizard to make these changes. Too many libraries using this wizard for a large number of books all at once will cause indexing problems in the system.

You can only use the Global Edit Wizard to edit your own library's items. If your library makes updates for a school library, you should e-mail Kristin (kslater@sailsinc.org) so that she can make the changes necessary for you to use the Global Edit Wizard to update the books for the school library's reading list collection.

Spine Label Designer

Kristin and Bob have been working on creating templates for the spine label designer. Bob has already made several customized spine labels for some libraries. If your library is interested in using the Spine Label Designer, you can send samples of specific labels (and their catalog number, such as the number listed in the Gaylord catalog) that are being used at your library. You can send a blank sheet of labels and any measurements that came with these labels to the SAILS office (to Bob's attention).

Once Bob has created the template specific to your library's label stock, Kristin will set up the report template. Kristin can either come out to your library to get you started using the report or, if your library has PC Support, she can walk you through the steps over the phone, using PC Anywhere. Kristin can set up more than one template report per library. This report runs immediately. The only delay would be if other reports were scheduled to run ahead of it.

Although no library has requested templates for pocket labels, this customized report can also be set up for pocket labels.

Libraries are not required to use the Spine Label Designer, but if you are interested, you can contact Kristin (kslater@sailsinc.org)

NEXT RELEASE OF SIRSI SOFTWARE, GL3.2

There is no install date set for the next software release. No retraining will be required for this software release because it will only include enhancements to the software that we are currently using. One of the biggest changes is that the call number and item information will go back to displaying together on the same screen.

There are also some changes to the Serials Control module. When checking in the last issue of a magazine with predictions, you will have the option to review and generate new predictions right at that point. Also, you will be able to delete issues for received issues directly instead of having to unreceive the issues and then deleting them.

FALL ROUNDTABLE VOLUNTEERS

If your library is interested in hosting one of two technical services fall roundtables, please contact Kristin (kslater@sailsinc.org).

QUESTIONS

Will there be more in-depth training for serials and acquisitions?

Kristin will hold a serials roundtable and an acquisitions roundtable at SAILS this summer. These roundtables will be open to anyone currently using either of these modules or anyone interested in learning more about serials and acquisitions. More information will follow in an e-mail to the Cat. list.

This fall, there will also be nonprint roundtables held at SAILS. Each roundtable will focus on a particular nonprint format, such as one devoted solely to audiobooks. There will also be one roundtable that will provide a general overview of all nonprint formats.

If a library becomes decertified, does this status affect the services it receives from SAILS Cataloging?

No. Your library will continue to receive the same services as always from SAILS as long as your library maintains its membership in SAILS.

An e-mail will be sent to the Cat. List to announce the dates and locations for the Technical Services Roundtables to be held this fall and for the next Technical Services Meeting to be held at the SAILS Meeting Room in January 2009.