

## **Technical Services Meeting – May 15, 2014**

Libraries in attendance: Acushnet; Attleboro; Bridgewater; BCC; Carver; Dartmouth; East Bridgewater; Fall River; Freetown; Halifax; Lakeville; Mansfield; Middleboro; Norfolk; Norton; Pembroke; Plainville; Plympton; Rochester; Seekonk; Taunton; West Bridgewater; Wrentham; SAILS

### **TOPICS COVERED AT THIS MEETING**

#### **What is 9XX? How Can It Help You and Your Patrons?**

##### **RDA Demo**

##### **DVDs and Blu-rays**

##### **Summer Reading Titles and Fiction Classics**

##### **General Review**

#### **What is 9XX? How can It Help You and Your Patrons?**

- Libraries can load MARC records purchased from Ingram directly in to Workflows
- Libraries download these brief records and a copy of On-order is created; records are for both print and nonprint materials
- SAILS does not download these records
- These brief records include the ISBN, author, title and publication information
- Patrons see these records in Enterprise the day after they have been downloaded in to Workflows
- Patrons can place holds on these brief records, sometimes months before the book is released
- Kristin believes that Baker and Taylor requires the use of Title source III to use 9xx. You would need to contact them for more information. None of the 9xx libraries are using them as a vendor
- Midwest tapes is another vendor that offers 9xx
- Email Kristin if a vendor emails you MARC records with your orders and Kristin can see if those records can be loaded in to Workflows
- If you are interested in having 9xx at your library, email Kristin
- Kristin also has a 9xx workshop scheduled for Thursday, June 19<sup>th</sup>, from 9-11am; you can sign up here: <http://www.eventkeeper.com/code/events.cfm?curOrg=SAILS>
- Kristin can also come out to a library for 9xx training
- When attaching to these ACQ records, do not forget to update the bib. record and enter ACQ in the 950 field (you no longer need to enter Acupdate)

##### **RDA Demo**

- RDA stands for Resource, Description, and Access and is the new 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 being loaded in to 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
- Publication information will have a new field (264); RDA records may have two 264 fields
- Sound disc is Audio disc in the physical description under RDA
- There will be new fields: 336, 337 and 338 to detail the content (such as spoken word), media (audio) and carrier (audio disc)
- You might have already seen records with |eauthor after the person's name in the 100 or 700 fields; this is correct under RDA
- As of this meeting, you no longer 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**

## **DVDs and Blu-rays**

### **Old Records vs. New Records**

- If you find older Blu-ray records that are missing Blu-ray in the edition field, fill out an error report form so that we can add it to the record
- Older Blu-ray records may have an item type of DVD that allows network-wide holds; if there are no holds on your copy, you can update the Item Type to Blu-ray to allow for local holds only
- Do not change the Item Type if holds are attached to your copy because the holds will be put in limbo and not filled. Contact SAILS if you find these.

### **Blu-ray DVD Combo Packs**

- Blu-ray DVD combo packs must be split; attach the Blu-ray disc to a Blu-ray disc record and the DVD to a DVD record
- Do not attach your copies to any existing combo pack records
- Every library has a Blu-ray Item Type (BLURAY) that should be used for Blu-ray copies
- Blu-ray discs fill local holds only
- If there are no matching records, create a request record for the Blu-ray disc and a separate request record for the DVD
- Ingram will only provide combo pack records to 9xx libraries; designate the ACQ record as the Blu-ray record and attach the DVD to a record or create a request record for the DVD
- Enter the UPC from the combo pack in both the Blu-ray and DVD request records
- Fill out an error report form for SAILS to add missing UPCs and video numbers to these records

- If you get a combo pack with 3D and 2D Blu-rays with the DVD, add the DVD to a DVD record; you can keep all the Blu-rays on a single record- in the edition field of the request record, enter Blu-ray, 3D and 2D versions

### **Rental and Retails DVDs**

- Rental copies do not include any special features and they have different UPCs and video numbers from the retail copies
- Rental and retail copies are attached to the same bib. record
- Fill out an error report form to have your rental or retail copy's UPC and video number added to a record
- SAILS will add a note to the bib. record that not all copies include the special features
- Some rental/retail copies vary in the physical description (The great Gatsby, Gravity, and The hobbit: the desolation of Smaug); the retail copy has 2 DVDs and the rental copy has only 1 DVD (minus the special features DVD)
- In these cases, SAILS emailed the cataloging list to make sure libraries attached the rental and retail copies to the same record so that holds would be filled more efficiently
- Many libraries added circ. notes to these records to indicate that they had 1 or 2 DVDs
- SAILS added a General Note to the record that states: Some copies may not include the second disc with the special features

### **Summer Reading and Fiction Classics**

- SAILS has been working on merging records for popular fiction titles on the summer reading lists to help holds be filled more efficiently
- We also hope that these merged records will make it easier for libraries attaching to these records
- SAILS has particularly focused on those titles that may be of greater interest to the general public that also happen to be on summer reading lists
- Two such examples are: The fault in our stars and The giver; both of these titles are on summer reading lists and also will be released as movies this summer
- **To aid in filling holds more efficiently, we are merging hardcover and paperback juvenile and YA fiction records on to one record**
- **Adult fiction titles will not be affected and you should continue to attach all hardcover adult fiction to a hardcover record and all paperback adult fiction to a paperback record**
- For some classic fiction titles, it may be difficult to decide to which record you should attach
- When you get a lot of records in the search results list, look for the record that most matches your copy (hardcover/paperback) in the first 5 to 10 records in the list
- If you are spending more than 5 minutes trying to attach to a record, stop, and email catsupport or fill out error report form so SAILS can help

### **General Review**

### **Streaming Video File**

- New record format being loaded in to Workflows: Streaming video file
- Do not attach your DVDs to these records
- Take a look at Django unchained (a1973719) to see an example of this type of record
- Access to the streaming video is only available to patrons of the library that purchased the record from Overdrive

### **New Name for Training Workshop**

- Workshop is now called Beginning Data Entry for Cataloging
- We can schedule training on request; email catsupport if you need someone trained when there are no scheduled workshops or the workshop dates are not convenient with your schedule

### **Penworthy ISBNs**

- You do not need to report Penworthy (or any hardcover bound paperback) ISBNs; SAILS does not add hardcover bound paperback ISBNs to records
- If you are unsure if a copy's ISBN is a Penworthy or the original paperback ISBN, fill out an error report form with the ISBN and we will let you know if we added it or not

### **Local Documents and Original Cataloging**

- SAILS has stopped placing holds on most local documents for original cataloging
- Many libraries have faxed us copies of items, but sometimes you have something that does not photocopy well or is in too much disrepair to be put on the copier
- Fall River recently created a request record for an unusual local document and emailed us a photograph attachment of the information we needed to catalog the item
- This was such a great idea and helped us immensely with the cataloging that we wanted to pass on this suggestion when you have a local document
- You can email us with photos from your Smartphone or digital camera of a local document's title page, contents page or any other relevant information

### **Meeting Schedule**

- Kristin asked for volunteers for next fiscal year's technical services meetings
- Norton volunteered for the November meeting to be held between November 3 and 7; East Bridgewater volunteered as a backup
- If your library is interested in hosting the May meeting to be held during the week of May 4-8, email Kristin

### **Proof of Attendance Letter**

- If you need proof of attending technical services meetings, email Kristin at the time you register for each meeting
- Kristin will have the proof of attendance letter ready for you at the meeting

**The next Technical Services meeting will be held in November at the Norton Public Library. The date and time will be emailed to the cat. list at a later date.**