Attaching to DVD and Blu-ray Records

Searching Workflows

- To search by ISBN and UPC, use the General search index
- To search by both ISBN (or UPC) and title, use the Advanced Search option

General Reminders about Blu-ray DVD Combo Packs

- Blu-ray DVD combo packs should be split
- Attach the Blu-ray disc to the Blu-ray record
- Attach the DVD to the DVD record
- Do not attach copies to older combo pack records
- Create a request record for the Blu-ray disc and a separate request record for the DVD if there are no matching records
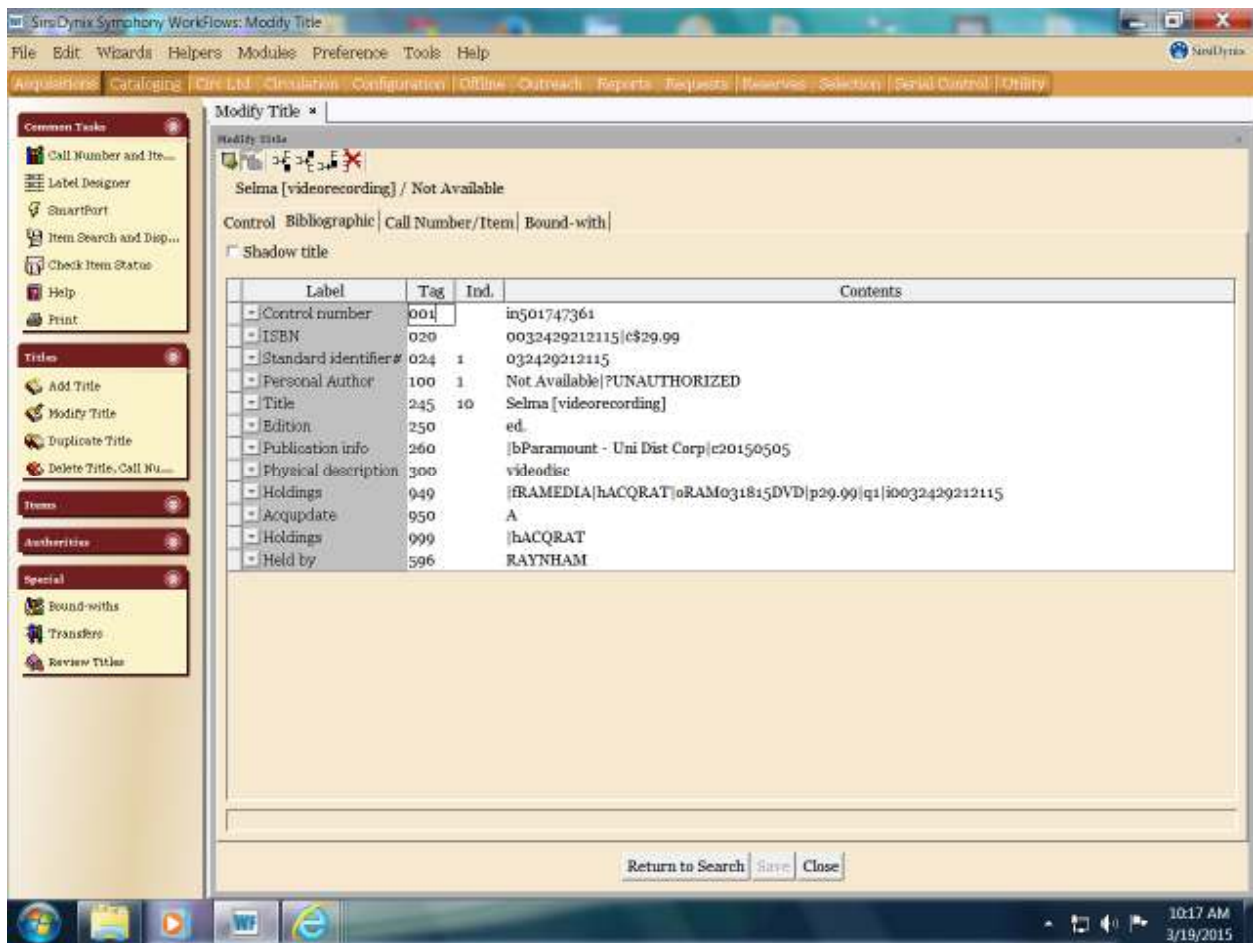
Attaching a Copy

- Search by ISBN, UPC, and title
- Choose the record that most closely matches your copy
- Verify title matches; if not, create a request record
    - ISBN and UPC may vary so go to next step
    - When everything matches except your copy's ISBN and UPC, fill out an error reporting form on the SAILS website so that SAILS can add those numbers

- If title matches, verify edition matches (if listed in record or copy); if not, create a request record
    - Do not attach a Blu-ray disc to a DVD record
    - Do not attach a widescreen DVD to a full screen record

- If edition matches, verify publisher name and date match; if not, create a request record
    - Date may vary so go to next step
    - When everything matches except your copy's date, fill out an error reporting form so that SAILS can update the record

- If publisher name and date match, verify physical description matches; if it matches, attach your copy

Note: If any information needs to be added or updated to a record (ISBN, UPC, title, edition, date), fill out an error reporting form.

Attaching to ACQ/On-Order Records

- ACQ records have very little information and need to be updated when you attach a copy
- Use the Modify Title wizard to update the ACQ record after you have attached your copy
- Fill in any missing information (edition, title/subtitle, pagination, publication information)
- 950 field begins with A; fill in that line so that the field says **ACQ** or **Acq** and click Save

Example of an ACQ Record to be Updated

Example of an Updated ACQ Record

Subfield Z in Call Numbers for Multiple Volume Records

- |Z allows copy-specific holds on multiple volume records, such as:
  - DVD sets for TV shows and movie collections
  - Multiple volume print records, including magazines and graphic novels

- Anything can be in the call number before |Z, but there is a 40-character limit
- There are no spaces before or after |Z
- Hold the shift key along with the \ key to enter |Z in the call number

- Information after |Z must follow SAILS standards (as shown in the examples below)
- Holds will not be filled efficiently without this consistent, standard information after |Z

DVD Sets

Set is kept together for circulation; discs circulate together
- Enter |ZA FULL SET
- Example:
  DVD MYSTERY|ZA FULL SET

Set is split up for circulation; discs circulate separately
- After |Z enter the volume number, disc number, or title on the DVDs
- Examples:
  DVD GAME OF THRONES|ZDISC 1&2
  DVD GAME OF THRONES|ZDISC 3&4
  DVD GAME OF THRONES|ZDISC 5
  DVD SHERLOCK|ZDISC 1
  DVD SHERLOCK|ZDISC 2
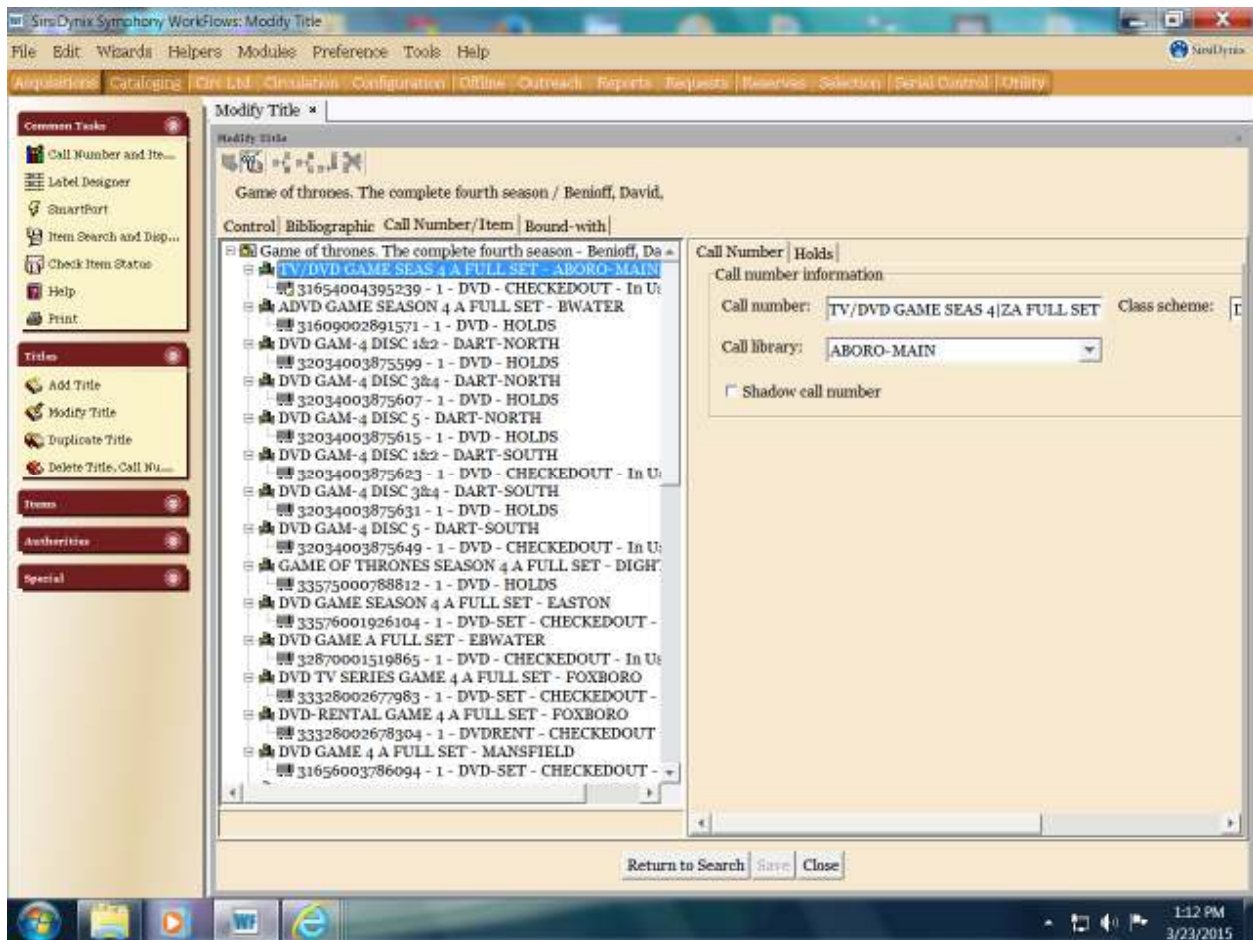 DVD|ZAFTER THE THIN MAN
  914.2 RIC|ZENGLAND AND WALES

ACQ/9XX Libraries Only: Acquisition Call Numbers and Subfield Z with DVD Sets

- After running the Load Bibs with Order Info report, you MUST update the call number for DVD set records
- Enter |ZA FULL SET for the complete DVD set
- Example:
  XX(2026582.2)|ZA FULL SET

SAILS Cataloging Manuals – April 2015

Reminders:

- |Z will automatically be added to call numbers with V. and PT. (such as V. 1 and PT. 2) after you click Save
- Double check that |Z has not been added to your call number when you are attaching to a single volume record
- |Z in call numbers for single volume records will create problems with holds being filled
- |Z missing in call numbers for multiple volume records will create problems with holds being filled

Example of |Z in Call Numbers for TV Show DVD Set Record

Example of |Z in Call Numbers for Movie Collections DVD Set Record