

October 9, 2019 Technical Services Roundtable  
at the East Bridgewater Public Library

Libraries in attendance: Attleboro; Berkley; East Bridgewater; Easton; Fall River; Mansfield; Marion; Mattapoisett; Middleboro; New Bedford; Norfolk; Pembroke; Swansea; Taunton; SAILS

**TOPICS COVERED AT THIS MEETING**

**Follow up Items from the May Annual Technical Services Meeting**

**Acquisitions Records with Summaries**

**Questions/Discussion Topics**

**Follow up Items from the May Annual Technical Services Meeting**

**Circulations Sets and Holds**

- Item Type of CIRCSET is nonholdable, but we found that if you don't change the Item Type for all the items in the Circulation Set, the individual items could be flagged to fill holds
- SAILS recommends that you update the Item Type to CIRCSET for each item in the set and make a note in the Staff Notes of the Copy Record for the original Item Type for when you need to change it back
- We also talked about using the Item Group Editor to make those changes
- [Click here for the Item Group Editor cheat sheet](#)

**Book Club Kits (for Multiple Copies of the Same Title)**

- When you create request records for these book club kits, you can add a General Note 500 field that says: Book club kit
- SAILS Cataloging will make sure this phrase is in these records when updating them to be fully cataloged records
- Book club kit can be searched in Enterprise (under Everything and All Fields) to find these records; you can also limit by library
- There was also a discussion about how libraries circulate these book club kits; some libraries circulate all copies under a single barcode, while other libraries have a barcode for each copy of the book

**Acquisition Records with Summaries**

- Over the past few months, you've probably noticed more ACQ records containing summaries
- These summaries display in the ACQ record before the physical description
- SAILS is currently keeping these summaries in ACQ records
- **Please update the ACQ record when you are the first library attaching a physical copy to the record and fill in the 950 field with ACQ (or Acq)**
- If ACQ records are not updated and the 950 field isn't filled in with ACQ, the records won't be flagged to be cataloged by SAILS

## Questions/Discussion Topics

### Call Numbers for Nonfiction Books and Graphic Novels

- Libraries at today's roundtable expressed an interest in having a workshop about creating nonfiction call numbers using the Dewey Decimal classification system
- SAILS will be looking at options to provide a Dewey workshop or Dewey resources in the future
- WebJunction (from OCLC) currently offers a free self-paced online course, Introduction to Dewey Classification, but this is a 3 hour course:
- <https://learn.webjunction.org/course/search.php?search=introduction+to+dewey+classification>
- All WebJunction courses are free, but do require you to create an account to register and access the courses
- We also provide access to WebDewey for creating call numbers; for more information, check the Cataloging Section of the SAILS website: <https://www.sailsinc.org/cataloging-desktop/>
- There was also a discussion about how libraries are classifying their graphic novels as well if libraries have separate sections devoted to graphic novels in their children's, YA, and adult collections
- We also reviewed how to keep |Z out of call numbers for single volume graphic novels; for example: GN WILSON V1 or GN WILSON #1
- **|Z must be in call numbers for multiple volume graphic novels records** or else people won't be able to place their holds properly in Enterprise and holds won't be filled efficiently

### Magazines and Serials Control

- Most libraries at the roundtable aren't currently using serials control for their magazine collections
- We talked about which vendors libraries use for their magazine subscriptions
- Some libraries use EBSCO and other libraries use either Popular Subscription Service (PSS) or Rivistas
- A discussion followed about how libraries decide which magazine subscriptions to discontinue

### Self-Published Books

- If only the author's name is listed near the copyright date and there is no publisher's name listed in the book, you can enter the author's name in the Publication Info. field of the request record
- We also talked about libraries having special sections and/or spine label stickers for local authors

### Puzzles Collection

- Some libraries have opted to circulate their puzzles using the Ephemeral Check Out wizard
- Other libraries create a separate request record for each puzzle in their collection
- Another option is to create a request record for your entire puzzle collection and use |Z along with a descriptor of the puzzle in each call number
- All three options are good; each library can decide how they want to add puzzles to the system
- When creating these records, use the MARC-OO format (for request records) and don't forget to put [puzzle] at the end of the title
- SAILS Cataloging doesn't do any additional cataloging for puzzles records (same goes for toys, games, and puppets)

### **Cake Pans**

- Some libraries create separate request records for each cake pan in their collection and other libraries create 1 record with all of their cake pans attached
- Another option is to create cake pans records using the EQUIP format; records created using this format will not be updated by SAILS Cataloging
- Either option is good; each library can decide how they want to add cake pans to the system
- If libraries want the records to be fully cataloged, they need to create a request record (with the MARC-OO format)
- We discussed how libraries maintain this collection, including what to do when someone returns a pan that has not been properly cleaned

The Annual Technical Services Meeting will be held on Thursday, May 7, 2020 from 10am to noon at the Lakeville Public Library. You can register for this meeting here:

<http://www.eventkeeper.com/code/ekform.cfm?curOrg=SAILS&curlD=410990>