

Technical Services Meeting – December 4, 2013

Libraries in attendance: Acushnet; Attleboro; BCC; Berkley; Dartmouth; Dighton; East Bridgewater; Easton; Fall River; Foxboro; Freetown; Halifax; Hanson; Lakeville; Mansfield; Middleboro; Norfolk; North Attleboro; Norton; Pembroke; Plainville; Plympton; Raynham; Rochester; Seekonk; Swansea; Taunton; Wareham; West Bridgewater; Wrentham; SAILS

TOPICS COVERED AT THIS MEETING

- **Review of Cataloging Fiction Policy Changes**
- **Blu-ray DVD combo packs**
- **Subfield Z for DVD sets**
- **Item Type Change for 9XX and ACQ Libraries**
- **RDA Announcement and Record Display Changes**

Review of Cataloging Fiction Policy Changes

- Goal behind the changes was so that holds will be filled faster
- Changes are for fiction titles only, including foreign language fiction
- If you have a classics title (such as Pride and prejudice) and you cannot find a record to which you can attach, create a request record and SAILS will make any necessary merges
- If you are unsure about attaching to a record, fill out an error report form or email catsupport@sailsinc.org
- SAILS is adding (hc) and (pbk.) after the ISBN for fiction titles as we update request records to full records
- Some records have (hbk) after the ISBN; this is a hardcover copy (hbk=hardback)

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
- 3D Blu-ray discs should be on separate records because of the special equipment that is required to view 3D Blu-ray discs
- Subfield Z is no longer required for these call numbers because the discs are now on separate records
- Fill out an error report form for SAILS to add missing UPCs and video numbers to these records

Subfield Z Changes for DVD Sets

- Full sets should now have the call number |ZA FULL SET
- In Enterprise, patrons were selecting the first option in the drop-down list, which was usually one of the split set discs
- Now the full set option displays before the separate disc call numbers when patrons place holds
- Libraries do not need to go back and update any of their call numbers
- Fill out an error report form to let SAILS know if DVD set records are missing |Z in the call number
- If you find a record for a popular DVD set with lots of holds and see that |ZA FULL SET is not in all the set call numbers, fill out an error report form

Item Type Change for 9xx and ACQ Libraries

- 9xx libraries can contact Kristin if they want to have the Item Type of Bluray added to their on-order template; this Item Type will block holds, except for local holds
- With this change, you will need to order your Blu-rays separately from other materials

Rental and Retail DVDs

- More companies are offering only rental copies to libraries
- 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 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

RDA Announcement and Record Display Changes

- RDA=Resource Description & Access; SAILS will be fully implementing this latest cataloging standard by the middle of next year
- Nothing is changing with how information is entered in request records
- Information will display differently in full records; many records are already being loaded in to Workflows with some of these changes
- [videorecording], [sound recording], [electronic resource], [kit] will not be included in RDA records
- Abbreviations will be spelled out

- Publication information will have a new field (264); RDA records may have two 264 fields
- There will be new fields: 336, 337 and 338 to detail the content (such as spoken word), media (audio) and carrier (audio disc)
- There will also be changes to Fictional characters subject headings; for example, Holmes, Sherlock (Fictitious character) now is Holmes, Sherlock

The next Technical Services meeting will be held on Thursday, May 15, 2014 at the Middleboro Public Library at 10am.