

Technical Services Meeting – January 22, 2009

In attendance: Paula Sitarz (Dartmouth); Stan Koczera (Plainville); Suzanne Dauteuil (Foxboro); Lorna Sylvia (Raynham); Vicki Dawson (Berkley); Antonia Leverone (Hanson); Patricia Mello (New Bedford); Sonia Klakus (New Bedford); Ellen Crete (New Bedford); Sue Olsen (Hanson); Sue Cordeiro (Somerset); Rita Menard (Somerset); Susan McDermott (Pembroke); Sandra Day (Norton); Kathy Astley (Norfolk); Jen Frasier (Rochester); Janice Allman (East Bridgewater); Diane Brennan (Lakeville); Diane Dugal (Bridgewater); Ellen Crawford (West Bridgewater); Nancy Daniels (Wrentham); Kathy Murphy (Wareham); Anne Marie Large (Easton); Heidi Cauley (Attleboro); Fran O’Buchon (Mansfield); Lori Salotto (Middleboro); Kathy Keirstead (Plympton); Rose Ruel (Halifax); Mary Murphy (Swansea); Denise Charland (Acushnet); Patty Hiscock (BCC); Donna LeBarnes (Carver); Brenda Carr (Dighton); Gail Coelho (Taunton); Claudette Tobin (SAILS); Jennifer Michaud (SAILS); Kristin Slater (SAILS)

TOPICS COVERED AT THIS MEETING

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WORKFLOWS PATCH INSTALLATION

The Workflows patch cluster installation is scheduled for Sunday, February 1, 2009. We will be back online in the afternoon for those libraries open on Sunday. There are no major changes for cataloging functions, but some bugs will be fixed by this patch cluster. The anticipated fix with serials control will not occur with this installation and there is not timetable for when that will occur. The circulation changes will be discussed at next week’s Circulation Meeting on Tuesday, January 27 at 9:30am at the SAILS Meeting Room.

SUBFIELD Z

There is now a limit to the number of characters that can be in the call number. Prior to this version of Workflows, the number of characters in a call number was unlimited. Now, the call number can only contain 25 characters. When it comes to call numbers with |z, the information before |z needs to be shorter to ensure that as much information as possible displays after |z is in the call number. For example, a DVD set with various movie titles that circulate separately requires call numbers with as much of the full movie title as possible after |z. The incomplete information after |z affects holds and other

libraries being able to tell their patrons what another library really has attached to such records.

Another important thing to remember about |z is the spacing of volume or part numbers in the call number. There should be no space between |z and the rest of the call number. When entering volume numbers, you should enter v. 1; you enter the v. followed by a space followed by the appropriate number. If you do not leave a space between the v. and the number, there will be a sorting issue of the holdings attached to the record. If you put two spaces between the v. and the number, there will also be a problem with sorting the holdings of a record.

If you enter |z in the call number for a record that does not require it (such as a single book, audiobook, CD, DVD) all the holds will go to that holding with |z.

If you should find records with holdings attached that should have |z or holdings where there should not be a |z, fill out an error reporting form on the SAILS website or e-mail catsupport (catsupport@sailsinc.org) so that SAILS Cataloging can fix the problem.

DVD RELEASES WITH DIGITAL COPIES

Several DVDs in the past few months have been released with digital copies. SAILS currently has records for such releases as WALL-E, Prince Caspian and Horton hears a Who. These digital copies may be part of a special edition DVD release and are often, though not always, a separate disc. Typically, the digital copy is only accessible for one time and only on the day that the DVD is released. For many libraries, this means that by the time you receive a DVD with a digital copy the time to access it has already expired.

Most libraries that have already received such DVD releases have opted not to keep the digital copy disc and that is okay. Keep in mind, though, that some DVDs may include the digital copy option as part of a DVD that includes special features that will always remain on the DVD. In that case, you do not want to throw away such a DVD.

If you create a request record for a DVD with a digital copy, you need to enter the total number of discs that came in the packaging. For instance, if you have a title that includes 2 videodiscs and 1 digital copy disc, you need to enter 3 videodiscs in the physical description, regardless of whether or not your library keeps the digital copy disc. In the general note field, you need to enter this phrase: Includes digital copy. When SAILS Cataloging gets the full records, we are adding two general notes to these records. The first general note will be similar to this phrase: Not all library copies will include the digital copy DVD. The second general note will include information about the date that that downloading expired. For example: Digital copy expired for download on December 9, 2008.

REQUEST RECORDS OVERVIEW

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. This is also true when you are looking to attach your item to a record. You must look at the most recent date on your item and see if that date matches the date in the record.

Editions

You should transcribe the edition exactly as it appears on the item in the edition field of the request record. Some large print books do not include a specific edition, so in that case, you should enter Large print ed. However, many large print books do include a specific edition (such as Center Point large print ed.) and you should enter the edition exactly as it appears on the book in the request record.

Remember that a printing statement is not an edition and should not 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., U.S. ed.)

If the edition is only listed in the CIP on the title page verso, you should not enter it in the request record.

CIP (Cataloging- in-Publication Data)

Do not use the CIP information listed on the title page verso when you are creating a request record, when you are attaching to a record, or when you are reporting a problem with a record in an error reporting form. This CIP information often contains inaccurate and incomplete information and should not be used. We continue to see request records with incorrect information (such as the title, date and edition) because this information was taken from the CIP. We have also been receiving error reporting forms for updates to be made to a record based on incorrect information listed in the CIP.

Information listed above and below the CIP can and should be used for creating request records or attaching to records.

UPCs That Begin With 978

If the number under the UPC barcode of a book begins with 978 and has 13-digits, this is the 13-digit ISBN and should be entered in the ISBN (020) field of the request record. Please do not enter or scan this ISBN in the UPC (024) field. All other UPC numbers should be entered in the UPC (024) field for nonprint materials. The UPC (when it is not the 13-digit ISBN) is not required in a request record for books.

Error Reporting Forms and 13-digit ISBNs

As of the June 2008 technical services meeting, SAILS Cataloging is no longer 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.

If your item lists both the 10 and 13-digit ISBNs, you should enter both ISBNs in your request record, regardless of when the item was published.

Playaways

When you create request records for Playaway audiobooks, you should continue to enter [sound recording] at the end of the title. However, you will notice that the full records that SAILS gets from OCLC now have [electronic resource] at the end of the title. There is a Playaway subcommittee that has pushed for a move towards using [electronic resource] because of its MP3 capabilities even though many libraries consider Playaways as audiobooks. What does all this mean to your request records for Playaways? For now, nothing. You can continue to enter [sound recording] in the title, but you should expect to see [electronic resource] in the title of the full MARC records. This does not affect what codes you use in the copy information of a record to indicate where you keep Playaways in your library. SAILS Cataloging will let you know when you need to begin entering [electronic resource] in the request record.

OCLC WorldCat and Copying/Pasting Information in to Request Records

You should use the item in front of you to get the information you need to enter in the request record. You should not be using records you find when you search on OCLC's WorldCat and cutting and pasting this information in your request records. Often the information in such records is incorrect and we are unable to tell if you took the information from the item in hand or an outside source (be it OCLC WorldCat, a shelf card, vendor catalog, etc.). We rely on you to enter the information exactly from the item in hand in to the request record.

There is also the issue of printing costs when we are printing out request slips with information pasted from an OCLC record that includes more information than we require you to enter in the record. Some request slips print out to 5 pages due this extra information from the WorldCat records.

Graphic Novels

A question came up about the necessary information to enter for graphic novels with regards to the list of writers, pencilers, inkers and other contributors on the title page. Enter the first author or writer on the title page in the Personal Author (100) field of the request record. If there are two other authors on the title page, enter their names in separate Added Author (700) fields. If more than three author's names appear on the title page, you only need to enter the first name in the Personal Author (100) field. Enter the names of the pencilers and inkers when they appear on the title page in a General Note (500) field. The writers, pencilers and inkers are the most important names from the title page of graphic novels that need to be entered in the request record. If the pencilers and inkers names do not appear on the title page, you should not enter their names in the request record.

Print and Nonprint Manuals

If you do not have a copy of either manual or you need another copy of the print or nonprint manuals, you can find each manual on the SAILS website:
<http://www.sailsinc.org/cat/index.html>

Request Record Slips Stamped with “Item Unavailable- Cannot Catalog”

Claudette handed back slips to several libraries with the message, “Item Unavailable- Cannot Catalog”, at today's meeting. These are records that SAILS Cataloging placed holds for several months ago and, for whatever reason, the holds have not been filled. Claudette strips these records down to the title, cancels the hold and shadows the records before giving these slips back to the libraries. Once a library receives these slips, it is up to each library to check the status of the item and place it to Discard, Missing, etc. if the item cannot be found. If a library finds an item, the item (including the request record slip) can be put in transit and sent to SAILS in the delivery. The item must be put in transit (as is the case with nonholdable items). The steps for putting an item in transit can be found in both the print and nonprint manuals.

KRISTIN'S VISIT TO LIBRARIES

This year, Kristin plans to visit each library for general cataloging function overviews or for questions or concerns that libraries may have about request records or any other aspects of the technical services department. Over the course of this year, she will contact libraries by phone or e-mail to set up a visit that is convenient for each library. Libraries can also use these visits as a time to learn more about using the acquisitions and serials modules.

ACQUISITIONS AND 9XX ORDERING

Kristin announced that Raynham will be the test library for using the 9XX ordering with Ingram. An Ingram representative will be coming out to Raynham to train library staff on how to use this ordering process. 9XX ordering will allow a library to get short, on-order, records (similar to our Workflows ACQ format records) that can be loaded into Workflows at the time of ordering with Ingram. Kristin will be working on making sure that these records include the 950 field with the A included (like our current ACQ records) so that the word, Acqupdate, can be filled in when an ACQ record is updated.

The next Technical Services Roundtable will be held on Wednesday, April 22, 2009 at 10am the Norton Public Library.

The next Technical Services Meeting will be held on Tuesday, June 2, 2009 at 10am at the SAILS Meeting Room.