

Technical Services Meeting – January 18, 2006

In attendance: Patricia Mello (New Bedford); Ellen Crete (New Bedford); Beverly Gracia (New Bedford); Stan Koczera (Plainville); Linda Fillion (Norton); Lorna Sylvia (Raynham); Rebecca Hall (Raynham); Cheryl Belliveau (Freetown); Mary Jane Richard (Fairhaven); Ronald Bettencourt (Durfee High School); Maggie St. Ours (Dighton); Sue Cordeiro (Somerset); Mary Murphy (Swansea); Mary Anne Walsh (Fall River); Donna LeBarnes (Carver); Timothy Golden (Foxboro); Gayle Gilbert (Attleboro); Fran O’Buchon (Mansfield); Ann O’Leary (New Bedford High School); Anne Marie Large (Easton); Rebecca Duncan (Mattapoisett); Diane Dugal (Bridgewater); Diane Brennan (Lakeville); Susan McDermott (Pembroke); Janice Allman (East Bridgewater); Jen Frasier (Rochester); Sandra Day (Norton); Karen Sullivan (Berkley); Sharani Robins (Dartmouth); Ellen Crawford (West Bridgewater); Nancy Daniels (Wrentham); Kathy Murphy (Wareham); Marianne Matulewicz (Norfolk); Marsha Rehkamp (Marion); Christine Dargelis (Middleboro); Judy Cronan (Plympton); Gail Coelho (Taunton); Mary Moitoso (Taunton); Denise Hamer (Acushnet); Margaret Benoit (Halifax); Antonia Leverone (Hanson); Sue Olsen (Hanson); Claudette Tobin (SAILS); Jennifer Michaud (SAILS); Kristin Slater (SAILS)

TOPICS COVERED AT THIS MEETING

Subfield Z Survey

Clarification on Request Records and Circulating Items

New Authority File

Suggestions for Revisions to the MARC-00 and Paperback Templates

Suggestion Box Reminder

SAILS Cataloging Department Procedures for Updating Paperback Records

Questions about Information Entered in the MARC-00 and Paperback Records

Subscribing to SAILS Lists

Acquisition Records and Procedures for Libraries Not Using Acquisitions

Ephemeral Checkout for Museum Coupon Passes

Flywheel Software

SUBFIELD Z SURVEY

This survey, requested by the BORG Committee, found that most libraries are using Full Set as the call number for DVD or videocassette sets. The other most popular call number option is using part numbers (such as PT. 1, PT 2). However, a large percentage also responded to the choice of none of the above.

Subfield Z affects the patron’s ability to place holds in iBistro. Holds are not barcode specific unless a patron places a copy specific hold or there is a subfield Z in the call number. For set and serial records that require subfield Z in the call number, a holding without the subfield Z will cause problems for filling holds. If subfield Z is not part of the call number, every hold placed on a record will be attached to that one copy without the subfield Z, even when other libraries’ copies may be available to fill the hold(s). The opposite is also true. If subfield Z is part of a call number for a record that does not

require subfield Z, the hold will be attached to that one holding with subfield Z, regardless of how many other libraries' copies are attached to the same record.

Subfield Z should be used in call numbers for anything with multiple pieces that may be circulated separately, such as DVD sets for television shows. Subfield Z should be used for holdings attached to serial records for items released on a yearly basis (such as almanacs, directories, college guides, etc.). Subfield Z should be used for graphic novels when multiple volumes are attached to one record.

CLARIFICATION ON REQUEST RECORDS AND CIRCULATING ITEMS

Once you create a request record for new items at your library, you can immediately begin to circulate these items. You should not wait for SAILS to return the request record slips to your library. SAILS Cataloging will place a hold on an item when it is necessary.

NEW AUTHORITY FILE

In November, Kristin installed the new authority file despite experiencing a few bumps along the way. Remember that you no longer need to validate authors that you enter in request records.

SUGGESTIONS FOR REVISIONS TO THE MARC-00 AND PAPERBACK TEMPLATES

The following suggestions were discussed:

An additional line for the ISBN

Kristin will be working on adding this extra field to the MARC-00 template.

A new line for entering the UPC code (particularly useful for nonprint materials without an ISBN or music number)

Kristin will work on also adding this field to the MARC-00 template.

Moving the added author (700) fields to be after the main author (100) field

Kristin will find out whether or not this is a possibility. It is also something that she would need to take to the BORG Committee and present as a survey to technical services library staff members.

Genre heading option within the paperback record

This is not a possibility because there would always only be one option to enter in the record. The system does not allow drop-down windows from which to choose several options for genre headings within the template.

Pop-up windows or links for help with how to enter information in the request record

The current help options within Workflows are for help with Workflows functions only. The help does not include information from SAILS or SAILS Cataloging manuals. Kristin will find out whether or not it is a possibility.

Kristin is considering removing the last two lines in the current MARC-00 template that are for the GPO item number and SuDocs call number to make room for adding new lines for the ISBNs and UPC code. The GPO and SuDocs numbers would instead be entered in the general note field.

SUGGESTION BOX REMINDER

The suggestion box on the SAILS website has been widely used by circulation, with many of the suggestions becoming enhancements for future Sirsi software releases. We have not received many suggestions for cataloging. The suggestion box is anonymous, so if there is something cataloging-related that you feel needs to be addressed or improved, fill out the form online at: <http://www.sailsinc.org/forms/suggestion.asp> Or look on the main page of the SAILS website for the suggestion box graphic.

SAILS CATALOGING DEPARTMENT PROCEDURES FOR UPDATING PAPERBACK RECORDS

SAILS Cataloging is now updating paperback fiction records on a daily basis. We are updating dates in the fixed fields of paperback records so that the records will index properly and will not have the date listed as unknown in a search results list. We are also updating unauthorized authors, series titles and making any other necessary updates.

Reminder: If you have a paperback fiction book that also lists the hardcover ISBN in the title page verso, you should only enter the paperback ISBN in the paperback record. If you are unsure which ISBN on the title page verso is for your paperback copy, look for the ISBN on the back cover of the paperback and enter that number in the record. *This only applies to creating paperback fiction records.*

QUESTIONS ABOUT INFORMATION ENTERED IN MARC-00 AND PAPERBACK RECORDS

For the physical description, do you measure the cover of the book or the title page?
Answer: Measure the cover of the book, from top to bottom (its vertical height). For books where the horizontal measurement is longer than its vertical size, you need to provide both sizes. For example: a book that measures 20 cm. from top to bottom and 30 cm. from side to side would be entered similar to this example: 28 p. : ill. ; 20 x 30 cm.

If there is only one map in the book, do I enter 1 map in the record?

Answer: Do not give the number of maps in the physical description.

Follow these examples:

119 p. : ill, map ; 24 cm.

28 p. : maps ; 24 cm.

119 p. : map ; 24 cm.

28 p. : col. maps ; 24 cm.

How should illustrations be entered for only color, only black and white, or a mixed of both color and black and white?

Answer: Follow these examples:

Color illustrations only: 30 p. : col. ill. ; 30 cm.

Black and white illustrations: 30 p. : ill. ; 30 cm.

Mix of color and black and white: 30 p. : ill. (some col.) ; 30 cm.

SUBSCRIBING TO SAILS LISTS

SAILS Cataloging highly recommends that library staff members doing any cataloging subscribe to the SAILS cataloging list. You can subscribe to multiple SAILS lists. Use this link to sign up for a SAILS list: <http://www.sailsinc.org/support/MDlist.asp>

When using World Client, you can see as list of your SAILS lists subscriptions. Click on Options, then click on MDAemon Settings and click on My Mailing Lists.

Any library staff member who does not have an individual e-mail account can have their director request an e-mail account with SAILS. Director can use this form on the SAILS website: http://www.sailsinc.org/directors/F_NewEMailRequest.asp

ACQUISITION RECORDS AND PROCEDURES FOR LIBRARIES NOT USING ACQUISITIONS

Non-acquisitions libraries can attach to on-order records only when they have a copy of the item in hand. If the on-order record is incomplete, a non-acquisition library can attach holdings to such records. However, you should also fill out the Update Acquisition Record Request Form on the SAILS website. This form can be found under the Cataloging Forms section of the website or by using this link:

<http://www.sailsinc.org/forms/cat-OverlayRequest.asp>

When completing this form, you only need to fill out the information that needs to be updated or added.

Even if multiple libraries are already attached to an incomplete on-order record, do not assume that those libraries have already filled out an Update Acquisition Record Request Form. Fill out this form with the necessary information each time that you attach to an incomplete on-order record.

EPHEMERAL CHECKOUT FOR MUSEUM COUPON PASSES

The question about using the ephemeral checkout wizard for museum coupon passes was suggested as an agenda topic by a member library.

Regardless of how the museum passes are checked out, libraries must always create bib. records for museum passes. Libraries do not share the bib. records for these passes; each record is specific to a particular library. These records should be created using the MUSUEMPASS format (template). Each museum pass Volume/Copy record should include the necessary holding codes, particularly ItemCat1, which is used for statistical purposes. For ephemeral checkouts, you do not have to use an actual barcode. You could choose to use a word that identifies the pass (such as Science1). One suggestion was made that if you use an actual barcode that you could attach it to the museum coupon pass booklet.

Click on the Ephemeral (shown as a ghost) Wizard on the circulation toolbar to check out these museum coupon passes. Once the patron's record is on the screen to check out the pass, you need to fill out the number of copies and the Item ID. Click OK or Check Out to New User. The Ephemeral Wizard immediately discharges the item so that the pass does not stay on the patron's record. The system automatically updates the number of total charges in the copy record. This statistic is useful for being able to track how often each pass is being used in your library.

The Ephemeral Wizard can also be used for tracking Internet use so that you can compile statistics on how often this service is used in your library. This wizard is also useful for checking out and keeping statistics for those paperback collections that are not part of your library's permanent collection.

FLYWHEEL SOFTWARE

The Definitive Guide to Using a Scroll Wheel Mouse with Workflows

Do you use the scroll wheel on your mouse when surfing the Web or reading a Word document? If so, you may miss this functionality in Workflows. Here are the instructions from the [Suburban Library Cooperative in Michigan](http://www.libcoop.net/wheelxp2.htm) for using a product called Fly-wheel: <http://www.libcoop.net/wheelxp2.htm>.

This procedure should work with any wheel mouse on computers running Windows 98 or XP for Workflows and any other program that did not previously support a scroll wheel mouse. It says it is not for Windows 2000 but it is working on Kristin Slater's computer without a problem.

Please note, this is not necessarily supported by SAILS so if you have PC Support, you may wish to confirm installation with [Steve or Todd](#).

The next SAILS roundtable discussion will be held at the Norfolk Public Library in April 2006. The exact date has not yet been determined, but Kristin will e-mail the date as soon as it becomes finalized.

The next technical services meeting will be held at the SAILS meeting room on Thursday, June 15, 2006, at 10am.