

Technical Services Meeting – May 22, 2013

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

TOPICS COVERED AT THIS MEETING

New Policies from the Committee for Responsible Cataloging Meetings for FY2014

Background on the New Policies

- In January, the Board of Directors selected a committee to come up with recommendations to make the catalog easier for patrons, particularly when it comes to placing holds
- Board believed we have been doing patrons a disservice when it comes to holds- holds are not being filled in a timely manner and many holds have even expired before being filled
- Policy decisions were driven by improving customer service to patrons
- Decisions concerning print materials affects fiction titles only; nonfiction books are not affected by any of these policies
- Directors voted for these policies at the membership meeting on May 15
- Directors want one record for hardcover fiction titles and one record for paperback fiction titles
- These changes will begin on June 1, 2013; changes will not be made retroactively

Blu-ray DVD Combo Packs

- Blu-ray DVD combo packs should be split by attaching the Blu-ray disc to a Blu-ray disc record and the DVD to a DVD record
- If there are no matching records, create a request record for the Blu-ray disc and a separate 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 from the regular Blu-ray discs because of the special equipment that is required to view 3D Blu-ray discs
- Since these combo packs will be split and the Blu-ray disc and DVD will be on separate records, Subfield Z is no longer required for these call numbers
- Fill out an error reporting form for SAILS to add missing UPCs and video numbers to these records

Blu-ray Item Type

- Debby has created a Blu-ray Item Type that is now in the Circ. Map for all public libraries in SAILS
- Debby also created an ItemCat1 of Blu-ray for statistics
- Blu-ray disc holds will be local holds only until further notice

DVD Sets

- Libraries may circulate DVD sets as separate discs or as a full set
- All libraries **MUST** enter Subfield Z when adding holdings to the record
- Libraries using Acquisitions or 9xx must add Subfield Z to their on-order copies; if splitting the set, libraries will need to add enough on-order copies to cover the number of discs in the set
- If you are unsure if your call numbers should have Subfield Z, fill out an error reporting form and SAILS can make that determination

Placing Holds on DVD Sets

- Holds must be placed on items with the desired Subfield Z information (Full Set, Disc 1, etc.) or the holds will not be filled properly
- Suggestion is for staff to place holds using the online catalog (Enterprise) if unsure what copy they are placing on hold in Workflows

Audiobooks

- If an audiobook has the same narrator and the same number of discs, all copies should be attached to the same record, regardless of publisher and date
- Fill out an error reporting form for SAILS to add the different publishers' ISBNs and music numbers to the record
- This change also affects audiobooks issued on cassette
- MP3 copies should continue to remain on separate records
- Playaways should continue to remain on separate records

Fiction Books

- All new Hardcover Fiction copies should be attached to the same record, regardless of publisher and date
- All new Paperback Fiction copies should be attached to the same record, regardless of publisher and date (trade paperback and 17-18 cm. paperbacks will be attached to the same record)
- All new Hardcover Large Print Fiction copies should be attached to the same record, regardless of publisher and date
- All new Paperback Large Print Fiction copies should be attached to the same record, regardless of publisher and date
- In all of these cases, fill out an error reporting form for SAILS to add the different publishers' ISBNs to the record
- The subtitle "a novel" should not be entered as part of the title in the request record
- SAILS will not be adding "a novel" as a subtitle to any fully cataloged records

- Suggestion was made that libraries may want to consider searching by title first instead of by ISBN; your copy's ISBN may not be in the record, but you could find a matching record by title and then you could fill out an error reporting form with your copy's ISBN

Series

- SAILS will move series statements that are in the subtitle of fully cataloged records to a series field
- For example: Starting now : a Blossom Street novel; SAILS will remove "a Blossom Street novel" from the title and add it as a series field
- When creating a request record, you can continue to enter the series name as part of the title when you are uncertain if it is a subtitle or series

Changes for Acquisitions and 9xx Libraries

- Libraries using 9xx or the Acquisitions module should review the updates listed on the back of the handout of the new policy changes
- These updates should be made after loading the on-order records and primarily affect nonprint items (such as adding Blu-ray in the edition field and [videorecording] or [sound recording] in the title field)

Meeting for FY2014

- There will be no roundtables next fiscal year, primarily because SAILS will be moving to our new offices at the Lakeville Office Park in October
- The next technical services meeting will be held in the first week of December with another meeting in mid-May; Kristin is in the process of finalizing these details and will send out the meeting dates and locations when they have been confirmed