

## Technical Services Roundtable Meeting at the Lakeville Public Library May 4, 2006

### TOPICS COVERED AT THIS MEETING

Subfield Z <>

ISBNs <>

Acquisitions Records <>

Full screen/Widescreen DVD Clarification <>

### SUBFIELD Z

Many people had questions about where to place the |Z in their library's call number. The important thing to remember is that whatever comes after the |Z will display to the public in iBistro.

### ISBNs

Creating paperback and request records

Paperback fiction records

Enter the ISBN only for the paperback copy when creating a paperback fiction record. Do not enter the hardcover ISBN in the paperback fiction record.

These records are created in the Paperback format.

Nonfiction softcover (paperback) records Enter the ISBN only for the softcover copy when creating a request record for nonfiction softcover books. Do not enter the hardcover ISBN in the request record.

These records are created in the MARC-00 format.

Fiction and nonfiction hardcover records Enter all of the ISBNs listed on the back cover and title page verso when creating a request record for any hardcover fiction and nonfiction books.

These records are created in the MARC-00 format.

### Attaching to existing records

You find a record in Workflows that matches your copy in every way (title, author, edition, (if there is one), publication information, and physical description), except that your copy's ISBN is not in the record. What do you do next?

Fill out an error reporting form on the SAILS website with your copy's ISBN and the record in the system. SAILS Cataloging will look at the information on the form and will e-mail you, either to ask for a copy of the title page and verso, or to let you know that you can attach to the record.

Please use complete sentences when asking for a copy's ISBN to be added to a record.

### ACQUISITIONS RECORDS

All non-acquisitions libraries can attach to on-order records when they have the actual copies in hand.

If you are attaching to an on-order record that needs updating, please remember to fill out the Update Acquisition Record Request form on the SAILS website. The first holding library should be filling out this form so that the record can be updated from the brief

acquisition format. The title control number, ISBN and title are required on this form, along with the other necessary information that needs to be updated in the record.

Even if your library is not the first holding library to attach to an on-order record, please fill out the Update Acquisition Record Request form if the record needs to be updated. Do not assume that other holding libraries have already filled out a form.

**FULL SCREEN/WIDESCREEN DVD CLARIFICATION** Other names/phrases for Full Screen that you might find on DVDs:

4:3 aspect ratio

1.33:1 aspect ratio

Standard format

This movie has been formatted to fit your TV screen.

Other names/phrases for Widescreen that you might find on DVDs:

16:9 aspect ratio

Letterboxed format

Anamorphic widescreen

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