SAILS Technical Services Roundtable Meeting – October 12, 2006

In attendance: Rosemarie Guay (Somerset); Sue Cordeiro (Somerset); Antonia Leverone (Hanson); Sue Olsen (Hanson); Laurel DeStefano (Fall River); Janice Allman (East Bridgewater); Gail Coelho (Taunton); Jane Young (Westport); Sharani Robins (Dartmouth); Jennifer Michaud (SAILS); Kristin Slater (SAILS)

TOPICS DISCUSSED AT THIS ROUNDTABLE
[**SAILS Phone System and Cataloging Extensions**](#)
[**ISBN-13**](#)
[**UPCs**](#)
[**SAILS Cataloging Holds**](#)
[**Acquisition Records Updates**](#)
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SAILS PHONE SYSTEM AND CATALOGING EXTENSIONS

Each SAILS staff person still has their own extension, but now there are also group extensions, including one for cataloging.
To reach SAILS Cataloging, you now have the following options:
Press 3 for the Cataloging Group Extension
Individual Extensions:
Claudette Tobin x 216
Jennifer Michaud x215
Kristin Slater x213

ISBN-13

As of January 1, 2007, all items with ISBNs will only have 13-digit ISBNs. New items will no longer be published with 10-digit ISBNs. At this time, OCLC will also begin including the 13-digit ISBNs in the ISBN (020) field of all MARC records. Currently, the 13-digit ISBNs are in the 024 field, a field usually associated with UPCs.
This change in the full MARC records from OCLC will not affect how libraries create request records. You will continue to enter the 13-digit ISBNs in the ISBN field.

UPCs

The UPC is always 12 digits and only composed of numbers. This number is usually found on the back of an item underneath the barcode symbol. Enter this number for nonprint materials in the UPC (024) field of the request record.
Sometimes the number under the barcode begins with 978 and includes 13 numbers. In such cases, this is actually an ISBN-13 and you should enter such a number in the ISBN field.

SAILS CATALOGING HOLDS

Just a reminder not to cancel holds for SAILS Cataloging for items that have been set to missing, lost or mending. Another library may attach a copy to the request record and will be able to fill the hold. If, however, a hold is cancelled, please send an e-mail to catsupport@sailsinc.org letting us know about the cancelled hold.

ACQUISITION RECORD UPDATES

When libraries update on-order records once they receive their copy of an item, they do not need to include their initials in the record. Recently, SAILS Cataloging has noticed some acquisition records that include two different initials: the initials of the person who created the record and the initials of the person who updated the record. The person making updates to the record only needs to enter Acqupdate in the 948 field, not their initials.

USING THE MAINTAIN EXISTING TITLES WIZARD

Libraries should not update full MARC records. If a full record needs updating, fill out an error reporting form on the SAILS website.
Libraries can use this wizard to update the following records:
Museum pass records
Magazine records
Incomplete on-order records that are still in request format
Request records on the same day that you created the record only
Paperback records on the same day that you created the record only

LARGE PRINT BOOKS

ISBNs
Some large print books include 4 ISBNs; 2 for the US publisher (such as Wheeler Publishing) and 2 for the UK publisher (such as Chivers). Enter all ISBNs listed on the title page verso (and/or back cover) of large print books.
For example:
0786287306 (US pbk.)
1405637985 (UK hc)
1405637985 (UK pbk.)
1405637994 (UK hc)

Editions
Enter the complete edition statement from the book in the edition field of the request record.
For example: Doubleday home library large print ed.
          Random House 1st large print ed.

If there is no specific large print edition in the book, enter Large print ed.

Series
If there is a series title listed in the book, enter this title in the General Note field of the request record.

MUSEUM PASSES TEMPLATE

There are currently problems with entering the 856 tag for the link to the museum's website. If you need a museum's website address entered in a museum pass record, e-mail Kristin (kslater@sailsinc.org) and she will add the link to the record.

SUBFIELD Z

Subfield Z (|z) must be part of all call numbers for holdings attached to records with multiple pieces (such as DVD set records or serial records). Even if your library circulates a DVD set as one piece, subfield Z must still be in the call number.
The information entered after |z for DVD and video sets must follow the standards outlined in the handout from the June 15, 2006 Technical Services Meeting:
http://www.sailsinc.org/cat/minutes/June06.pdf

Remember that you can put whatever you want in the call number before |z, but the information after |z must be consistent with the standards implemented by SAILS Cataloging.
Reminder: There is no space between |z and the rest of the call number.
For example: DVD DEADWOOD 1ST SEASON|zFULL SET

FLYWHEEL

The Flywheel software allows you to use the scroll wheel on your mouse in Workflows. If you are interested in installing this free software, you can use this link from the September 2005 SAILS Monthly Newsletter:
http://www.sailsinc.org/Newsletters/September05.pdf

The next Technical Services Roundtable will be held at the Mansfield Public Library on Tuesday, November 7, 2006, from 10am-noon.

The next Technical Services Meeting will be held on Tuesday, January 23, 2007 at the SAILS Meeting Room at 10am.