

## Cataloging roundtable East Bridgewater Public Library – October 6<sup>th</sup> 2011

**DVD sets for complete TV series** - Sets are being released for complete runs of TV series. So you need to put the Season in the Subfield Z.

So your call number would be |zSEASON 1 FULL SET  
|zSEASON 1 DISC 1

- Question was asked how to place holds on items with Subfield Z in Workflows. It is better to do this in Ibis than in Workflows to ensure you are placing the hold on the correct call number.
- Question was asked if they are the first library to receive a DVD and they don't think it is a set should they still put in Subfield Z. If the item has multiple discs and could be split up then a Subfield Z should be entered even if they are circulating them as a single item.
- SAILS will be e-mailing libraries if there is a problem with their call number and Subfield Z.
- Subfield Z documentation is being rewritten and an online tutorial will be available.

### Monthly Serials lists

Kristin asked if the monthly serials list is being used by the libraries. A resounding yet by all attended.

**Series** – A suggestion was made that if you are looking for a series and the order. You should try [kdl.org](http://kdl.org).

**Weeding reports** – Question was asked about how to get those. There is a form on the SAILS website. Director station training is available if your Directors are interested in running their own.

**9xx reports** – If you schedule this report it may not appear in your finished reports immediately. This does not mean that the report has not been scheduled. There may be other reports running. If you have question about your report then please e-mail [support@sailsinc.org](mailto:support@sailsinc.org)

**9xx and DVD combo pack orders** – If your library is using 9xx and loading DVD sets especially Blu-Ray and DVD combo packs. That you should go in and add the Subfield Z |zDVD after the record has been loaded. You do not have the change the auto-generated call number just add the Subfield Z after. Patron's are placing holds on these on-order records may not be getting what they want.

**Marshall Cavendish** has been offering ebooks for a small fee if you purchase their print books. SAILS has loaded these records for other libraries. As of this time, they are not able to restrict login to your local patron's.

**Digital copy** – You do not have to circulate your digital copy but a circulation note should be added to the copy record.

**Special features disc** – If your special features disc is damaged just put a circulation note that your copy does not have the special features disc.