

# Attaching to Book Records

## Searching Workflows

- To search by ISBN, use the General search index
- To search by both Title and Author, use the Advanced Search option

## Attaching a Copy to Fiction Records

- Edition, Publication Information, and Physical Description are not important
- Primary decisions for attaching to **adult fiction** records:
  - Attach a paperback copy to a paperback record
  - Attach a hardcover copy to a hardcover record
  - Attach a large print paperback copy to a large print paperback record
  - Attach a large print hardcover copy to a large print hardcover record
- Search by ISBN, title, and author
- Choose the record that most closely matches your copy- author and title must match
- Attach your copy, making sure to attach a hardcover copy to a hardcover record and a paperback copy to a paperback record
- When your copy's ISBN is missing from the record, fill out an error reporting form on the SAILS website so that SAILS can add your copy's ISBN
- For **juvenile and YA fiction** titles- attach all paperbacks and hardcovers to one record
- Board books can only be attached to board book records
- Abridged or adapted titles cannot be attached to the complete book record

## Attaching a Copy to Nonfiction Records

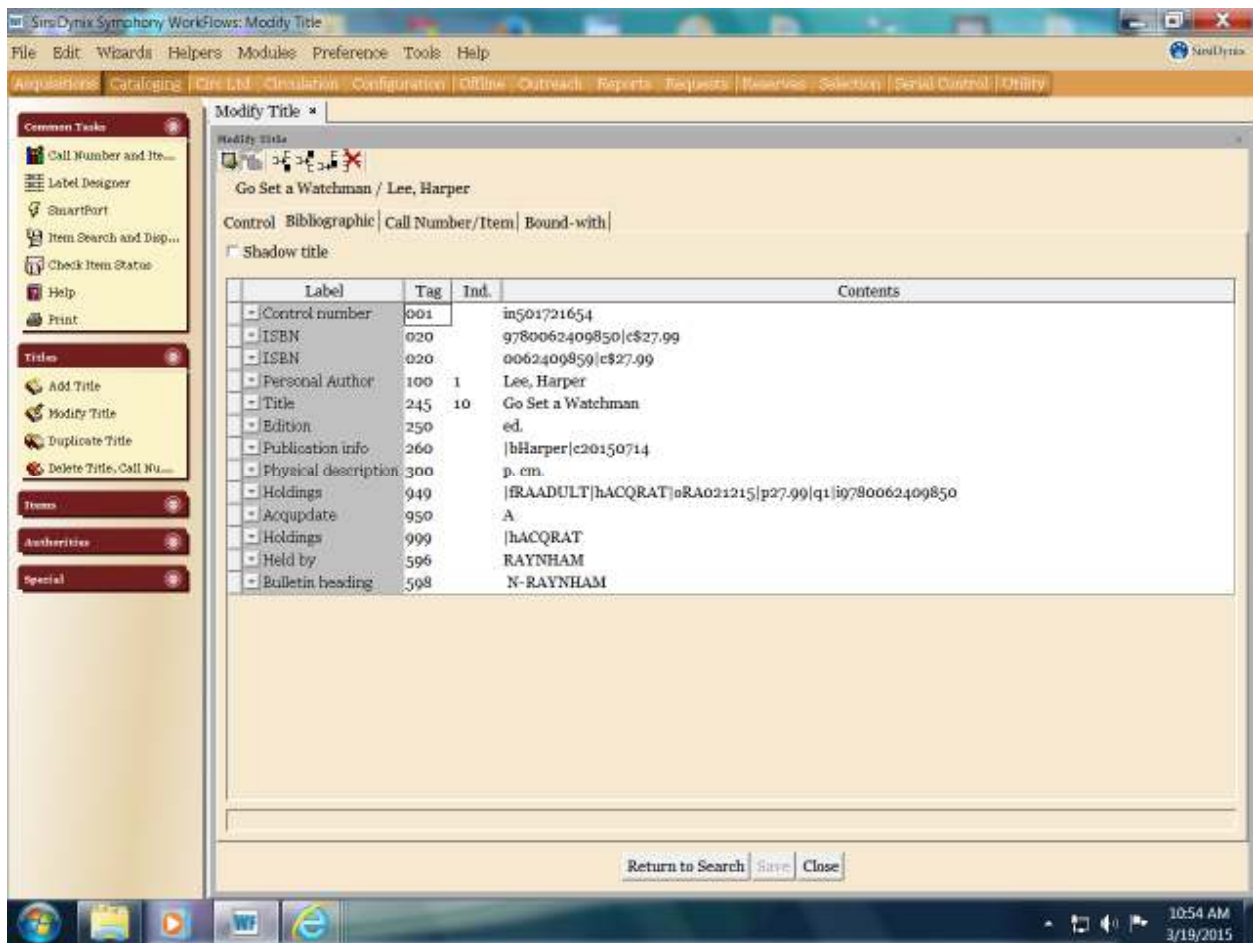
- Search by ISBN, title, and author
- Choose the record that most closely matches your copy
- Verify ISBN, title and author match; if not, create a request record
  - ISBN may vary so go to next step
  - When everything matches except your copy's ISBN, fill out an error reporting form so that SAILS can add your copy's ISBN
- If ISBN, title and author match, verify edition matches (if listed in record or copy); if not, create a request record
- If edition matches, verify publisher name and date match; if not, create a request record
- If publisher name and date match, verify physical description matches (may vary by 10-20 pages); if it matches, attach your copy

Note: If any information needs to be added or updated to a record (ISBN, title, edition, date), fill out an error reporting form.

## Attaching to ACQ/On-Order Records

- ACQ records have very little information and need to be updated when you attach a copy
- Use the Modify Title wizard to update the ACQ record after you have attached your copy
- Fill in any missing information (edition, title/subtitle, pagination, publication information)
- 950 field begins with A; fill in that line so that the field says **ACQ** or **Acq** and click Save

Example of an ACQ Record to be Updated



The screenshot shows the 'Modify Title' window in the SinsDynix Symphony Workflows application. The window title is 'SinsDynix Symphony Workflows: Modify Title'. The main area displays the title 'Go Set a Watchman / Lee, Harper' and the 'Bibliographic' tab. Below the title, there is a table with columns 'Label', 'Tag', 'Ind.', and 'Contents'. The table contains the following data:

Label	Tag	Ind.	Contents
Control number	001		in501721654
ISBN	020		9780062409850 c\$27.99
ISBN	020		0062409859 c\$27.99
Personal Author	100	1	Lee, Harper
Title	245	10	Go Set a Watchman
Edition	250		ed.
Publication info	260		hHarper c20150714
Physical description	300		p. cm.
Holdings	949		fRAADULT hACQRAT oRA021215 p27.99 q1 i9780062409850
Acqupdate	950		A
Holdings	999		hACQRAT
Held by	596		RAYNHAM
Bulletin heading	598		N-RAYNHAM

At the bottom of the window, there are buttons for 'Return to Search', 'Save', and 'Close'. The system tray at the bottom right shows the time as 10:54 AM on 3/19/2015.

## Example of an Updated ACQ Record

The screenshot displays the 'Modify Title' window in SinsDynx Symphony Workflows. The window title is 'SinsDynx Symphony Workflows: Modify Title'. The menu bar includes 'File', 'Edit', ' Wizards', 'Helpers', 'Modules', 'Preference', 'Tools', and 'Help'. The main menu bar contains 'Acquisitions', 'Cataloging', 'Circ. L.N.', 'Circulation', 'Configuration', 'Offline', 'Outreach', 'Reports', 'Requests', 'Reserve', 'Selection', 'Serial Control', and 'Utility'.

The left sidebar has several sections:
 

- Common Tasks:** Call Number and Its..., Label Designer, Smartport, Item Search and Disp..., Check Item Status, Help, Print.
- Titles:** Add Title, Modify Title, Duplicate Title, Delete Title, Call Nu...
- Items:**
- Acquisitions:**
- Special:**

The main area shows the 'Modify Title' window for the title 'Go Set a Watchman / Lee, Harper'. The 'Control' tab is selected. Below the title, there is a 'Shadow title' section with a table of bibliographic data:

Label	Tag	Ind.	Contents
Control number	001		ln501721654
ISBN	020		9780062409850 c\$27.99
ISBN	020		0062409859 c\$27.99
Personal Author	100	1	Lee, Harper
Title	245	10	Go Set a Watchman
Edition	250		1st ed.
Publication info	260		bHarper c2015
Physical description	300		304 p. 24 cm.
Holdings	949		fRAADULT hACQRAT oRA021215 p27.99 q1  9780062409850
Acqupdate	950		ACQ
Holdings	999		hACQRAT
Held by	506		RAYNHAM
Bulletin heading	598		N-RAYNHAM

At the bottom of the window, there are buttons for 'Return to Search', 'Save', and 'Close'. The Windows taskbar at the bottom shows the time as 10:57 AM on 3/19/2015.