

Attaching to Video Game and CD-ROM Records

Searching Workflows

- To search by ISBN and UPC, use the General search index
- To search by both ISBN (or UPC) and title, use the Advanced Search option

Attaching a Copy

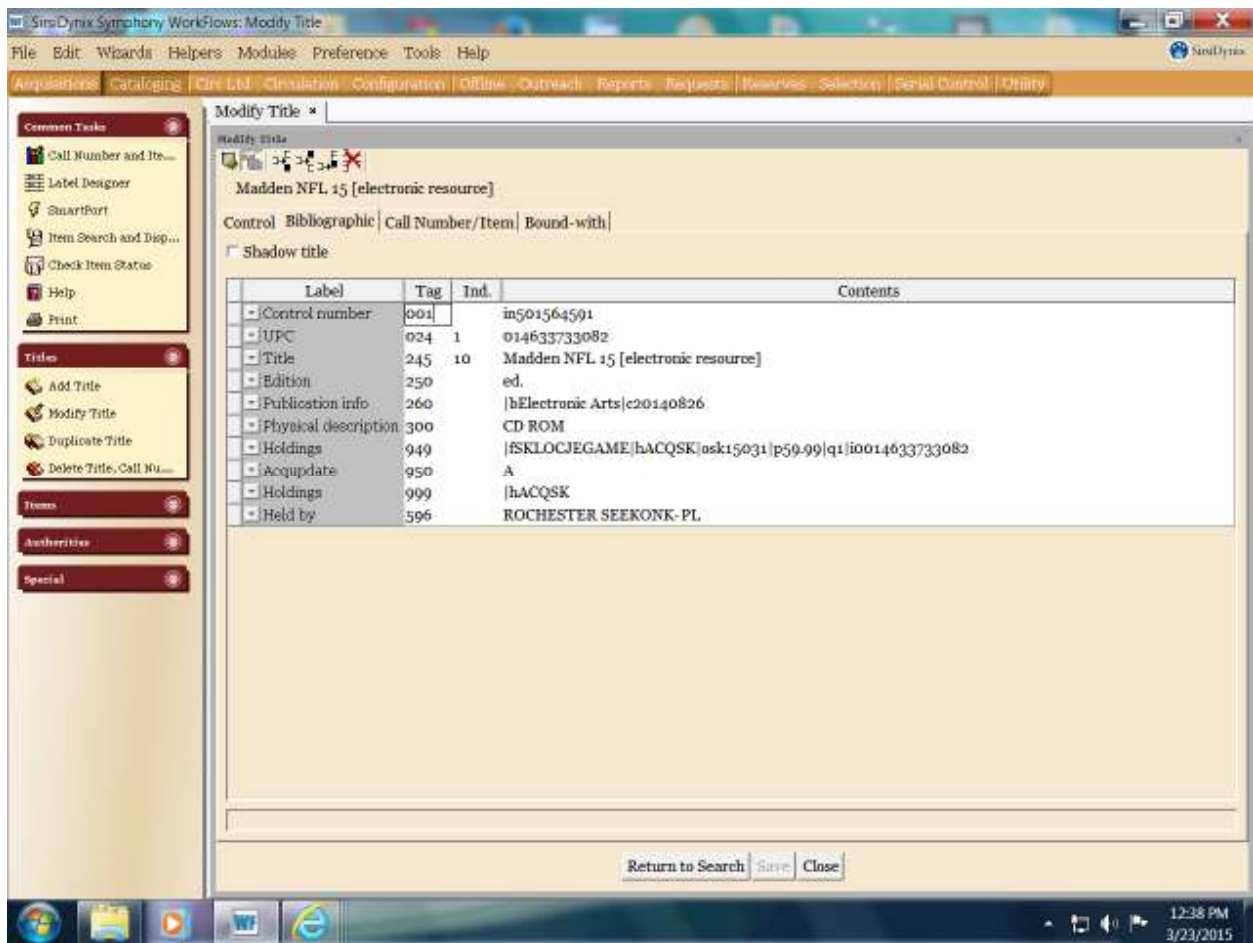
- Search by ISBN, UPC, and title
- Choose the record that most closely matches your copy
- Verify title matches; if not, create a request record
 - ISBN and UPC may vary so go to next step
 - When everything matches except your copy's ISBN and UPC, fill out an error reporting form on the SAILS website so that SAILS can add those numbers
- If title matches, verify edition matches (if listed in record or copy); if not, create a request record
 - Same title can be released for multiple video game consoles so pay close attention to the edition
 - For example, do not attach a Nintendo Wii game to a Nintendo DS record
- If edition matches, verify publisher name and date match; if not, create a request record
 - Date may vary so go to next step
 - When everything matches except your copy's date, fill out an error reporting form so that SAILS can update the record
- If publisher name and date match, verify physical description matches; if it matches, attach your copy

Note: If any information needs to be added or updated to a record (ISBN, UPC, 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 SinsDynix Symphony Workflows. The window title is 'Modify Title *'. The main area displays the title 'Madden NFL 15 [electronic resource]' and a table of bibliographic data. The table has columns for Label, Tag, Ind., and Contents. The data is as follows:

Label	Tag	Ind.	Contents
Control number	001		in501564591
UPC	024	1	014633733082
Title	245	10	Madden NFL 15 [electronic resource]
Edition	250		ed.
Publication info	260		[bElectronic Arts e20140826
Physical description	300		CD ROM
Holdings	949		[fSKLOCJEGAME hACQSK osk15031 p59.99 q1 i0014633733082
Acqupdate	950		A
Holdings	999		[hACQSK
Held by	596		ROCHESTER SEEKONK-PL

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 12:38 PM on 3/23/2015.

Example of an Updated ACQ Record

The screenshot shows the 'Modify Title' window in SinsDynx Symphony Workflows. The title is 'Madden NFL 15 [electronic resource]'. The interface includes a left-hand menu with sections like 'Common Tasks', 'Titles', 'Items', 'Acquisitions', and 'Special'. The main area displays a table with columns for Label, Tag, Ind., and Contents.

Label	Tag	Ind.	Contents
Control number	001		in501564591
UPC	024	1	014633733082
Title	245	10	Madden NFL 15 [electronic resource]
Edition	250		Xbox One
Publication info	260		hElectronic Arts c2014
Physical description	300		1 Xbox One game
Holdings	949		fSKLOCJEGAME hACQSK osk15031 p59-99 q1 i0014633733082
Acqupdate	950		ACQ
Holdings	999		hACQSK
Held by	596		ROCHESTER SEEKONK-PL

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 12:41 PM on 3/23/2015.