

Graphic Novels – Attaching to Records

Searching Workflows

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

General Reminders for Attaching to Graphic Novels Records

- ISBNs, Publication Information, and Physical Description are not important
- Attach all paperbacks and hardcover to one record
- Primary decisions for attaching to graphic novels records:
 - Do the author and title match?
 - Do I have a title that also has a separate title with the volume number (such as Babymouse, 16, Babymouse for President)?
 - Do I have a title that does not have a separate title with the volume number (such as all the volumes for Marvel Ultimate Spider-Man)?
 - Do I have a 3-in-1 edition?
- Multiple volume records have no ISBNs or page numbers; there is a dash after the date
- Edition matters for 3-in-1 editions; 3-in-1 editions are attached to single volume records

Attaching a Copy to Single Volume Records

- Search by ISBN, title, and author
- Choose the record that most closely matches your copy
- Verify 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 on the SAILS website so that SAILS can add the ISBN to the record
- If title and author match, attach your copy
- **Single volume records should not include |Z in the call number**
- |Z will automatically be added to call numbers with V. and PT. (such as V. 1 and PT. 2) after you click Save; double-check that |Z has not been added to your call number

Attaching a Copy to Multiple Volume Records

- Search by ISBN, title, and author
- Choose the record that most closely matches your copy
- Verify author and title match; if not, create a request record
 - Also verify that the volume number does not have its own separate title; if it does, do not attach to a multiple volume record
- If title and author match, verify if you have a 3-in-1 edition; if not, attach your copy
- **Multiple volume records should include |Z in the call number**

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

ACQ Records and Graphic Novels

- ACQ records for graphic novels will always download as a single record for every volume
- Duplicate records can be created for volumes that should be attached to a multiple volume record
- If you find such duplicate ACQ records, fill out an error reporting form so that SAILS can merge the ACQ record(s) to the multiple volume record

Example of an ACQ Record to be Updated

The screenshot shows the 'Modify Title' wizard in SAILS. The title is 'Aquaman Vol. 4: Death of a King / Johns, Geoff'. The interface includes a left-hand menu with options like 'Call Number and It...', 'Label Designer', 'SmartPort', 'Item Search and Disp...', 'Check Item Status', 'Help', and 'Print'. The main area displays a table of metadata fields with columns for Label, Tag, Ind., and Contents.

Label	Tag	Ind.	Contents
Control number	001		m501572075
ISBN	020		9781401249953 c\$16.99
ISBN	020		1401249957 c\$16.99
Dewey Decimal Classification Number	082	00	FIC
Personal Author	100	1	Johns, Geoff?UNAUTHORIZED
Title	245	10	Aquaman Vol. 4: Death of a King
Edition	250		ed.
Publication info	260		hDC Comics c20141125
Physical description	300		p. cm.
Acqupdate	950		A
Held by	596		ABORO-MAIN
Holdings	949		fRAYA hACQRAT oRAYA010815 p16.99 q1 l9781401249953
Holdings	999		hACQRAT

Buttons at the bottom include 'Return to Search', 'Save', and 'Close'. The system tray shows the date 3/27/2015 and time 9:59 AM.

Example of an Updated ACQ Record

The screenshot displays the 'Modify Title' window in the SinsDynx Symphony Workflows application. The window title is 'Modify Title *'. The main area shows the title 'Aquaman Vol. 4: Death of a King / Johns, Geoff' and a table of ACQ records. The table has columns for Label, Tag, Ind., and Contents. The records are as follows:

Label	Tag	Ind.	Contents
Control number	901		in501572075
ISBN	020		9781401249953 c\$16.99
ISBN	020		1401249957 c\$16.99
Dewey Decimal Classification Number	082	00	FIC
Personal Author	100	1	Johns, Geoff?UNAUTHORIZED
Title	245	10	Aquaman Vol. 4: Death of a King
Edition	250		1st ed.
Publication info	260		hDC Comics e2014
Physical description	300		1 v. (unpaged) col. ill. 26 cm.
Acqupdate	950		ACQ
Held by	596		ABORO-MAIN
Holdings	949		fRAYA hACQRAT oRAYA010815 p16.99 q1 9781401249953
Holdings	999		hACQRAT

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 10:09 AM on 3/27/2015.

Creating Request Records for Graphic Novels

ISBN 020 field

- Enter the 10 or 13-digit ISBN from the book
- Enter only the first volume's ISBN when attaching multiple volumes to the record
- Examples:
9780785153276
1614792550

UPC 024 field

- Not used for graphic novels request records

Music No. 028 field

- Not used for graphic novels request records

Personal Author 100 field

- Enter the first name listed on the book (last name, first name)
- Examples:
Fraction, Matt
Hubert
QuinRose

Title 245 field

- Enter the title and subtitle from the book, including the volume number (when applicable)
- Examples:
Babymouse 16: Babymouse for President
Marvel Ultimate Spider-Man
Buffy the vampire slayer season eight volume 1: the long way home
Buffy the vampire slayer omnibus volume 1

Edition 250 field

- Enter the edition from the book; not every book has an edition
- Examples:
1st ed.
3-in-1 ed.
VizKids ed.

Publication Info. 260 field

- Enter the publisher's name from the title page (or back cover) of the book
- Enter the most recent date from the book
- Examples:
Marvel 2015
Dark Horse Comics no date
No pub. info.

Physical Description 300 field

- Enter the last numbered page in the book
- Enter 1 v. (unpaged) if the book does not have numbered pages
- Enter v. when attaching multiple volumes to the record
- Measure the height of the book in centimeters, using whole numbers
- Examples:
181 p. col. ill. 26 cm.
229 p. ill. 28 cm.
1 v. (unpaged) col. ill. 29 cm.
v. col. ill. 26 cm.

Example of a Graphic Novel (Single Volume) Request Record

The screenshot shows the 'Modify Title' window in the SinsDynx Symphony Workflows application. The window title is 'Modify Title *'. The main content area displays the title 'Avengers Vol. 3: Other Worlds / Hickman, Jonathan'. Below the title, there are tabs for 'Control', 'Bibliographic', 'Call Number/Item', and 'Bound-with'. The 'Bibliographic' tab is selected, showing a table with columns 'Label', 'Tag', 'Ind.', and 'Contents'. The table contains the following data:

Label	Tag	Ind.	Contents
- ISBN	020		9780785189596
- Personal Author	100	1	Hickman, Jonathan
- Title	245	1	Avengers Vol. 3: Other Worlds
- Publication info	260		Marvel Entertainment 2015
- Physical description	300		1 v. (unpaged) col. ill. 26 cm.

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 12:34 PM on 3/23/2015.

Example of a Graphic Novel (Multiple Volume) Request Record

The screenshot shows the 'Modify Title' window in the SAILS Cataloging Workflows application. The title being modified is 'Phantom thief Jeanne / Tanemura, Arina'. The interface includes a left-hand navigation pane with categories like 'Common Tasks', 'Titles', 'Items', 'Authorities', and 'Special'. The main area displays a table of bibliographic data with columns for Label, Tag, Ind., and Contents.

Label	Tag	Ind.	Contents
ISBN	020		9781421565903
Personal Author	100	1	Tanemura, Arina
Title	245	1	Phantom thief Jeanne
Edition	250		Shojo Beat ed.
Publication info	260		Viz Media 2014-
Physical description	300		v. ill. 20 cm.

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 3:20 PM on 3/26/2015.

Subfield Z in Call Numbers for Multiple Volume Records

- |Z allows copy-specific holds on multiple volume records, such as:
 - DVD sets for TV shows and movie collections
 - Multiple volume print records, including magazines and graphic novels
- Anything can be in the call number before |Z, but there is a 40-character limit
- There are no spaces before or after |Z
- Hold the shift key along with the \ key to enter |Z in the call number

Graphic Novel Records with Multiple Volumes or Parts

- After |Z enter the volume number or part number from the book
- Graphic novel examples:
 - J FIC KUSAKA (GRAPHIC)|ZV. 1
 - J FIC KUSAKA (GRAPHIC)|ZV. 2
 - YA WHEDON GRAPHIC|ZV. 1
 - YA WHEDON GRAPHIC|ZV. 2
 - GN ATTACK ON TITAN|ZPT. 1
 - GN ATTACK ON TITAN|ZPT. 2
 - GN ATTACK ON TITAN|ZPT. 3

Reminders:

- |Z will automatically be added to call numbers with V. and PT. (such as V. 1 and PT. 2) after you click Save
- Double check that |Z has not been added to your call number when you are attaching to a single volume record
- |Z in call numbers for single volume records will create problems with holds being filled
- |Z missing in call numbers for multiple volume records will create problems with holds being filled

Example of |Z in Call Numbers for Multiple Volume Graphic Novel Record

