

Creating Request Records for Kits

ISBN 020 field

- Enter the 10 or 13-digit ISBN from the kit, if available
- Examples:
9780756652203
0756652200

UPC 024 field

- Not used for kits request records

Music No. 028 field

- Not used for kits request records

Personal Author 100 field

- Not used for kits request records

Title 245 field

- Enter the title and subtitle from the kit
- Use a colon to separate the title and subtitle
- Examples:
Bully-proof your classroom [kit]
Family literacy kit: dragons [kit]
Hooked on phonics: learn to read, kindergarten, level 1 [kit]

Edition 250 field

- Not used for kits request records

Publication Info. 260 field

- Enter the publisher's name of the kit, if available
- Enter your library's name if the kit was created by your library
- Enter the most recent date from the kit or the year that your library created the kit
- Examples:
Lakeshore 2014
Kit created by Hanson Public Library 2015
Discount School Supply no date
No pub. info.

Physical Description 300 field

- Enter all of the items in the kit
- Examples:
 - 20 books, 9 Sesame Street figures, 2 DVDs, 3 CDs, 1 guide in bag
 - 5 DVDs, 12 books, 3 stuffed animals, 1 teacher's guide in container
 - 4 books, 20 letter blocks, 10 fact sheets, 1 folded poster in bag
 - 6 puppets, 3 binders, 1 DVD in container

Example of a Kit Request Record

The screenshot displays the 'Modify Title' window in the SAILS Cataloging Workflows application. The window title is 'SAILS Cataloging Workflows: Modify Title'. The menu bar includes 'File', 'Edit', ' Wizards', 'Helpers', 'Modules', 'Preference', 'Tools', and 'Help'. The main menu bar lists various modules: 'Acquisitions', 'Cataloging', 'Circ LBN', 'Circulation', 'Configuration', 'Offline', 'Outreach', 'Reports', 'Requests', 'Reserves', 'Selection', 'Serial Control', and 'Utility'.

The left sidebar contains 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 No....
- Items:**
- Acquisitions:**
- Special:**

The main area shows the 'Modify Title' form for the record: 'Mobypack kit: Tap into nature's sugar: an activity pack from My Own Backyard [kit]'. Below the title, there are tabs for 'Control', 'Bibliographic', 'Call Number/Item', and 'Bound-with'. The 'Bibliographic' tab is active, showing a table with columns 'Label', 'Tag', 'Ind.', and 'Contents'.

Label	Tag	Ind.	Contents
- Title	245	1	Mobypack kit: Tap into nature's sugar: an activity pack from My Own Backyard [kit]
- Publication info	260		Mattapoisett Free Public Library 2015
- Physical description	300		3 books, 1 instructional sheet, 1 folded pamphlet, 1 pencil box (with 12 colored pencils), 1 journal, 1 tick removal kit (with band aids, alcohol pad and tweezers), 1 first aid pouch (with band aids, gauze, surgical tape), 1 hammer, 1 hand drill (with 5/26" drill bit), 2 plastic spouts, 2 plastic tubes, 1 pair protective eyeglasses in canvas Moby backpack

At the bottom of the window, there are buttons for 'Return to Search', 'Save', and 'Close'. The Windows taskbar at the bottom shows the system clock as 8:38 AM on 4/6/2015.