Technical Services Meeting – May 3, 2018 at Lakeville Public Library

Libraries in attendance: Acushnet; Attleboro; Berkley; BCC; Dartmouth; Dighton; East Bridgewater; Easton; Halifax; Mansfield; Mattapoisett; Middleboro; Norfolk; Norton; Pembroke; Plympton; Raynham; Rochester; Seekonk; Somerset; Swansea; West Bridgewater; SAILS

TOPICS COVERED AT THIS MEETING

Fiction Policy at 5 Years – A Review

- Fiction policy was begun to help holds be filled more efficiently
- Makes it easier for attaching copies to fiction records
- Ongoing process for SAILS Cataloging to clean up fiction records
- Main focus for cleanups is on current adult, YA, and juvenile fiction titles and titles on summer reading lists

Summer Reading Lists – Attaching to Fiction Records Handout

- Handout includes reminders about attaching to adult, juvenile, YA fiction records and graphic novels records
- Fill out an error reporting form if your copy's ISBN needs to be added to a record
- Fill out an error reporting form or send an email to catsupport@sailsinc.org if you have any questions about attaching to a record
- Make sure not to attach physical copies of books to records for ebooks; these records will have [electronic resource] as part of the title

Summer Reading Lists and Overdrive

- Titles in Overdrive's Project Gutenberg collection are always available for download as ebooks; includes works by Jane Austen, Mark Twain, Agatha Christie and others
- This collection can help libraries meet the demand for titles on summer reading lists

Graphic Novels and |Z

- Multiple volume graphic novels records require |Z in the call number; enter like this example: GN GAIMAN|ZV. 1
- Single volume graphic novels records should not have |Z in the call number
- If your library uses volume numbers in the call number for a single volume record, enter the call number like this example: GN GAIMAN V1
- System will automatically add |Z when you type V. 1 (V. followed by a space and the number), causing problems with holds for single volume records that should not have |Z

Acquisition Records

Books with Delayed Publication

- Let SAILS Cataloging know if you find an ACQ record when you know that the publication is going to be delayed a year or more
- Kristin can roll the holds over for another year and shadow the record so no new holds will be placed; as the publication date gets closer, Kristin will unshadow the record

Books with Copies Never Received (Years Old)

- When you attach a copy to any ACQ record, don't forget to update the ACQ record and fill in the 950 field with ACQ no matter how long the record has been in the system
- If you find titles with on-order copies that were create more than a year ago, let SAILS Cataloging know about these about these on-order copies

Street Dates

- Honor the release date of the book (or any item) when the street date is listed on an invoice or packing list
- You can check out an item to your library's In-Processing or Cataloging patron before its street date, but the item should not be checked out to a patron prior to its release date
- If you use an In-Processing or Cataloging Patron checkout, you can then discharge the item when the street date arrives
- Another option is to not add the copy to Workflows until the street date

RDA Cataloging Rules and Workflows

- RDA stands for Resource Description and Access and is the current standard for cataloging
- Standards affect how the SAILS Cataloging Department catalogs records, but it changes nothing that the libraries do when attaching to records or creating request records
- Workflows includes records done with old standard practices and current RDA practices; for example, older records use abbreviations, while RDA records spell out words in the edition and physical descriptionOne RDA rule is not to include the descriptor in the title for nonprint materials, which has meant newer records have not always included [videorecording], [sound recording], or [electronic resource] as part of the title

- SAILS Cataloging has decided to put those descriptors back in nonprint records
- You do not need to let SAILS know if you find a record without [videorecording], [sound recording] or [electronic resource]; a report will be run monthly to add them to new records

- Another RDA rule is adding qualifiers to Personal Author and Added Author fields
- An example of what this looks like is: Gaiman, Neil,|eauthor
- These qualifiers affect browse searching for authors' names in Workflows; an author will be listed many times, depending on the qualifier used (author, editor, illustrator, etc.) or the lack of a qualifier
- Using the keyword search option will produce one full list of records, regardless of the qualifier
- Browse search is not immediately indexed in Workflows, but the keyword search is
- Enterprise does not look at the authority file when searching names, so all the names come up together

Discarded Item Reports
- Discard reports run on two days- Thursday and Friday
- The Remove Discard Report still runs every Tuesday
- Email Kristin (kslater@sailsinc.org) if you want to know which day your library's report is scheduled to run
- If a record has holds attached to it, the system will not discard any copies until the holds are filled
- Lost items are not automatically put to Discard after a certain period; you need to take the Item out of Lost and then check it out to your Discard patron

WebDewey Subscription
- SAILS has a subscription to OCLC's WebDewey that can be accessed through the SAILS website under the Cataloging Desktop section: https://www.sailsinc.org/cataloging-desktop/
- OCLC offers a WebDewey tutorial that is 15 minutes long and is web-based so you can access it anywhere

Free Online Resources for Creating Dewey Decimal Call Numbers
- In response to several questions about creating Dewey Decimal call numbers, SAILS Cataloging found two free options online
- WebJunction training (free)- Shelving with Dewey 1-hour webinar: https://learn.webjunction.org/course/index.php?categoryid=19
- You will need to create an account before you can register for this free webinar
- OCLC training (free)- PowerPoint slides: https://www.oclc.org/en/dewey/resources/teachingsite.html

Technical Services Meetings for FY19 will be announced at a later date.

Summer Reading Lists – Attaching to Fiction Records

SAILS Fiction Policy – Effective since June 2013
- Edition, Publication Information, and Physical Description are not important
- For **Juvenile and YA fiction** titles:
  - Attach all hardcovers and paperbacks to one record
  - Attach all large print books to one large print record
  - Attach all board books to one board book record

- For **Adult Fiction** titles:
  - Attach all hardcovers to a hardcover record
  - Attach all paperbacks to a paperback record
  - Attach all large print hardcovers to a large print hardcover record
  - Attach all large print paperbacks to a large print paperback record

Juvenile/YA Fiction Summer Reading Titles
- Attach your copy if the author and title match the record
- Some titles published for adults are also published as a Young reader's edition
- Make sure to attach a Young reader's edition copy to a Young reader's edition record
- Fill out an error reporting form if you need to have your copy's ISBN added to the record

Adult Fiction Summer Reading Titles
- Make sure the author and title match the record and attach the hardcover copy to a hardcover record
- Make sure the author and title match the record and attach the paperback copy to a paperback record
- Fill out an error reporting form if you need to have your copy's ISBN added to the record

Graphic Novels Summer Reading Titles
- All hardcovers and paperbacks can be attached to one record
- Attach your copy if the author and title match the record
- Fill out an error reporting form if you need to have your copy's ISBN added to the record
- Multiple volume graphic novels records will not include any ISBNs

Fill out an error reporting form if you have any questions about attaching to a record or send an email to catsupport@sailsinc.org and SAILS Cataloging will help you.