

Technical Services Roundtable on Zoom - October 7, 2020

Libraries in attendance: Berkley (Erica Grady); Carver (Stephanee Cheverie, Amy Sheperdson); Dighton (Phyllis Haskell); Easton (Anne Marie Large); Fall River (Fellisha Desmarais); Halifax (Maria Bumpus); Hanson (Sue Olsen); Mansfield (Katherine Schacht); Marion (Danae Arone); Mattapoisett (Pamela Perry); Norfolk (Tamara Dalton, Suzanne Reynolds-Alpert); Pembroke (Laura Donahue); Raynham (Melissa Kimmer); Rehoboth (Whitney Pape); Rochester (Jen Frasier); Seekonk (Pamela Hastings); Swansea (Kaija Gallucci); SAILS (Chelsea Fernandes, Jennifer Michaud)

TOPICS COVERED AT THIS MEETING

Introductions

SAILS Digital History Collection

Beginning Cataloging Workshops

Behind the scenes with SAILS Cataloging

Updated ACQ Records in ACQ format that still need updates

Binge Boxes of DVDs

Books with delayed publication dates

Matching audiobooks with different number of CDs

Fiction Policy Reminder

ISBNs starting with 979

Questions

Introductions

- We started the meeting with introductions, including Chelsea Fernandes, Technical Services Librarian at SAILS, who started working with us this past January

SAILS Digital History Collection

- Chelsea presented a brief history of this collection in SAILS
- She also discussed the process of submitting a collection to SAILS from filling out a Google Form about your collection to Chelsea then uploading the collection to Omeka (as well as SAILS creating a bib. record in Workflows)
- Chelsea also showed how a collection looks within Omeka
- Currently, the Omeka records don't display in Enterprise
- SAILS doesn't do the digitization process for libraries
- Chelsea suggested applying to the Digital Commonwealth to digitize your collection for free, but this option will take a bit of time for the digitization process to be completed
- SAILS is in the process of forming a Digital History Collection Committee; more information about this committee and the digital collection will be forthcoming

Beginning Cataloging Workshops

- These workshops will be on Zoom and will be one-on-one training
- Jenn is currently in the process of changing this workshop to be more suitable for an online format

- We will first catch up on training for people who were scheduled for a workshop earlier this year
- Once we're ready to start training, we'll send out an email to the Cataloging List

Behind the scenes with SAILS Cataloging

- SAILS received a request to talk about what SAILS Cataloging does after libraries create request records and update ACQ records
- Jenn gave an overview of what she does and what our Copy Cataloger, Claudette Tobin, does with your request records and updated ACQ records
- Claudette is the person who primarily handles the daily processing of request records and updated ACQ/on-order records
- The process begins with overnight reports that collect all of the previous day's request records and updated ACQ records along with reports that collect the ISBNs, UPCs, music numbers, and video numbers in those records
- Claudette's day begins with printing out these reports as request records slips so that she has a physical copy of all of those records in the reports
- She then loads the reports with the ISBNs and other numbers into SkyRiver, which is the database that we use for retrieving records
- Claudette selects the best records to use in SkyRiver and makes the necessary edits to records, including adding information that you entered in your records
- Her final step is to load her edited records from SkyRiver into Workflows to overlay your request records and updated ACQ records
- There are always titles that we can't find matching records for in SkyRiver and when that happens, we put those slips of records into No-Hits folders that are separated by month
- Claudette will do more searches for those no-hits at a later date and will process those records as she finds them
- When Claudette is out, Jenn often does the cataloging of these records, but her primary role in this process begins with the No-Hits folders and all the records we can't find a match for in SkyRiver
- Jenn works through our No-Hits folders and does the original cataloging for those records
- Jenn does original cataloging for some records in Workflows only (such as kits and local documents), but the majority of her original cataloging is adding new records to SkyRiver
- Jenn then loads these new records that she created in SkyRiver into Workflows to overlay your request records and ACQ records
- It's worth noting that many SkyRiver records are missing the edition, series, and some or all of the physical description, and the publication information can be incorrect; that's why we rely so heavily on the information you enter from the item in front of you

Updated ACQ Records in ACQ format that still need updates

- What do you do if you see an ACQ record that's been updated with ACQ in the Acqupdate field, but that information isn't accurate?; Do you update the ACQ record or do you fill out an error report form?
- Once you see ACQ in the Acqupdate field (the one that has a capital A as the default at the bottom of the ACQ record), you need to fill out an error report form with any additional updates that are needed
- Once ACQ has been filled in, the slip has already printed for Claudette and the record won't be flagged for her to print it again, so SAILS needs to make any new updates
- However, if you are attaching to an ACQ record and it still only has the capital A in the Acqupdate field, we ask for the first library attaching their physical copy to update the bib. record
- All of our handouts for attaching to records (books, DVDs, audiobooks, etc.) include steps for updating ACQ records; these handouts are all up on the SAILS staff website: <https://www.sailsinc.org/cataloging-desktop/>
- If you're uncertain about whether or not to update an ACQ record, you can always email catsupport@sailsinc.org and we'll be happy to help you

Binge Boxes of DVDs

- Midwest Tapes offers Binge Boxes of DVDs, which are collections of DVDs for libraries to purchase
- We currently have a few libraries that are adding these Binge Boxes to Workflows
- It's about a 50% success rate of finding matches for these Binge Boxes in SkyRiver and when we do find matches, the records require quite a bit of extra cataloging
- These Binge Boxes request records aren't updated as quickly as other request records because Jenn does the extra cataloging for them
- Binge Box call numbers don't need |Z because these collections are meant to stay together and circulate as one collection
- SAILS has an Item Type of BingeBox that can be added to your library's list of Item Types; email support@sailsinc.org if you need this Item Type added for your library
- Email catsupport@sailsinc.org if you need help with creating request records for these Binge Boxes

Books with delayed publication dates

- Many books that were originally set to be published back in the spring got their publication dates pushed to this fall or even into early next year
- After Chelsea ran the Acquisition Rollovers reports this summer, Jenn went through each library's list of rollover titles and updated the publication dates in the ACQ records
- Jenn also extended the holds expiration dates on several records so people's holds wouldn't expire before the book actually came out
- Email catsupport@sailsinc.org if you should find an ACQ record for a book that has a delayed publication date for SAILS to make any updates to the record or holds

Matching audiobooks with different number of CDs

- Some copies of audiobooks are being released (sometimes even with the same ISBN) where all of the information matches except for the number of discs (each copy is unabridged with the same running time)
- Some copies have, for example, 9 CDs and other copies have 8 CDs
- SAILS is putting all copies on one record- as long as the author, title, running time, and narrator match
- SAILS is keeping the number of CDs in the physical description as the larger number and adding a General Note Field to the record, similar to this example: Some copies may only include 8 CDs. All copies are unabridged.
- This is why it's good to have either the number of pieces updated in your copy record or adding a Circ. Note with the number of CDs for your copy

Fiction Policy Reminder

- Don't forget the Fiction Policy, particularly as it relates to Juvenile and YA fiction titles
- All hardcover and paperback copies of Juvenile and YA fiction titles can be attached to the same record
- Author and title must match, but the edition, publication information, and physical description don't need to match to attach
- Remember to search by more than the ISBN to find a matching record; also search by title and author (you can do an Advanced Search combining Title and Author as one search)
- Fill out an error reporting form if you need SAILS to add your copy's ISBN to a record

ISBNs starting with 979

- Claudete and Jenn have started to see records for books with ISBNs that start with 979
- You may not be able to use your scanner in Workflows to scan these 979 ISBNs; unlike the ISBNs that start with 978, it's possible that the scanners may not be able to read the ISBNs that start with 979 at this time

Questions

Question about adding series to request records

- Since there isn't a field for series in request records, where should libraries enter the series?
- You can put it in the title field in parentheses at the end of the title; for example: Ice hockey: science on ice (Science behind sports)
- Keep in mind that when SAILS Cataloging updates the record that the series title will be in the series field of the record (and not in the title field)

Question: Has anyone else been experiencing an increase in receiving damaged books?

- A discussion followed on how often it's been happening with other libraries and what they've tried to do to fix the problem