

Copy Cataloging Manual

Contents

| | |
|--|----|
| Bibliographic Record | 2 |
| Leader | 2 |
| 008 Field | 2 |
| 010 – Library of Congress Control Number | 3 |
| 020 – ISBN | 3 |
| 049 – Local Holdings Symbol | 3 |
| 050, 090, 099 – Call Number | 4 |
| 1XX – Main Entry (Usually an author’s name) | 5 |
| 245 – Title Proper and Statement of Responsibility | 5 |
| 246 -- Alternate Titles | 5 |
| 250 – Edition Statement | 6 |
| 260 – Publication Information | 6 |
| 263 – Prepublication Information | 7 |
| 264 – Production, Publication, Distribution, Manufacture, & Copyright Notice | 7 |
| 300 – Physical Description | 7 |
| 504 -- Bibliographical Reference Note | 7 |
| 500 – General Note | 8 |
| 505— Contents | 8 |
| 546 – Language Note | 8 |
| 590 – Local Note | 8 |
| 600, 610, 650, 651 – Subject headings | 9 |
| 949 – Local Holdings Information | 10 |
| Links | 11 |
| Holding Record | 11 |
| General Rules: | 11 |
| Single Volume Monographs -- Basic Fields and Default Values | 12 |
| Multi-volume Monographs -- Basic Fields and Default Values | 13 |
| Serials -- Basic Fields and Default Values | 13 |
| Optional Fields for Multi-volume Monographs and Serials | 14 |
| Rules for Specific Collections/Formats: | 14 |
| Item Record | 16 |
| Basic Information | 16 |
| Volumes | 16 |
| Pieces | 16 |
| Error Message | 17 |
| Desk Copies | 17 |
| Bibliographic Record | 18 |
| Holding Record | 18 |
| Item Record | 18 |
| Processing | 18 |
| Deleting | 18 |

Copy Cataloging Manual

Bibliographic Record

NOTE: Paperback art books go to the bindery first.

Leader

Ctrl + F opens the Form Editor to view and edit the field

| | | | | | | |
|-----|--|--------------------|--|--------------------------|---|-------------------------|
| LDR | Logical record length (0-4) | 04642 | Record status(5) | c - Corrected or revised | Type of record(6) | a - Language material |
| | Bibliographic level(7) | m - Monograph/iter | Type of control(8) | # - No specific type | Character coding scheme(9) | a - UCS/Unicode |
| | Indicator count(10) | 2 | Subfield code count(11) | 2 | Base address of data (12-16) | 00409 |
| | Encoding level(17) | 4 - Core level | Descriptive cataloging form(18) | a - AACR 2 | Multipart resource record level(19) | # - Not specified or no |
| | Length of the length-of-field portion(20) | 4 - Number of char | Length of the starting-character-position portion (21) | 5 - Number of character | Length of the implementation-defined portion (22) | 0 - Number of character |
| | Undefined Entry map character position(23) | 0 - Undefined | | | | |

Acceptable values:

Record status: a, c, n, p

Type of record: a

Bibliographic level: m

Type of control: any

Encoding level: _(blank), 1, 4, 8, I, K, L, M

Cataloging form: a, I

a) Change encoding level 1, 7, 8, K or M to I after editing the record

b) Consult with a TS librarian for all other encoding levels
(Level J should not be used)

008 Field

Ctrl + F opens the Form Editor to view and edit the field

| | | | | | | |
|-----|----------------------------|---------------------|--|----------------------------------|------------------------|---------------------|
| 008 | Date entered on file (0-5) | 170217 | Type of date/Publication status(6) | s - Single known date/probable | Date 1 (7-10) | 2001 |
| | Date 2 (11-14) | #### | Place of publication, production, or execution (15-17) | nyu - New York (State) | Illustrations(18) | a - Illustrations |
| | Illustrations(19) | # - No illustration | Illustrations(20) | # - No illustrations | Illustrations(21) | # - No illustration |
| | Target audience(22) | # - Unknown or r | Form of item(23) | # - None of the following | Nature of contents(24) | b - Bibliographies |
| | Nature of contents(25) | s - Statistics | Nature of contents(26) | # - No specified nature of conte | Nature of contents(27) | # - No specified r |
| | Government publication(28) | # - Not a govern | Conference publication(29) | 0 - Not a conference publicatio | Festschrift(30) | 0 - Not a festsch |
| | Index(31) | 0 - No index | Undefined(32) | # | Literary form(33) | 0 - Not fiction (nc |
| | Biography(34) | # - No biographi | Language (35-37) | eng - English | Modified record(38) | # - Not modified |
| | Cataloging source(39) | # - National bibli | | | | |

Copy Cataloging Manual

Compare the information in the 008 to the information in the bibliographic record to make sure there are no discrepancies:

Publication status – Is there a single date of publication, two dates, or a range of dates?

Date x – Should match the date in the record

Place of publication – Should match the first-named place in the record

Illustrations 1 – Is the book illustrated? If so, enter “a” in Illustrations 1.

Audience – Do not change

Form of item – Do not change

Contents – Select all that apply

Government. publication – Select appropriate value

Conference publication – Select 1 if a conference publication

Festschrift – Do not change

Index – Select 1 if the book has an index

Literary form -- Select appropriate value

Biography – Select appropriate value

Language – Select appropriate value

Modified record – Do not change

Cataloging source – Do not change

010 – Library of Congress Control Number

Check against book. Insert an 010 field for the LCCN if none exists AND all the other bibliographical information in the record matches the book. The LCCN will have “##” preceding the number.

020 – ISBN

Check against book. Insert an 020 field for the ISBN if none exists AND all the other bibliographical information in the record matches the book.

049 – Local Holdings Symbol

Change the 049 field to the OCLC holdings symbol that matches the library collection in which the book will be shelved.

NOTE: Watch for oversize books.

OVERSIZE KZS& (Book measuring 30 cm. or more in height/width)

Exceptions:

--Library Science

--N classification of Library of Congress (includes all call numbers beginning with N for the Fine Arts. Art books may not exceed 34 x 28 cm.)

Copy Cataloging Manual

050, 090, 099 – Call Number

If the book is to be shelved in the Library Science collection, insert the call number into an 099 field according to the instructions provided on a separate sheet.

If the book is to be shelved in MAIN or OVERSIZE follow the instructions below:

The 050 field – Library of Congress assigned LC call number. In most cases KU uses the call number in the 050. Even if the call number is not being used, do not delete or edit 050 fields. Instead add an 090 field with the desired call number.

The 090 field – Locally assigned LC call number. In some cases the LC call number listed in the 050 field is not the desired call number. The call number may be in a classification section that we do not use; it may have two subfield “a”s; or it may be incomplete – lacking a cutter number and/or a date. In these cases an alternate LC call number is constructed in a 090 field. Do not change the 050 field.

Example: **050 0 0 ‡a Z7164.C89 ‡b M54 1990 ‡a HX653**

- a) If there is a 050 or 090 field that contains a call number that is consistent with the library’s policies, use it.

The library accepts most LC call numbers as assigned. However:

- 1) The library does not use the PZ schedule. Consult with a TS librarian if the assigned call number begins with PZ.
- 2) The library avoids the use of the Z schedule for bibliographies except when the subject relates to libraries, library collections, or the book publishing industry. Consult with a TS librarian if the assigned call number begins with a Z.
- 3) Watch out for dual call numbers. Sometimes a 050 or 090 will contain two call numbers. The clue to identifying these is the presence of a ‡a near the end of the call number. Consult with a TS librarian to find out which call number to use.
- 4) If the 050 has a letter after the date
 - i. *a* – means the item is a facsimile
 - ii. *b, c, d*, etc. mean there were multiple editions of a work published in the same year. If we have only one of those items, copy the call number to an 090 but delete the letter after the date. If we have both editions, try to differentiate by changing the cutter, unless they are the same work.
 - iii. *x* after the cutter number, delete the “x” and keep the rest of the call number as it is. The “x” means that there is another book with the same call number in the LC collection. The likelihood that we would have that other book is very low, and if we did have it we would change the cutter number.

Copy Cataloging Manual

iv. z means the date is uncertain

b) If there is a 092 field, delete it.

1XX – Main Entry (Usually an author’s name)

Check against the book. There may be some variation between the author’s name on the book and the main entry heading. Correct only obvious spelling errors. Never add or delete information from the 1XX. Consult with a TS librarian if there are significant differences between the 1XX and the author’s name on the book.

245 – Title Proper and Statement of Responsibility

The title proper usually comes from the title page or from the book cover if there is no title page. Check for spelling errors, missing words, or other discrepancies and make the necessary changes in the record. Also check the Statement of Responsibility behind ‡c for errors and omissions and make the necessary changes in the record.

2nd indicator- [Initial Definite and Indefinite Articles](#)

246 -- Alternate Titles

a) If a title includes an ampersand (&), create a 246 with the word “and” spelled out. The first indicator should always be 3 and the second indicator should always be blank.

Example:

| | | | |
|-----|---|---|---|
| 245 | 0 | 0 | ‡a Ballet & modern dance / ‡c with contributor and critics. |
| 246 | 3 | | ‡a Ballet and modern dance |

b) If a title includes a number (1,2,3,etc.), create a 246 with the number spelled out. The first indicator should always be 3 and the second indicator should always be 0.

Exception: Do not spell out dates, years, etc.

Example:

| | | | |
|-----|---|---|--|
| 245 | 1 | 0 | ‡a 101 movement games for children : ‡b fun and learning Huberta Wiertsema ; translated by Amina Marix Evans ; Bowman & Astrid Sibbes. |
| 246 | 3 | | ‡a One hundred one movement games for children |
| 246 | 3 | | ‡a One hundred and one movement games for children |

c) Check the cover, spine, and running title (top or bottom margin of pages) for variations to the title proper on the title page. Create 246 fields for all variations. The first indicator

Copy Cataloging Manual

should always be 1. Use the F2 function key to select the proper second indicator according to where the variation occurs.

Examples:

246 1 8 ‡a How children learn (spine title)

246 1 ‡i Subtitle on cover: ‡a Practical guide (alternate title with explanatory note)

250 – Edition Statement

An edition statement is a word or phrase appearing in the resource that normally indicates a difference in either content or form between the resource and a related resource. An edition statement can often be identified by the use of words such as edition, issue, level, state, update, and version, or their equivalents in other languages. Numbers and/or statements of responsibility may also appear with an edition statement. Under RDA, the edition statement is a transcribed element and no abbreviations are used unless they appear in the source used for the edition statement.

| | | | |
|-----|---|---|--|
| 245 | 1 | 0 | \$\$a Skin in the game : \$\$b hidden asymmetries in daily life / \$\$c Nassim Nicholas Taleb. |
| 250 | | | \$\$a First edition. |
| 264 | 1 | | \$\$a New York : \$\$b Random House, \$\$c [2018] |
| 300 | | | \$\$a xv, 279 pages : \$\$b illustrations ; \$\$c 25 cm |

250 \$\$a 2017 Ballantine Books Trade Paperback Edition.

260 – Publication Information

Check the publication information in the book against the record. If there is any discrepancy other than a spelling error between the two, consult with a T.S. librarian.

Example:

| | | | |
|---|-----|-----|---|
| | 100 | 1 | ‡a Schwartz, Sunny, ‡d 1954- |
| | 245 | 1 0 | ‡a Dreams from the monster factory : ‡b a tale of prison, redemption, and one woman's fight to restore justice to all / ‡c Sunny Schwartz ; with David Boodell. |
| | 250 | | ‡a 1st Scribner trade pbk. ed. |
| → | 260 | | ‡a New York : ‡b Scribner, ‡c 2010, ©2009. |

Copy Cataloging Manual

263 – Prepublication Information

Delete this field if it appears in a record.

264 – Production, Publication, Distribution, Manufacture, & Copyright Notice

| | | |
|-----|---|--|
| 264 | 1 | \$\$a New York : \$\$b <u>Ballantine Books</u> , \$\$c 2017. |
| 264 | 4 | \$\$c ©1992 |

300 – Physical Description

- Check a book against the physical description in the record. Correct any minor discrepancies. Consult with a T.S. librarian when there are major discrepancies.
- If a book designated for the MAIN collection other than an art book (N classification), is bigger than 30 X 28 cm measured in either direction, it should be placed in the Oversize collection with KZS& designated as the holdings symbol in the 049 field. Art books may not exceed 34 X 28 cm. measured in either direction for inclusion in the MAIN collection.

| | |
|-----|---|
| 300 | \$\$a xv, 279 pages : \$\$b illustrations ; \$\$c 25 cm |
|-----|---|

- If the plates included in the item fall inside of the pagination, format using one of the following:

xx, 309p., [10] p. of plates (Pages have an image on both sides of the paper sheet)
[5] leaves of plates (Leaves have an image on one side with the reverse side blank)

504 -- Bibliographical Reference Note

If a book contains bibliographical references in any form, create a 504 field.

Examples:

Bibliographical references interspersed throughout text:

| | |
|-----|---|
| 504 | ‡a Includes bibliographical references. |
|-----|---|

Bibliographical references contained in an identifiable section of book:

| | |
|-----|--|
| 504 | ‡a Includes bibliographical references (p. 175-180). |
|-----|--|

Copy Cataloging Manual

RDA Note: RDA does not use brackets or any marking to identify unnumbered pages in the 504 field.

500 – General Note

If a book contains an index, create a 500 field.

Example:

| | |
|-----|---------------------|
| 500 | \$a Includes index. |
|-----|---------------------|

Alternatively, if a book contains an index and also contains bibliographical references, make note of the presence of the index in the 504 field.

Example:

| | |
|-----|--|
| 504 | \$a Includes bibliographical references and index. |
|-----|--|

Other general notes can be included, for example:

| | | |
|---|-----|---|
| | 500 | ‡a Originally published in Great Britain by Granta Books, 2014 as Swansong 1945: a collective diary from Hitler's last birthday to VE Day. Great Britain : Granta Books, 2014. |
| → | 500 | ‡a "Original German edition first published in 2005. Walter Kempowski: Das Echolot. Abgesang '45 Ein kollektives Tagebuch. Copyright © 2005 by Albrecht Knaus Verlag, Munich."--Title page verso. |

505— Contents

first indicator 0: entire works in hand.

505 0_ ‡a Book one. The journey--Book two. The mine--Book three. The war.

546 – Language Note

Example:

Children's book in Spanish and English.

Text in English translated from the German.

590 – Local Note

Examples:

African Studies Collection: This book supports the African Studies Program at Kutztown University.

Copy Cataloging Manual

Autographed

Pennsylvania Collection: This book contains significant historical and/or social information pertaining to Pennsylvania.

KU Popular DVD purchase.

ROTC Collection: This book supports the ROTC Program.

Recommended by Resources for College Libraries, 2007

Gift of Alpha Beta Alpha

Copy 1 gift of Alpha Beta Alpha

Gift of Dr. and Mrs. J. Robert Dornish.

Gift of The Floyd W. Boyer Memorial Fund.

Gift of KU Office of Veterans Services.

If a book is a gift and there is a gift plate in the front of the book including the name of the donor, create a 590 note using the same wording as the gift plate.

Example:

| | |
|-----|--------------------------------|
| 590 | †a Gift of Dr. Homer C. Welsh. |
|-----|--------------------------------|

When a member of the university faculty or an alumnus of the university is a contributor to a book, or other published materials, the library makes note of that contribution in a 590 field in the bib record.

The 590 note should indicate the name of the author, nature of the contribution to the published work, and the relationship of the author to the university using the following format:

Faculty author - Name, Dept. of [History, etc].

Alumni author - Name.

Use the terms author, editor, composer, contributor (for essays/chapters in a publication containing the work of several authors) etc. as appropriate.

600, 610, 650, 651 – Subject headings

a) In all non-fiction books, there should be at least one 6XX field. Most fiction books have subject headings as well but some do not. If any book does not have at least one 6XX field with a second indicator of 0, consult with a TS librarian who will assign subject headings.

Copy Cataloging Manual

b) Delete all subject headings in 600, 610, 650, and 651 fields that are not Library of Congress subject headings, e.g. do not have 0 in the second indicator.

Do not delete 653 genre headings.

c) In the 6xx field, the following subfields are used:

- a--primary topical subject or place element
- b--element following place element
- x--general topical subdivision
- y--period subdivision (date, century)
- z--place subdivision
- v--form subdivision

949 – Local Holdings Information

When the library owns multiple copies:

1) Place all relevant OCLC holdings symbols in the 049, each in its own \$\$a.

Examples:

Multiple copies in a single location:

| | |
|-----|---------|
| 049 | ‡a KZSJ |
|-----|---------|

Multiple copies in multiple locations:

| | |
|-----|-----------------|
| 049 | ‡a KZSS ‡a KZSJ |
|-----|-----------------|

2) Record copies owned in a 949 field at end of the bibliographic record.

Examples:

Multiple copies in a single location:

| | |
|-----|----------------------|
| 949 | ‡a KZSJ ‡a KZSJ ‡c 2 |
|-----|----------------------|

Multiple copies in multiple locations:

| | |
|-----|----------------------|
| 949 | ‡a KZSS ‡a KZSJ ‡c 2 |
|-----|----------------------|

More than two copies in multiple locations

949 \$\$a KZSS \$\$a KZSJ \$\$c 2--3

NOTE: Add copy number to the Item Record. No indication of copy goes on the label.

When a title consists of more than one volume, record the copies owned in a 949 field at the end of the record.

Example:

Title consisting of three volume:

Copy Cataloging Manual

949 \$\$a KZSS \$\$v 1--2

NOTE: Put 2 "--" between the volumes.

Volumes always precede the year in the holdings field as follows:

949 KZSS ⌘v 1 ⌘y 1989 ⌘v 2 ⌘y 1991 ⌘v 3 ⌘y 1993

For a book with a DVD

Holding: 866 _0 |a vol. 1-2, disc

Enumeration A v.2
Chronology I -
Description v.2 (DVD included)

Item: AND add a Fulfillment note in Notes (can only access after saving then reentering the Physical Item Editor to edit the record). This will generate an alert when the item is checked in or out.

| | |
|--------------------------------------|-------|
| ENUM/CHRON Information | Notes |
| Public note - | |
| Fulfillment note CD on back cover | |

Media Items

949 ⌘a KMED ⌘v 1--5 ⌘a KMED ⌘v guide

Holding record

| | | |
|-----|---|-----------------------------------|
| 852 | 0 | ⌘b KMED ⌘h LB2331.62 ⌘i .M35 1994 |
| 866 | 0 | ⌘a disc 1-5 + guide |

Links

[Bibliographic Processing Cataloging Rules](#) - Shows RDA and AACR2 examples

Holding Record

STANDARDS FOR CREATING HOLDINGS RECORDS

The default values for each material type are the values which would most commonly be assigned. However, each title needs to be examined to determine whether or not it conforms to the default values listed.

General Rules:

1) Create one holdings record for each copy owned by the library even when all copies are shelved in the same location.

Copy Cataloging Manual

2) Abbreviations used in 864, 865, and 866 fields should conform to the list of Abbreviations for Holdings and Item Records in **VOYAGER**.

3) Holdings in 864, 865, and 866 fields should be stated as briefly and simply as possible. Remember, this is what the patron sees in the **VOYAGER** OPAC.

| Tag | I1 | I2 | Subfield Data |
|-----|----|----|--|
| 852 | 0 | | ‡b Reference ‡h ZA ‡i 4201 ‡j W43 ‡z Shelved Beside Reference Desk |
| 866 | 4 | 0 | ‡z Latest edition in Reference. -- [2008] |

Database: Rohrbach Library at Kutztown University

Location: . Reference Collection

Call Number: ZA 4201 W43 →  [Text me this call number](#)

Number of Items: 1

Status: Checked In

Older Issues: Latest edition in Reference. -- [2008]

Notes: Shelved Beside Reference Desk

Title: Web site source book.

Publisher: Detroit, MI : Omnigraphics, Inc., c1996-

Description: Periodical

Single Volume Monographs -- Basic Fields and Default Values

852 X_ [location and call number supplied by system]

Note: Can use Ctrl + N to update call number.

Leader defaults: Record status= n
 Type of record= x
 Encoding level= 4

008 defaults: Receipt status= 2 (Completed)
 Method of acquisition= p (Purchase) OR g (Gift)
 Expected acquisition end date=[blank]
 General retention policy= 8 (Permanently retained)
 Specific retention policy= [all blank]
 Completeness= 1 (Complete)
 Number of Copies= 001
 Lending policy= a (Will lend)
 Reproduction policy= u
 Language= eng
 Copy report= Separate

Copy Cataloging Manual

Multi-volume Monographs -- Basic Fields and Default Values

852 X_ [location and call number supplied by system]

866 0 |a [free text description of holdings]

ex: vol. 1-2 Note: 1 “-“ between the volume numbers

Leader defaults: Record status= n

Type of record= v

Encoding level= 4

008 defaults: Receipt status= 2

Method of acquisition= p OR g

Cancellation date= [blank]

General retention policy= 8

Specific retention policy= [all blank]

Completeness= 1

Lending policy= a

Reproduction policy= u

Language= eng

Number of copies= 001

Copy report= Separate

ITEM RECORD:

- Each item is under 1 holding record for volume sets.
- Use v.1, v.2, etc. in the Enumeration A field for each item.
- Click Generate next to the Description field.

| | | |
|----------------|------------|----------|
| Barcode | | Generate |
| Copy ID | 1 | |
| Item policy | Main Item | |
| Is magnetic | No | |
| Issue date | | |
| Receiving date | 09/13/2017 | |
| Enumeration A | v.1 | |
| Chronology I | | |
| Description | v.1 | Generate |

Serials -- Basic Fields and Default Values

852 X_ [location and call number supplied by system]

866 40 |a [free text description of summary holdings]

Note: When the library keeps only a specific number of recent editions of a title, or keeps the most recent edition of a title in Reference and the older editions in another collection, substitute one of the following notes for a summary holdings statement in the 866 field:

Copy Cataloging Manual

866 40 |z Library keeps latest edition only -- [year of current edition]

866 40 |z Library keeps latest edition in Reference -- [year of current edition]

Leader defaults: Record status= n
Type of record= y
Encoding level= 4

008 defaults: Receipt status= 4
Method of acquisition= u
Cancellation date= [blank]
General retention policy= 8
Specific retention policy= [all blank]
Completeness= 2
Lending policy= a
Reproduction policy= u
Language= eng
Number of copies= 001
Copy report= Separate

Optional Fields for Multi-volume Monographs and Serials

864 4_ |a [free text description of supplements, special issues, etc.]

865 4_ |a [free text description of indexes]

Rules for Specific Collections/Formats:

AV Center Materials

852 X_ [location and call number supplied by system]

866 X0 |a [a free text description of holdings for multi-volume sets and serials only]

Leader defaults: Record status= n
Type of record= x , v (multi-volume), y (serial)
Encoding level= 4

008 defaults: Receipt status= 2
Method of acquisition= u
Cancellation date= [blank]
General retention policy= 8
Specific retention policy= [all blank]
Completeness= 1
Lending policy= b
Reproduction policy= u
Language= eng
Number of copies= 001

Copy Cataloging Manual

Copy report= Separate

Titles Purchased By The Center for the Enhancement of Teaching (Enhance)

The Enhance titles within the Curriculum Materials Center collection is identified in the bibliographic record with the word "Enhance" enclosed in brackets behind the Curriculum Materials Center's holdings symbol in the 049.

Ex.

| | | |
|-----|-----|--|
| 035 | | ‡a (OCoLC)38597775 |
| 040 | | ‡a MJC ‡c MJC ‡d KUK ‡d OCL ‡d KZS |
| 020 | | ‡a 0787942786 : ‡c \$22.00 |
| 043 | | ‡a n-us--- |
| 092 | | ‡a 378.17 ‡b Ac12 |
| 090 | | ‡a LC221 ‡b A23 1998 |
| 049 | | ‡a KZSJ[Enhance] |
| 245 | 0 0 | ‡a Academic service learning : ‡b a pedagogy of Rhoads, Jeffrey P.F. Howard, editors. |

In the holdings records, Enhance titles are identified by adding an additional ‡i to the end of the call number.

Ex.

The screenshot shows a MARC record interface with the following fields:

- Leader:** 00192cx 22000854 4500
- 005:** 20030902101830.0
- 007:** (empty)
- 008:** 990603 2 u ___ 8 ___ 1 001 a u eng 0 901128

Below the fields is a table with the following data:

| Tag | I1 | I2 | Subfield Data |
|-------|----|----|---|
| → 852 | 0 | | ‡b Curriculum ‡h LC221 ‡i A23 1998 ‡i Enhance |

Microform

852 8 \$b kutz \$\$c MICROFORM \$\$h Guide \$\$z Shelved on top of cabinets in Microforms Area.

In Bib Record

Copy Cataloging Manual

099 _ 9 \$\$a Guide

590 _ \$\$a This is an index to a collection available in this library on microfiche under call no. MFC 26.

Item Record

Basic Information

Enter the following information for all items.

1. Copy ID
2. Material type
3. Item policy
4. Pieces
5. Barcode NOTE: Scan the barcode as the last piece of information because it will automatically save and close the record.

Volumes

Put v.1 / v.2 / etc. in the Enumeration A field as appropriate.

Holding:

| | |
|---------------|--------------------|
| Enumeration A | v.2 |
| Chronology I | - |
| Description | v.2 (DVD included) |

Item:
AND

add a Fulfillment note in Notes. This will generate an alert when the item is checked in

| | |
|------------------------|------------------|
| ENUM/CHRON Information | Notes |
| Public note | - |
| Fulfillment note | CD on back cover |

or out.

Pieces

For items with one piece no further information needs to be provided beyond putting the number 1 in the pieces field.

For items with two or more pieces:

- Click on the Notes tab
- In the Fulfillment note field write:
 - Item consists of # pieces

| | | | |
|---------------------|------------------------|---------------------------|---------|
| General Information | ENUM/CHRON Information | Notes | History |
| Public note | | <input type="text"/> | |
| Fulfillment note | | Item consists of 5 pieces | |

Copy Cataloging Manual

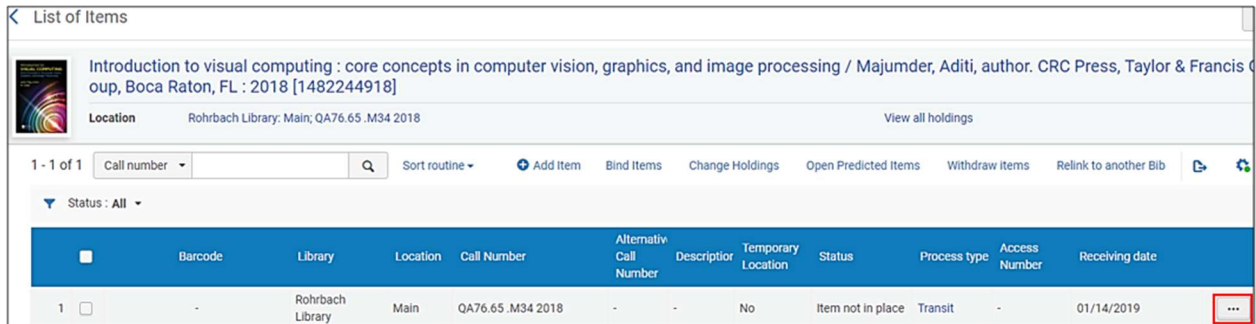
This will generate a note for circulation during transactions to alert them to the number of pieces.


Error Message for Saving Requested Item

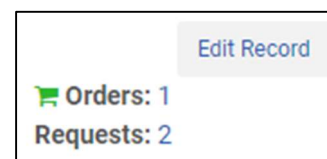
 The item is not in place and there are requests registered for this item. Please handle the requests before moving or updating this item.

If this message appears when trying to save an item record, get around it by:

- Click Cancel
- On the list of Items screen



- click on the ellipses 
- Select Work Order
- Select Technical services as the Process Type
 - Select the Managing Department as kutz Acquisitions Department
 - Click Submit
- Open the item record again in the Physical Item Editor, and make the necessary changes and save
 - You will see a confirmation message
 - “Please note the following: The item is in work order, moving the item will cancel the requests if the item not requestable in the new location. Are you sure you want to perform this action?”
 - Click Confirm
- Click back to the results screen
- Click on the number next to Requests
 - Identify the request that has you as the creator, and has the Request Type: Acquisition technical services, and click Cancel for that request
- For Confirm Request Cancellation select the reason as Request was changed due to update
 - Click Confirm



Desk Copies

Library faculty and support staff sometimes ask that the library to purchase titles that are helpful in their daily work responsibilities. Rather than being shelved in any collection, they are designated as Desk Copies and requestors keep the titles in their work areas for as long as they need them. Most desk copies are eventually transferred to part of the collection although some will be withdrawn.

