

Processing Hawk Mountain Titles

Michael Weber

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The Acopian Research Center at Hawk Mountain sends the library copies of the title page and title page verso of their new acquisitions. The number of pages is written on the title page. The library downloads records from OCLC into Voyager or updates records already in Voyager to reflect the holdings of Hawk Mountain. The library prints book labels and sends them to Hawk Mountain.

Pre-Cataloging Preparation

1. Print out title pages from the file sent by Hawk Mountain staff.
2. Make an inventory list in Excel to assure that all books are cataloged.
3. Search titles in ALMA to determine whether any bibliographic records already in our database match the new titles.
4. Search OCLC for any titles not in our database and download bibliographic records into ALMA. Consult with Cataloging Librarian about call numbers as needed.
5. Give titles not found in OCLC to Cataloging Librarian for original cataloging.

Cataloging

1. **Edit the record.**
 - a. Perform the normal review of information in the bibliographic record and make edits where needed.
 - b. Suppress the record from OCLC using “Record Actions>Set Management Tags>Export to WorldCat>Don’t Publish”
2. **Specific Fields**
 - a. 049 = KZS%
 - b. 050. Amend the LC call number for nonfiction titles on hawks and other birds of prey as instructed below.
 - c. 650. If the records contain “650_0 Birds of Prey”, add the new field “650_4 Raptors.”
3. **Add a Holding Record using the “Hawk Mountain” template.** The template will automatically add “ \$\$z Circulates to Hawk Mountain Sanctuary staff only. Available to others for use on site with the permission of the Hawk Mountain Sanctuary staff.” to the 852 field.

4. Item Record

- a. Add an item record with values listed below.
- b. Use an accessioned barcode starting with “H”
- c. Note the barcode on the Inventory List.

General Information	
Barcode	H1
Material type	Book
Provenance	
PO Line	
Receiving date	
Enumeration A	
Chronology I	
Copy ID	1
Item policy	Non-circulating general
Is magnetic	No
Issue date	
Expected receiving date	
Enumeration B	
Chronology J	

5. Print 2 labels

- a. Adhere one label to the appropriate Title page print out.
- b. Paper clip the other labels to sheets

6. Record statistics.

7. Mail labels to Hawk Mountain (See below)

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Library of Congress Classification Call Numbers for Raptors (Birds of Prey) Hawk Mountain Sanctuary

LC Classification has a single call numbers that apply to a broad range of raptors species. Because Hawk Mountain has so many books on raptors, it is desirable to group books on specific species together. To accomplish this, the following suffixes are added to the LCsubject cutter numbers. Include this suffix to call number recorded in an 090 field only. Do not add the suffix to a 050 field.

QL 696 Birds

.F3 Falconiformes (general -- pertaining to multiple species or raptors)

.F32 Accipitridae (hawks, old world vultures, and harriers)

- s - Sharp Shinned Hawk
- c - Cooper's Hawk
- n - Northern Harrier
- re - Red-Shouldered Hawk
- r- Red-Tailed Hawk
- sw- Swainson's Hawk
- f- Ferruginous Hawk
- k - Kites
- b- Bald Eagle
- g - Golden Eagle
- h - Hen Harrier (*Circus cyaneus*)
- bl – Black Eagle (*Aquila verreauxi*)

.F33 Cathartidae (new world vultures)

- t-Turkey Vulture
- b- Black Vulture
- c - Condors

.F34 Falconidae (falcons, carcaras)

- k - Kestrel
- m - Merlin
- pa - Prairie Falcon
- pe - Peregrine Falcon
- g - Gyr Falcon

.F36 Pandionidae (ospreys)

.F38 Sagittariidae (secretary birds)

.S8 Strigiformes (general - pertaining to multiple species or owls)

.S83 Strigidae (typical owls)

- b - Barred Owl
- gg - Great Gray Owl
- s - Snowy Owl

.S85 Tytonidae (barn owls)

- s - Short-Eared Owl
- sc - Screech Owl
- l - Long-eared Owl
- g - Great Horned Owl
- bo - Boreal Owl
- sa - Saw-Whet Owl
- bu - Burrowing Owl
- h - Hawk Owl
- sp - Spotted Owl

Note: Books on **falconry**, the art of using falcons and other birds of prey for hunting, should not be placed in QL696. The call number for falconry is SK321. Falconry is also known as hawking.

Tag	Ind 1	Ind 2	Bibliographic Data
000			01420cam·a2200337·a·45e0
001			360115
005			20100619092841.0
008			000821s2000···enkab···b..... 001·0·eng-d
015			:f:a GBA0-54117
020			:f:a 0946888388
035			:t:a (OCoLC)ocm44915928
035			:f:a (KZS)360115
040			:f:a UKM :t:c UKM :f:d YNG :t:d TXA
049			:t:a KZSS :t:a KZS%
090			:f:a QL696.F3 :f:b R39 2000
245	0	0	:f:a Raptor watch : :f:b a global directory of raptor migration sites / :t:c compiled and edited by Jorje I. Zalles and Keith L. Bildstein; with assistance from Jennifer Ottinger ... [et al.].
260			:t:a Cambridge: +b Birdlife International ; :t:a Kempton, Pa. : :t:b Hawk Mountain Sanctuary, :t:c 2000.
300			:t:a xviii, 419 p. : +b ill., maps ; :t:c 26 cm.
440		0	:t:a Birdlife conservation series ; :t:v no. 9
500			:t:a "Sponsored by Hawk Mountain Sanctuary with major support from National Fish and Wildlife Foundation, Prospect Hill Foundation, The McLean Contributionship, Members of Hawk Mountain Sanctuary Association."
504			:t:a Includes bibliographical references (p. 389-409) and index.
590			:f:a Copy 1 gift of Hawk Mountain Sanctuary.
650		0	:t:a Birds of prey :t:v Directories.
650		4	:f:a Raptors.
700	1		:t:a Zalles, Jorje I.
700	1		:t:a Bildstein, Keith L.
700	1		:t:a Ottinger, Jennifer.
710	2		:f:a Birdlife International.
710	2		:f:a Hawk Mountain Sanctuary Association.
994			:t:a EO +b KZS
949			:f:aKZSS

Tag	Ind 1	Ind 2	Bibliographic Data
000			00326nx..a22000854..4500
001			342209
004			360115
005			20011129161906.0
008			0111292p....8...1001aueng0901128
852	0		+b Hawk +h QL +i 696 +i F3R39 +i 2000 +z Circulates to Hawk Mountain Sanctuary staff only. Available to others for use on site with the permission of the Hawk Mountain Sanctuary staff.

Tag	Ind 1	Ind 2	Bibliographic Data
000			00640cam·a2200205K·4500
001			864584
005			20120201164429.0
008			890517s1923....enka·.....,Q00·0·eng·d
035			:t:a (OCoLC)ocm 19723254
040			:t:a GOH :t:c COH td OCL td OCLCG
035			<i>ta</i> (OCoLC)19723254
090			<i>ta</i> PR6045.155 tb P4 1923
049			<i>ta</i> KZS%
100	1		<i>ta</i> Williamson, Henry, td 1895-1977.
245	1	4	<i>ta</i> The peregrine's saga : tb and other wild tales / tc by Henry Williamson ; illus. by C.F. Tunnicliffe.
260			:t:a London : +b Putnam & Co., Ltd., :t:c 1923.
300			:t:a 265 p. : +bill. ; :t:c 19 cm.
500			:t:a "Ad astra per aspera".
650		0	:t:a Animals :t:v Fiction.
994			:t:a CO tb KZS