

## ANATOMY OF AN ITEM RECORD

- **Item Type:**
  - Does not display to the public
  - Used to determine how the item circulates
  - Doesn't need to have any correlation to the item's format
  - Not used for Statistics
- **Home Location:**
  - Displays to the public
  - Used to assist patrons in finding the item in your library
  - Sometimes used by libraries for statistics
- **Item Categories:**
  - Some display to the public
  - Used by patrons to facet/limit catalog searches
  - Describe the item
  - Used as primary criteria for Statistics
  - **ICat1:**
    - Broad Format of material
  - **ICat2:**
    - Intended Audience: Adult, Teen/YA, Children
  - **ICat3:**
    - Fiction or NonFiction
    - Best guess—some things like realia or music CDs are UNKNOWN
  - **ICat4:**
    - Indicates whether the item circulates according to State definition of "Circulation"
    - Required for State statistics
- **Class Scheme:**
  - Should always be DEWEY, or ASIS for Magazines
  - AUTO causes the Call Num to become ALL-CAPS
- **Call number:**
  - Varies slightly by library, but the more the same the better
    - Standardization helps the patron in the catalog
    - Standardization helps the patron find the item on the shelf
    - It is difficult if not impossible to sort lists if the call number fields aren't entered systematically. Spacing and Capitalization make a difference in how things sort
    - Easier for WCTS: Imagine needing to remember 19 different
  - Magazine Call Numbers NEED to be standardized. See Handout.
  - If we ever hope to get to a point where patrons can put a hold on the 3<sup>rd</sup> volume of a graphic or May issue of a magazine and get the first copy from any library, we need to start using the same terminology.
  - It is our recommendation that libraries NOT put J, +, E, Ref, etc. in the call number field in front of the Dewey or other call number. Use the Home Location field to indicate the collection for the item.
    - For libraries using BISAC, or non-Dewey call numbers, the collection name may go in square brackets in front of the rest of the call number.
- **Price:**
  - The system uses this price when billing the patron for a lost item
  - If left blank the system will use a default price which in no way reflects reality