

Creating Short Title Records

or

Barcoding When the title is NOT in the database

April, 2013, Revised: May, 2013, Jan 2016, Dec 2017, Jan 2018, July 2019

General Notes

If you are adding an item to your collection and there is no record in the database for it, add a new record.

Please be careful when searching the database to make sure the title isn't already there. Search first by ISBN, then search by title.

These are reasons a new record should be added:

- Your copy is a different edition.
- Your DVD is a Blu-ray and the record in the database is not, or vice-versa.
- Your DVD is a combo pack (Blu-ray + DVD) that you are circulating in **one package**, and there is no record in the database for a combo pack.
- Your copy is regular print and the record in the database is large print, or vice versa.
- The only record in the database is for a downloadable, e-version.

These are reasons a new record should NOT be added (add your copy to the existing record):

- Your copy is a paperback and the record in the database is hardcover, or vice-versa.
- Your copy has a different copyright date, but is essentially the same as the title in the database (same listed edition, does not have a new introduction, etc).
- Your copy is an annual and there is a record in the database that covers multiple years. Examples include Fodor travel guides, Wisconsin Blue Book, Guinness Book of Records, etc.
- Your book on CD has the same number of discs and narrator as the record in the database and only the publisher is different. An example is AudioGo and MacMillan. The ISBNs will be different. Use the database change form on the extranet to report the second ISBN number, or email Stephanie Thomas (SThomas@oshkoshpubliclibrary.org). This will help the next person barcoding the title.

By having copies on the same bibliographic record, the hold system can get a copy to the user sooner.

Oshkosh staff use reports to list the short records and search OCLC for a full record to replace it. The reports are based on the library creating the record.

If a bibliographic record in the database needs fixing or something added to it, use the Database Change Request form on the extranet. It is on the forms page of the extranet: <https://extranet.winnefox.org/forms>
Or, email Stephanie Thomas (SThomas@oshkoshpubliclibrary.org)

Procedures for Creating Short Title Records

Steps:

1. On the top menu bar, pick Barcoding.
2. Click on **Add title**. You will be in the **Bibliographic** tab

Enter the following information in the following MARC fields:

- 020** Move to the 020 field and replace ****REQUIRED FIELD**** with the ISBN number of the material. If there is no printed number of any kind on the item, enter the word **NONE** in all caps. If there is a UPC or other code, still put **NONE** in the 020 field, and put the UPC in the 024 field.
- 024** If there is no ISBN but there is a UPC code on the item (common with DVDs and other non-book items), this number should be entered in the 024 field. Still put **NONE** in the 020 field.
- 049** Enter the name or an abbreviation of your library's name in caps in the 049 field.
- 100** Enter the author or performer (if there is one) in the 100 field in the format: last name, first name. Please put the comma between the last and first name—this helps Oshkosh when they work with the names.
- 245** Enter the title in the 245 field *without* any preceding article (A, An or The). Entering titles *with* articles can result in the title ***not being found*** by Workflows when others are searching for it later.
- 250** Enter information on the edition of the item, such as: Blu-ray, Large Print, 2nd edition, etc. This helps Oshkosh Tech identify the correct record to overly the short record with the correct full record from OCLC.

- 260** Enter the publisher in the 260 field, followed by a comma, then enter |c (that's the pipe character, found using Shift+\), and the lowercase letter c, known as "subfield c"), and the date of the item's publication. Including the subfield in this particular field allows the record be correctly sorted by date in the catalog, so patrons searching for newest materials by a particular author will find the new record.
- 590** *If applicable*, specify the number of discs, CDs, or publisher number (a shorter number than the ISBN or UPC, often found on CDs and other items that lack an ISBN or UPC) This is very helpful if there is no number for the 020 field

With the fields added, move on to adding the item to the record.

3. Click on the **Call Number/Item** tab
4. A system-supplied call number starting with xx will be in the field. Replace the xx number with your call number.

It is our recommendation that libraries NOT put J, +, E, Ref, etc. in the call number field in front of the call number. Use the Home Location field to indicate the collection for the item. It is difficult if not impossible to sort lists if the call number fields aren't entered systematically. Be consistent.

The Call Number Format field should always be Dewey, even for fiction.

5. Review the Item Type, Item Category 1, 2, 3, and Home Location, making sure they are accurate for the item you are adding.

The **Item Type** controls the loan period for the item and is the way we separate out adult and juvenile circulation..

The **Item Home Location** is where each library choses to shelve the item.

The **Item Category 1** is the broad category description for the item. It is used in most statistical reports, and also in the catalog for searchers to narrow their search result. For items that do not have an obvious Item Category 1, refer to the document on the Extranet: Item Category Tables, <https://extranet.winnefox.org/content/item-category-tables>

The **Item Category 2** is the age level of the reading material. JUVENILE, YA-TEEN, ADULT. This category is used by the public catalog to limit searches by age, and also for statistical reports.

The **Item Category 3** is your best judgment whether the item is FICTION or NONFICTION. For Realia, use UNKNOWN.

The **Item Category 4** is for how material circulates: whether the item is for CIRCulating, or for INHOUSE use. CIRC is for items that leave the building. INHOUSE is for items that do not leave the building and are not counted as circulation for statistics, but are checked out to patrons to keep track of them (ie, an INHOUSE laptop).

6. There is an option in the item record for you to put the number of pieces into the "Number of pieces" field. Using the field will cause a pop-up window to appear when the item is checked out and when discharged. The system will then require an override to continue. This means that they can't get checked out at self-check stations.
7. Enter a price. For billing purposes, the system will create a default bill if there is no amount in the item record, however, this default bill may not be an accurate amount for the item being barcoded.
8. Scan the barcode into the **Item ID** field.
9. Review all information on the **Bibliographic** and **Call Number/Item** Tabs to ensure its accuracy. Click **Save** on the bottom of the screen when you are finished.

It is not possible to edit the bibliographic record once it has been saved. Contact Oshkosh staff if it needs changing. It will be replaced with an OCLC record, but if it needs fixing before that happens, have Oshkosh fix it.

It is possible to change the information about the copy.

If you have questions about barcoding items, contact Stephanie Thomas (SThomas@oshkoshpubliclibrary.org) at Oshkosh. WCTS members may also contact Cindy Wallace (wallace@winnefox.org)