

## How an Item Is Added to the Favorite Author Club

Every Friday morning, Melissa adds newly created titles to the Favorite Author Club so that patrons subscribing to authors can have holds placed on new items. This is a many step process, only some of which can be automated; the rest are subject to examination and judgement calls.

1. A report runs listing out all items created in the last week by the authors in the Favorite Author Club.
2. Since the report pulls all items created in that time range, often multiple items for the same title are listed; the report is de-duped to show only one item per title.
3. The title is then checked against the items that have already been added to the Favorite Author Club, and those already in the Favorite Author Club are discarded.
4. For the remaining items, the following questions are answered:
  - a. Is there at least one item attached to the title that is not Local Hold, and so can float freely? (Items are not added to the Favorite Author Club until a copy could fill any patron's hold.)
    - i. If a title only has Local Hold copies, this title is not added to the Favorite Author Club, but set in a separate file and periodically checked to see when it is taken off Local Hold.
  - b. Is the Item Cat1 accurate? (Particularly when it was left blank.)
    - i. The title record is checked for an edition field that indicates a LargePrint item, or an addition to the title field that indicates a CD book. In some cases, when the record lacks this information, the publisher is checked.
    - ii. *If no information indicates otherwise, the item is assumed to be a non-LargePrint book.*
  - c. Is the item actually a Juvy item? (Particularly in the case of James Patterson and Brad Meltzer.)
    - i. The Item Cat2, Item Type, and HomeLoc are checked, along with any additional info in the record.
    - ii. *If no information indicates otherwise, the item is assumed to be an adult item.*
  - d. Is this truly a new item, or is it a reprint? (Particularly in the case of Nora Roberts and Stephen King.)
    - i. To do so, first the Catalog Created Date is checked.
    - ii. The title record is also checked for edition statements, additionally publication dates, or notes that it was previously published as a different work.
5. After ensuring that the items are free floating, not Juvy, not a reprint, and have an accurate format, the items are then inserted into the Favorite Author Club with their Title Control Numbers.
6. Saturday evening, a report runs to officially place the holds on the items for patrons.

In short, primarily information in the title record determines whether or not an item should be added to the Favorite Author Club; if information is lacking, the item is added under the benefit of the doubt, with the belief that a patron can always remove an unwanted hold.

If an item shouldn't be included in the Favorite Author Club, this should be made clear in the record, especially when it is a short on-order record.