

Barcoding—When the title is already in the database

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This document replaces any previous barcoding procedures. You may have an older document. Please toss it.

General Notes

If a bibliographic record in the database needs fixing or something added to it, use the online form on the extranet to report the changes that need to be made. It is on the forms page of the extranet: <https://extranet.winnefox.org/forms>

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

Barcodes are usually put on the outside of items. This is more efficient for anytime the barcode is scanned.

This document is also on the extranet. Search for barcoding.

Barcoding—When the title is already in the database

On the top menu bar of Workflows, pick **Barcoding**.

Search for the item you are barcoding first by the item's ISBN, then by the Title.

To search by ISBN, in the "Index" field on the Item Search page, choose "020". Change the Search Type (in the square box under the Search button) to "Keyword". Scan the item's ISBN, often found on the back of the item.

If there is no match by ISBN, change the Search Type back to "Browse", and set the Index to "Title". Type in the item's title, without leading articles (A, An, The).

For most items being barcoded there will be a record in the database and you will be adding your copy information to it. **Use an existing record if:**

- 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.

For magazines, there is a separate record in the database for each year.

There are reasons a copy should **NOT be added to a title** already in the database:

- Your copy is a different edition (second edition; revised edition, etc)
- 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.

If a matching title is not found, and the item cannot be added to a title already in the system per the above guidelines: set the item aside; it will have to have a title added for it, using the guidelines listed in the document “Barcoding – Title is NOT in the Database.”

If a matching title is found: Proceed to add your copy to the title with the following steps.

1. Click on **Add Call Number**. Click **OK** to confirm your library on the pop-up screen.
2. You will be in the **Call Number/Item** field. A system-supplied call number starting with xx will be in the field. Replace the xx number with your call number. See below for examples for some specific situations.

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 Class Scheme should always be Dewey, even for fiction.

3. Scan the barcode into the **Item ID** field.
4. Review the Item Type, Item Category 1, 2, and 3, and Home Location. Change them if they are not correct for the item you are barcoding. Some libraries have lists of the Home Locations that are used for their library.

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 chooses 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 for statistical reports, and by the public catalog to limit searches by age.

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

The **Item Category 4** indicates whether the item is for CIRCulating, or for INHOUSE use. CIRC is for items that leave the building.

5. 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.
6. 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.
7. If there is another copy for your library, click **Add Item** at the bottom of the screen.

If you have another item with a **different title** to barcode, click **Return to Search** and search for the next title.

When you are finished barcoding, click **Close**.

Call Numbers for Magazines

To get the magazine issues to display in the correct date order, the call number must begin with date in **number format** followed by the month of the issue.

Examples:

Issue Date on the Magazine	Call Number Format
January, 2013	01/13 January
January 7, 2013	01/07/13 January 7
March, 2013	03/13 March
June 16, 2013	06/16/13 June 16
August 16-August 30, 2013	08/16/13 August 16-August 30
November/December 2013	11/13 November-December
Winter 2013	01/13 Winter
Spring 2013	02/13 Spring

Call Numbers for DVDs

For DVDs that have been issued on multiple discs, use the disc information in the call number. This helps the borrower know which one to place a hold on. There is a record for each year of a television series. Using the season information in the call number is optional, but helpful.

Examples:

791.45 H8428 Discs 1-5 DVD
HOU Season 8 Disc 5
HOU Season 8 Disc 3&4
HOU Season 8 Disc 1&2

Dewey Call Numbers for Non-Fiction

Each library follows its own practice for how long a Dewey number they use and what letters are used for the author's name. Some libraries use a number (Cutter number from a table) after the letters for the author's name. Other just use letters for the author's name.

Call Numbers for Fiction

For fiction, the call number is usually the author's Last Name, First Name. (Use a comma between last and first name.) It is usually already in the call number field when you barcode.

Call Numbers for Paperbacks

Each library follows its own practice. Just be consistent for easier handling of the weeding lists. WCTS libraries should follow the format used by WCTS for the items processed by them for your library. Most call numbers are either the author's name or just the first letters of the author's last name.

Please DO catalog your paperbacks so they can be shared with other libraries.

Call Numbers for multiple volumes or years

Use information in the call number to indicate the year or edition of your copies.

Example for The New Encyclopaedia Britannica, 15th edition, published in 2007:

Menasha	030 B86 2007 v.25
Menasha	030 B86 2007 v.26
Neenah	032 En19 15th ed. Index A-K
Neenah	032 En19 15th ed. Index L-Z
Neenah	032 En19 15th ed. Propedia
Neenah	032 En19 15th ed. v.1
Neenah	032 En19 15th ed. v.2

Example for Fodor's Alaska:

Oshkosh	917.9804 F653 2012
Berlin	917.98 Fod 2004
Berlin	917.98 Fod 2009
Menasha	917.98 F65 2012
Neenah	917.98 F68 2010
Neenah	917.98 F68 2011
Neenah	917.98 F68 2012
Neenah	917.98 F68 2013
Ripon	917.98 Fodor's 2011