Policies for Managing SmeadLink Records
(to be used in conjunction with the University of Arkansas Libraries,
Collection Policy Statement, LISA (Library Storage Annex))

**Note on Cataloged titles: The bulk of the cataloged titles in SmeadLink have bibliographic records in InfoLinks. This includes journals, copies of books, thesis and dissertations and government documents. However, it is important to remember that approximately 50 or 60 thousand of the volumes in LISA will not have a corresponding item record in InfoLinks. This is due to the fact that the storage facility was established in the early 90s and InfoLinks was brought up in 1992. At that time, the University Libraries did not employ sufficient staff to barcode every volume transferred to storage.

1. New records: Materials being added to LISA will need to have a new records created in SmeadLink. To maintain a correspondence in SmeadLink and InfoLinks, cataloged materials will go to Cheryl Conway in the Cataloging Acquisitions Dept. Record creation will be done for all materials, cataloged materials and unprocessed collections, transferred permanently to LISA. Tim Nutt supervises the creation of records for the Special Collections materials in LISA.

2. Editing records: Notes can be added to the SmeadLink record by those retrieving or checking out materials (such as a note concerning damage to the volume). Editing SmeadLink records to correct errors in fields such as title, author, and call number will need to be corrected in InfoLinks. Notify Cheryl Conway in the Cataloging Acquisitions Dept. when these fields need correction.

3. Deleting records:

Cataloged materials: Records will be deleted when volumes have been permanently removed from LISA. Records will also need to be deleted from InfoLinks. Notify Cheryl Conway in the Cataloging Acquisitions Dept.

Unprocessed collections: Records will also be deleted when the collections are sorted and put into new boxes. Notify Tim Nutt.

4. Transferring materials from LISA: If a cataloged title is transferred permanently to a University Libraries location, the record should be deleted from the SmeadLink database and Cataloging will the procedures for transferring in InfoLinks. Location codes must be changed and statistics kept of any transfers from LISA.

5. Transferring materials to LISA: Records in InfoLinks must be edited, volumes and titles counted. Over 20 volumes: recommend creation of lists and Excel files to load into SmeadLink. Fewer than 20 volumes: create new records in SmeadLink after cataloging has edited the InfoLinks record. Individual records may be created by keying in fields or using copy and paste to create the fields.

6. Withdrawing materials from LISA: If a cataloged title is permanently withdrawn, the record must be deleted in both SmeadLink and InfoLinks. Possible reasons to withdraw cataloged
materials: volume is damaged beyond repair, volume is missing, or a selector wishes to withdraw the title from all collections.

NOTE: Items will be removed temporarily from LISA for use by a patron or for further processing by library staff. Temporary removal of materials will be handled under the procedures for checking materials in and out of LISA.

5/22/08 clc