CREATING ITEM RECORDS FOR MARCIVE SERIAL TITLES

1. Search Infolinks for the bibliographic records with a government document number search. When a bibliographic record is retrieved, type “y” to compare the title and call number display.

2. The title should match the title on the documents. If a different call number appears in the status box, this means that the document may have more than one document class number. Press the space bar to return to the record and look for 086 fields; there should be one for the document number on the volumes in hand and two for the document number that displays in the status box. If the class number displaying in the status box does not match the class number written on the volumes in hand, then remember that a call number field must be added to the item record for each volume.

3. Next, verify the itype by checking for the frequency. Check the 008 field by typing the number of that field. The Infolinks system will expand the field; look at the code in subfield 12. If the code is a, g, h, u, z, or blank, the itype will be “36”. If the code is b, c, d, e, f, i, j, m, q, s, t, or w, the code will be “1” (one) if the volumes are unbound and “2” if the volumes are bound. Make a note of the correct itype for this serial document. [This information may also appear in a 310 field. See attached list for codes and the 310 field equivalent.]

4. Next, verify the volumes or years that have been published by checking for a 362 note. This field usually contains a range of volumes or years if the document has ceased publication. If the document is still being published, the 362 field may contain a beginning volume or year. If the documents in hand have volumes or years which do not fall inside the 362 field volumes or years, suspect that the title may have changed. Attach only the volumes or years with that document number to that bibliographic record. Then search for another bibliographic record for the remaining volumes. If the 362 field is not present or not complete, check the 008 field, subfields 9 and 10 display the beginning and ending dates for the title.

5. Check the bib record location in relation to the attached item records. The location should be usdoc or, if the location field is “multi”, one of the locations in the location field should be usdoc. Make a printout of any Marcive serial records with the location multi for the Barcode Project Manager. Edit the location, if necessary.
6. Now that the itype has been determined, the location has been checked and the publication dates verified, edit or create an item record for each volume. Remember, the first item record created should always be the most recently received or latest volume that the library owns. The second item record is the next latest, etc.

EDITING THE FIRST ITEM RECORD

Use the "s" command to view the attached the first item record(s). Check the following fields and make corrections if necessary. This will force you to carefully think about the codes entered in each required item record field for serial item records.

1. COPY: Most serials have only one copy per location. Therefore, you can almost always accept the default of "1" in this field. If you do have more than one copy and the other copy or copies is in another location, make a printout for the Barcode Project Manager to cleanup the other locations.

2. ITYPE: There are three choices for serial item records: 1 (unbound periodical), 2 (bound periodical) and 36 (continuations). Enter the itype that you have noted from the review of the 008 field. If you have an itype "7" microfiche, do not change the item record. Make a printout of the summary for the barcode project manager. (?)

3. LOCATION: Use the correct location code for the items in hand. For the documents currently being processed, the location is usdoc. If you have an item record with the code "usdfc”, make a printout; do not change the item record.

4. STATUS: If the location is "usdoc", the status should be the "-" (hyphen - meaning CHECK SHELVES). Correct if necessary.

5. MESSAGE: If you have materials in pockets or other supplementary material, consult the Barcode Project Manager.

6. VOLUME: Enter the volume information as it is written on the document.

7. BARCODE: Wand in or type in the barcode number on the barcode label that is already attached to the volume in hand or that you have attached to it.

8. CALL NUMBER: Insert a call number field by referring to the procedure TO ADD
A USDOC CALL NUMBER.

9. After the item record has been edited, proofread the item record carefully at this point because the fields 1-5 will remain the same with the creation of the next item record for all the volumes that have been retrieved from a single shelf location. After all the fields are entered correctly, type “n” to attach a new record and “a” to add the item record just completed. Continue to use the “n” and “a” commands, inserting the volume and barcode fields for each individual item record.

10. If some volumes have item records in Infolinks (usually created by Circulation Dept. or Binding Dept. staff), review the item records created by the Circulation Dept., especially the ITYPE and STATUS (the VOLUME, LOCATION, and BARCODE will display on the summary screen.) Do NOT delete these item records (the library wants to retain the circulation statistics.). Use the “z” command to move the item record(s) to the correction order in the record summary.

CHECKING THE ITEM RECORD SUMMARY AND SHELFLIST:

After all volumes have item records created, be sure to check the summary screen for the following common mistakes.

1. If you have created two item records for the same volume, (that is, all the information matches, the volume number(s), the location and the barcode number), it will be quickly apparent. Simply, delete one of the item records.

2. A volume has been skipped. Simply retrieve one of the item records and use the "n" new command and create an item record. Do not forget to move the item record to the correct location. At the summary screen, use the "z" command.

3. Volumes are not in the correct "reverse" order. Use the "z" command to move them into the correct order.

4. Item records are attached to the wrong bibliographic record. Make notes of the correct source and destination .b record numbers and perform the transfer function. Return to the update function and use the “z” command to put item records in correct order.
6. When you have finished your work session, fill out the project statistics form to turn in to Cheryl at the end of each month. She will compile and distribute statistics for this project.

LINKING TO MULTIPLE BIB RECORDS

1. Determine which title the item record should also be linked to. This can be determined by checking the LIB HAS note or 362 note. For example, v.9-10 are bound together. Title 1 ends with v.9 and Title 2 begins with v.10.

2. Make sure that the .b record number or the OCLC number of the second title is available before beginning the creation of the item record to be linked.

3. Create the item record. After the barcode has been entered, type the “x” command. The system will prompt you to add the item record.

4. The system then prompts you to enter the .b number. Enter the bib record number for Title 2. The system will display the other title and ask if you want to link. Choose "y" for yes.

5. NOTE: Deleting an item record will return you to the UPDATE BIBLIOGRAPHIC RECORDS screen.
FREQUENCY CODES

ITYPE 36 (BOUND OR UNBOUND):

a annual
b biennial, every two years
c triennial, every three years
d unknown
e other

ITYPE 36 (BOUND OR UNBOUND):

f other

ITYPE 1 (UNBOUND) OR ITYPE 2 (BOUND)
NOTE: USE ITYPE 1 ONLY FOR TITLES WHICH WILL BE BOUND. ALL OTHER TITLES WILL BE ITYPE 36 BY DEFAULT.

a bimonthly, every two months
c semiweekly, twice a week
d daily
e biweekly, every two weeks
f semiannual, twice a year
i three times a week
j three times a week
m monthly
q quarterly, every three months
s semimonthly, twice a month
t three times a year
w weekly

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