GUIDELINES FOR CATALOGING 1X ACQ, 1X GIFTS, AND 1X ADDS

1. Select four or five setups from the shelf.
   It is more efficient to do several titles of the same type.

2. *Print the Infolinks bibliographic records.*
   *It should be a full bibliographic record with MARC tags and call number and at least one subject fields.*
   *If it is not a full record, export the full record from OCLC.*
   *If it is a brief bib record (keyed in), search OCLC. If an OCLC record is found, export and overlay the brief bib record.*
   *If no OCLC record is found, put title in the serials cataloger's basket.*

3. If the title is to be analyzed (decision will be recorded on the serial search sheet), search for a series authority record in InfoLinks. If there is series authority record, look for initials in a 945 field. If there are initials, then you may accept the tracing, analytic decision, call number, and numbering examples. If there are no initials, print the record and give to Deb (her desk or mailbox) for review.

   If there is no series authority record in InfoLinks, search OCLC. If there is a series authority record in OCLC, xpo the record to InfoLinks. If no record is found or if a record is exported to InfoLinks, give to Deb for review because UofA Libraries may make a different analytics decision. (See LAT II Copy Cataloging of Books Phase 2 for a fuller explanation of series authority work).

   After the series decision has been made, Deb will return the volume to you. If the title to be analyzed is a serial (that is, a serial within a serial), place in Cheryl’s basket.

NOTE: After the serial is cataloged, the analytic(s) will go to Rose if the title to be analyzed is a monograph (put on shelf behind her desk).

4. Search 780 and 785 fields, to learn if we have holdings.
   If we do, make an Infolinks printout and pull the shelflist card.
   This record may need to be revised; consult your supervisor.

5. Check the call number at this point.
   If there is no call number or a questionable call number, write "call number?" to give to serials cataloger.

6. Logon to OCLC.
   Also, search 780 and 785 fields and make printouts to verify the accuracy of those fields.

7. At desk, check all other appropriate fields. (See COPY CATALOGING FOR SERIALS).
   Write the call number and enumeration in the upper left corner inside the cover of the volume, EXCEPT TITLES GOING TO BINDING.

8. *Logon to Infolinks.*
   *Edit the record including the 860 or 866 field. (See LIB HAS NOTE FORMAT).*
   *Add a 947 local note field. Enter the phrase on the search sheet (top right corner), for example: 1x acq or 1x add or 1x gift.*
   *Printout the edited bibliographic record.*
9. Use the "s" command to see the record summary. If an item record or records are attached with no volume or barcode fields in the record, then revise the item record(s). Note: if completed item records are attached, the title you have may not really be a 1x acq, 1x add, or 1x gift. Ask the supervisor.

10. Create item records, EXCEPT TITLES GOING TO BINDING.
Use the "y" command to proofread your editing.

Logout of Infolinks.

12. Logon to OCLC union list system.
Create a local data record. (See LOCAL DATA RECORDS IN THE ARKANSAS UNION LIST).
Printout the completed local data record.

13. Place all work and the volumes on the appropriate shelf to be proofread.

14. After the pieces are returned, count each title in the appropriate branch box under OCLC Copy for SERIALS. Count each volume in the appropriate volume box.

15. Place the issues on the labelling table, except titles going to binding and analytics. Titles going to binding will be returned to the Serials Dept. with the search sheet. Analyzed monographs may be placed on the shelf behind Rose’s desk.

16. If there is a search sheet, place it in the serials basket, with an Infolinks printout attached.

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