SERIALS: GUIDELINES FOR PROCESSING ADDED VOLUMES

GETTING STARTED:

1. Gather several (5-6) added vol. search sheets and volumes, if possible. It is more efficient to do several titles of the same type.

2. Login to MilCat. Perform a call number search to bring up the bib record. Check bcode3. If bcode3 is "x" or "c", there will be no shelflist cards to pull.

3. If bcode3 is another value, search the shelflist and pull all shelflist cards with that call number, if any cards are available.

GENERAL INSTRUCTIONS

DO NOT CREATE ITEM RECORDS, WRITE CALL NUMBER IN VOLUME, OR COUNT ON STATISTICS SHEET FOR:

- ANALYZED VOLUMES: There will be shelflist cards for individual volumes or when you perform a call number search, there will be a menu of call numbers with a volume at the end of the call numbers. The analytics will go to Rose if the title to be analyzed is a monograph (see shelves behind her desk. If the title to be analyzed is a serial (that is, a serial within a serial), place in Cheryl's basket.

- VOLUMES GOING TO THE BINDING DEPT.: This decision should be checked or written on the search sheet.

- VOLUMES TO BE RETURNED TO THE SERIALS DEPT.: The search sheet will have "Return to Serials" written on it.

- During training, attach a note to your supervisor indicating that you are not creating item records or writing the call number in the volume.

ITEM RECORD CLEAN-UP DECISION

4. Review the bib record. If the bcode3 is "c", go to step 8. If bcode3 is any other code, review the item record summary screen. Determine if the item records have been converted; that is, each physical volume has an item record. If the title has not been converted, determine if it would be efficient to convert the title. If there are less than 20 volumes needing item records, it is generally an efficient use of time to complete the conversion. You may retrieve the volumes or assign this task to work-study student (only when a student is available). To make this evaluation, refer to CONVERTING SERIALS TO INFOLINKS.

5. Notice the location of the previously held volumes. If there are 20 or fewer volumes located in this library, retrieve the volumes and create item records for each volume. If there are more than 20 volumes, discuss the advisability of cleaning up these volumes with your supervisor.
6. Compare shelflist holdings card and the serial search sheet summary holdings statement and the LIB HAS note. All of these should be the same. Ignore any information (item records or LIB HAS notes) concerning Law Library holdings. Ignore any item records with a “per” or “ser” location code. The Serials Cataloging Unit has no responsibility for information entered by the Law Library, the Serials or Periodicals Department item records.

7. Proceed to step 9 when bcode3 has been changed to “c” (converted).

SEARCH AND VERIFICATION OF BIBLIOGRAPHIC RECORD

8. If you retrieve more than one record, make printouts and set aside for supervisor to review. Duplicate records may be in the system OR the title may be analyzed OR these may be title changes. Consult your supervisor.

NOTE: A serial title has been analyzed when you retrieve individual monographic records for all or some of the volumes in addition to the serial record. The “analyzed” section of the search sheet should be checked; if not, show your supervisor.

9. To identify duplicate record, perform a title search. If you retrieve more than one record with the same title, same publisher, ISSN and/or dates of publication, make printouts and set aside for supervisor to review.

10. If only one bibliographic record is retrieved, review the following to verify that it is the correct record:
   - The BIB LVL code must equal "s". If not, set aside.
   - Check for a date in the CAT DATE: field. If it is blank, then the title has not yet been cataloged. Set it aside.
   - Compare the title of the volume in hand with the 245 field. They should match.
   - Check the 362 field(s) to learn the beginning volumes/years and/or ending volumes/years that were published. The volume in hand should be within this range of volumes.
   - Compare the volume in hand to verify that it is part of the title on the screen.
   - If either the title or volume does not seem to belong with this record, set aside for your supervisor.

11. If BIB LVL: is "s", there is a date in the CAT DATE FIELD, the title matches and the new volumes was published within the 362 field enumeration range, proceed.

EDITING THE BIBLIOGRAPHIC RECORD

12. Check the LOCATION fixed field in the bib record against the location on the search sheet. Use only the following codes: main, chem, fal, lrc, phys, md, spco, ref, bib, govrf, inter, usdoc, arkco, and multi.
   NOTE: NEVER EDIT ANY DATA OR LOCATION CODES/LABELS FOR THE LAW LIBRARY.

13. If the location in the bib record is spco, also reclassify the serial title and count as recataloging on statistics sheet. Refer to the procedure: RECLASSIFICATION OF DEWEY SPEC COLL SERIALS TO LC ARK
COLL SERIALS.

14. If there is more than one location, such as, a title is "Latest in GOVRF" or "Latest in REFERENCE", etc., add all of the appropriate location codes. The code "multi" will be added by MilCat when more than one location code is added to the bib location code field.

15. Add the new volume(s) to the 860 fields (the LIB HAS notes). Change MARC tag 866 to 860. Refer to the procedure, LIB HAS NOTE FORMAT.

16. Add a 945 field and enter your initials and a 947 field note (i.e., 1988=1x add. or 3rd ed. 1x add.).

17. Make a printout of the serial bibliographic record during the training period.

CREATION OF ITEM RECORDS

18. Set aside titles which do not need item records (steps 3). Give to your supervisor to proofread after you have created OCLC local holdings records.

19. Generally, it is helpful to use item record templates. Enter the correct enumeration in the volume field and scan the barcode into the barcode field.

20. Refer to the procedures for creating item records as well as the code lists and create item record or records for all volumes in hand. REMEMBER the general principle, each physical volume needs one item record. (Occasionally, maps, etc. will be in a pocket and this information is entered in the message field.)

21. Review the OPAC display. Check the LIB HAS note and the location, call number, volume and status data for all volumes in the status box.

22. If you have cleaned up all of the volumes for a title, change the bcode3 to "c" and discard the shelflist.

DESK PREPARATION

23. Write, in pencil, the call number and enumeration in the upper left hand corner inside the front corner. For branch libraries, refer to appended examples. Remember don't write the call number in volumes which are returned to the Serials Department for checkin or which will be given to the Binding Dept.

OCLC UNION LIST

24. Logon to union list system.

25. Retrieve the local data record using the OCLC number, field 001 on the InfoLinks printout.
26. Edit the local holdings record using the data in the LIB HAS note.

27. Refer to the procedure, LOCAL DATA RECORDS IN THE ARKANSAS UNION LIST.

28. Make a printout and attach to the search sheet and other documentation.

29. Count the number of physical volumes going to the labeling table. Enter the total on the Serials cataloging sheet, OCLC copy volumes column in the correct location box.

30. Count the local holdings record printouts in the OCLC Local Holdings Record Update box.

31. Return to your supervisor to proofread and review.

FINAL STEPS

32. After the supervisor returns the piece, sort by destination. Send pieces and volumes to the Serials Dept. if they will be bound or are marked Return to Serials. Place in the basket which is labeled Take to Serials.

33. For all other added volumes, take the volumes to the labeling table. Place the Serials set-up form and any attached bib record printouts in the basket which is labeled Take to Serials.

11/4/94 - clc
1/02 rev – clc
4/5/04 rev – clc
11/25/08 rev.--clc