

Add Item/Create Packets

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Call Number and Item Maintenance

Properties

Right Click on the **Call Number and Item Maintenance** wizard

Click on Properties

Click on the Defaults tab

Change the Library (if needed)

Set the Class Scheme to Dewey

Change the Item Type, Home Location, Price, Item category 1, Item category 2, and any other properties you need to change.

Click OK

Open the Wizard

Search for the Title using the **Catalog Search Procedures**

Once you find the correct title highlight it in the hit list (if you search by isbn you may receive only one title and it will take you to the correct screen)

Click on Modify

If you are adding a call number for you library click on Add Call Number

Change the Call number in the right side of the screen

Scan in the Item ID (you shouldn't need to make any changes to the item type, etc. if you set your properties).

Click Return to Search or Add Item if you have more than one copy of the same title.

You can attach your items to order records; a sample order record is attached.

If you have exhausted all possible searches and do not find the title you can create a brief title.

Catalog Search Procedures

To avoid duplication of records, search as thoroughly as possible when adding items or records to the database. The three types of searches handle titles differently. If you do not find a title with one search method, please try other searches before deciding to send in packets or add records. Duplication of records costs the libraries time and money and creates unnecessary records in the database.

To add items: Open **Call Number and Item Maintenance** and set “Library” to ALL. The following is the preferred order of searching. If you cannot find a title, check what type of search you are doing (Keyword, Browse, Exact).

Preferred search is **ISBN in Keyword.**

Use **13-digit** form of the ISBN if it is available.

A search using 10-digit form will NOT find the 13-digit form.

The ISBN will **not** search in Browse or Exact.

If you do not find the ISBN in your search, make sure Type is set to Keyword.

Second choice is **Title search in Keyword.**

If title includes Boolean terms such as AND, NOT, OR, XOR, SAME, WITH, NEAR, ADJ place quotation marks around the Boolean term or the entire title to search properly.

Example: to search for *Bud, Not Buddy* use Bud “not” Buddy or “Bud not Buddy”.

If ISBN and Title searches in Keyword do not produce results, try one or more of the following:

Author search in Keyword or Browse may be more effective if a title search produces too many entries.

Title + Author search: Click on “Advanced search.” Icon is binoculars with yellow plus sign. Any search term may be used in “General.”

Strategies for **one-word titles:** Search by Author. Use Advanced Search. Search by Title using Browse. Be aware that the Browse indexes are the least reliable and results do not always fall in expected alphabetical order. (Exact searches are unreliable for Title or Author and recommended only for title control and item id numbers.)

Strategies for **DVDs, etc.** that do not have ISBNs: Begin with Title search. Author search using name of director or lead actor. General search using UPC. A UPC has twelve digits; it includes smaller numbers at either end of the bar code. Ideally, scan the bar code into the record. If you do not know how to create a UPC field, put it in the ISBN field.

► Punctuation does not affect searching.

► In results list, click “Title,” “Author,” or “Pub. Year” to sort in descending order. Click twice to sort ascending.

Please exhaust all possible searches before adding a brief title.

Item Information and Maintenance

Add Brief Title

Properties

Right Click on the **Add Brief Title** wizard

Click on the Defaults Tab

Do not make changes to the Format or the entries without calling HLC first.

Put a check in Permanent

Change the Type, Library, Home Location, Class Scheme (set to Dewey), Item cat1, and Item cat2

Click OK

Open the wizard

Title info

- 020 ISBN.** Required if available. *Do not include dashes or spaces!* If not available, leave blank. Do not substitute other standard numbers such as UPC for ISBN.
For Books: *Look first at reverse of title page as source for ISBN*; prefer 13-digit version if printed on item. *Do not use ISBN printed on outside cover* unless none can be found inside the book. Triple check to be sure the ISBN in the brief record matches the ISBN on the item. If the ISBN ends with an X, enter a capital X.
(For AV material, change 020 to 024 and use the pc number).
For cataloging packets: Mark ISBN used in brief record on photocopy or write on packet form.
- 100 Author's last name, Author's first name.** Capitalize first letters, and spell the name correctly. *Do not use all caps.* Place a comma followed by a space between last and first name; end with a period. Leave blank if no author or editor is named on the item. If more than one author is named, enter the one listed first. Enter one and only one name, as the full record will include any coauthors. For video recordings enter one of the following: presenter, lead actor, director, or production company.
- 245 Title.** Prefer title page as source for books, disc or cassette label for media. Omit leading articles (a, an, the; el, la, los, las) unless part of a proper noun (The Woodlands, Los Angeles). Capitalize first letter of the title and proper nouns. Spell every word in the title correctly. *Do not use all caps.* End with a period.
- 260 Publication Info.** Enter City, State, Enter Publisher name, Enter copyright date. See example.
Example: City, State:|b publisher info:|c date
- 300 Physical Description.** Include page number, size, or number of discs/CDs and time for items. See example.
Example: Print material: p.;|c size (in centimeters)
Example: AV material: number of discs/CDs, time;|b color/black and white;|c size (of disc/CD)
- 490 Series Title.** (May not appear in the form.) Copy from anywhere on the item. Follow instructions for **Title** above. If item is not part of a series, leave blank.

590 Type of item. A note such as: Hardcover, Large print, Audio book on CD, Cass, DVD. (These are examples; any terms used locally may be used here.) Enter “Paperback” for paperback fiction records which will not be converted to full records.

700 Added Entry-Personal Name. (May not appear in the form.) Optional. Add co-author or illustrator name. Follow instructions for **Author** above. *Not required.*

Call number and copy info

New call number: put in your call number (you will need to capitalize the call number)

If you set your properties all other fields should be correct

Scan in your **Item ID** (the scan automatically Adds the title)

Click Add Another Brief Title, Make More Changes or Close

For multi-part items such as sets, and for multiple copies, enter *ONE* brief bibliographic record. Attach all items to that same record.

If corrections to MARC record are needed, send e-mail to Ivon.Cecil@amarillolibrary.org (Include item ID and a note about what to correct.)

Once you have created the Brief Title you need to create a packet to send to the HLC office for cataloging.

Mistakes:

When you notice a mistake, send Ivon an email. Include the error, the correction, and the item ID.

Creating Packets for Books and Other Print Material

Yes, EVERYTHING requires a packet unless HLC tells you in person that it does not (e.g. textbooks, equipment, some board books and paperbacks).

ALL nonfiction.

ALL video recordings.

ALL audio books.

ALL music.

ALL video games.

ALL books in Spanish.

ALL kits.

ALL hardcover books.

ALL trade paperbacks.

ALL items you are not sure about.

Step 1: Books—photocopy **title page or pages, copyright page** and, if present, **table of contents**.

The following information **must** be included; photocopy additional pages as necessary:

Title, subtitle, series title, author, publisher, publisher's location, date of publication/copyright, ISBN.

Periodicals—photocopy **cover and masthead**. The following information **must** be included; photocopy additional pages as necessary:

Title of publication, date of issue, volume and issue numbers, name and address of publisher, ISSN, frequency of publication.

Please make photocopies before placing labels or stickers on the item.

- When sending a photo, photocopy, or scan of an item, look at it first. If you cannot read the finest of the fine print, even by enlarging the image, try to make a clearer image. (Sometimes using two images to cover the same area helps.)
- If item is accompanied by a DVD, CD, cassette, etc., photocopy its label.
- If book is part of a series, photocopy a page on which the series title appears.
- If book has different ISBNs inside and on cover, photocopy both.
- If book has different titles on cover and title page, photocopy both.
- If book is a facsimile reprint, photocopy both original and new publisher information.

Step 2: Complete the “books or other print materials” packet form.

- Information which appears on the photocopies *and is readable* need not be entered on the form.
- For periodicals, the only entries necessary are SIZE and BRIEF RECORD information.
- If book has no ISBN, enter “**none**” on the form.
- If book does not have page numbers, enter “**unpaged**” on the form.
- The LAST NUMBERED PAGE is the last page with a printed page number, including acknowledgements, index, and other back matter. Exception: ignore advertisements.
- If book includes more than one sequence of numbered pages, enter the LAST NUMBERED PAGE of each sequence. (Example: A novel ends on page 262, followed by discussion questions on pages numbered 1 through 5. Enter on form: 262, 5.)

- Mark all applicable categories in ILLUSTRATIONS. Decorative graphics don't count as illustrations. "Pictures" includes drawings, paintings, and photographs. Mark "none" if and only if book contains no illustrations.
- Measure HEIGHT and WIDTH in **centimeters**. Fractions round **up** to next higher whole number. (Example: 23 ½ cm and 23 ¼ cm both round up to 24 cm.) If height of book is greater than width, you may leave WIDTH blank.
- If book is bilingual or in a language other than English, enter language information in NOTES.
- If item has no date, publisher, author or editor, say so in NOTES.
- If item is accompanied by a DVD, CD, cassette, or anything else, say so in NOTES.

Step 3: Complete Brief Record area on packet form.

- If a brief record is entered for the item, the BRIEF RECORD area must be completed. You may supply the item id by photocopying the bar code label instead of writing it on the form.
- If a brief record *is not* entered for the item, write N/A in the Item ID blank.

Creating Packets for Audiovisual Material and Software

Please make photocopies before placing labels or stickers on the item and/or container.

Information which appears on the photocopies *and is readable* need not be entered on the form.

If item has no ISBN, enter “**none**” on the form.

Container

Photocopy all surfaces of container with any text printed on them—back, front, sides, and edges.

Inserts

Publication information	Photocopy
Table of contents	Photocopy
Performer names	Photocopy
System requirements	Photocopy
Lyrics	Note on packet form in “Additional Material” area
Program notes	Note on packet form in “Additional Material” area
User instructions	Note on packet form in “Additional Material” area
Other material	Note on packet form in “Additional Material” area

Label

Audio books, other spoken word recordings:

Single titles on CD/cassette	Photocopy label of <i>one</i> disc/cassette from set
Multiple titles on CD/cassette	Photocopy label of one disc/cassette from each <i>title</i>
Playaway audio books	Photocopy label
Music recordings	Photocopy labels of <i>all</i> discs or cassettes in set
Other non-spoken sound recordings	Photocopy labels of <i>all</i> discs or cassettes in set
Video recordings	Photocopy labels of <i>all</i> discs or cassettes in set
Electronic games	Photocopy labels of <i>all</i> discs or cartridges
Computer software	Photocopy labels of <i>all</i> media

Creating Packets: OCLC Alternative

Search OCLC WorldCat for a bibliographic record that matches your item.

<https://texshare.net/auth.php?db=ofirstsearch&org=414>

If you find more than one matching record, prefer the record with the most holdings or with most complete information.

Print the complete record. The **OCLC Accession No. must appear** in the print-out.

If you do not set holdings on a brief record in the HLC system, **and** the library name appears on the print-out, no packet form is necessary.

If you do set holdings on a brief record in the HLC system, attach the appropriate packet form. Fill in Library, Item ID, and Brief Record Control #. You may leave other areas blank. However...

If information about PAGES and SIZE (for books) is missing from the selected OCLC WorldCat record, fill in the entire packet form.

If NUMBER OF DISCS or CASSETTES (for video and sound recordings) is missing from the selected record, create a regular cataloging packet instead.

How to determine a call number:

If another library has the same item you can just use the same call number they use.

There might be a call number in the beginning of the book.

If it is an Easy book the call number would be E plus the first three letters of the authors last name (E WIL).

If it is a Fiction book the call number would be F plus the first three letters of the authors last name (F WIL).

If it is a Biography the call number you currently use is 92 plus the first three letters of the last name of the individual the book is about.

If it is a Non-fiction call number you will need to find this either in the front of the book or you can use just the numbers below plus the first three letters of the authors name (100 WIL, 120 WIL, 200 WIL, etc.).

A SUMMARY OF THE DEWEY DECIMAL CLASSIFICATION (DDC 22)

January 27, 2005

000	Computer science, knowledge & systems	500	Sciences (Pure sciences)
010	Bibliographies	510	Mathematics
020	Library & information sciences	520	Astronomy
030	Encyclopedias & books of facts	530	Physics
040	[Unassigned]	540	Chemistry
050	Magazines, journals & serials	550	Earth sciences & geology
060	Associations, organizations & museums	560	Fossils & prehistoric life (Paleontology)
070	News media, journalism & publishing	570	Life sciences; biology
080	Quotations	580	Plants (Botany)
090	Manuscripts & rare books	590	Animals (Zoology)
100	Philosophy	600	Technology (Applied sciences)
110	Metaphysics	610	Medical & health
120	Knowledge, cause, purpose, man	620	Engineering
130	Popular & parapsychology, occultism	630	Agriculture
140	Philosophical schools of thought	640	Home & family management
150	Psychology	650	Management & public relations
160	Logic	660	Chemical engineering
170	Ethics (Moral philosophy)	670	Manufactures
180	Ancient, medieval & eastern philosophy	680	Manufactures for specific uses
190	Modern western philosophy	690	Building and construction
200	Religion	700	The arts
210	Philosophy & theory of religion	710	Landscaping & area planning
220	Bible	720	Architecture
230	Christianity & Christian theology	730	Sculpture, ceramics & metalwork
240	Christian practice & observance	740	Drawing & decorative arts
250	Christian pastoral pract. & religious orders	750	Painting
260	Christian org., social work & worship	760	Graphic arts (Prints)
270	History Christianity	770	Photography and computer art
280	Christian denominations & sects	780	Music
290	Other religions & comparative	790	Sports, games & entertainment
300	Social sci., sociology & anthropology	800	Literature, rhetoric & criticism
310	Statistics	810	American literature in English
320	Political science	820	English & Old English literatures
330	Economics	830	German & related literatures
340	Law	840	French & related literatures
350	Public administration & military science	850	Italian, Romanian & related literatures
360	Social problems & social services	860	Spanish & Portuguese literatures
370	Education	870	Latin & Italic literatures
380	Commerce, communications & transport.	880	Classical & modern Greek literatures
390	Customs, etiquette & folklore	890	Other literatures
400	Language	900	History, geography & travel
410	Linguistics	910	Geography & travel
420	English & Old English	B	Individual biography
430	German & related languages	920	Collected biography & genealogy
440	French & related languages	930	History of ancient world (to ca. 499)
450	Italian, Romanian & related languages	940	History of Europe
460	Spanish & Portuguese languages	950	History of Asia
470	Latin & Italic languages	960	History of Africa
480	Classical & modern Greek languages	970	History of North America
490	Other languages	980	History of South America