

SWAN Cataloging Users meeting

Thursday, February 4th, 2021, 9:30 AM – 12:00 PM

Chairs: • Claudia Nickson, co-chair, SWAN

• Diana DiPierro, co-chair, LaGrange Park Public Library District

- I. Welcome and introductions, notetakers
- II. Pre-Cat inconsistencies ; some more duplicates cropping up
 - i. Maybe due to changes in staff, working from home resources are different, backlog of materials (staff not being as careful under the pressure?), need for more WF search training?
 - ii. Documentation on the support site, webinars and self-paced trainings are available under Meetings & Trainings.
 - iii. It's also possible to request training or consultation : Meetings & Trainings > Request Training or Consultation.
 - iv. Submit tickets when encountering duplicate records/inconsistencies.
- B. Searching by ISBN or UPC, and by title before entering new pre-cats – it's important to always perform more than one search. For example, search by ISBN or UPC, and then by title or a combination of author and title.
 - i. Demo by Diana DiPierro – search for ISBN, not found ; double-check by author/title to verify no entry ; demo of Add Title (enter Fiction/Non-Fiction, ISBN, removing unneeded blank fields from template, entering authorized form of author (either run shield or consult with another, complete record with this information, but for a pre-cat, Claudia doesn't feel that junior staff need to do the authorized form if it's not what's listed on the item), 245 (with indicator 1, if author known ; with skip indicator, depending on the first word of the title ; with subfields |b (if applicable) and |c), 250 (if known/applicable), 264 (as much as is known, square bracket anything that's presumed, not listed on the work, ex. place of publication [New York, NY] if the location is found somewhere other than on the item; copyright date vs. confirmed date of publication), 590, 946 (**all caps library and initials, YYYYMMDD**) ← new standardized formatting, in case you want to run reports on this field
 1. Claudia doesn't expect |b for 300 tag in the pre-cat for an audiobook (ex. 'CD audio' or 'digital')
 2. Discussion of children's rebinding formats (Follettbound, PawPrints, Turtleback, etc. vs. original hardcover, paperback) – search by title/author or the ISBN listed on the CIP inside the book)
 3. Please make sure you enter the subfields in a pre-cat for all the information you're listing, like the |c in the 264 before the year
 - ii. Second demo – if a record is found, but your ISBNs aren't on it. Submit a ticket asking to add ISBNs (ex. hardcover vs. paperback, where all the other content, details appear to match or match within the allowed margins (ex. within 2 cm of the dimensions, similar pagination, etc.).

Scott seconds doing a double-check search, acknowledges publishers like to mess with us with similar editions, etc.

- III. Using 500 notes and 591 local notes in pre-cats
 - A. 500 – General note, visible in the public catalog (ex. “Translated from German”, “Publishers may vary”)
 - B. 591 – note of local interest, invisible in the public catalog for internal communication (ex. “PUBLICATION delayed to 12-1-2020” ; “Cancelled by B&T 11/2/2020”)
 - i. Notify SWAN that you have received a cancelled note from the publisher ; there may be a distinction between a note from the vendor (order not fulfilled) vs. the publisher (work not extant)
 - ii. SWAN will confirm and THEY will add 591
 - iii. SWAN will wait until all libraries on the record check their items to their DISCARD users
 - iv. SWAN will remove holds; may do so through a report ; patrons will be notified that their holds have been cancelled
 - v. Bib records will be removed
 - C. Demo of inserting a tag (Add Before or Add After from a right-click on a field below/above where you would like to enter your field (it’s best to keep things in numerical order!))
 - i. You can also right-click delete an unwanted field
 - ii. Demo of adding a 546 tag for non-English language materials (and modify Bib header Lang field to reflect work’s actual language ?)
 - D. Extended item information vs. information in the 300 field – ex. if a work contains audio disc and book, do not add “CD only” in item information ; patrons will expect what you have attached to a title record to include all parts. Instead add your item to a CD-only record (or create a new pre-cat, if one doesn’t already exist).
- IV. **Blu-Ray records** (4K Ultra, etc.)
 - A. Extra care when attaching items
 - i. Check the 028, 250, 300 for mentions of 4K Ultra HD mentions...
 - ii. Can contact SWAN for help if you’re not sure, if you spot records that don’t seem to belong on the record
- V. **Incorrect use of |z analytic in the Call Number field, and the impact on holds**
 - A. |z on monographic records
 - i. |z in the call number is only for use on multi-volume items and serial records in which all the different volumes are on the same record
 - ii. If it’s clear that the title record is only for one volume, you should not add the volume field in the call number. You can still list the volume information, but without the |z
 - iii. Inclusion of |z on *any* call number on a title causes the patrons placing holds to choose a ‘volume’
 - iv. If you have questions about whether to use the |z, you can always ask SWAN
 - B. Extra space after the |z on serials call numbers

- i. Don't do it! The |z *automatically* adds a space to the display for patrons ; do not add a space after the 'z' or it will mess up the volume selection
 - C. Serials call number training and documentation
 - i. If you skip the space between the comma and the year in serials call numbers, it also messes up the volume selection
 - ii. Also don't put a '0' before a single-digit day for the day of a month ; it will also mess up the volume selection
 - iii. Same if you skip the comma!
 - iv. No space between 'V.' and the number in serials
 - v. Some libraries experiencing that, for some call numbers (Periodicals?), the catalog is automatically entering space after the |z..?? (Alsip is experiencing this ; trying to figure out why ; using Serial Control to predict call numbers ; double-check the settings) ; Glen Ellyn experiencing |z appearing at the *end* of call numbers (SWAN will investigate these anomalies).
 - D. Hassles with trying to get reports for |z field works ; Scott's working on figuring it out
- VI. DVD Boxsets
 - A. Must circ as one item – do not add |z to call numbers
 - B. Can still have season, etc. in call number, just no |z
- VII. Proliferation of Pirated DVDs
 - A. Take care when ordering from Amazon! Especially if it's a Netflix show!
 - B. You can check for new releases from <https://www.dvdsreleasedates.com>
 - C. If you suspect a title is pirated, submit a ticket to SWAN - - SWAN will research and contact libraries
 - i. If items deemed to be pirated, they need to be immediately shadowed and removed from the catalog
 - ii. Then you can request a refund from your vendor
- VIII. Enhancing pre-cats game with Claudia!

New this year! At every meeting we will recognize five outstanding individuals who go above and beyond with submitting tickets for merging and reporting inconsistencies:

Kathleen Alberts (AMS)
Amy Weiss (WRS)
Victoria Bitters (ESS)
Nora Mastny (DGS)
Julie Johnston (GED)

Many thanks from Bib Services!!!!

- IX. Open discussion
 - A. Rebecca Bartlett (La Grange)

- i. Pre-cats as placeholder, discussion of bulk entry, is there a timeframe in which SWAN would like simplified works to be enhanced? Ex. may not know 264, 300.
 - 1. Can just put “pages” or “discs” in 300 if you don’t have the information in hand.
 - 2. If you don’t know the place of publication or the publisher, at least enter the year of publication in the 264 tag, preceded by |c.
- B. Request for the 024 Midwest Tape number for AV to be added, for Binge Boxes (order # located on back cover where an ISBN would be) (Amy Weiss, WRS) ; it gets checked against EDI entries to avoid duplications ; Amy will send SWAN examples.
 - i. Also, for non-Binge Boxes, if applicable?
 - ii. Is there a determined formatting for the title for in-house created titles? (Amy Prechel, DGS)
 - 1. Binge Box :|b[specific title]
 - 2. Discussion of library initials in the 245 vs 246
 - 3. To be discussed further
 - iii. Ann Marie (Glen Ellyn): concerns that libraries verify the number of discs before attaching.

X. Next Meeting : June 3, 2021, 9:30AM