SWAN Acquisitions and Cataloging Networking

February 13, 2025

Autism-Friendly City Initiative

Warrenville Public Library District is excited to share a new citywide initiative in partnership with Little Friends, Inc. to become of an Autism-Friendly space for visitors. In our ongoing efforts to make the library an Autism-friendly space, we are excited to offer sensory kits for both youth and adults. These kits, available at different service desks throughout the library, are designed to support patrons who may benefit from sensory input to help them focus, calm down, or engage more fully with their environment. Does any other library circulate Sensory Kits?

Sensory Kits- Adult

1. Two pop tubes
2. Two rubber stretch fidgets
3. Two mini rubber prickle spheres
4. One pop it fidget
5. One fidget spinner
6. One liquid timer
7. One squishy fidget bracelet
8. One pair noise-cancelling headphones

Sensory Kits- Youth

1. Two pop tubes
2. Two rubber stretch fidgets
3. Two animal head stress squishies
4. Two mini rubber prickle spheres
5. One pop it fidget
6. One fidget spinner
7. One liquid timer
8. One sensory disc
9. One weighted lap pad
10. One pair noise-cancelling headphones

Weeding Special Collections

Who is responsible?

- Puzzles
- STEAM/Science Kits
- Library of Things items
- Items in storage
- Board games
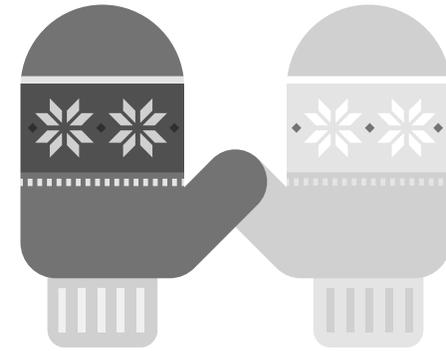- Memory Care Kits

- **How often do you go through your various collections to weed out the old, grubby items?**

Real Time Availability (RTA) Settings

- Real Time Availability uses the home locations of your items to reject WorldShare ILL requests for on-shelf material you don't wish to lend.
- Real-time availability (RTA) connects WorldShare ILL to your Symphony WorkFlows to determine if a requested item is available. Where availability is defined by your library's procedures and shelf location.
- RTA enables the system to automatically respond No to lending requests that have an OPAC status of unavailable. This saves staff time as well as patron wait time by moving requests through the lender string more quickly.
- Requests rejected with RTA will appear in your "Reasons for No" report will the reason of **No - System checked availability**.
- Availability is defined in ILL Configuration.

SWAN Updates

Publishers Reusing ISBNs

- Please be aware that publishers sometimes reuse ISBNs

- You may find the same ISBN in multiple title records, and both may be perfectly valid

- Be extra mindful when attaching your library copy or submitting merge requests

Pre-cat Templates

- A Title Keyword search for "sws template" will show you all available templates

- Updates made assist with accurate format display in Aspen

- If you would like assistance updating your own, please submit a ticket

Call Number and Item Maintenance

Search for: sws template

Index: Title

Library: ALL

Type:
- ● Keyword
- ○ Browse
- ○ Exact

Current: Boxine USA, Inc., --- SWS TEMPLATE TONIE BOX KIT : theme --- TEMPLATE --- ID...

KEYWORD Title sws template, ALL: 23 records

Title /	Author	Format
SWS Book Club Bag. TEMPLATE TITLE : SUBTITLE		KIT
SWS TEMPLATE 4K BLU-RAY : subtitle		BLU-RAY
SWS TEMPLATE AUDIOBOOK : subtitle	Author last name, Firs...	AUDIOBOOK CD
SWS TEMPLATE BLU-RAY : subtitle		BLU-RAY
SWS TEMPLATE BOARD GAME title		TOYS AND GAMES
SWS TEMPLATE BOOK FICTION : subtitle	Author last name, firs...	
SWS TEMPLATE BOOK NONFICTION : subtitle	Author last name, firs...	
SWS TEMPLATE BRAILLE BOOK FICTION : subtitle	Author last name, firs...	BRAILLE
SWS TEMPLATE CD-ROM : subtitle		COMPUTER SOFTWARE
SWS TEMPLATE COMBO PACK : subtitle		COMBO PACK
SWS TEMPLATE DVD : subtitle		DVD
SWS TEMPLATE LARGE PRINT : subtitle	Author last name, firs...	LARGE PRINT
SWS TEMPLATE PLAYAWAY AUDIO : subtitle	Author.	PLAYAWAY
SWS TEMPLATE PLAYAWAY LAUNCHPAD : subtitle		PLAYAWAY
SWS TEMPLATE PUZZLE title		TOYS AND GAMES
SWS TEMPLATE TONIE BOX KIT : theme	Boxine USA, Inc.,	KIT
SWS TEMPLATE TONIE CHARACTER (Tonie)	Boxine USA, Inc.,	OTHER AUDIO
SWS TEMPLATE VIDEO GAME : subtitle		VIDEO GAME
SWS TEMPLATE VINYL	Performer.	OTHER AUDIO
SWS TEMPLATE VOX BOOK : subtitle	Author last name, firs...	OTHER AUDIO
SWS TEMPLATE WONDERBOOK : subtitle	Author last name, firs...	OTHER AUDIO
SWS TEMPLATE YOTO CARD (Yoto)	Yoto Limited,	OTHER AUDIO
SWS TEMPLATE YOTO PLAYER KIT : theme	Yoto Limited,	KIT

How to Use these Pre-cat Templates

1. In the Cataloging module, go to the "Special" group and select the "Duplicate Title" wizard.

2. Search for the templates as explained in the last slide.

3. Select your desired template and click "Duplicate" button.

4. Update record as needed and save.
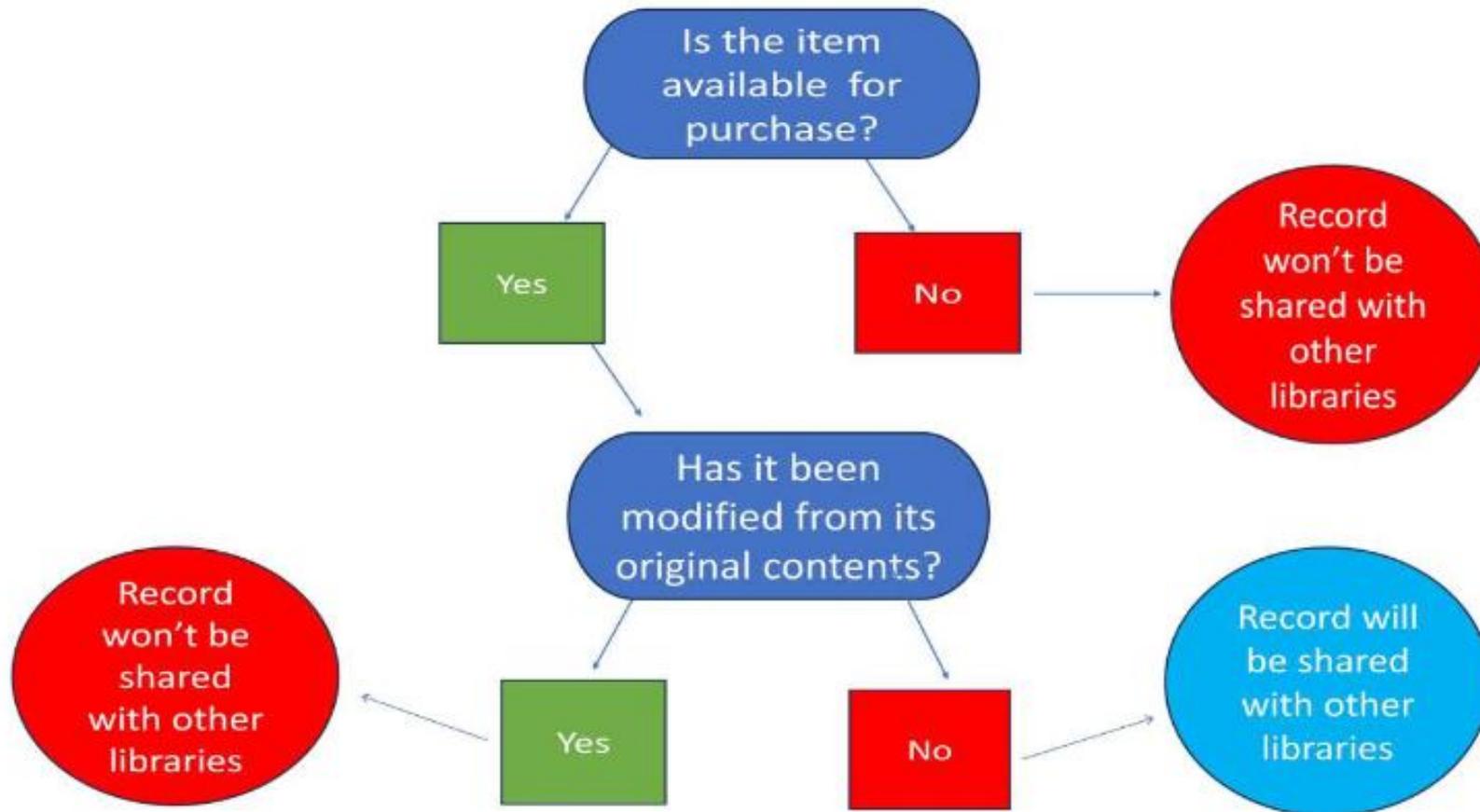
Library of Things Catalog Records

MARCOnline Record, Unique to Library

- 020 and 024 start with |z
  - |z889028180044
- 245 field specific to library
  - SWS pickleball set
- 690 collection name
  - SWS beyond books
- Record format to use
  - MARCONLINE

Full OCLC record, Shared Among Libraries

- 020 and 024 do not contain |z
  - 88902818004
- 245 field specific to item
  - Monoprice pickleball set
- 690 collection name
  - Can contain multiple 690 fields
- Record format to use
  - MARC

To share or not to share…?

SWAN Library Services

Feedback for Library of Things Records

- For your non-traditional holdings, does your library currently use bib records unique to your library, shared across libraries, or a mixture of both?

- What factors do you consider when making this decision?

- Do you see positives or drawbacks to using one record type over another?

Acquisitions Rollover Experiences

How did it go?

- Do you use the BLUEcloud Analytics reports to assist in "cleanup"?
- Do you cleanup at the end of the fiscal year or on a regular basis?
- Did you have good experiences with your vendors?
- Helpful hints for others?

Cataloging Working Group Meeting Recap

Open Discussion

SWAN Library Services

The Team

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Mark your calendars now! Next meeting is **Thursday, May 8, 2025**!!!