

Music Approval Procedures - CDs

Order number

a826126 - Music Library Service Co.

THESE MATERIALS DO NOT GO UP FOR REVIEW.

A. Before you begin receiving, **set your template preferences** in the Cataloging module as follows:

Under options>preferences>folders/files change bib template location to:

g:\acquisit\voyager\templates\music templates-cataloging\mlscbib.tem

Change holdings template location to:

g:\acquisit\voyager\templates\music templates-cataloging\mlschldg.tem

B. **Search all titles in GIL for duplicate records before removing cellophane wrapping. If you find a duplicate, give it to Sandra with the invoice when all other items are received so she can return the duplicate.**

C. Added volumes

If the title is an added volume to a mono set record already cataloged in GIL, receive the piece on the record, and add the following fields to the bib record:

980 - \$f invoice number

981 - \$a order number \$b date \$x volume number

Save record. Write the bib id on an Avery label and place it on the outside of the jewel case in the lower right hand corner.

****Make a copy of the bib record, write "AV", and stamp or write the date that you received the piece on the copy of the bib record. Rubber band this copy to the CD and route to Neil Hughes in Music Cataloging.****

If the piece in hand has volume designation and you find a cataloged record in GIL that matches your title, but there is a \$n in the 245 field with a volume number, treat your piece in hand as a monograph. Music Cataloging has decided that these pieces will be treated as monographs and content notes will be added to the bib records to indicate the specific works contained on the CD.

If your piece appears to be part of a set and the record in GIL that matches your piece is **not** a set record, do a template for the piece and route in the non-book materials box to Neil Hughes for a cataloging decision. Attach a note with a "?" so that Neil will know that a decision will need to be made regarding the piece.

If you do not find a match in GIL, proceed to OCLC and search for your title there.

D. Searching in OCLC

Always search OCLC first by the music publication number. This number is usually located on the CD itself.

The search will be **mn:music number (omit all punctuation and spacing)**. If there are no results generated by this search, do a derived author-title search (4,4).

If you find a mono set record in OCLC, then export this record for your piece. You will need to attach a post-it note with a "?" on it, so that the piece will get routed directly to Neil Hughes and he can make the decision whether the piece will be treated as a mono set or not.

For monographic titles: if you find a record in OCLC that matches your piece, then **export** the record to GIL.

E. Add the following fields to the imported record:

980 - \$f invoice number

981 - \$a order number \$b date \$x volume number

Save the record. Write the bib id on an Avery label and place it on the outside of the jewel case in the lower right hand corner.

F. If you do not find a record in OCLC, you will use the mlscbib.tem template to create your bibliographic record. Fill in the following fields:

028 - Music number, usually found on the spine or on the CD itself (always use the number on the CD itself if in doubt.)

100 - This will usually be the composer of the piece, but if the performer is more prominent on the piece, use this name instead. If there are

multiple composers on the piece, use the first one listed. When saving the record, you must ensure you have the correct authority heading for this field. If the heading does not validate, highlight the non-validated heading and choose "Search". This will pull up a list of names and will tell whether or not they are authorized; pick the one that is authorized. Click "Authority", then "OK" to retrieve the authority record for that name. Copy the name from the 100 field of the authority record and paste it into the 100 field of the bibliographic record.

245 - Title of the piece. Use the collective title if there is one. Be sure to search the entire disc for a collective title. Sometimes the collective title will only be in one place on the disc. (See examples). If there is not a collective title and there is more than one title contained on the disc, use the first title listed.

260 - \$a city of publication \$b name of publisher \$c date of publication.

300 - \$a 1 sound disc (or 2 sound discs, etc)

440 - Only use this field if the series is already established in GIL

980 - \$f invoice number

981 - \$a order number \$b date received

If you are creating a template for a piece that has volume designation and there is no record in GIL or OCLC, you will need to route these pieces with a post-it and a "?" in the non-book materials box. If there are multiple volumes, rubber band them together and route with the post-it note.

Save the record. Write the bib id on an Avery label and place it on the outside of the jewel case in the lower right hand corner.

F. Create the MFHD. (alt+re)

If you have an added volume, DO NOT UPDATE THE MFHD; this will be done in Music Cataloging.

Since your preferences are set, you do not need to edit the MFHD.

G. Save the MFHD. (ctrl+b)

H. Create the item record. (alt+rt)

Scan in the barcode. *See the guidelines below for how to place barcodes and which pieces within the CD package get barcodes.

Change the item type to "**Circ Media**" (or set your preferences in the beginning of the session).

Set the item status to "**in process**" (or set your preferences in the beginning of the session).

Set the statistical category to "**MLSC approval**" (or set your preferences in the beginning of the session).

Enter the price of the CD from the invoice in the price box on the item record.

***There are many different scenarios to consider when barcoding the piece:**

- If there is only one CD in a single jewel case with the booklet inserted behind the front cover of the jewel case:

Place the barcode on the front of the jewel case in the lower left hand corner.

- If there are multiple CDs in one jewel case:

1. Place the barcode on the front of the jewel case in the lower left hand corner.

2. If the booklet is inlaid elsewhere in the jewel case besides being inserted behind the jewel case, or if it is separate from the CD, the booklet will need a separate barcode that will be placed on the front cover in the lower left hand corner (in the same place where the barcode is placed on the outside of the jewel case). The piece will also need a bib id that will either be written on the right hand corner of the front of the booklet, or the sticker will be placed there if the background is too dark for the bib id to show up. Do a note on each item record: "Title consists of (#) CDs and 1 booklet. This item

record is for the CD(s) (or booklet)." Put the price of the CD on the item record for the CD.

- If there is a paper case containing either a single jewel case or a single jewel case with multiple CDs and an accompanying booklet:

1. DO NOT PLACE EITHER BARCODE OR BIB ID ON THE PAPER CASE!

2. Barcode and place bib id as indicated above.

I. Take statistics.

Count each item record you create when recording statistics.

10/25/2001 Revised 11/30/2001