

FIRM ORDER RECEIVING/COPY CATALOGING

--Firm orders are prefaced with a lower case f

- **Begin on the Search Orders screen & search by PO Number.** Key in the purchase order # & hit enter. Double click to display the purchase order.
- **Check purchase order processing notes.** Scroll to the end of the line item. If information displays in the **Notes** section, highlight the line item & click on the **Details** box at the bottom of the purchase order. Click on the **Notes** tab & review the processing notes, e.g. **ADDED COPY, ADDED LOCATION, ADDED VOLUME, RESERVE, RUSH, etc.**, & follow the appropriate procedures. (See *Firm Order Receiving Processing Guidelines*).
- **Highlight the line item** on the purchase order & toggle to **Cataloging (alt+m)**. If the record meets the DLC copy cataloging requirements, proceed with the following cataloging procedures. If it does not meet the requirements, verify **only the 020, 245, & 260**. **Search all numbered 4XX/8XX for missed added volumes.** Toggle back to Acquisitions (**alt+tab**) & receive the piece.

*****NOTE :** In this document, \$ is the character used for the delimiter in the MARC record. The delimiter & a lower case letter, or subfield code, separate each subfield. The delimiter & the subfield code should be separated on either side by a space. To enter a new subfield, place your cursor at the end of the preceding subfield. F9 will enter the delimiter & the preceding space. Type in the subfield code & it will automatically enter the following space. Enter the subfield information.

DLC COPY CATALOGING

--monographs & complete monosets—type "a", bvl "m", English language or Roman alphabet ONLY (Refer to document: DLC materials not cataloged in Acquisitions).

***Verify/edit/delete the following fields on a DLC bibliographic record:**

- Leader: type of record: a
bibliographic level: m
- 008: publication status: date 1 & date 2 (as needed)
- 010: Library of Congress #
- 020: ISBN
- 040: DLC must be somewhere in the field. **If not, route to Cataloging**
- 049: input stamps for location
- 050: call number. Missing, incomplete, PZ, Z1201+, G1000+ or plain M, **route to Cataloging**
- 1XX: main entry author
- 245: title
- 250: edition
- 260: imprint/date
- 300: physical description
- 4xx/8xx: series
- 504: bibliography note
- 520: summary note
- 856: electronic access

1. 049: input stamp.

*****GUAA is the default location on the GIL record & the Main stacks location.**

Refer to the *Input Stamps for 049 Locations & Call Number Prefixes* document & the following list of exceptions.

- **Z1-1200 & ZA** - add **[Main]** before the input stamp
- **ML134** - change GUAA to **GUA#** for Music Reference

NOTE: Use only **one 049 field** for multiple locations. Add an additional \$a before each input stamp.

2. 050: Library of Congress call# - must be complete.

The call# must be complete. **Do not catalog G1000+, PZ, Z1201+, & plain M classifications. Route to Cataloging.**

NOTE: 090 = local call#. For DLC analytics, use the call# from the parent set. If the call# on the analytic differs from the parent, copy the call# of the parent & paste it into the 090 of the analytic record.

3. 260/050/008: dates of publication.

The date of publication in the 260 field should agree with the date in the 050 & the 008.

EXCEPTION: If the title is a conference proceeding, the year of the conference is used in the call# & the date of publication is used in the 008 & 260.

4. 300/504: physical description/bibliography.

If there is no information in the 300 field or it is incomplete, &/or the page numbers are missing from the 504, enter the information appropriately. Refer to the 300 field format document.

5. 4xx/8xx: series tracing.

If there is a 4xx/8xx series on the bib record & no added volume processing note on the purchase order, check the series authority. From the bib record, enter **alt+ra** to display the series authority record & refer to the **644, 645, & 646** fields for the series treatment. A traced series should have the following subfields: **644 \$f, 645 \$t, & 646 \$s**. If these differ, check for a **699** field which will display the local treatment for this library. If the fields have a different treatment & there is no 699, & if the series is numbered, close the authority record & search the series in **GIL** for a bib record to determine if your piece is an added volume to a cataloged serial or monoset. Process according to established procedures. If you do not find a bib record for a serial or monoset, search **OCLC** for an authority \$/or bib record to determine treatment.

6. **520/856: summary notes/electronic access links.**

Refer to the document *LC's Bibliographic Enrichment Project* for editing/deleting these fields.

7. **945: local cataloging information.**

At the end of the bib record, add a new field (F4). Then enter F6 to add the cataloged record code & date cataloged, e.g. CA 2003.08.26

8. **Save the bib record to the database (alt+rv).**

The **Authority Validation Box** will display. If there is a series on the bib record, check the series validation. Refer to the *Checklist for Series Workflow* document & follow the validation process. Click continue (alt+n) to complete validation & save.

***Retrieve the MFHD.** If you create a MFHD, save & proceed.

1. **Edit the 852:**

- **Copy call number from bib record Ctrl+N into \$h.** If the call# has a double cutter, place another \$i before the 2nd cutter. The 1st part of the call# in \$h is the class# & the 2nd part of the call# in \$i beginning with a decimal followed by a letter & number(s) is the cutter. If this is followed by another letter & number(s), the call# has a double cutter. Insert another \$i before the 2nd letter & number group.
- **Change stacks location \$b** to the appropriate floor level code or appropriate location. Ctrl+L displays the valid codes or refer to *Input Stamp for 049 Locations* document.
- **Add call number prefix \$k, if needed.** Put the \$k BEFORE \$h. Refer to *Input Stamps for 049 Locations* document & short list below:
 - Folio books (30+ cm.), add call number prefix of Folio in \$k. If the piece is for a location other than the stacks & is also folio, add both in the \$k with the location first, e.g. \$k Main Ref Folio
 - For Z1-1200 & ZA, add a \$k Main

EXAMPLES:

852 0_ \$b location \$h class number \$i cutter

852 0_ \$b Main H \$h HF5549.5 \$i .M63 \$i M7473 2000

852 0_ \$b Mn Ref \$k Main Ref Folio \$h HV875.64 \$i .F74 2000

NOTE: **For a list of locations that do not go to the Bindery, refer to the *At Bindery Item Status* document.

- **Save item record.**
2. **Print label (alt+f1) & place printout in book.**
- **paperbacks:** from the item record, use **alt+f1**. A window will open & display the call#. Format appropriately & click print. Mark books for Science with an "S" on the printout & place printout in book.
 - **hdbd: *set defaults for label printer & SNAG IT SOFTWARE.*** Highlight **call#** box on item record, hit **ctrl+shift+p** & hit **enter**. A window will open & display the call#. Format appropriately & click finish to print the label. Mark books for Science with an "S" on the back of the label & place label behind the title page.

3. **Dot & slash:**

On the title page of paperbacks going to Binding, **dot the first letter of the author's last name & slash the first & last words of the title. Use the title in the 245 \$a only. If the record has an author in the 100 field but not on the title page, pencil it on the title page in brackets. Do not dot & slash analytics.**

4. **Record statistics** according to departmental requirements.

5. **Route:**

- **Cataloged, including rush** to marking truck
- **Added volumes** to added volume shelf
- **Uncataloged titles** to cataloging truck or to the appropriate location for routing to cataloging. **For a complete list of locations, refer to the *Firm Order Routing Procedures* document.**

5.15.2001/rev 8.2003; 3.2006; 11.2007