



**PrairieCat Technical Services Committee  
AGENDA  
February 9, 2023**

The PC Technical Services Committee will meet Thursday, February 9, 2023, 09:30 AM - 11:30 AM Central Time via Zoom.

Register in advance for this meeting:

[https://railslibraries.zoom.us/meeting/register/tJ0ufuquqzkoEtI3Ud\\_cY4Mnf6yMef5BI5kB](https://railslibraries.zoom.us/meeting/register/tJ0ufuquqzkoEtI3Ud_cY4Mnf6yMef5BI5kB)

After registering, you will receive a confirmation email containing information about joining the meeting.

*Committee charge: This 11-member elected standing group discusses technical services topics. It is empowered to make decisions on procedure and some policy decisions, and to make recommendations to Administrative Council for higher-level policy decisions.*

*It also reviews technical services procedures and works together to resolve technical services issues.*

**The meetings are open meetings, so anyone is welcome to attend, but voting is limited to the 11 committee members**

- I. Welcome
- II. Roll call for attendance
- III. Review agenda for additions/corrections
- IV. Approval of minutes from August 11, 2022
- V. New Topics
  - a. PC support
  - b. Email changes for PrairieCat staff
  - c. New iCode1(s)
  - d. Removal of item field (migration info)
  - e. Age facets

- VI. Pending Projects/Updates and Discussion:
  - a. Vega
- VII. Membership updates
- VIII. BYPT “Bring your Problems Time”
- IX. Ideas for “Did you know”?
- X. Questions, comments, etc.
- XI. Adjourn
- XII. **Next meeting is Thursday, April 13, 2023**

**Meeting will be held via Zoom 9:30 a.m. – 11:00 a.m.**

**MARC/MARC-trainee Catalogers meeting to follow Technical Services Committee meeting. (Zoom session will be open @ 11:00 but meeting will start at 11:15 a.m.)**



**PrairieCat Technical Services Committee  
DRAFT Minutes  
August 11, 2022**

**ATTENDANCE:**

**MEMBERS PRESENT:** Brozovich (RP), Chapman (RL), Conderman (MS), Groth (EM), Landis (PC), Slanicky (PC), Smith (PC), Solheim (KR), Swanson (FR), Tedder (PC), Totton-Schwarz (WO), West (RD), Zanelli (PC).

**MEMBERS ABSENT:** Bonny (PC), Dean (WL), Diedrich (GA), Fane (LP).

**GUESTS:** Byford (NL), Collins (NL), DeBord (YK), Fine (PR), Finnerty (NC), Hoste (CL), Jones (RP), Kessler (CC), Kozinski (DK), Lawruk (SE), Lemke (DK), Martin (MP), McSweeney (HD), Meiners (SR), Schriener (KK), Schulze (DK), Sciaky (MK), Shippy (MX), Sundquist (SY), Thomas (RP), Zurawicz (NL).

- I. **Welcome** –Totton-Schwarz began the meeting and welcomed everyone. This is the first meeting of the fiscal year. This 11 member elected standing group discusses technical services topics. It is empowered to make decisions on procedures and some policy decisions, and to make recommendations to the Administrative Council for higher level policy decisions. It also reviews technical services procedures and works together to resolve technical services issues. The meetings are open meetings, so everyone is welcome to attend, but only the 11 members are allowed to vote.
- II. **Roll call for attendance**
- III. **Review agenda for additions/corrections** – No changes were made to the agenda.
- IV. **Approval of Minutes From: June 9, 2022**

Brozovich (RP) moved and Groth (EM) seconded to approve the minutes from the June 9, 2022 meeting with corrections. Motion passed.
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- V. **FY23 Tech Committee Special Election** – Due to unforeseen circumstances, PrairieCat held another, quick, FY23 special election for the PC Technical Services Committee. The election ended Thursday, August 4, 2022. The election was to fill the At Large Seat vacancy for the remainder of the term (1 year), effective immediately. Let's welcome Tricia Dean from Wilmington Public Library (WL) to the committee.
- VI. **Pending Projects/Updates and Discussion:**

- a. **OCLC's WorldCat Holdings Update [Scan/Delete (Holdings Reset)]** – Due to the high volume of Illinois libraries sending files to OCLC, our files have not been processed yet. Slanicky (PC) will let everyone know as soon as the files get processed.

## VII. Membership Updates

- a. **Rock Island Public Library Branch** – Rock Island Public Library is opening a new branch called the Watts-Midtown Branch. Their two-character Sierra code is RZ and a RAILS delivery code has not been assigned yet. They are receiving and adding items to the database.
- b. **Lostant Community Library** – The Lostant Community Library is also adding items to the database.
- c. **Putnam County Primary School** - The Putnam County Primary School is also adding items to the database.
- d. **Byron Schools** – Byron Schools is finishing updating items for one building.
- e. **North Chicago Public Library** – North Chicago Public Library is our newest PrairieCat library and is doing a big migration. Jen Finnerty is the technical services staff person. Welcome Jen! Their bibs, items and patrons are now on the test server and N. Chicago staff are taking classes in Talent LMS. Their two-character Sierra code is NC and the N. Chicago bookmobile's Sierra code is ND. The delivery code for N. Chicago is NCK and the code for the N. Chicago bookmobile is NCKBM. Their delivery codes do not end in a route number (ie: SWSB-4).

## VIII. New Topics

- a. **Upgrade to Sierra 5.4** – Sierra was upgraded to version 5.4 in June, 2022. See today's meeting packet for more information.
- b. **PC Help Desk** – The new PrairieCat Help Desk was launched on July 11, 2022. Training was provided and recorded in June. PrairieCat staff are still getting used to the new Help Desk software. The recorded training by Matt Maturo, PrairieCat systems coordinator, can be viewed on YouTube at <https://www.youtube.com/watch?v=cT3sfJrPpo>. The link is also provided on the PrairieCat support site and is 16 minutes and 45 seconds long.

- IX. **PUG Day 2022** – PUG Day this year will be on Thursday and Friday, September 22-23, 2022. All sessions will be virtual by Zoom. Information is on the PrairieCat support site at <https://support.prairiecat.info/>. Click on PUG Day 2022 for more information. All sessions are available to everyone and the cataloging specific sessions are on Friday, September 23.

- X. **BYPT "Bring Your Problems Time"**

- a. **Overlays** – Tedder (PC) sent an email about overlaying records. The load table is set up for PrairieCat staff and MARC libreres to match on the 001 OCLC number. The 001 tag needs to match the correct OCLC number in order for the record to overlay. Sometimes records are merged in OCLC and if the new OCLC number is different than the one in Sierra, the 001 needs to be changed in order for it to overlay properly. Non-MARC libraries use the Help Desk or submit a request to Cleanup to report when changes need to be made.

**Example of what to submit:**

Record no: b28250588

OCLC no: BK002931570

ISBN: 9781534453654

Author: Sehgal, Kabir

Title: It's Diwali!

Overlay with OCLC no: 1293917049

- b. **DVD *Greyhound* – Local Holds Only** – The title *Greyhound* (record number b28031325) is owned by only Peotone PLD and only their patrons are allowed to place holds. It has a PrairieCat on-order item attached and there are several holds for other libraries. The Peotone item was added in January and has an item type of 15 Browse Local Holds, which is for local holds only. This item type is not a permanent status and should only be used for new items for the first 15 weeks after the item has been entered into the database. There was a long discussion on how to handle situations like this. PrairieCat staff will remove the holds and the PC on order item from the *Greyhound* record. When a library enters a new item, they can use one of the “New” item types (ie: Book, New) or Browse Local Holds. Holds are not allowed for the first 15 weeks that the library owns the item, then the item is switched to a different item type that allows holds. PrairieCat staff (Jensen) runs a script weekly to change the 15 week or longer “new” item types to an item type (specified by the owning library) that allows holds. A list of items with item type 15 Browse Local Holds is sent twice per year to the libraries to review. The item call number should be appended to indicate that it doesn’t allow outside holds (ie: DVD GRE (RESTRICTED) and there should be a Public note (ie: HOLDS CAN BE PLACED BY [NAME OF LIBRARY] PATRONS ONLY).

**Example:**

Local Dewey Call Number	099	DVD GRE (RESTRICTED)
Barcode		32890001313242
Public note		HOLDS CAN BE PLACED BY PEOTONE PUBLIC LIBRARY DISTRICT PATRONS ONLY

Landis (PC) checks holds monthly and deletes PC on order items that are no longer needed. If you see holds not being filled on your Manage Holds Report, look to see if the items have a “New” item type. If you see items with an item type of 15 Browse Local Holds older than 15 weeks, notify PrairieCat staff.

Most library materials should be available for resource sharing. A library can choose not to circulate certain types of items, such as hotspots or large items that would be difficult to send through the RAILS delivery.

- c. **Pirated Items** – There was a discussion about pirated items. Slanicky (PC) reminded everyone of the PrairieCat policy on Pirated Items found on page 18 of the July 2022 edition of the TSUG Policy & Procedure Manual, shown below:

J. Pirated materials:

Books, videos, sound recordings, and items of any other format that were illegally created and violate copyright law, sometimes referred to as “pirated items,” must never be cataloged or circulated in the PrairieCat database due to the legal liability for both the library and PrairieCat.

Pirated items must never be interlibrary loaned or sold in library book sales.

Pirated items are often identified by one or more of the following characteristics:

- An unprofessional, “homemade looking” container insert or binding.
- Please note: This policy does not apply to the items listed below, which may have homemade container inserts and/or binding:
  - DVD/Blu-ray combination packages split into separate cases in order to circulate each disc separately.
  - Local history, genealogy, and other special collection items that are eligible for the Cataloging Maintenance Center or entered as a PrairieCat-approved brief record.
- Lack of legitimate publisher information.
- A disc that looks copied or “burned”. The disc surface may not have any information or low quality images printed on it.
- Poor video recording quality.

If a library is considering cataloging an item and needs assistance identifying if it is pirated, the library should contact the PrairieCat cataloging team via the PrairieCat Help Desk.

The PrairieCat membership’s cooperation is appreciated to protect the database from the legal consequences associated with cataloging and circulating pirated items.

- d. **Release Dates** – Landis (PC) reminded everyone adding On order or Quick Click items to include the release date at the end of the item call number. This should be in the format ON ORDER (MON DD, YYYY). A library can add the release date to a PC on order item if they know what it is. A DVD set or TV series needs a volume record at the time the record is first added to the database or it causes problems with holds.

XI. **Ideas for “Did You Know?”** - There were no suggestions.

XII. **Questions, Comments, Etc.** – None.

- XIII. Training (Talent LMS)** – Send any suggestions for training videos to Tedder (PC) at her new email address: [sandy.tedder@prairiecat.info](mailto:sandy.tedder@prairiecat.info).
- XIV. Adjourn** – the meeting was adjourned at 10:45 am.
- XV. Next Meeting is Thursday, October 13, 2022 by Zoom.**



**Technical Services Users Group**

**Policy & Procedure Manual**

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*Revised February 2023*



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## I. Required / Optional Duties For PrairieCat Member Libraries

<b>TECHNICAL SERVICES RESPONSIBILITIES</b>		
<b>DUTY</b>	<b>MEMBERSHIP LEVEL</b>	<b>REQUIRED/ OPTIONAL</b>
<b>DAILY</b>		
Follow all PrairieCat policies and procedures General Policy Manual Circulation Policy and Procedures Manual Technical Services Policy and Procedures Manual	All libraries	Required
Enter your new acquisitions into the PrairieCat database on a current basis	All libraries	Required
Link all multivolume items to the appropriate volume record	All libraries	Required
Checkin all new acquisitions once fully processed to clear "IN PROCESS" status.	All libraries	Required
<b>WEEKLY</b>		
Process the "New" conversion report; check in any items that are "available" to fill holds.	All libraries	Required
<b>MONTHLY</b>		
Review the Old Billed Items report. Coordinate with your circulation dept. regarding checking the shelves for these items. See circulation duties for explanation of how items are to be handled.	All libraries	Required
Process the Half-Discarded Items report. Search your shelves for item. Check in items that are found. For an item to be successfully withdrawn, it must be not checked out to a user, and must have an ICode2 of "d" and a status of "w".	All libraries	Required

<b>DUTY</b>	<b>MEMBERSHIP LEVEL</b>	<b>REQUIRED/ OPTIONAL</b>
<b>MONTHLY (CONTINUED)</b>		
Process the Lost & Paid Items report. Search your shelves for items. For items that are not found that you want to withdraw, change the status to "w" and the ICode2 to "d."	All libraries	Required
Process the "In Process" 30+ days report. Search your shelves for item. Check in items that are found.	All libraries	Required
<b>AS NEEDED</b>		
Add bibliographic records or request that bibliographic records are added via the OCMList as needed to keep up with current new acquisitions.	All libraries	Required
Mark all items to be deleted – change ICode2 to "d" and change status to "w".	All libraries	Required
Report duplicate records found in the database so they can be merged as appropriate.	All libraries	Required
Report any bibliographic record accuracy issues or problems to PrairieCat using the online form	All libraries	Required
Run report for internal notes (e.g., missing, lost & paid)	All libraries	Required

## II. Statement of Intent

- A. It is the intent of the PrairieCat participants to maintain a quality bibliographic and authority database for use by system participants and the public. To achieve a quality database, system participants agree to follow PrairieCat Technical Services Users Group policies and procedures. (Approved DA 1/24/07)
- B. Technical Services policies are decided and voted upon at Technical Services Committee meetings. All policy decisions are submitted to PrairieCat Administrative Council for referral to the Delegates Assembly for approval. (Approved DA 1/24/07)
- C. In light of the collegial and consortial nature of PrairieCat, technical services policies are enforced on a self- and peer-monitoring basis. If a library violates the agreed standards, the steps as outlined below will be followed. (Approved DA 1/24/07)

### ***Procedure for Section II C:***

*If a library misinterprets or violates the agreed standards, any member may contact that library regarding the violation and notify PrairieCat staff at the same time. If the problem continues, PrairieCat staff will notify the offending library's Director.*

*If the library continues to willfully violate the agreed standards, the complaint will be brought to the appropriate PrairieCat Committee.*

*After the Committee discusses the issue, it will make a recommendation to the Administrative Council for corrective action. The Administrative Council will make the determination of action to be taken. Rulings of the Administrative Council may be appealed to the Delegates Assembly. Decisions made by the Delegates Assembly are final.*

- D. Each new member library agrees to complete the entry of its retrospective bibliographic holdings within two years of membership approval and input newly acquired titles on a current basis according to the policies developed by PrairieCat. (Approved AC 5/8/15)
- E. Each member library also agrees to input, maintain, and share bibliographic records and to restrict the creation of data records and conduct of operations of the System to authorized, trained staff to meet the standards as specified by the Illinois State Library. Any new staff member has six months after taking Cataloging Item Entry training, being issued a temporary named login and completing the item entry certification process. Sharing of this login with other staff could result in termination of access to PrairieCat services functions. (Approved AC 5/8/15 ; new wording approved DA 6/3/20)

### III. Basic Competencies for PrairieCat Technical Services Staff

SIERRA/ENCORE GENERAL SKILLS CHECKLIST		
BASIC	INTERMEDIATE	EXPERT
<p>Know the basic operating system used at your library, especially on staff computers.</p> <p>Know how to access / login to Sierra and Encore.</p> <p>Be able to move between functions in Sierra.</p> <p>Be able to navigate through various tabs, screens or to the next set of records in Encore and Sierra.</p> <p>Know how to search and display patron data in Sierra.</p> <p>Know how to search and display bibliographic and item data in Sierra and Encore.</p> <p>Be able to place holds in Sierra and Encore. Follow all PrairieCat holds policies.</p> <p>Be able to recognize multi-volume records and select volumes correctly when placing holds or adding items that need to be linked to a volume.</p> <p>Know how to log in to the PrairieCat Help Desk.</p>	<p>Know how to access online Help features in Sierra (via the Help menu or directly at:  <a href="http://csdirect.iii.com">http://csdirect.iii.com</a> or  <a href="https://innovative.libguides.com/sierra">https://innovative.libguides.com/sierra</a>)</p> <p>Be proficient in advanced searching strategies using all available resources, qualifiers, sorts, etc., in Sierra and Encore.</p> <p>Use <u>PrairieCat resources</u> pertinent to your area of responsibility:  <a href="https://support.prairiecat.info/documentation">https://support.prairiecat.info/documentation</a> [Link to be updated]</p> <p>Have a Library Learning (L2) login. Refer to the L2 PrairieCat training calendar:  <a href="http://www.librarylearning.info/?LibSys=PCAT">http://www.librarylearning.info/?LibSys=PCAT</a></p>	<p>Be able to modify Sierra settings to add barcode scanner, receipt printers, regular printers, select default templates, and adjust other workstation settings.</p> <p>Be able to download Sierra software or offline client software from the PrairieCat support website.  <a href="https://support.prairiecat.info/downloads">https://support.prairiecat.info/downloads</a> [Link to be updated]</p> <p>Understand and manage reports using the Reports Skills Checklist (to be developed).</p> <p>Understand and manage reports using the Decision Center Skills Checklist (to be developed).</p>

## SIERRA/ENCORE GENERAL SKILLS CHECKLIST

BASIC	INTERMEDIATE	EXPERT
<p>Know how to access the PrairieCat and RAILS websites and PrairieCat YouTube channel, to find answers to questions, find policies and procedures, and find training materials.</p> <p><a href="http://support.prairiecat.info">http://support.prairiecat.info</a></p> <p><a href="http://www.railslibraries.info">http://www.railslibraries.info</a></p> <p><a href="https://www.youtube.com/channel/UCGw3EuLdv-pi6sm1iI3nZSA">https://www.youtube.com/channel/UCGw3EuLdv-pi6sm1iI3nZSA</a></p> <p>Subscribe to the appropriate PrairieCat email mailing lists:</p> <p><a href="https://support.prairiecat.info/members/email-lists">https://support.prairiecat.info/members/email-lists</a></p> <p>[Link to be updated]</p> <p>Know when and how to contact PrairieCat support.</p> <p><a href="https://support.prairiecat.info/support">https://support.prairiecat.info/support</a> [Link to be updated]</p>		

## SIERRA CATALOGING SKILLS CHECKLIST

BASIC	INTERMEDIATE	EXPERT
<p>Know and follow all PrairieCat cataloging policies and procedures. Know how to search Sierra. (see General Skills Checklist)</p> <p>Know how to interpret a bibliographic record and match item(s) appropriately.</p> <p>Understand what the individual fields are in an item record and how they work together to control circulation.</p> <p>Understand how item, volume, and title level holds work. (see Circulation Skills Checklist)</p> <p>Understand the correlation of bib and volume records.</p> <p>Be able to recognize multi-volume records and select the correct volume to link items or add new volume with proper formatting when needed.</p> <p>Be able to identify problems with the database or a record and report it to a supervisor/PrairieCat staff.</p> <p>Know difference between message, public note and</p>	<p>Regularly complete all duties on the Required/Optional Technical Services duties checklist.</p> <p>Understand how to use reporting forms via PC support site to report record cleanup.</p> <p>Know how to search OCLC (First Search, WorldCat Discovery, Connexion) for matching bibliographic records.</p> <p>Know how to submit OCM notepad files to PrairieCat staff.</p> <p>Know how to submit a Help Desk ticket.</p> <p>Have L2 login and know how to locate cataloging policies, manual and general resources on PrairieCat support site <a href="https://support.prairiecat.info/documentation">https://support.prairiecat.info/documentation</a> [Link to be updated]</p> <p>Understand use of templates in item entry. Understand how to use macros in data entry.</p> <p>Know how to use multi-windows mode and use to tile windows.</p> <p>Know how to send emails to Techserv mailing list</p>	<p>Know how/when to modify catalog records in Sierra versus Connexion versus MARC Report</p> <p>Know how to use the create lists module to identify item or bib records with data entry problems</p> <p>Know how/when to request a mass field change from PrairieCat</p> <p>Know how to use the edit modify group function</p> <p>Know how to reorder volume records</p> <p>Know how to transfer items, order records, and holds from one bib record to another</p> <p>Know how to expand fields in bibliographic record</p> <p>Understand inventory process. Know how to generate labels.</p> <p>Know how to use “Substitution Phrases.”</p> <p>Know how to access MARC tag info.</p> <p>Know how to verify heading(s).</p>



## SIERRA CATALOGING SKILLS CHECKLIST

BASIC	INTERMEDIATE	EXPERT
<p>internal note in an item record.</p> <p>Understand how the status field in item record is used and how it affects OPAC display.</p> <p>Know how to properly mark an item record for deletion.</p> <p>Be able to recognize brief records, and understand their uses, such as on-order records for acquisitions.</p>	<p>(e.g. Items not linked, publication delayed, etc.) PrairieCat Technical Services &lt;techserv@prairiecat.simplerlists.com&gt;</p>	<p>Know how to use RDA toolkit.</p>

## IV. Cataloging Standards

### A. Bibliographic records

1. Bibliographic Policy for Input of Records - In accordance with Illinois State Library directives and exceptions specified therein, all bibliographic records entered in PrairieCat will be OCLC source records. (Approved DA 10/25/06)  
Fully cataloging all materials – All participants agree to provide full bibliographic records for all materials entered into PrairieCat, with the exception of acquisition/on-order records and allowed generic records. [See [IV, J](#) and [VII, A](#)] (Approved AC 5/8/15)
2. Access Point Standardization - New bibliographic records added to PrairieCat will be cataloged according to the latest editions of the following cataloging resources:
  - a. Anglo-American Cataloging Rules and/or Resource Description & Access (approved by AC 5/8/15)
  - b. Bibliographic Formats and Standards (OCLC)
  - c. Bilindex Thesaurus (Spanish subject headings)
  - d. Cataloging Service Bulletin
  - e. CONSER Cataloging Manual (serials)
  - f. Dublin Core Metadata Element Set
  - g. Find-IT! Illinois Metadata Element Set
  - h. Free-Floating Subdivisions
  - i. Guidelines on Subject Access to Individual Works of Fiction, Drama, Etc.
  - j. Library of Congress Rule Interpretations
  - k. Library of Congress Subject Headings
  - l. MARC21 Format for Bibliographic Data
  - m. Medical Subject Headings (MeSH)
  - n. Subject Cataloging Manual
  - o. Thesaurus for Graphic Materials (Approved DA 10/25/06)
  - p. BISAC Subject Headings List
3. Selection and Inclusion of Bibliographic Records (Approved DA 10/25/06)
  - a. Members agree to do a thorough search of PrairieCat for an existing bibliographic record prior to adding a new record.

#### ***Procedure for Section IV A, 3a:***

*A thorough search is more than an ISBN search. It is a title search, an author search, and a title/author search. Just because the ISBN matches, does not mean the record it brought up is a match to your item. Just because the ISBN does not bring up a record, does not mean there is not a match for your item. Match points include author, title, publisher, date, and edition. ISBNs can be added to records if everything else matches. (Approved DA 4-23-08)*

- b. New records will be added to PrairieCat according to OCLC guidelines as presented in the latest edition of the OCLC Bibliographic Formats and Standards: When to add a new record:  
<http://www.oclc.org/bibformats/en/input/>

**Procedure for Section IV A, 3b:**

*Updating records to current standards. Current standards can be found in AACR2, RDA, and OCLC's Bibliographic formats and standards. (Approved DA 10/24/07)*

1. *OCLC requires full-level cataloging to meet the requirements of AACR2's second level of description and RDA. According to AACR2 1.0D2 the following elements are required, when applicable, for cataloging at the second level of description. (Approved DA 10/24/07)*
  - a. *Title proper [gmd] = Parallel title : other title information / first statement of responsibility ; each subsequent statement of responsibility*
  - b. *Edition statement / first statement of responsibility relating to the edition*
  - c. *Material specific details*
  - d. *First place of publication, etc.: first publisher, etc., date of publication, etc.*
  - e. *Extent of item: other physical details; dimension*
  - f. *(Title proper of series / statement of responsibility relating to series, ISSN of series; number within the series. Title of subseries, ISSN of subseries, numbering within subseries)*
  - g. *Notes*
  - h. *Standard numbers*
  - i. *Other pieces of information as required by the rules for each format*
  - j. *OCLC also requires:*
    - i. *a classification number from a recognized scheme (LC, Dewey, SUDOC, etc.)*
    - ii. *fixed fields coded fully*
    - iii. *main and added entries created according to AACR2/RDA*
    - iv. *subject headings from an established thesaurus or subject heading system (6XX)*

2. *Editing a record in OCLC for input into PrairieCat (Approved DA 10/24/07) (Approved TSUG 11/18/2010 new wording)*
  - a. *check the fixed fields*
    - i. *when updating a CIP record to current standards change the Elvl to an I. If just adding the 300 information, leave the Elvl as an 8 (Approved DA 4-23-08)*
    - ii. *when updating a CIP fill in the Ills fixed field if necessary*
  - b. *check that the main (1xx tags) and added entries (7xx tags) are in their authorized form. Add any main/added entries that are required*
  - c. *check all 2xx-5xx, and the 8xx-9xx tags for accuracy particularly the following tags: (Approved TSUG 11/18/2010 new wording)*
    - i. *remove subfield c (price) from the 020 (ISBN) tag (Approved DA 4-23-08)*
    - ii. *delete all ISBNs for the format except the one for the item ordered or cataloged. For example, delete large print, sound recording, and electronic resource ISBNs from regular print records. (Approved DA 10/24/07) Paperback and hardback ISBNs can stay on same record if all other matching criteria are met.*
    - iii. *add subfield q (qualifiers) to ISBNs as appropriate, i.e. 0123456789102 |q(paperback) ; 0123456789102 |q(volume 1 ; |qpaperback) (Approved TSUG 10/10/2019)*
    - iv. *remove tag 029 (Other System Control Number) from records. (Approved TSUG 11/18/2010)*
    - v. *remove tag 084 (Other Classification Number) from records (Approved TSUG 10/10/2019)*
    - vi. *add #h [text (large print)] to the 245 tag as appropriate and add (large print) to the 300 tag: 582 p. (large print). (Approved DA 10/24/07)*

*For PrairieCat, large print books are books that have a font/print size 14 or larger that is meant to make these books easier to read for persons with impaired vision. This includes some large print books such as HarperLuxe. (Approved TSUG 11/12/2009)*

- vii. *add a 246 tag and the alternate form for the following: number (e.g. 2, two); & (and); hyphenated words; etc. (Approved DA 4-23-08)*

Examples:

245 10 Father & son #h [sound recording].

246 3\_ Father and son

245 It takes 2 to tango.

246 3\_ It takes two to tango

- viii. for Blu-ray and Blu-ray combination sets, you are to add or modify the 250 tag to begin with the appropriate term in square brackets. Use a plus sign (+) when using multiple terms. Acceptable terms are: Blu-ray version, DVD, CD, Digital copy. If this information precedes an existing edition statement, separate the Blu-ray statement from the edition statement by a comma and a space. (Approved TSUG 1/13/11)

**250 \$a[Blu-ray version].**

**250 \$a[Blu-ray version + Digital copy].**

**250 \$a[Blu-ray version + DVD], 45th collector's edition].**

**250 \$a[Blu-ray version + DVD].**

- ix. when updating CIP records, remove the 263 tag (Approved DA 10/24/07)
- x. when updating CIP records, fill in the 300 tag and the Ills fixed field as necessary (Approved DA 10/24/07)
- xi. add any necessary note tags such as a summary (520 tag) or the table of contents (505 tag) (Approved DA 10/24/07)
- xii. remove tag 611 (Approved TSUG 10/10/2019)
- xiii. remove tag 648 (Subject Added Entry—Chronological Term) (Approved TSUG 10/10/2019)
- xiv. Remove tag all 776 (Additional Physical Form Entry) from records. (Approved TSUG 10/10/2019)
- xv. remove all 856 (URL) information tags with the exception of URLs for the electronic resource, a cataloged website, or the full text version of a title. (Approved TSUG 11/18/2010)
- d. make sure subject headings (6xx tags) are in their authorized form and are appropriate to the item being described. If there are no subject headings, add the appropriate ones (Approved DA 10/24/07)
- e. Preloaded audiobooks, preloaded videos, preloaded tablets, and Audio-enhanced books: See PC MARC Manual Appendix (Approved DA 10/28/2009)

3. Things to watch for when updating records

- a. Records cataloged outside the United States do not necessarily follow LC authorities. Check the 040 and if the record was originally done outside the United States verify all names and subject headings. (Approved DA 10/24/07)
- b. ELvl 3 and other lower-level cataloged records need to be looked at closely. If the record meets current cataloging standards and the encoding level is 3 minimal level or lower, upgrade ELvl level and accept the record (See appendices). Do not use an ELvl 3 record if there is a better record available. (Approved DA 10/24/07)
- c. When adding a summary statement (520 tag) do not use the blurb from the back of the book. Either write a brief objective statement or edit the blurb down to a few objective sentences. (Approved DA 10/24/07)

4. Selecting a record.

See chapter 4 of OCLC's *Bibliographic formats and standards; LCRI 1.0* (last updated Aug. 2006); and *Differences Between, Changes Within : Guidelines on When to Create a New Record* prepared by the Task Force on an Appendix of Major and Minor Changes, Committee on Cataloging--Description and Access, Cataloging and Classification Section. (Approved DA 10/24/07)

- a. OCLC says that if in doubt, within standards, use the existing record (Approved DA 10/24/07)
- b. Monograph records
  - i. Major differences which require a new record (Approved DA 10/24/07)
    - 1. Explicit indication of changes in content
    - 2. Changes in the title or statement of responsibility, or series
    - 3. Changes in the edition statement (ex. Midwest ed. vs. Western ed.; Large Print ed.) except for:
      - a.) The presence/absence of 1<sup>st</sup> ed.
      - b.) The presence/absence of paperback ed./hardback ed.
 

*Add the ISBN for paperback books to the hardcover record if all essential areas of description match (publisher, title, etc.) or fall within acceptable variations (minor differences in pagination, a difference of 2 cm or less in height, etc.) (Approved DA 10/24/07)*
      - c.) Changes in the printing statements.
    - 4. Significantly different pages numbers (ex. 250 p. vs. 260 p)
    - 5. Significantly different run time of audio- visual recording (more than 10 min.) (Approved TSUG 10/10/2019)
    - 6. Changes in the physical description that affect the content of the item (ex. color illustrations vs. no illustrations)

7. *Difference in binding of more than 2 cm when not due to different measuring techniques, foldings, binding, trimming, or local packaging.*
- ii. *Minor differenced which do not require a new record (Approved DA 10/24/07)*
  1. *Change in printing or copy right date when there is also a publishing date*
  2. *minor variation in the publishers name (ex. St. Martin's vs. St. Martin's Press),*
  3. *addition, deletion, change of ISBN,*
  4. *difference in the title, statement of responsibility, year of publication/copyright, edition statement, or series statement when the record is a CIP record,*
  5. *difference resulting from a change in cataloging rules,*
  6. *minor variation in page numbers due to bracketed or estimated information (ex. [315] p. vs. 314 p.) or due to presence/absence of preliminary paging (ex. vii, 100 p. vs. 100 p.) or the use of the conventional term in the specific material description (ex. 1 videodisc vs. 1 DVD).*

#### B. Subject Heading guidelines (6xx headings)

1. Use the appropriate subject authority for all records such as Library of Congress Subject Headings (LCSH), the Subject Cataloging Manual, as regularly updated by the Library of Congress Cataloging Distribution Service, MESH, etc. See approved list in IV.A.2 of policy manual. Name authority for persons, corporate bodies, conferences, or uniform titles should be based on the Library of Congress authority file (available on the web at <http://authorities.loc.gov/> ) or constructed in accordance with the current edition of Anglo-American Cataloging Rules if the Library of Congress has not yet established the name in question. (Approved DA 10/24/07)
2. An authorized subject heading may be added to the bibliographic record at the option of the cataloging library if it is not already present in OCLC. It may also be added retrospectively to OCLC by any certified library staff member. (Approved DA 10/24/07)
3. Topical headings are to be assigned to describe the content of any item being cataloged. They may be subdivided geographically, or by time periods or other subdivisions in accordance with standard Library of Congress practice. Addition of form subdivisions is encouraged where appropriate (such as – Videorecordings or – Sound recordings.) Note that the correct subfield delimiter for form subdivisions is now “†v” rather than “†x” and it may be necessary to edit older OCLC records to the new standard when they are imported to PrairieCat. (Approved DA 10/24/07)
4. If a record has no headings, some should be added if possible. (Approved DA 10/24/07)

5. Juvenile subject headings and/or juvenile subdivisions (Juvenile fiction, Juvenile literature) should be added appropriately. (Approved DA 10/24/07)
6. Do not delete any subject headings that are in the bibliographic record unless it **clearly** does not apply. (Approved DA 10/24/07)
7. If you are dealing with fiction materials – print or AV – use genre headings as appropriate. Be aware of differences in 650 and 655 tags. See glossary for definitions. (Approved DA 10/24/07)
8. Genre headings may be assigned according either to LCGFT or to GSAFD, with preference given to GSAFD. (Approved DA 10/28/2009)
9. The heading “local author” is to be entered in a 690 tag formatted as shown below:
  - 2<sup>nd</sup> indicator = 7
  - |z to indicate the geographic region (county/town & state abbreviation)
  - |2 = “local”,

**Examples:**

**690^\_ 7Local author ‡z Stephenson County (Ill.) ‡2 local**

**690^\_ 7Local author ‡z Joliet (Ill.) ‡2 local**

C. Item Records

1. The Item Code 1 (four-digit value), Item Type, Price, Location (five-character value), Status, and Item Agency fields are required in all item records in the database. (Approved DA 10/28/2009)

***Procedures for Section IV C, 1:***

*All PrairieCat Sierra code lists are available on the PrairieCat Support website (<https://support.prairiecat.info/documentation>)*

*The Price in the item record should include processing fee, if charged. This cost should reflect the full amount the owning library expects to be reimbursed from another library if the material is lost or damaged.*

*The Item Type works with the Patron Type to determine circulation rules. Any library that begins using a different Item Type must contact PrairieCat staff **first**, to ensure that the desired circulation rules are added.*



(The following is copied from the PrairieCat General Policy Manual)

### **Use of "New" Item Types**

Effective February 1, 2012, the following item types with **local holds only** may be used by all PrairieCat libraries for items new to their library and will be automatically moved after 15 weeks to a system wide holdable item type. All other items must be moved manually.

- BOOK-LP-NEW (will be moved to BOOK-LP) (code 13 to 3)
- BOOK-NEW (will be moved to BOOK) (code 1 to 0)
- BROWSENH (will be moved to BOOK) (code 16 to 0)
- CD-BK-NEW (will be moved to CD-BOOK) (code 32 to 31)
- CD-MUS-NEW (will be moved to CD-MUSIC) (code 42 to 41)
- MAG-NEW (NOT converted automatically)
- KIT-BOOKCLUB-NEW (will be moved to KIT-BOOKCLUB) (code 114to 113)
- SELF-PLAYING PRELOADED BOOK, NEW (will be moved to SELF-PLAYING PRELOADED BOOK) (code 22 to 21)
- VIDEOGAME-NEW (will be moved to VIDEOGAME) (code 58 to 57)
- DVD-NEW-[...] (library decides which DVD item type items are moved to)
  - DVD-NEW-LONG-1 (code 52 to 51)
  - DVD-NEW-OTHER-2 (code 52 to 54)
  - DVD-NEW-SHORT-3 (code 52 to 50)
  - DVD-NEW-LONG-3 (code 53 to 51)
  - DVD-NEW-OTHER-2 (code 53 to 54)
  - DVD-NEW-SHORT-1 (code 53 to 50)
  - DVD-OTHER2, NEW (code 55 to 56) **[Added July 2022]**

### ***Procedures for Use of "New" Item Types:***

*Any library that is going to begin using a "new" item type they have not used previously must contact PrairieCat staff to have the appropriate circulation rules added.*

### **Use of Browse-NH**

Effective February 1, 2012, any items that are new to your library may be put in a Browse-NH (no holds) item type for three months. After 15 weeks, they will be moved automatically to a system wide holdable item type.

### **Use of Browse-LH**

Browse-LH (local hold) is for items that need to be holdable locally. These items will not be moved automatically. A list of items will be distributed twice a year for libraries to review.

### **Revised 1/25/2021**

2. Notes (Internal, Public) may be used for information about a particular copy, such as: if the copy is autographed, was given as a memorial item, or was a gift. Item level notes are searchable in Create List. (Approved DA 4-23-08)
3. Location Codes can be requested as a library sees fit to meet the directional needs of their patrons. When a Location code has fewer than 25 items associated with it, PrairieCat staff will work with the library to locate the associated items to a better existing Location code and then remove the "empty" code.

Exceptions to the 25-minimum rule would be Locations for new, On Order electronic resources (xxler) and defaults (xxxxz).

#### D. Barcode Placement

As of May 1, 2010, all barcodes on all newly barcoded materials should be positioned on the front cover, the inside of the front cover where it is easily visible (not under jackets or under parts) or on AV materials where it is readily visible. (Approved DA 4/28/2010)

#### E. 505/740 tags

Data in contents notes were never intended to be controlled access points. To provide access to such data, use the appropriate 7xx tags. If appropriate, create controlled name/title entries in tags [700](#), [710](#), or [711](#); or uniform title entries in [tag 730](#). Uncontrolled related and analytical titles, which may be coded to eliminate initial articles, belong in tag 740.

(<https://www.oclc.org/bibformats/en/5xx/505.html> & <https://www.oclc.org/bibformats/en/7xx.html> 02/03/2023) (Approved DA 10/28/2009)

#### F. Award notes

The 586 tag: the awards note will be added by MARCive for Caldecott, Newbery, Caudill, Monarch, Lincoln and Iowa Children's Choice awards as well as Caldecott and Newbery Honor books for juvenile books. The tag will also be added for the Iowa Teen Award for YA books and the National Book Award and Pulitzer for adult books. (Approved DA 10/24/07)

#### G. Dates

Use the date of publication when present. It can be found on the title page or identified as such on the title page verso or other chief source of information. If there is not a date of publication look for an edition or copyright date. The copyright date is identified by the word copyright or the copyright symbol (©). If none of the above are available use the printing date, usually identified by the phrase: First printing, second printing, etc. (Approved DA 4-23-08)

1. When there is a difference in the copyright date, between an item and a bibliographic record, where there is also a publication date, reprint date or in the absence of other indicators of change in content, a new record is not required. See also IV.A.3.b.4.b.i.3.b. (Presence/absence of paperback ed.)
2. Many foreign language publishers use their word for edition to indicate a new printing date. This is not an edition statement and does not necessarily require a new record. Review other criteria, such as the number of pages, size, and indicators of new content; before deciding to create a new record.
3. In some rare cases, the word "copyleft" may be seen in place of the word "copyright." This date may be used in place of a copyright date.

#### H. Graphic novels

Titles that are serially published (i.e., the story continues from one volume to the next) must be entered on a multivolume serial record. When adding a new volume make sure to add the title, if one is present, to the 505 and the ISBN with the volume number if present to the record. (Approved DA 4-23-08; new wording approved DA 10/28/2009)

#### I. Advanced Readers' Copies/Uncorrected Proofs/Galley Proofs:

It is not the publishers' intention to have these copies circulate by public libraries. (Approved DA 10/28/2009)

#### J. Pirated materials:

Books, videos, sound recordings, and items of any other format that were illegally created and violate copyright law, sometimes referred to as "pirated items," must never be cataloged or circulated in the PrairieCat database due to the legal liability for both the library and PrairieCat.

Pirated items must never be interlibrary loaned or sold in library book sales.

Pirated items are often identified by one or more of the following characteristics:

- An unprofessional, "homemade looking" container insert or binding.
- Please note: This policy does not apply to the items listed below, which may have homemade container inserts and/or binding:
  - DVD/Blu-ray combination packages split into separate cases in order to circulate each disc separately.
  - Local history, genealogy, and other special collection items that are eligible for the Cataloging Maintenance Center (CMC) or entered as a PrairieCat-approved brief record.
- Lack of legitimate publisher information.
- A disc that looks copied or "burned". The disc surface may not have any information or low-quality images printed on it.
- Poor video recording quality.

If a library is considering cataloging an item and needs assistance identifying if it is pirated, the library should contact the PrairieCat cataloging team via the PrairieCat Help Desk.

The PrairieCat membership's cooperation is appreciated to protect the database from the legal consequences associated with cataloging and circulating pirated items.

#### K. Generic Records:

Generic records are bibliographic records created and maintained by PrairieCat staff to allow for circulation and statistical tracking of temporarily held materials, ephemera, and other items for which complete bibliographic access is not desired. Generic records are NOT a way to avoid creating a MARC record for usual library materials. No new system-generic records can be added without the approval of PrairieCat staff. Please consult PrairieCat staff before creating new generic records. (Approved AC 5/1/2013)

## **Procedures for Section IV K:**

*Examples of acceptable uses:*

*Pamphlets, catalogs, temporary reserve materials from an instructor, non-accessioned paperbacks, equipment, realia, and donated issues of periodicals.*

*Items attached to generic records can be circulated to users and will appear on notices should they become overdue. In order for a title or other specific identifying information for each item to be printed on an overdue notice, it should be included in the call number field. Use of generic records should be sparing, as users can only see title information when they check their account online. They would see, for example, "KIT HOTSPOT 5" listed in their checkouts. Generic bibliographic records are to include a 945 #b OCLC DO NOT SET and will not be uploaded to OCLC.*

See **Appendices 1 -- Generic Records** for a listing of generic bibliographic records.

*Requests for procedures from Resource Sharing Committee:*

- Add that records are searchable by author [PrairieCat] to display them all
- Include instructions for discussing needs with PrairieCat staff to determine options or whether a new generic record is needed
- Allow/describe that PrairieCat staff can add vendor or format neutral short records to the database for materials that fit into the allowed areas for generic records (not books, audio recordings, video recordings, and periodicals). These records would be "enhanced generic records" that have subject access and can be holdable (library decision). Records would display in Encore. Examples: "Laptop," "bike lock," "tote basket." So, would allow patrons to search and place holds (if allowed), but not require fully cataloged record with specific model, vendor, etc. Not added to OCLC.
- All "regular" generic records will be suppressed from Encore.

### L. Quality Control

1. To create a quality consortial database, each member library agrees to input, maintain, and share bibliographic records and to restrict the creation of data records (such as the bibliographic record, volume record, item record, serial holdings record, etc.) and conduct of operations of the system to authorized, trained staff in accordance with the standards as specified by the Illinois State Library. (Approved DA 1/24/07)
2. Participants are responsible for monitoring the quality of records entered into PrairieCat at their request as detailed in II.A Bibliographic Records listed above. (Approved DA 1/24/07)
3. Participants must avoid adding duplicate records. If duplicate records are found, participants must merge or request merge of the duplicate(s) into the correct current OCLC source record. This covers OCLC record to OCLC record, short record to OCLC record, and merged old OCLC (019 record) to new current OCLC record. (Approved DA 1/24/07)

**Procedure for Section IV L, 3:**

To request bibliographic/volume/item/order/holdings record cleanup or to report a duplicate record through a help desk ticket (preferable) or an email with the following information can be sent to [cleanup@prairiecat.info](mailto:cleanup@prairiecat.info).

Include:

- record number (*b* =bibliographic, *i*=item, *p*=patron, etc.)
- OCLC number (001 tag in bibliographic record)
- Title
- Author
- Any standard numbers (ISBNs, ISSNs, LCCNs, etc.)

Optionally the links on the next page can be used to report cleanup/duplicates:

**Duplicate Record:**

<https://support.PrairieCat.info/webforms/63707>

**Record Correction:**

<https://support.PrairieCat.info/webforms/63708>

(You will be required to log into the PrairieCat support website using your L2 login and password to use the links above)

4. Participants must communicate with other participants about any project or any specific bibliographic or authority record entry that will affect the database as a jointly held resource. (Approved DA 1/24/07)
5. All temporary bibliographic records added solely for order tracking must be replaced with the appropriate OCLC bibliographic record as soon as the item is cataloged. See also the Acquisitions section below. (Approved DA 1/24/07)

**V. Serials**

- A. The chief source of information for the date of publication for printed serials (periodicals) is the title page (table of contents), colophon, cover, spine, in this order. (Approved AC 5/8/15).
- B. For materials published every 3 years or more frequently, member libraries will use a serial record, with the exceptions outlined below. (Approved DA 1/24/07)

**Procedures for Section V B:**

Exceptions where monographic records are allowed:

- Encyclopedias
- Anthologies
- Single issue of a magazine or periodical title

**Examples:**

**Atlas of clinical gynecology / editor, Morton Stenchever.**

260 Philadelphia : Current Medicine, Inc., <2009- >  
300 v. <2 > : ill. (some col.) ; 32 cm.

Atlas of clinical gynecology ; v. 2

**Single issue of a magazine or periodical title**

130 0 Time.  
245 10 Time special issue : one nation, indivisible : America ...  
246 13 September 11, 2001  
260 New York : Time Inc., 2001.  
300 98 p. : col. ill. ; 27 cm.  
500 "Time, September 24, 2001, vol. 158, no. 13."

For monographs published in more than one volume (e.g. a multi-volume biography or history of the western world) use a multi-volume record for the entire (intended) work. (Approved TSUG 1/13/10)

**Example:**

100 1 Gilbert, Martin, 1936-  
245 12 A history of the twentieth century / Martin Gilbert.  
250 1st U.S. ed.  
260 New York : W. Morrow, 2007-2009.  
300 3 v. : ill., maps ; 25 cm.

- C. If it is a publication that is published annually, bi-annually, or tri-annually, a thorough search should be done via title, periodical title, or ISSN to find the existing serial record. Just because the ISSN does not bring up your record does not mean there is not a match for your item. Match points include title, series, and publisher. (Approved DA 10/28/2009)
- D. Integrating resource records - continuations in which new material is incorporated with older material, such as loose-leaf services (e.g., law material, Value Line) (Approved DA 4-23-08)

Definitions

1. Manifestation: the entire work. Ex. the entire base volume(s) of a work has been replaced.
2. Iteration: an instance of an integrating resource either as first published or after it has been updated. Ex. when some pages of an updating loose leaf's base volume(s) have been inserted, removed, and/or substituted.
3. Major differences which require a new record  
Any change that involves or indicates the replacement of the entire resource, or a change between manifestations of a resource.
4. Minor differences which do not require a new record  
Any change between subsequent iterations.

- E. Member libraries must use the most current bibliographic record for any periodical holdings. If a periodical requires a new bibliographic record, any member with authorization can update the record if they so choose or send appropriate information to PrairieCat staff for updating. (Approved DA 1/24/07)
- F. Member libraries are responsible for removing their checkin cards and holdings statement when they no longer have items linked to the bibliographic record. (Approved DA 1/24/07)
- G. If a library barcodes their magazines to circulate issues, then they must be linked to the proper volume as well. (Approved AC 5/8/15)
- H. Materials that are merely an updated version, such as travel guides, price guides, etc., are to be entered on a serial record. (Approved DA 1/24/07)
- I. Collective works that are published frequently but have individual unique titles with parts or numbers may be entered on individual monographic records or on a serial record. (Approved DA 1/24/07)

**Procedure for Section V I:**

*When searching to add an item, if either a serial **or** a monographic bibliographic record already exists in PrairieCat, the preference is for all libraries to add their items to the existing record.*

*If both the serial **and** monographic bibliographic record already exist in PrairieCat, the preference is for all libraries to add their items to the serial record.*

**Anthology:**

245 00 *Baseball's best short stories / ‡c edited by Paul D. Staudohar.*  
 250 *Expanded ed.*  
 260 *Chicago : ‡b Chicago Review Press, ‡c c2016.*  
 300 *xiii, 425 p. ; ‡c 23 cm.*  
 505 00 ‡t Casey at the bat / ‡r Ernest L. Thayer -- ‡t Casey at the bat / ‡r Frank Deford -- ‡t The thrill of the grass / ‡r W. P. Kinsella -- ‡t The Rube's Waterloo / ‡r Zane Grey -- ‡t Alibi Ike / ‡r Ring Lardner -- ‡t Three new twins join club in spring / ‡r Garrison Keillor -- ‡t A family game / ‡r Brendan DuBois -- ‡t Goodwood comes back / ‡r Robert Penn Warren -- ‡t The Rookie / ‡r Eliot Asinof -- ‡t The crab / ‡r Gerald Beaumont -- ‡t Baseball in April / ‡r Gary Soto -- ‡t You could look it up / ‡r James G. Thurber -- ‡t Smoke / ‡r Michael Chabon -- ‡t One throw / ‡r W. C. Heinz -- ‡t A game of catch / ‡r Richard Wilbur -- ‡t A pitcher grows tired / ‡r Ashley Buck -- ‡t Baseball hattie / ‡r Damon Runyon -- ‡t Bullet in the brain / ‡r Tobias Wolff -- ‡t The master's touch / ‡r Herbert Warren Wind -- ‡t What did we do wrong? / ‡r Garrison Keillor -- ‡t Horseshoes / ‡r Ring Lardner -- ‡t Fielder's choice / ‡r Edward L. McKenna -- ‡t Brooklyn's lose / ‡r William Heuman -- ‡t The pitcher and the plutocrat / ‡r P. G. Wodehouse -- ‡t Gandhi at the bat / ‡r Chet Williamson -- ‡t The curious case of Sidd Finch / ‡r George Plimpton -- ‡t Jamesie / ‡r J. F. Powers -- ‡t Leg / ‡r Steven Polansky -- ‡t The Crambury Tiger / ‡r Arthur "Bug" Baer -- ‡t What we all want / ‡r Leslie Pietrzyk -- ‡t Who's on first? / ‡r Lloyd Biggle Jr -- ‡t Death of a right fielder / ‡r Stuart Dybek -- ‡t The umpire was a rookie / ‡r Arnold Hano -- ‡t The Hector Quesadilla story / ‡r T. Coraghessan Boyle.

520        *Anthology of twenty-eight stories by celebrated authors, written about, or having a backdrop of, baseball.*

**Collective title:**

100 0    *Sophocles.*  
240 10   *Works. #l English. #f 2010*  
245 14   *The complete Sophocles /#c edited by Peter Burian and Alan Shapiro.*  
260       *Oxford ; #a New York : #b Oxford University Press, #c 2010-2011.*  
300       *2 v. ; #c 21 cm.*  
505 00   *#g V. 1. #t The Theban plays. #g V. 2. #t Oedipus the King.*

OR

100 00   *Sophocles.*  
240 10   *Works. #a Selections. #l English. #f 2010*  
245 14   *The Theban plays / #c edited by Peter Burian and Alan Shapiro.*  
260       *New York : #b Oxford University Press, #c 2011.*  
300       *xviii, 428 pages ; #c 20 cm.*  
490       *Complete Sophocles ; #v v. 1.*

J. Selecting a serial record (Approved DA 4-23-08)

1. Major differences which require a new record

- a. Addition, deletion, change, or reordering of any of the first five words of the title. (Not including initial articles) Unless it belongs to one of the categories listed below in the V.J.2. (Minor differences that do not require a new record parts).
- b. Addition, deletion, or change of any word after the first five (excluding initial articles) that changes the meaning of the title or indicates a different subject matter.
- c. If the corporate body listed in the title proper has changed and is now an entirely different corporate body. See also V.J.2.c. below
- d. Change in the edition statement if it indicates a change in subject matter, physical medium, or scope.
- e. Change in a corporate body used as the main entry or as the qualifier in a uniform title main entry.

2. Minor differences which do not require a new record

- a. Difference in the representation of a word or words. (Spelling or abbreviation vs. symbol vs. spelled out, Arabic numerals vs. Roman numerals, etc.)
- b. Addition, deletion, or change of articles, prepositions, or conjunctions.



- c. Difference involving the name of the same corporate body and elements of its hierarchy or their grammatical connection anywhere in the title.
- d. Addition, deletion, or change of punctuation, including initialisms.
- e. A different order when the title is given in more than one language on the chief source of information, as long as the title used in the record is still listed.
- f. Addition, deletion, or change of words that link the title to the numbering.
- g. Two or more titles proper used on different issues of serial according to a regular pattern.
- h. Addition to, deletion from, or change in the order of words in a list anywhere in the title, provided that there is no significant change in the subject matter.
- i. Addition, deletion, or rearrangement in the title of words that indicate the type of resource.
- j. Change in the publisher or the place of publication unless the publisher is also the main entry or is a qualifier in the uniform title main entry.
- k. Duplicate bibliographic records for periodicals are not allowed. (Approved DA 10/28/2009)

## **VI. Volume Records**

- A. Volume records are required in PrairieCat for the following materials:
  - 1. Multi-disc DVDs and Blu-Rays
  - 2. Multi-disc music CDs
  - 3. Graphic novels
  - 4. Serials
  - 5. Encyclopedias (Section III A)
  - 6. Any other bibliographic records which include "v." or "volumes" in the physical description field  
(Approved AC 5/8/2015)
- B. Volume record entry for multi-volume works (including periodicals) must meet the established standard of entry, whether the items are entered via the serial control module or are entered manually. (Approved DA 10/28/2009)

**Procedures for Section VI:**

1. When you have multiple DVD titles they must have a volume statement as follows: (All caps with a space between the word and number)

DISC 1-2

DISC 1

DISC 2

(Approved DA 10/24/07)

2. In the case of unique titles on the discs (Marilyn Monroe DVD collection), create a volume for each movie with the TITLE OF EACH MOVIE as the volume statement. This will make it easier to find the specific movie. (Approved DA 10/24/07)
3. When cataloging a television series, only use the OCLC record for the entire season. If a library packages their discs separately, use the multivolume record, and add separate volumes for each disc, labeled as directed above. All libraries should be linked to a volume record. If a library separates their discs, they would link to a volume identified as DISC 1, DISC 2, etc.; if a library does not separate their discs, the volume statement they link to should reflect the number of discs in the set: DISC 1-6. (Approved DA 4-23-08)
4. Formatting for a volume record with multiple seasons on it: If the catalog record is for an entire television series, and not just a single season of a TV show, begin the volume statement with the word SEASON followed by a space and the digit of the season, space, and then the "DISC" information. (Approved TSUG 1/13/2011)

**SEASON^1^DISC^1-4**

**SEASON^1^DISC^1**

**SEASON^1^DISC^2**

**SEASON^2^DISC^1**

**Example:** all 4 seasons of Wiseguy are in one set/box

5. In the case of multi-volume works that include volume titles, volume record records are to formatted as below:
  - Numbering (volume, part, number, etc.) precedes title
  - Title is entered in ALL CAPS
  - Include articles, if present
  - "&" ampersand sign is NOT TO BE USED. "AND" is to be utilized.

**Example: Volume Statement:** V. 4 THE DRAGONSLAYER AND THE DRAGON

<b>Type</b>	<b>Example</b>	<b>Volume Statement</b>
Multi-disc DVDs and Blu-Rays	Gnomeo & Juliet [videorecording] [Blu-ray version + DVD]. 2 videodiscs (84 min. each) : sd., col. ; 4 3/4 in.	BLU-RAY + DVD BLU-RAY DVD
	Attack on Titan.Season 2.[videorecording] 4 videodiscs (300 min.) : sd., col. ; 4 3/4 in.	BLU-RAY DISC 1-4 + DVD DISC 1-4 BLU -RAY DISC 1-4 DVD DISC 1-4
Multi-disc DVDs	24. nSeason 5 [videorecording] Beverly Hills, Calif. : 20th Century Fox Home Entertainment, [2006] 7 videodiscs (ca. 1012 min.) : sd., col. ;  c4 3/4 in.	DISC 1-7 DISC 1-4 DISC 5-7
	Marilyn Monroe [videorecording] UnivePrairieCatl City, Calif. : UnivePrairieCatl Studios,c2009. 6 videodiscs : sd., col. ; 4 3/4 in.	RIVER OF NO RETURN SEVEN YEAR ITCH LET'S MAKE LOVE GENTLEMEN PREFER BLONDES THE FINAL DAYS
Multi-disc music CDs	Lizzo, 1988- , performer Big grrrl small world [sound recording] / Lizzo. New York, NY : BGSW, p2014. 2 sound discs : digital ; 4 3/4 in.	DISC 1-2 DISC 1 DISC 2
Graphic novels	Bleach /story and art by Tite Shonen jump graphic novel ed. San Francisco, CA :Viz, c2004- v. :chiefly ill. ;20 cm	V. 1 V. 2 V. 3, etc.
Graphic novels with volume titles	Bone /Jeff Smith Columbus, Ohio :Cartoon Books, c<2001> volumes <1-9> :chiefly illustrations ;27 cm	V. 1 OUT FROM BONEVILLE V. 2 THE GREAT COW RACE
Serials	People. New York, N.Y. :Time, Inc.,2002- v. :ill. (some col.), ports. ;28 cm	SEP 29, 2019 OCT 6, 2019 OCT 13, 2019

Type	Example	Volume Statement
	Fodor's Italy. New York, Fodor's Travel Publications [etc.] v. : ill. ; 19 cm. Annual	2017 2018 2019 2020, etc.
	Frommer's best RV and tent campgrounds in the U.S.A. Hoboken, NJ : Wiley, c2004- v. : maps ; 28 cm. Biennial 2nd ed. (2004)-	ED. 2 2004 ED. 3 2007
	Passenger and immigration lists index. Supplement. Detroit, Mich. : Gale Research Co., c1982- v. ; 29 cm. Annual	2001 PT. 1 2001 PT. 2 2002 PT. 1 2002 PT. 2 2003 PT. 1 2003 PT. 2
Encyclopedias	Academic American encyclopedia. Danbury, Conn. :Grolier Inc.,c2010. 21 v. : ill. (some col), col. maps ;26 cm	V. 1 V. 2 V. 3, etc.

6. The sequence of data in the Volume record identifier is (space = ^):

**EDITION^YEAR ^VOLUME^PART^NUMBER**

**ED.^20^2008 ^V.^1^PT.^2^NO.^6**  
**ED.^20^NO.^6**

7. In order to consider a year as an edition, it must be stated on the item as such: 2008 edition. A year included in the title of a work is not an edition statement. In the absence of a numbered edition statement, and in the presence of a year as an edition, create a volume record with the year as the volume identifier. Link your items to that volume.

**ED.^2008^V.^1^PT.^2**

For a revised edition, it should be as if written Edition 4, Revised, although the resource could physically say 4<sup>th</sup> Edition Revised:

**ED.^4^REV.**

8. Listed below are acceptable labels and abbreviations (consistent with abbreviations listed in Appendix B of **Anglo-American Cataloguing Rules, Second Edition, 2002 Revision: 2005 Update**). All are entered in capitals, followed by a period (where indicated), followed by a single blank space, then the numbering.

<b>Abbreviation</b>	<b>Definition</b>
V.	book, books, volume, or volumes. DO NOT use BK., BKS, or VOL.
SUPPL.	supplement or supplements
SESSION	session
SECT.	section or sections
REV.	revised
RELEASE	release
QTR.	quarterly
PUB.	publication
PT.	part or parts
NO.	number or numbers. DO NOT use the pound sign (#) to designate number. <b>*(No longer using Enumeration)</b>
AND	and. DO NOT use the ampersand sign (&)
ISSUE	issue <b>*(No longer using Enumeration)</b>
ED.	edition or editions
DISC	disc or discs
CONTINUOUS	continuous
CONG.	Congress

9. Use the following abbreviations for months of the year (no periods):

JAN	FEB	MAR	APR
MAY	JUN	JUL	AUG
SEP	OCT	NOV	DEC

**OCT^2014**  
**DEC^25,^2007**

10. For foreign works, utilize English as the volume identifier; retain foreign title in volume statement.

**505 0\_Bd. 1-11. Prosa – Bd. 12. Tragödien – Bd. 13-14. Geschichtsdramen.**

**V. 1-11 PROSA**  
**V. 12 TRAGODIEN**  
**V. 13-14 GESCHICHTSDRAMEN**

11. Use the following abbreviations for months of the year in Spanish (no periods):

ENE	FEB	MAR	ABR
MAY	JUN	JUL	AGO
SEP	OCT	NOV	DIC

**AGO^16,^2005**

12. Use the following abbreviations for seasons of the year (no periods):

SPR	SUM	FALL	WIN
-----	-----	------	-----

(FALL is noted exception to use of 3-character abbreviation)

**SUM^2014**

13. When consecutive months or seasons are combined in the call number, use a "/".

**MAY/JUN^2011**  
**FALL/WIN^2007**

14. When consecutive years are combined in the call number, use a "/" except when days of the week are used. In that case you will use a "-". (See example under V. 10.

Monographs:  
**641.5^TAS^2008/2009**  
Serials:  
**DEC^2007/JAN^2008**

15. When consecutive issues are combined use a / to separate the volume numbers and dates. (8/27/2012)

**V.^160^NO.^1/2^JUL^2/9,^2012**

16. When there is a range of dates in the call number, use a "-".

*Monographs:*

**973<sup>^</sup>THI<sup>^</sup>2000-2009**

*Serials:*

**MID-JAN<sup>^</sup>2011**

**AUG<sup>^</sup>6-13,<sup>^</sup>2008**

**DEC<sup>^</sup>27,<sup>^</sup>2009-JAN<sup>^</sup>3,<sup>^</sup>2010**

17. For unfamiliar publication patterns, or when in doubt, follow the pattern established by the first libraries on the record. (Approved AC 09/24/2009)

**Indiana Jones, the adventure collection [videorecording]  
3 videodiscs (359 min.) : sd., col. ; 4 3/4 in.  
disc 1: Indiana Jones and the Raiders of the lost ark -- disc 2:  
Indiana Jones and the temple of doom -- disc 3: Indiana Jones and  
the last crusade.**

**Putnam County Public Library District – Magnolia  
DVD<sup>^</sup>IND<sup>^</sup>DISC<sup>^</sup>1-3**

**Western District Library**

**DVD<sup>^</sup>IND<sup>^</sup>LAST<sup>^</sup>CRUSADE  
DVD<sup>^</sup>IND<sup>^</sup>RAIDERS<sup>^</sup>OF<sup>^</sup>THE<sup>^</sup>LOST<sup>^</sup>ARK  
DVD<sup>^</sup>IND<sup>^</sup>TEMPLE<sup>^</sup>OF<sup>^</sup>DOOM**

**(The next library who packages the three discs separately should not start a new pattern such as DISC<sup>^</sup>ONE or THE<sup>^</sup>LAST<sup>^</sup>CRUSADE. For the fewest grouping for holds and as long as it is clear for the public, the pattern of the Western District Library should be followed in the above example, since the discs themselves are not labeled one, two, and three.)**

## **VII. On-Order Bibliographic Records (short or vendor records)**

- A. It is the responsibility of the library originally inputting a short record, importing a Level 3 record for acquisition purposes, or adding a vendor record; to either upgrade the bibliographic record with a full OCLC record or to merge the bibliographic record **and all attached holdings/items** to a full OCLC record, provided staff at the library have authorization and permissions in their login to merge bibliographic records. The original inputting library **MUST** update the bibliographic record within one week of the library cataloging and processing its material into the database. (Approved DA 10/28/2009)
- B. However, any member with authorization may update an acquisitions bibliographic record or members without authorization may submit to PrairieCat staff the appropriate information to upgrade the bibliographic record. (Approved AC 5/8/2015)
- C. On-order item records (optional) are to have both the location and agency fields reflecting the ordering library.

- D. If a library finds an incomplete record and they do not have the authorization to update records, the library is encouraged to provide PrairieCat staff with chief source of information, e.g., title page and verso, the physical description and other appropriate information to upgrade the record. (Approved DA 1/24/07)
- E. It is the responsibility of the library originally inputting a bibliographic record that ends up containing volumes to check for bibliographic level holds on the records when processing the material. If bibliographic level holds exist that need to be moved to volume level holds, they may change them themselves, or send an email to the Circulation and Technical Services mailing lists, send to PrairieCat clean-up list, or submit a Help Desk ticket to PrairieCat. Another option is to create volumes with no items linked at the time of order for materials known to be multi-volume/multi-part. (Approved AC 5/8/2015)
- F. In the case of the library not receiving the material and they are the only library attached, it is their responsibility to cancel (triggering hold cancellation notices) all holds request that PrairieCat staff delete or transfer holds and the bibliographic record, once the hold notices have been sent. (Approved DA 1/24/07)
- G. In the case of the library, receiving another edition and they are the only library attached, it is their responsibility to transfer all holds to the new bibliographic record, or request that PrairieCat staff transfer holds and remove the original bibliographic record. (Approved DA 1/24/07)

**Procedures for MARC Cataloger Acquisitions**

*The minimum requirements for bibliographic records added to the database for acquisitions purposes are: author (1xx), title (245), format (245 subfield h), ISBN (020), and copyright date (26X subfield c – preferred) or (date fixed field). Add 099 & 500 tags ON ORDER RECORD – [YOUR LIBRARY CODE]. Also, add a 945 #b OCLC DO NOT SET (will not be uploaded to OCLC). (Approved DA 10/28/2009)*

1. *Brief records:*

020            *ISBN-10/ISBN-13 (may be repeated)*  
 099            *ON ORDER RECORD – [YOUR LIBRARY CODE]*  
 100    1    *Author: Last name, first name.*  
 245    \*\*   *Title#h[GMD] : #bsubtitle.*  
 26X            *#b Publisher, #c year.*  
 500            *Any other pertinent information: Large print, Book on  
 CD , DVD,  
                   Blu-ray, etc.*  
 500            *ON ORDER RECORD – [YOUR LIBRARY CODE]*  
 700    1    *Editor: Last name, first name.*  
 945            *#b OCLC DO NOT SET*

**NOTES:**

245 *Title Statement*

1st Indicator *Title added entry*  
                   *No added entry (there is no 1XX tag)*



Added entry  
2nd Indicator Nonfiling characters  
No nonfiling characters  
1-9 Number of nonfiling characters present

Examples:

- = the initial article is 'a'
- = the initial article is 'an'
- = the initial article is 'the'

Valid GMDs, i.e.: [videorecording], [sound recording], [text (large print)]

2. Vendor records: Non-OCLC vendor records must contain or be edited by the contributing library to contain the same information/tags/fields as acquisitions records described above. (Approved TSUG 11/18/2010)
- H. If you need to have holds removed from an item you are not receiving and you are the only library with that item on order, contact the Home library of the patron to have the hold removed and to have the patron notified their hold cannot be filled. (Approved DA 10/28/2009)
- I. If you must bring in an ELvl 3 record, make sure to change the 720 to a 100 or 700. If you change the 720 to a 100, you must change the indicators in the 245 to indicate the presence of an author and any article present in the 245. Once the item is in hand, make sure to upgrade it to current standards. (Approved DA 4-23-08)

## VIII. Course Reserves

- A. To be authored

## IX. System Maintenance

- A. PrairieCat staff and PrairieCat member libraries are responsible for the maintenance routines necessary to keep the PrairieCat database operating efficiently. PrairieCat staff shall notify PrairieCat member libraries of new maintenance routines as they become available. (Approved DA 1/24/07)

### **Procedure for Section IX A:**

*All bibliographic records are removed 45 days after being created if no items are attached, with the exclusion of on order records. Holds are cancelled and libraries/patrons will receive a hold cancellation notice.*

- B. Maintenance routines/programs will be scheduled to minimize the impact on circulation functions and OPAC access. (Approved DA 1/24/07)

**Procedures for Section IX B:**

*Necessary maintenance programs and processes initiated by PrairieCat staff include but are not limited to:*

- 1. Processing bibloads as necessary*
  - 2. Maintain the Branches and Link Maintenance Tables*
  - 3. Processing necessary files for OCLC holdings batchload and for MARCIVE database enrichment and authority control*
  - 4. Coordinate Authority file projects*
  - 5. Maintain database quality by routinely processing duplicate record and change request reports*
  - 6. Other relevant maintenance tasks as necessary.*
- C. Maintenance programs and processes initiated by Member library staff include but are not limited to:

*Changing record Status of Missing items for accurate public display*

*Responsibly withdrawing items known to be lost for accurate public display*

*Suppressing records that should not be visible to the public*

*Other maintenance tasks as necessary*

**X. APPENDIX 1 - Generic Records**

<b>TITLE.....</b>	<b>Sierra Bib Record Number</b>
Computer Equipment .....	b2056515x
Die Cut Record.....	b16533021
Equipment.....	b20608482
Out of System ILL Material .....	b20376273
Out of System ILL Material #2 .....	b20376285

**XI. APPENDIX 2 - Creating Bibliographic Records Parameters (OCLC vs generic records)**

To promote a common basis for decision-making and creation of a useful database, PrairieCat and its advisory groups established guidelines for inputting new records into OCLC’s and PrairieCat’s databases

Guidelines outlined below are to be strictly followed. Use of generic records are to be used sparingly. Generic records are NOT a way to avoid creating a MARC record for usual library materials.

Attributes	OCLC	Sierra local original (monograph) Figure 1.	Sierra library-specific generic (requires volumes) (Represents multiple pieces) Figure 2.	Sierra generic (Internal library use only) Figure 3.
Material is published/produced “as-is”	√			
Discoverable (Title record is unsuppressed from OPAC)	√	√	√	
Interlibrary Loan outside RAILS	√			
*Interlibrary Loan within RAILS	√	√	√	
*Circulates (library decision)	√	√	√	√
*Holdable (library decision)	√	√	√	
Subject access	√	√	√	√
Inventory	√	√	√	√
Statistics	√	√	√	√
**Marketable (permalink available)	√	√	√	

Generic records are bibliographic records created and maintained by PrairieCat contract staff to allow for circulation and statistical tracking of temporarily held materials, ephemera, and other items for which complete bibliographic access is not desired. Generic records are NOT a way to avoid creating a MARC record for usual library materials. No new generic records can be added without the approval of PrairieCat contract staff. (Approved AC 5/1/2013)

\*Subject to item type and loan rules.

\*\* A permalink is the web address used to link to your content.

Examples of acceptable use of generic records include:

Pamphlets, catalogs, temporary reserve materials from an instructor, non-accessioned paperbacks, equipment, realia, and donated issues of periodicals.

Items attached to generic records can be circulated to users and will appear on notices should they become overdue. Specific identifying information for each item should be included in the call number field and will print on overdue notices. Use of generic records should be sparing, as users can only see title information when they check their account online. They would see, for example, “GENERAL FICTION : RECORD #13” listed in their checkouts.

Generic records are to include a 945 #b OCLC DO NOT SET and will not be uploaded to OCLC.

Requests for procedures from Resource Sharing Committee:

- Add that records are searchable by author [PrairieCat] to display them all
- Include instructions for discussing needs with PrairieCat contract staff to determine options or whether a new generic record is needed
- Allow/describe that PrairieCat contract staff can add vendor or format neutral short records to the database for materials that fit into the allowed areas for generic records (not books, audio recordings, video recordings, periodicals). These records would be “enhanced generic records” that have subject access and can be holdable (library decision). Records would display in Encore. Examples: “Laptop,” “bike lock,” “tote basket.” So, would allow patrons to search and place holds (if allowed), but not require fully cataloged record with specific model, vendor, etc. Not added to OCLC.
- All “regular” generic records will be suppressed from Encore.

Locally created bibliographic records

Templates

- i. 001/OCLC No. = PC followed by library’s two-letter code and incrementing numbers with leading zeros. Total of 8 numbers to be follow OCLC’s formatting, i.e., PCRL0001, PCRL0002... PCRL0010, etc.
- ii. 003/y Misc. = PrairieCat
- iii. Locally assigned 099 call number of “LOCAL RECORD – XXXX “ (XXXX being the library’s 4-character delivery code)
- iv. Any standard numbers, if applicable
- v. Author
- vi. Title
- vii. Publication Info
- viii. 500 Note of “LOCAL RECORD – XXXX” (XXXX being the library’s 4-character delivery code)
- ix. Added author of “PrairieCat”
- x. 900 tag with staff initials, 2-letter library code, date, for example: ec/RL 2/15/2019
- xi. 945 tag |b OCLC DO NOT SET

OCLC No.	001			PCCC000#
Misc.	003			PrairieCat
Standard No.	020			
Local Free-Text Call Number	099			LOCAL RECORD - CCBB
Author	100			
Title	245			
Alt Title	246	3		COAL CITY LOCAL RECORD
Publication Info.	260			
Description	300			
Note	500			LOCAL RECORD - CCBB
Added Author	710	2		PrairieCat
Misc.	900			ml/CC[date]
Misc.	945			bOCLC DO NOT SET

b20327481 Last Updated: 05-20-2021 Created: 06-16-2012 Revisions: 62

Language	eng English	Cat. Date	06-07-2012	Bib Code 3	- ---
Skip	0	Bib Level	m Monograph	Country	
Location	multi	Material Type	o KIT		

MARC Leader	##### c o m a 2 2 ##### a 4 5 0 0
Locations	mka ,mk
OCLC No.	001 PCMK0007
Misc.	003 PrairieCat
Misc.	006 g --- f v
Misc.	007 v d c v a i z u
Misc.	008 040923 n nnn 0 eng u
Misc.	040 IICvPAL BengIICvPAL
Misc.	043 n-us-il
Locally Assigned Dewey Call Number	099 LOCAL RECORD - MKBB
Title	245 0 0 Travel the USA. Florida [kit] /c [prepared by the Mokena Public Library District].
Alt Title	246 3 0 Florida
Alt Title	246 3 Travel the USA
Alt Title	246 3 0 USA
Publication Info.	264 1 [Mokena, Ill.] : b [Mokena Public Library District] ; c [2004]
Description	300 5 books, 3 maps : jcin vinyl tote.
Description	336 other bxxx 2rdacontent
Description	337 unmediated bn 2rdamedia
Description	338 unspecified bz 2rdacarrier
Series	490 0 Travel the USA.
Note	500 Title supplied by cataloger. Updated 7/17/2012.
Note	505 0 0 [gBook:]Universal Map of Florida [gBook:]Fodor's travel Florida 2019 -- [gBook:] Lonely Planet Florida & the South's best trips-- [gBook:]The unofficial guide Walt Disney world 2020 -- [gBook:] Magic Guidebooks 2020 Guide Universal Orlando Florida [gBook:]LA Florida state of mind.
Note	500 LOCAL RECORD - MKBB
Subject	651 0 Florida x Description and travel.
Added Author	710 2 Mokena Public Library District (Ill.)
Misc.	900 st/PC 06-16-2012
Misc.	945 OCLC DO NOT SET

Figure 1. Sierra local original record (monograph)





b16533021 Last Updated: 10-22-2020 Created: 06-12-2012 Revisions: 95

Language	eng English	Cat. Date	06-07-2012	Bib Code 3	n Suppress
Skip	0	Bib Level	m Monograph	Country	
Location	multi	Material Type	r 3-D OBJECT		

MARC Leader	#####	c r m	a 2 2	#####	4 5 0 0
Locations	gp	,rl	,rd	,rda	
OCLC No.	001				GENERIC_1
Misc.	003				PrairieCat
Misc.	008			071002 n	0 00 0 eng u
Misc.	040				ilCvPAL  b eng c ilCvPAL
Local Free-Text Call Number	099				DIE CUT
Title	245	0 0			DIE CUT GENERIC RECORD : b NOT AVAILABLE FOR ILL.
Alt Title	246	3			PrairieCat generic record
Alt Title	246	3 0			Generic record
Description	300				volumes
Description	336				three-dimensional form b tdf 2 rdacontent
Description	337				unmediated b n 2 rda media
Description	338				object b nr 2 rda carrier
Note	500				GENERIC RECORD.
Note	590				Compiled by the PrairieCat LLSAP for member libraries.
Note	500				XL die (25 x 30 cm)
Note	590				GENERIC RECORD
Note	590				This bib record has been SUPPRESSED by PC staff from Encore. 01/28/2015 John S
Added Author	710	2			Prairiecat.
Misc.	925	0 0			Marcive 2015
Misc.	945				b OCLC DO NOT SET

Also linked to record(s):

b16533021(j1340197x)

Edit Mode (INS)

Figure 3. Sierra generic (internal library use only)

## XII. APPENDIX 3 - Item Status Values & Definitions

Item STATUS is a single character fixed-length field in the item record. Some item statuses are system-generated as part of circulation processing (for example, BILLED), while library staff can add others (for example, LIB USE ONLY) to indicate that an item is not in use for circulation. When you check in an item whose STATUS is not '-' (AVAILABLE), the system takes the action identified in the Special Action column depending on the item's STATUS value.

### Clearing an Item's Status

The system prompts you to clear an item's status (that is, change the **STATUS** value to '-') (AVAILABLE)) by displaying the following dialog:

#### Item status is <STATUS>. Clear it?

To change the item's status, choose **YES**. To check in the item without changing the status, choose **NO**.

Note that the system does not update any other field in the item record unless the item is currently checked out.

STATUS CODE	LABEL	MANUALLY ADDED OR SOFTWARE ASSIGNED?	DEFINITION	MAX TIME	PERMANENT / TEMPORARY USE?	SPECIAL ACTION
k	ASK STAFF	Manual	Directional message for patrons. Use if an item is in a special location in the library.	n/a	Both	See 'Clearing an Item's Status' above
(hyphen)	AVAILABLE	Software assigned only. <b>Do not change any checked out item to this status manually.</b>	Normal status. The system uses this value for items that can circulate or may fill holds. The item retains this status even when checked out (due date displays).	n/a	Both	The available status is used for available (on shelf) and checked out items. When the item is checked out, the code remains the hyphen, but the "Available" description is replaced with Due and the date in the item record.
n	BILLED	Software assigned only. <b>Do not</b>	The item status changes to BILLED at 44 days overdue when a bill notice is	<b>300 days</b>	Temp only	After the item is successfully checked in, the system

STATUS CODE	LABEL	MANUALLY ADDED OR SOFTWARE ASSIGNED?	DEFINITION	MAX TIME	PERMANENT / TEMPORARY USE?	SPECIAL ACTION
		change any item to or from this status manually.	generated because patron has not returned an item, or when a staff member manually generates a bill using the Lost function in Checkout (Circulation Desk). This status should be cleared only by checkin or batch checkin. <b>PC Procedure:</b> a list of items that have had this status for 270 days or longer is posted monthly for libraries to check shelves and resolve. If found, check in. If not found, do nothing. Old billed items will be batch checked in and deleted the following month, but bill stays on patron's record.			updates the item's STATUS to '-' <b>(AVAILABLE)</b> and displays: <b>Item status is BILLED and has been cleared.</b>
b	BINDERY	Manual	Used if an item is temporarily at a bindery.	n/a	Temp only	See 'Clearing an Item's Status' above
z	CLMS RETURNED	Software assigned	Staff should use the functionality in Checkout (Circulation Desk) to have the system change the status <b>ONLY</b> for their materials (not another libraries'). <b>PC Procedure:</b> a list of items that have had this status for 90 days or longer is posted monthly for libraries to check shelves and resolve. If found, check in.	n/a	Temp only	See 'Clearing an Item's Status' above

STATUS CODE	LABEL	MANUALLY ADDED OR SOFTWARE ASSIGNED?	DEFINITION	MAX TIME	PERMANENT / TEMPORARY USE?	SPECIAL ACTION
6	CONSTRUCTION – INACCESSIBLE	Manual	Use for temporary library construction projects.	n/a	Temp only	See 'Clearing an Item's Status' above
6	CONSTRUCTION – INACCESSIBLE	Manual	Use for temporary library construction projects.	n/a	Temp only	See 'Clearing an Item's Status' above
d	DAMAGED	Software assigned or manual	PC has extensive Damaged materials policies and procedures. Please refer to the Circulation Policy & Procedures Manual for details.	n/a	Temp only	See 'Clearing an Item's Status' above
y	DISPLAY	Manual	Use to indicate an item is part of a display.	n/a	Temp only	See 'Clearing an Item's Status' above
t	IN TRANSIT	Software assigned only. <b>Do not change any item to or from this status manually.</b>	Item has been checked in at a location where it does not belong, or is being routed to another library for a hold. <b>PC Procedure:</b> a list of items that have had this status for 30 days or longer is posted monthly for libraries to check shelves and resolve. If found, check in. If not found, checkin then change status to Missing. PrairieCat staff will update items that have been In Transit for 60 days to a status of Missing.	<b>30 days</b>	Temp only	If you are checking the item in at its owning location, the system: · changes the item's STATUS to '-' <b>(AVAILABLE)</b> · removes the transit message from the item record · displays the following message: <b>Item status is IN TRANSIT and has been cleared</b>
i	IN-PROCESS	Manual	Newly acquired item being physically processed and may not be accessible for patrons. Item with this value must be checked in to change status to	<b>30 days</b>	Temp only	See 'Clearing an Item's Status' above

STATUS CODE	LABEL	MANUALLY ADDED OR SOFTWARE ASSIGNED?	DEFINITION	MAX TIME	PERMANENT / TEMPORARY USE?	SPECIAL ACTION
			<p>“available” before shelving.</p> <p><b>PC Procedure:</b> a list of items that have had this status for 30 days or longer is supplied for libraries to check shelves and resolve. If found, check in.</p>			
o	LIB USE ONLY	Manual	<p>Use for items that are for use in the library ONLY.</p> <p>Staff presented with an override if they attempt to check out an item with this status.</p> <p>If the item is later returned, the status is <b>not removed</b> by the checkin.</p> <p>Items with this status cannot be requested via the OPAC.</p>	n/a	Both	The item retains its LIB USE ONLY status.
g	LOST	Software assigned only. <b>Do not change any item to or from this status manually.</b>	<p>Staff should use the functionality in Checkout (Circulation Desk) to have the system change the status to LOST ONLY when they want to generate the bill on the patron’s record before the item is 44 days overdue.</p>	n/a	Temp only	See ‘Clearing an Item’s Status’ above
\$	LOST AND PAID	Software assigned only. <b>Do not change any item to or from this status manually.</b>	<p>Item was lost and the patron has paid for it.</p> <p>The item status changes to LOST AND PAID when a payment has been fully made for a billed or lost item.</p> <p><b>PC Procedure:</b> a list of items that have this status will be supplied to libraries monthly</p>	n/a	Temp only	The system prompts you to clear the item’s status. Choose an option as appropriate.

STATUS CODE	LABEL	MANUALLY ADDED OR SOFTWARE ASSIGNED?	DEFINITION	MAX TIME	PERMANENT / TEMPORARY USE?	SPECIAL ACTION
			to check shelves and resolve.			
m	MISSING	Software assigned or manual	Assigned by staff manually if an item cannot be found on the shelf or by the system in the Claim Returned or Cancel Hold functionality. <b>PC Procedure:</b> a list of items that have had this status for 180 days or longer is supplied for libraries to check shelves and resolve. If found, check in. At 270 days, PrairieCat staff will update items for withdrawal and will delete.	n/a	Temp only	See 'Clearing an Item's Status' above
!	ON HOLDSHELF	Software assigned only. <b>Do not change any item to or from this status manually.</b>	Assigned when a hold is fulfilled at the pickup location. It should be cleared only by checkout to the patron, or clearing the holdshelf, or by a manual cancellation of the hold by staff or patron. <b>PC Policy:</b> other libraries' items are to remain on your Holdshelf for no more than six (6) business days. Staff can extend the pickup by date for your own materials.	<b>6 days</b>	Temp only	When Clearing the Holdshelf, if there are no additional holds on the item or title, the system changes the item's STATUS to '-' <b>(AVAILABLE)</b> without prompting you. If there is a hold on the item/title at the current location, you are prompted with that information.
s	ON SEARCH	Software assigned	Directional message for patrons.	n/a	Temp only	See 'Clearing an Item's Status' above

STATUS CODE	LABEL	MANUALLY ADDED OR SOFTWARE ASSIGNED?	DEFINITION	MAX TIME	PERMANENT / TEMPORARY USE?	SPECIAL ACTION
a	ON-ORDER	Manual	Used for an item that is on order and has not arrived yet.	12 months	Temp only	See 'Clearing an Item's Status' above
r	REPAIR	Manual	Used for an item that is being repaired and not eligible for circulation.	n/a	Temp only	See 'Clearing an Item's Status' above
e	SEE LINK BELOW	Manual	Used for e-titles to direct users to a link to the resource.	n/a	Both	See 'Clearing an Item's Status' above
u	STAFF USE ONLY	Manual	Used for items not currently available for general checkout.	n/a	Both	See 'Clearing an Item's Status' above
l	STORAGE	Manual	Used for items not currently available for general checkout.	n/a	Temp only	See 'Clearing an Item's Status' above
c	TECH SERVICES	Manual	Used for items in the technical processing/services department and not accessible by patron.	n/a	Both	See 'Clearing an Item's Status' above
w	WITHDRAWAL	Manual	<p>Item is set for withdrawal. Used in conjunction with ICode2 when it is coded d/Discard to find and delete items monthly.</p> <p><b>PC Procedure:</b> Both the status and ICode2 must be properly coded for item to be withdrawn. Item cannot be checked out.</p> <p>A list of items that have only one of the fields properly coded is supplied monthly for libraries to resolve/update the item for successful withdrawal the following month.</p>	n/a	Temp only	See 'Clearing an Item's Status' above

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**PrairieCat Technical Services Committee  
FY2023**

**CUG and TSUG Representation:** Elections will take place in May each year, concurrent with Administrative Council elections.

Tier 1 public libraries – 2 seats

Tier 2 public libraries – 2 seats

Tier 3 public libraries – 2 seats

Academic/Special/School libraries – 1 seat

At-Large members – 4 seats

Union List members are welcome to run for At-Large seats.

<b>Seat</b>	<b>Office</b>	<b>Name</b>	<b>Email</b>	<b>Library</b>	<b>Term Expires</b>
Tier 3 Public		Jenna Diedrich	diedrichj@galenalibrary.org	Galena PL (GA)	Jun 30, 2024
Tier 1 Public		Kristi Fane	kristif@northsld.org	North Suburban PLD	Jun 30, 2023
At Large		Elaine Chapman	emchapman@reddicklibrary.org	Reddick PLD (RL)	Jun 30, 2023
At Large		Tricia Dean	tdean@wilmingtonlibrary.org	Wilmington PLD (WL)	Jun 30, 2023
Tier 2 Public		Alice Groth	grotha@eastmolinelibrary.org	East Moline PL (EM)	Jun 30, 2025
Tier 2 Public		Kat Solheim	kats@nippersinklibrary.org	Nippersink PLD (KR)	Jun 30, 2025
At Large	Vice Chair	Ashley Swanson	aswanson@fossilridge.org	Fossil Ridge PLD (FR)	Jun 30, 2025
Tier 1 Public		Kim Brozovich	brozovich.kimberly@rigov.org	Rock Island PL (RP)	Jun 30, 2024
Tier 3 Public		Nicole West	nikki@rivervalleylibrary.org	River Valley DL (RD)	Jun 30, 2025
At Large	Chair	Lora Totton-Schwarz	lorat@woodstockil.info	Woodstock PL (WO)	Jun 30, 2025
Academic/Special/School		Carol Conderman	cconderman@mail.meridian223.org	Meridian CUSD #223 (MS)	Jun 30, 2024

3 terms expiring 2023: Elaine Chapman, Kristi Fane, Tricia Dean

3 terms expiring 2024: Jenna Diedrich, Kim Brozovich, Carol Conderman

5 terms expiring 2025: Alice Growth, Kat Solheim, Ashley Swanson, Nicole West, Lora Totton-Schwarz