General Union List Reminders
September 12, 2023

Opening / Closing Form

Resources > Forms

Public Library:

https://support.prairiecat.info/forms/public-library-closing-form

School & Academic Library:

https://support.prairiecat.info/forms/school-academic-library-openingclosing-form

Circulation | Unable to fill hold requests

You receive a hold request for a resource and …

- *Your resource is locally checked out.* Check the item out in Sierra to your agencies "checked out" account. After 45 days this item will be automatically checked in in Sierra.

- *You can't find your item*. Change the Status of the item to **Missing**. Eventually this item will show up on the Missing Items report and if it remains there, the item will be deleted from Sierra.

- *You no longer own the resource*. Code the item for **Discard** and **Withdrawn** –but do NOT check the item out!

By doing any one of the above to an item that you received a hold request for, this will move the hold along to another available copy on the bib record (if there is one).

Circulation | Maintenance Reports

Monthly routine maintenance reports are posted to the Support Site under Resources > Statistics & Reports > (this month)

All members are to review the reports, especially those reports/emails that have your 2-letter agency code listed in the Subject.

Maintenance reports are of importance and serve a purpose. If your agency is on the list, you want to resolve the record. If you are unsure how to resolve – contact the PrairieCat Helpdesk – <u>we're here to help!</u>

- *Items Improperly marked for discard*. These items are only half-coded. These items will never be removed from the database until they are properly coded with a D & W – and are NOT checked out!

- *Problem holds*. These items have been checked-in, they trapped a hold for a non-PrairieCat library, but the item was never checked out to the requesting agency. Solution: check to the requesting non-PrairieCat library, items that have a Hold Pickup Location of "ILL Barcode Library (checkout)" It says in the Pickup Location-<u>checkout</u>

Circulation | Maintenance Reports

- *Long In-transit Report*. Items that have been Intransit for 30+ days prior to the report date. Use list to locate the item at your agency and check the item in Sierra, if found.*

  Items that are INTRANSIT for 60+ days are automatically updated to MISSING.

- *Old Missing Items Report*. Items that have had a Status of Missing for 270 days prior to the report date. Use this list to locate the item at your agency and check the item in Sierra, if found.*

  Items that are MISSING for 270+ days are automatically updated to WITHDRAWN and *removed* from the database.

- Duplicate barcodes. Barcode numbers are to only be assigned to ONE (1) item record. Assigning the same number to more than one (1) item is NOT a good thing and should be resolved/deduplicated ASAP!

  *Use *Seek & Find online form* for items not located at your agency or the sending agency. (Resources>Forms>Circulation group>Seek and Find In Transit Form)

Sierra Inventory: Collection Comparison

- Are you tired of receiving hold requests in Sierra (or in OCLC) for titles that you no longer own?

- Have you done a weeding project at your agency and updated your shelf-list and maybe didn't update Sierra?

Accurate holdings in PrairieCat ensures accurate holdings in WorldCat and up-to-date links to your library from FirstSearch, WorldCat Discovery, and WorldCat.org enable people to connect with the resources and services your agency provides.

Once a month, the holdings (items) in PrairieCat are uploaded to OCLC in what is referred to as "batchloading".

Sierra Inventory: Collection Comparison

Union Listing members are *highly encouraged* to do a collection comparison / inventory.

- *Request* a manageable listing of a specific group of records. Do NOT request your entire collection, which can be very overwhelming! *Examples: Fiction ; Juvenile Fiction ; 300's ; Biographies : E/Easy books.*

- *Perform* comparison of items locally owned to what is in Sierra.

- *Identify* what is *no longer owned.*

- *Return listing* to PrairieCat staff so the no longer owned items can be deleted from the database.

Sierra Reports: Collection Comparison

Submit your request for a section of your collection to the PrairieCat HelpDesk: https://helpdesk.prairiecat.info/

PrairieCat staff will supply you with an Excel file of the requested records. Your data will look similar below

	A	B	C	
1	Enter the letter D for items to be deleted	CALL #	BARCODE	TITLE
11		001.95 SEI	34085000235011	Whoppers : history
12		004 MOO	34085000476342	Careers in compute
13		004.023 KAL	34085000476474	Info tech careers /
14		004.67 COO	30050059763564	Alter ego : avatars a
15		005.1092 RED	34085000474479	Google it : a history

Sierra Reports: Collection Comparison

- When you have completed your comparison, return your completed file to the HelpDesk. PrairieCat staff will then process your records, updating those items where you entered a "D" in Column A so they have an Item Code 2 of Discard and a Status of Withdrawn.

- The items will be removed from the database at the start of the *following* month when the monthly discards are processed and the statistics posted to the Support Site.

Sierra Inventory: Collection Comparison

The following agencies started their collection comparisons.

❑ Annawan-Alba Public Library

❑ Bureau Valley Jr/Sr High School

❑ Eastland CUSD 308 - ES [Near completion]

❑ Lanark Public Library

❑ Mineral-Gold Public Library

❑ Mills & Petrie Memorial Library

❑ Moore Memorial District Library

❑ Pankhurst Memorial Library

❑ Pearl City CUSD 200

❑ Pecatonica High School

❑ Polo Community High School

❑ Raymond A Sapp Memorial Township Library

❑ Rochelle Township High School

❑ Rockridge High School

❑ Winnebago High School

❑ York Township Public Library

Sierra Inventory: Collection Comparison

Congrats these members have **completed** their inventory reviews!

Will we add your agency to this list this year?

- ❑ Eastland CUSD 308 - High School
- ❑ Forreston Public Library
- ❑ Moline SD 40 - High School
- ❑ Boylan Central Catholic High School
- ❑ Kirkland Public Library
- ❑ Milledgeville High School
- ❑ Sheffield Public Library

Any questions

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