

Adding Item Records to the Database Using LEAP

All materials except Mass Market Paperbacks and magazines must be sent in to Marigold HQ for cataloguing. This is necessary to maintain database integrity and ensure that the catalogue remains consistent and easy to navigate for patrons.

Using LEAP to add item records - paperbacks

Log on to LEAP and open the FIND tool.

Use the drop down to make sure that you are searching for Bibliographic records. Choose the option to search by ISBN. Scan or type the ISBN in the search field and click on the magnifying glass symbol to search.

The screenshot shows the 'Find Tool - Bibliographic Record' interface. The breadcrumb navigation is 'Bibliographic Record > Basic Search > All keyword fields > Keyword (All)'. A search field is present with a magnifying glass icon. A dropdown menu is open, listing search criteria: ILL, Invalid LCCN, ISBN (highlighted), ISSN, Language, LC classification, LCCN, and Literary Form. The main table has columns: Title, Lin..., Hol..., Publi..., Call Number, and Control... The status bar at the bottom shows 'Ready', a 'Count Only' checkbox, and buttons for 'ADD TO RECORD SET', 'OPEN', and 'CANCEL'.

When you get a result, double click on it to open the Bibliographic record.

(SEE BIBLIOGRAPHIC RECORD HANDOUT FROM LEAP HELP)

At this point, if there is no ISBN match, the item will need to be sent to Marigold HQ with a conversion flag so that a record can be created

Identifying a Complete Bibliographic Record

This is the most important step in the procedure for adding an item record.

At this point, you will have found a record that matches the ISBN of the item you have in-hand. However, even though there is a match, it's possible that the bib record is not yet complete.

Before you create an item record, you must make sure that you have the correct bibliographic record, and that it is complete.

1. Open the "Full" view of the bibliographic record and confirm that the title, author and physical stats are consistent with the copy you have in-hand.
2. Next, open the MARC view and look at the 040 field. Confirm that the letters "TRAC" are present at the end of the line. This field is basically a log of the record's source and who has modified it. When you see "TRAC" in this field, that confirms that a cataloguer at one of the four TRAC regions has worked on this record.

Some signs that a record is incomplete:

1. The record contains very little information
2. There is no 040 field, or it does not contain "TRAC."
3. The availability shows 0 copies
4. The absence of a physical description, notes or subject headings
5. In MARC view, you may see a field at the bottom stating "On Order"

Once you have confirmed that the bibliographic record is complete, you can proceed with creating an item record.

(SEE CREATE AN ITEM RECORD FROM A BIBLIOGRAPHIC RECORD HANDOUT FROM LEAP HELP)

Notes on call numbers (local practices may override):

Prefix field:

E for Easy (picture books, levelled readers)

J for Juvenile Fiction

Y for Young Adult Fiction

No prefix for Adult Fiction or Non-Fiction

Classification field:

Dewey Decimal system call number for E, J, Y, or adult non-fiction only

Cutter field:

First 3 letters of author's last name for all collections

Suffix field:

No required information. You can use this field if you want to enter series info (ex. Naruto v.1)

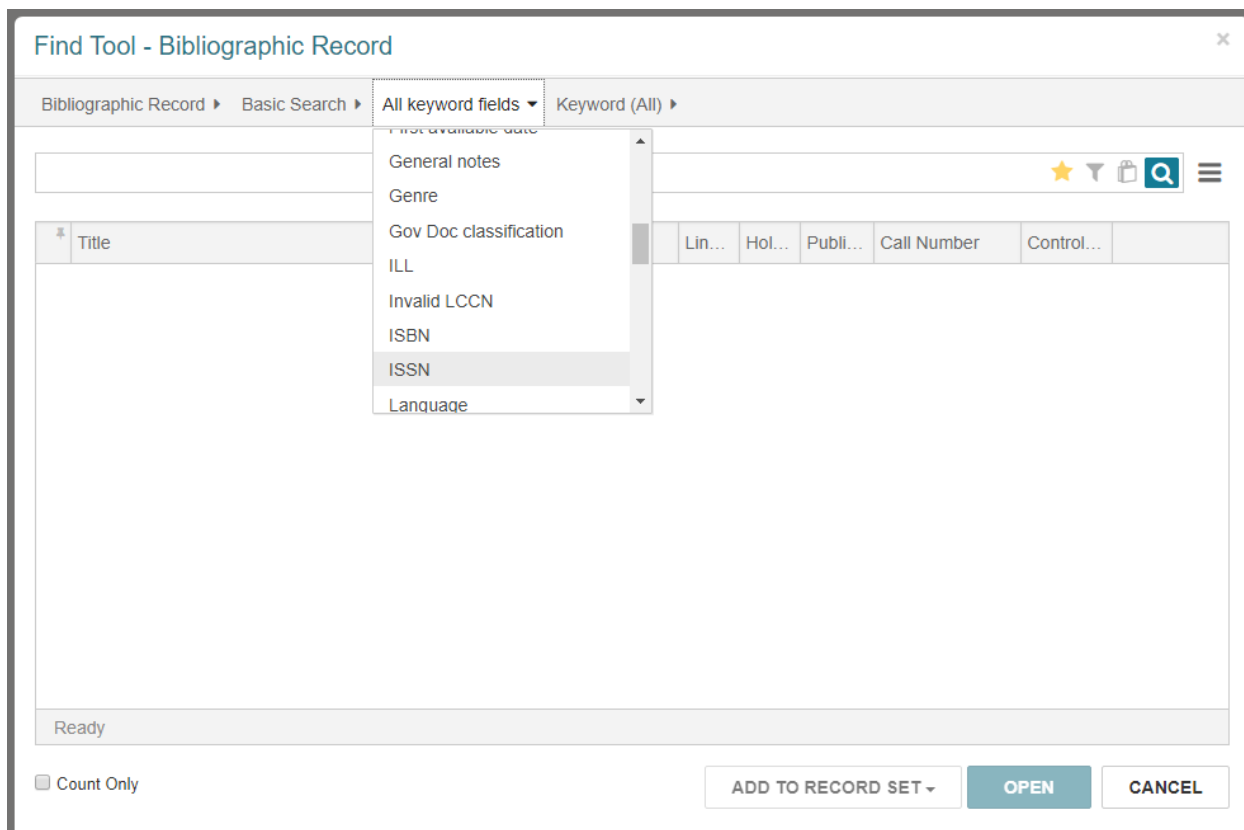
Volume field:

Use ONLY for magazines/periodicals. Use ONLY as directed in the following section.

Using LEAP to add item records – magazines

Log on to LEAP and open the FIND tool.

Use the drop down to make sure that you are searching for Bibliographic records. Choose the option to search by ISSN. Scan or type the ISSN in the search field and click on the magnifying glass symbol to search.



When you get a result, double click on it to open the Bibliographic record. If you cannot locate the ISSN on the publication, it may be easier to do a title search for the magazine.

When you find a title match, open the bibliographic record and look in the 022 field to try and confirm an ISSN match.

At this point, if there is no ISSN match, the item will need to be sent to Marigold HQ with a conversion flag so that a record can be created

Follow the instructions above for identifying a complete bibliographic record. When you have confirmed that the bibliographic record is complete, you can create your item.

(SEE CREATE AN ITEM RECORD FROM A BIBLIOGRAPHIC RECORD HANDOUT FROM LEAP HELP)

Magazines are not part of the Resource Sharing guidelines so you have the option of offering them for use by other member libraries of TRAC or you can restrict them to use only in your own libraries. If your

magazines will be local circ only, you will need to choose the following options in the item record in the "Controls" tab:

- Uncheck "Display in PAC"
- Uncheck "Loanable outside system"
- Check "Holdable"
- Check "Hold Limited to: Pickup at *your library*"
- Check "Hold Limited to: Patrons from this branch only"

Volume Control

Item records for magazines require the volume field to be used in the call number. Volume Control is adding data in the volume field of an item record. Adding information in the volume field allows patrons and staff to place hold requests on a single issue of a magazine, single volume of a multipart book and single disc of a multipart audiovisual item from their TRACpac accounts. It also allows staff to place similar requests in the staff client.

It is very important that the format and spacing are consistent for volume control to work properly. Anytime there are multiple volumes attached to the same bibliographic record, information must be added to the volume field. Incorrect entries in the Volume Control field - even entering nothing, like a space key - can break patron holds queues; it is essential to understand and complete Volume Control correctly and only for an appropriate item.

To ensure the functionality works properly, accuracy is important:

- Note the inclusion or lack of spacing.
- Ensure that you are using capitals or lowercase letters where required.
- Check all the spelling of abbreviations and descriptions.

There are formats established for the different frequencies of magazine publication. You can also check the existing list of item records to ensure that your call number is in the correct format.

Monthly:

To add month, use first three letters of month all in capitals with all four digits of year with no spaces between – no space before month.

Ex. NOV2018

Quarterly:

To add the season, use first three letters of season (SPR, SUM, FAL, WIN) all in capitals with all four digits of year with no spaces between – no space before month.

Ex. FAL2018

Bimonthly:

To add the two months, use first three letters of first month all in capitals with no space then dash then no space and first three letters of second month all in capitals with all four digits of year with no spaces between – no space before month.

Ex. NOV-DEC2018

Quarterly or Bimonthly magazines that span two years:

To add the two months, use first three letters of first month all in capitals with all four digits of first year no space dash no space and first three letters of second month all in capitals with all four digits of year with no spaces between – no space before month.

Ex. DEC2018-JAN2019 or FAL2018-WIN2019

Weekly:

To add the week, use the first three letters of the month all in capitals followed by the day and all four digits of the year. For days 1-9 add a 0 before the day – no spaces before, between or after the month day year.

Ex. NOV52018

Special issues:

To add special issues, write out the full name of special edition all in capitals and all four digits of year without spaces. If a fuller date is used refer to the notes regarding weekly, monthly, bimonthly seasonal magazines.

Ex. CHRISTMAS2018