Notes Procedure - Leap

Please make sure when adding a note into an item record that the note is necessary and in the appropriate spot. Below you will find a breakdown of the different note and block fields and what information is appropriate for each.

Library Assigned Block

(None)

Free Text Block

System Block

Public Note

Non-Public Note

Physical Condition

Special Item Check-In

Public Notes

Only the <u>owning library</u> is permitted to enter comments in the public notes field and only if it will be helpful to the general public as any information entered in this field will appear on TRACpac for all patrons to see. No information that is already in the bibliographic record should be added to this field. Only pertinent information to patrons regarding the owning library's item should be placed in the public notes field. If the information applies to all items associated to the bib record it should not be entered in this field. Here are examples of suitable and unsuitable notes for the public notes field:

Suitable Public Notes:
- Map is missing from this book
- Workbook can be found on shelves under 722.538

Unsuitable Public Notes:
- Newbery award winner (this information applies to all the items in the bib record)
- Level 3 (this information would be better suited in the suffix field)

- Give to Bob for cleaning (this information can appear under free text or physical condition)
- Cover is ripped (damaged notes belong in the free text block field)
- Softcover (this information is in the bib record)
- Please give to John Smith (no patron information should appear in this field)
- 8 cds (this information can go in the free text block field)

This note field does not pop up in Leap when the item is checked in or out.

Non-Public Notes

Only the <u>owning library</u> is permitted to enter comments in the non-public notes field. This note does not show to patrons and will not pop up in Leap when the item is checked in or out. This field is suitable for comments internal to the owning library regarding their item.

Physical Condition Notes

Only the <u>owning library</u> is permitted to enter comments in the physical condition field. This note will not show to patrons and will not pop up in Leap when the item is checked in or out. Damaged notes from other transacting libraries should only go in the free text block.

Free Text Blocks

<u>All libraries</u> may use this field for damage notes, reminder notes, contents notes, etc. that they wish to alert the owning library or transacting libraries about. This note does not show to patrons but does pop up in Leap when the item is checked in or out.

If a transacting library receives an item that is damaged it is important to enter in a damaged note *before* checking the item out to a patron or returning the item to the owning library. When entering a damage note in the free text field please include your library's national code and the date the note was entered. Remember to save the item record once you've added the note, and you may also wish to attach a paper damage note to the physical item.

If you are the transacting library do not delete notes that other libraries have placed. Only the owning library may delete notes from the item record when necessary.