Maintenance Procedures

InfoLinks Change Request Reports
and Barcode Clean-Up

I. **Purpose**. The Database Maintenance Unit receives and resolves reports of errors in our online catalog InfoLinks. Sometimes the error reports take the form of InfoLinks Change Request reports, which come from all departments within the library, and at other times, they are given to us by staff working on barcode clean-up. Most departments in the library do not have the ability to make changes to InfoLinks records, and this is why they are reported to our unit.

II. **LAT II Procedures**. For each InfoLinks Change Request report, barcode problem report, etc., follow these steps:

A. Pull the shelflist card(s), if available. First check "BCODE3" in the bib record, and if it contains "x," "c," "z," "m," or "t," there will not be a shelflist. Also, because we recently completed a shelflist weeding project, you may not find one. Any time you do not find a shelflist, you will need to retrieve the piece from the stacks.

B. Search InfoLinks by title and then check the author, as this will allow you to determine if there are duplicate records. If you find duplicates, or if you find only a brief bib record (no "CAT DATE"), give the problem to your supervisor.

C. If the piece is a serial (BIB LVL "s") or an analytic (volume or number information in the call number), or there are Arkansas/Special Collections copies, give the report to the appropriate cataloging unit.

D. Verifying the bibliographic record. First, you must compare the shelflist card and/or the book in hand to the InfoLinks record to make certain they match. Look at these elements, and if there are any discrepancies, give to your supervisor:

   1. Publisher and date (260 field).
   2. Physical description (300 field). Compare pagination and volumes to make certain they match. Only worry about size if they differ greatly.
   3. Edition (250 field).
   4. Subject headings (6XX field). Make certain there is at least one subject heading and that it is valid. Otherwise, give to your supervisor.
   5. Title (245 field). Ask your supervisor if subtitle information appears on one but not the other.
   6. Series (4XX/8XX fields). If there is a series statement in the InfoLinks record, give the bib record to the LAT III when you have finished processing.

E. Correcting bibliographic records. Next check the following, and correct the information as needed. If you are unsure about anything, ask your supervisor.

   1. Call number.

      a. Call number formats. We use several systems of classification here. The two you need to be familiar with are Library of Congress (LC) and Superintendent of Documents (SuDocs) classification.

i. <u>Library of Congress</u>. The most-commonly-used classification system in our library is LC, and these call numbers are entered in 050/090 fields. Any time you add or change an LC number, use field 090 and delete the indicators, if present. Formatting examples:

```
090        M317|b.R87
090        M317.S7|bV2 1927
```

ii. SuDocs. Most U.S. documents are classed by SuDoc number in the U.S. Documents collection (location "usdocs"). However, this gets a little tricky, because InfoLinks requires two 086 fields for full access. One 086 field must be "CALL #" with Innovative tag "c," and the other 086 must be "GOVT. DOC#" with Innovative tag "g." You can determine the tagging in existing 086 fields by pressing [Shift] [*]. To add 086 fields, you *must* use insert mode, and not full screen edit. Formatting examples (with corresponding tagging):

```
086        LC 1.2:B 64/9   (CALL #)
086        LC 1.2:B 64/9   (GOVT. DOC#)
```

<u>Documents in the Government Reference Collection</u>. Some U.S. documents are shelved in the Government Reference collection (location "govrf"), and these have LC call numbers. However, in order to provide access for the "government number" index, we still need an 086 field "GOVT. DOC #" with tag "g." Again, if you need to add an 086, you must use insert mode. Formatting examples (with corresponding tagging):

```
050        JK1108|b.A28      (CALL #)
086        Y 4.L 61/2:C 76/    (GOVT. DOC#)
```

b. <u>Fixing call number problems</u>. The InfoLinks record may lack a call number entirely, or the call number may be incorrect. Prefer sources in this order: shelflist, piece, InfoLinks record.

i. If there is no call number, add it in the appropriate field. Remember that you should add LC call numbers in an 090 field without indicators. If the item is located in "usdocs" or "govrf," refer to step a ii above.

ii. If the InfoLinks record does not match the call number on the shelflist and/or piece, correct it. If the field was coded 050, change it to 090 and remove any indicators. If the item is located in "usdocs" or "govrf," refer to step a ii above.

iii. If there is more than one call number on the shelflist, give to your supervisor.

2. <u>LOCATION</u>. As needed, correct the code in the fixed field of the bib record. If there is more than one location, enter "multi," and you will then be prompted to enter the specific codes. "Main" always goes in the first position. Valid bib record codes are these (and only these):

main	Main Library	**inter**	Internet
arkco	Arkansas Collection	**law**	Law Library
av	Audio-Visual Department	**lrc**	Learning Resources Center
chem	Chemistry Library	**lrcjv**	LRC Juvenile
fal	Fine Arts Library	**phys**	Physics Library
govrf	Government Reference	**ref**	Reference Collection
	Collection	**spco**	Special Collections
index	Index Collection in	**usdoc**	U.S. Documents Collection
	Reference		

F.   InfoLinks item records. Each *copy* and/or *volume* noted on the shelflist card or found on the shelf must have a corresponding InfoLinks item record with copy, volume, location, barcode number, and other information.

1.   Creating item records. Some titles with multi-copies/multi-volumes may have only one InfoLinks item record (or too few item records). Edit the existing item record(s) by adding or correcting barcode number, copy/volume number, and other information. Then create new item records for the remaining pieces by following these steps:

   a.   With the bib record on the screen, type "A" for the "ATTACH a New Record."
   b.   Type "I" for "ITEM Record."
   c.   Select "05 > new : Item (status= "-").
   d.   At the prompts, enter the correct information, then insert additional needed information. (See the next section.)
   e.   If you are finished adding item records, type "Q," and if you need to add more, type "A." In either case, you will be prompted to type "A" to "ADD record to data base."

2.   Entering or correcting item record information. The following fields must be present and correct in each InfoLinks item record. Do not edit or delete any other fields.

   i.   COPY. Enter the copy number from the shelflist or the piece in hand.
   ii.   I TYPE. Each item record contains a code describing the physical format of the piece. The following is the list:

0	Monographs	26	Recital Tapes
1	Unbound Periodicals	27	Gold Dot Books
2	Periodicals	28	UA Dissertation
3	Documents	29	UAThesis
4	Noncirculating Monographs	30	Reporters
5	Corporate Reports	31	Sheet Music
6	Microfilm	32	University Archives
7	Microfiche	33	Broadsides
8	Pamphlet	34	Photographs
9	Maps	35	Manuscripts
10	Video Cassette	36	Continuations
11	Audio CD	37	Vertical File
12	Audio Cassette	38	Newspapers
13	Scores	39	Microform Readers
14	Laser Disks	40	2 Hour Rooms
15	Computer Disks	41	4 Hour Rooms
16	Filmstrips	42	Flash Cards
17	Kits	43	Internet Resource
18	Microcards	44	Equipment
19	Reel Tapes	45	Atlas
20	Slides	50	Video DVD
21	ERIC Microfiche	51	Audio DVD
22	Motion Pictures	52	Multimedia DVD
23	Optical Disks	60	Laptops
24	Games	61	E-book readers
25	LP's	77	Loose-Leaf

   iii. LOCATION. Enter the correct location code for the piece. The complete list of item record location codes and their corresponding bib record location codes is attached.
   iv.   STATUS. The status code produces a message about the item's availability, and it displays to

staff and patrons. The complete list of codes is rather long, but these are the ones you will often use or see:

-    CHECK SHELVES
- b   IN PROCESS
- c   CHECKED OUT
- d   DAMAGED
- e   BIND PREP
- f   TO BIND
- g   ASK AT CIRC (Used for items in storage and others)
- m   MISSING
- o   NON-CIRC (Used for all materials in Reference and Arkansas/Special Collections)
- p   IN PROCESS-SCO
- r   ON ORDER
- s   ON SEARCH
- t   IN TRANSIT

v.   <u>IMESSAGE</u>. This field is only used in certain circumstances. These are:

- <u>The item contains supplementary material</u>. An "Imessage" is used for supplements that are attached to and shelved with the main item. They do not get their own item record. Use one of the following codes if it adequately describes the supplement; *otherwise* use a "Message" field (see step viii).

  - c   CASS. IN POCKET
  - m   MAP IN POCKET
  - p   MULTI PARTS
  - s   SUP IN POCKET

  For additional information, see the procedures "Imessages and Notes in InfoLinks Item Records."

- <u>The item has circulated on-the-fly</u>. This means that for whatever reason, Circulation staff could not locate the proper bib or item record, and so they have created one or both at the time the piece was checked out. On-the-flies have an "Imessage" of "f." Follow these procedures:

  - If the item record shows that the piece has been recently checked in, assume that Circ staff or staff in the Monographs Unit will fix the problem.   (That is, it is still in Circ or on the on-the-fly shelf.)
  - If the piece is still checked out, you can fix the problem unless you need to see and/or relabel the book. (If you need the book, place a "hold" on it.) Check again to make certain there is no duplicate bib record with this title or call number, and if you find one, give the problem to your supervisor.
  - Look to see if there are extra item records attached. If so, there is a good chance that the smart barcode was never applied, and that the book received an additional item record and dumb barcode. When the extra record with the smart barcode contains no circulation information, it is generally safe to delete it. (**Note**: Smart barcodes can be identified by the presence of two or more zeroes after the "35129" prefix, e.g. 35129001000047)
  - Check to see if the item record contains the call number, or an incorrect version of it, and delete the call number from the item record. *(Note*: If that particular copy of the book is assigned a *different* call number, it needs to be in the item record. Check to see that it is accurate, and fix it as needed.)
  - After you make sure that all other item record information is present and accurate,

change the "IMessage" code to "–."

 vi. <u>VOLUME</u>. Enter if applicable. Volume information is entered exactly as found on the shelflist or spine label of the piece, except that standard abbreviations are used (see attached list). Do not use *spaces* within a single element of designation, but enter a space between each element. Use *punctuation* within an element, but not between them. For example:

  v.1
  v.2 pt.3
  v.5 1979
  v.7 1961/62 (Enter years exactly as they are found on the spine label)

  If there are variations in numbering, ask your supervisor.

 vii. <u>BARCODE</u>. Each copy or volume must have a barcode attached, and the number must be entered in the corresponding item record. Barcode numbers are typed in their entirety without spaces or punctuation. For example:

  35129012330342 (This is a dumb barcode)

  We do occasionally create item records without barcodes. For instance, we go ahead and create item records for the Chemistry Library, and then we send the report to the LAT there. Also, we create item records for books on "Search."

 viii. <u>MESSAGE</u>. Use this field when the "Imessage" codes cannot adequately describe the supplement(s). To insert a message, type "i," then "m," and the text you wish. For example:

  2 cassettes in pocket
  1 map and 1 chart in pocket
  2 discs + l booklet

 ix. <u>Note</u>. A note field is used for local processing information. To insert a note, type "i," then "x," and the text you wish. For example:

  series problem / dek
  no.4 missing

3. <u>Order of item records</u>. For consistency, item records are entered in a specific order. There is a complete set of procedures (attached) for this, but the general order is by location–with "main" items first–and then by volume and copy. For example:

  MAIN v.1
  MAIN v.1 c.2
  MAIN v.1 c.3
  MAIN v.2
  MAIN v.3 c.2
  FAL   v.1

G. After you have finished processing a report, always press "y" to make certain that call numbers and locations display correctly.

H. If you have a shelflist card in hand, you can convert it. Change bib record field "BCODE3" to "c" and throw away the card. (***Note***: If "BCODE3" was already coded "l," change it to "z.")

I. <u>Statistics</u>. At the end of each processing session, record your statistics on the "InfoLinks Change

Requests Log (Daily)." Your supervisor will explain the categories to you.

III. **LAT III Procedures**. Please refer to the LAT II procedures for basic clean-up procedures and codes to be used in bib and item records. The following are the types of problems you will resolve, although it is impossible to list every situation. Moreover, some reports will involve multiple problems. Pull the shelflist card and/or the pieces as needed to resolve.

A. <u>Wrong bib record chosen for RECON</u>. If the wrong record entirely was chosen for cataloging, we generally replace it with the correct one. However, if some copies/volumes match, and added or replacement copies/volumes do not, generally leave them all on the existing bib record. To replace a bib record, follow these steps:

1. Search OCLC to find the correct bib record.
2. Complete authority work for all headings, correcting them as needed before you export the bib record. Also export needed authorities to InfoLinks.
3. If the location is other than main, change the location in the 049 field to the appropriate code below:

AFUA	main	AFUI	spco
AFUB	chem	AFUJ	spco
AFUC	fal	AFUK	ref
AFUD	law	AFUM	govrf
AFUE	lrc	AFUN	index
AFUF	phys	AFUO	usdoc
AFUH	av	AFUP	arkco

Note: It is unlikely that you will ever use the code for Internet resources (bib location "inter"), but this location must be keyed manually in InfoLinks.

4. Add a 949 field with the following elements. End each element with a semicolon but no space.

a. "*recs=b" command
b. Overlay command with the bib record number of the record you want to replace, e.g. "ov=.b12345678"

For example: 949   *recs=b;ov=.b12345678;

5. Add a 945 field with initials, e.g. "ins=dek"
6. Export the record using the "xpo" command.
7. Add our holdings to the OCLC record with the "update" command.
8. Delete holdings from the incorrect record with the "delh" command.
9. Edit the InfoLinks bib record as needed. (Another option is to edit the record in OCLC before you export it.)
10. Make certain all bib and item record information is correct. Add item records and barcode pieces as needed.
11. Record the number of OCLC updates and deletes on your statistics sheet.

B. Duplicate full bib records in InfoLinks. You will need to determine which is the correct bib record to retain and then complete processing. Follow these steps:

1. Choose a record . Judgement comes into play here, but these are the criteria:

   a. If OCLC has deleted one of the records in favor of the other, retain the current one. (The OCLC number of a subsumed record will appear in the 019 field of the retained record and can be searched.)
   b. Prefer DLC records.
   c. Prefer the more complete record.
   d. Prefer an AACR2 record (code "a" in "CAT FORM" of the 008 field).
   e. Prefer the record number from the shelflist card.

2. Transfer the order record, if present, and if the attached item records need to be retained, transfer them too. (Retain an item record with circulation data, messages, or the number of the barcode on the actual piece.)
3. Delete the unwanted bib record and unnecessary item records from InfoLinks.
4. Go to OCLC and remove our holdings symbol from the deleted record.
5. Make certain all bib and item record information is correct. Add item records and barcode pieces as needed.
6. Record the number of OCLC deletes on your statistics sheet.
7. Also record the number of item record transfers. You will need to count them manually, because this statistic does not show up on the InfoLinks session summary screen.

C. On-the-flies/Duplicate brief bib in InfoLinks. This means that for whatever reason, Circulation staff could not locate the proper bib or item record, and so they have created one or both at the time the piece was checked out. One of the item records may still have an "Imessage" of "f." Follow these procedures:

1. To make certain you have found all the bib records, search by title. Remember that the title in the on-the-fly record may vary in length from the title in the full bib record, so they might be separated on the browse screen.
2. Transfer attached order and item record(s) from the brief (on-the-fly) record to the full bib record. We retain the item records because they contain circulation information.
3. Delete the brief bib record. (It is possible to do this in one step when transferring item records.)
4. Check the full bib record carefully, and add or edit information as needed. Often the call number will be wrong or missing.
5. Check existing item records, adding or editing information as needed. Delete the call number from the item record if circulation has entered it there, and change the "Imessage" from "f" to "-."
6. Add item records and barcode pieces as needed.
7. Record the number of item record transfers. You will need to count them manually, because this statistic does not show up on the InfoLinks session summary screen.

D. Only a brief bib record in InfoLinks. Search by several access points to make certain there is no full record. If you still do not find one, complete RECON on the piece. Follow these steps:

1. Search OCLC to find the best record. Check carefully, especially if shelflist had indicated that item had already been converted.
2. Complete authority work for all headings, correcting them as needed before you export the bib record. Also export needed authorities to InfoLinks.

3. If the location is other than main, change the location in the 049 field to the appropriate code below:

AFUA	main	AFUI	spco
AFUB	chem	AFUJ	spco
AFUC	fal	AFUK	ref
AFUD	law	AFUM	govrf
AFUE	lrc	AFUN	index
AFUF	phys	AFUO	usdoc
AFUH	av	AFUP	arkco

Note: It is unlikely that you will ever use the code for Internet resources (bib location "inter"), but this location must be keyed manually in InfoLinks.

4. Add a 949 field with the following elements. End each element with a semicolon but no space.

i. "*recs=b" command
ii. Overlay command with the bib record number of the record you want to replace, e.g. "ov=.b12345678"

For example: 949   *recs=b;ov=.b12345678;

5. Add a 945 field with initials, e.g. "ins=dek"
6. Export the bibliographic record using the "xpo" command.
6. Add our holding symbol to the OCLC record with the "update" command.
7. Edit the bib record as needed to add or correct call number, location, and other information. (If you prefer, you may do this in OCLC before you export the bib record.)
8. Check existing item records, adding or editing information as needed. Delete the call number from the item record if circulation has entered it there, and if an "f" is present in the "Imessage," remove it.
9. Add item records and barcode pieces as needed.
10. Record the number of OCLC updates on your statistics sheet.

E. <u>Government documents</u>. There are three possible scenarios:

1. <u>All copies/volumes classed in SuDocs</u>. Most U.S. documents are classed by SuDoc number in the U.S. Documents collection (location "usdocs"). However, this gets a little tricky, because InfoLinks requires two 086 fields for full access. One 086 field must be "CALL #" with Innovative tag "c," and the other 086 must be "GOVT. DOC#" with Innovative tag "g." You can determine the tagging in existing 086 fields by pressing [Shift] [*]. To add 086 fields, you *must* use insert mode, and not full screen edit. Formatting examples (with corresponding tagging):

086   LC 1.2:B 64/9   (CALL #)
086   LC 1.2:B 64/9   (GOVT. DOC#)

2. <u>All copies/volumes classed in the Government Reference Collection</u>. Some U.S. documents are shelved in the Government Reference collection (location "govrf"), and these have LC call numbers. However, in order to provide access for the "government number" index, we still need an 086 field "GOVT. DOC #" with tag "g." Again, if you need to add an 086, you must use insert mode. Formatting examples (with corresponding tagging):

090   JK1108|b.A28   (CALL #)
086   Y 4.L 61/2:C 76/   (GOVT. DOC#)

3. <u>Both SuDocs and Government Reference copies/volumes</u>. If copies or volumes are located in both collections, follow these steps:

   a. The call number in the bib record must be the LC one. Add the call number (field 090) or edit it as necessary.
   b. For access in the "government number" index, we need the 086 field "GOVT. DOC #" with tag "g." Again, if you need to add an 086, you must use insert mode.
   c. For the copies/volumes shelved by SuDocs number (location "usdoc"), add the SuDocs call number to the item record. To do this:

      i. With the item record on the screen, type "i" to insert a field.
      ii. Type "c" for call number.
      iii. Type "086" at the "MARC tag" prompt.
      iv. Enter the call number, using exact spacing and punctuation.
      v. Type "q" and then "m" to make the change permanent.

      The following is an example:

      <u>Bibliographic record</u>

      086   A 1.58/a: (CALL #)
      090   KF1681|b.U5   (GOVT. DOC#)

      <u>Item record for "usdoc" copy</u>

      086   A 1.58/a: (CALL #)

F. <u>Linking an item to multiple bib records</u>. The common possibilities are:

   1. <u>Two or more bibliographic items are bound together</u>. That is, there are multiple bib records, but only one physical piece. The item record must first be attached to one of the bib records, and the first title in the piece is usually chosen. Follow these steps:

      a. With the item record on the screen, type "x."
      b. Enter the record number of the appropriate bib record, e.g. .b10130482
      c. InfoLinks will show you the record you have chosen. If it is the correct record, type "y," and if it is wrong, type "n" and start over.
      d. Repeat steps b-c to link to additional records. InfoLinks will display an "ALSO LINKED TO BIB RECORD" note in the item record.
      e. Type "q" and then "m" to make the change permanent.
      f. Record the number of item record links. You will need to count them manually, because this statistic does not show up on the InfoLinks session summary screen.

   2. <u>Item is analyzed</u>. Send the problem to the LAT III in Database Maintenance.

G. <u>There are copies/volumes with different call numbers</u>. Follow these steps:

   1. Enter the principle call number in the bib record. This will generally be the LC call number. If both are LC numbers, use the call number for the "main" copy/volume or the call number with the most copies/volumes in the bib record.
   2. Enter the call number for other copies/volumes in each of the item records. To do this:

       a. With the item record on the screen, type "i" to insert a field.
       b. Type "c" for call number.
       c. Type the appropriate MARC tag at the prompt.
       d. Enter the call number, using exact spacing and punctuation.
       e. Type "q" and then "m" to make the change permanent.

H. After you have finished processing a report, always press "y" to make certain that call numbers and locations display correctly.

I. If you have a shelflist card in hand, you can convert it. Change bib record field "BCODE3" to "c" and throw away the card. (***Note***: If "BCODE3" was already coded "l," change it to "z.")

J. <u>Statistics</u>. At the end of each processing session, record your statistics on the "InfoLinks Change Requests Log (Daily)." You will also compile your statistics and those of the LAT II on a monthly basis.

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Standard Abbreviations for Item Records

I. **Terms for Supplementary Materials**

book	DVD	mcard (microcard)
booklet	facl guide	mfiche (microfiche)
cassette	guide	mfilm (microfilm)
CD-ROM	kit	pamphlet
chart	leaflet	student's guide
disc (audio discs)	manual	video disc
diskette	map	videocassette
		workbook

II. **Selected List of Abbreviations**

A. **Months**

Ja	My	S
F	Je	Oc
Mr	Jy	N
Ap	Ag	D

B. **Seasons**

Spr	Fall
Sum	Aut
Win	

C. **Enumeration**. This list of abbreviations is to be used *only* in "volume" fields of InfoLinks item records.

Abt.	Abtheilung or Abteilung	Lfg.	Lieferung
abs.	abstracts	n.s.	new series
add.	addendum	no.	number
&	and	p.	page
app.	appendix	pt.	part
auth	author	R.	Reihe
Bd.	Band	rep.	report
bk.	book	rev.	revised or revision
c.	copy	sec.	section
ed.	edition	S.	Seite
fasc.	fascicle	ser.	series
facsim.	facsimile	subj	subject
grade	grade	sup.	supplement
Grp.	Group or Werkgruppe	ti.	title
Hal.	Halfte	t.	tome
H.	Heft	T.	Teil
indx	index	v.	volume

rev. 941215/990726/001116

Bibliographic and Item Record Location Codes

Item record locations are listed under their corresponding bib record locations.

main (AFUA)

acq[*]	ACQUISISTIONS
auto[*]	AUTOMATION
bind[*]	BINDING
cat[*]	CATALOGING
catrf*	CATALOGING-REF
chems	STORAGE A (storc)
cmpct	COMPACT STORAGE
diro*	DIRECTOR'S OFFICE
equip	MAIN
ill[*]	INTERLIBRARY LOAN
main	MAIN
map	MAIN-MAP CASES
mapsh	MAP COLL-SHELVES
math	MATH-HOTZ
mficc	PER-MFICHE THESIS
mfich	PER-MFICHE
mfilm	PER-MFILM
micro	PER-MOPAQUE
ov	MAIN-OV
ovfl	OV-FLAT
per	PERIODICALS ROOM
percm	PERIODICALS-COMPACT
pergu	PERIODICALS-GUIDES
pers	PERIODICALS DESK
pers1	PERIODICALS RESERVE
res	RESERVE
res1	RES-2 HR
res2	RES-2 HR OVER
res3	RES-1 DAY
res4	RES-2 DAY
res5	RES-7 DAY
res6	RES-2HR IN HSE
res7	RESERVE
ser[*]	SERIALS
stoa2	STORAGE A2
stora	STORAGE A
storb	STORAGE B
storc	STORAGE C
west	WESTARK

arkco (AFUP)

arkco	ARK COLL
arkfl	ARK COLL-FLAT
arkma	ARK COLL-MAPS
arkov	ARK COLL-OV
armov	ARK COLL-OV MAPS

av (AFUH)

av	AV
avaud	AV-AUDIO CASS
avcom	AV-DISKETTE
avdvd	AV-DVD
avkit	AV-KIT
avmin	AV-MINI
avmp	AV-MOTION PICT
avod	AV-CDROM
avov	AV-OV
avrd	AV-RED DOT
avref	AV-REFERENCE
avrs1	AV RES 2 HR
avrs2	AV RES 4 HR
avrs3	AV RES 2 HR OVER
avrs4	AV RES 1 DAY
avrs5	AV RES 2 DAY
avsl	AV-SLIDES
avvid	AV-VIDEO CASS

chem (AFUB)

chem	CHEM LIBRARY
chem2	CHEM-ROOM 202
chemd	CHEM-CDROM
chemo	CHEM-OV
chemp	CHEM-PER
chemr	CHEM-REF
chemv	CHEM-RESERVE

fal (AFUC)

fal	FAL
falgr	FAL-GREEN DOTS
falnb	FAL-NEW BOOKS
falod	FAL-MULTIMEDIA
falov	FAL-OV
falpe	FAL-PERIODICALS
falrd	FAL-RED DOTS
falrf	FAL-REF
fars1	FAL-RESERVE
fars2	FAL-RESERVE
fars3	FAL-RESERVE
fars4	FAL-RESERVE
fars5	FAL-RESERVE

govrf (AFUM)

govcs	GOVREF-CENSUS
govf	GOVREF-MFILM
govfc	GOVREF-MFICHE
govod	GOVREF-CDROM
govof	DOC OFFICE
govrf	GOVREF
govvf	DOC VERTICAL

index (AFUN)

indcm	REF-INDEX COMPACT
index	REF-INDEX
indod	REF-ELECTRONIC INDEX
indov	REF-INDEX OV

inter (AFUT)

inter	INTERNET RESOURCES

law (AFUD)

law	LAW LIBRARY
lawad	LAW-ARKANSAS DOCS
lawao	LAW-NCALRI OFFICES
lawar	LAW-ARK COLLECTION
lawas	LAW-ARKANSAS SUPERSEDED
lawav	LAW-AUDIO-VIDEO ROOM

law, continued

lawdc	LAW-DEANS CONFERENCE
lawdo	LAW-DEAN'S OFFICE
lawdr	LAW-DIR.OFFICE
lawfc	LAW-THIRD FLOOR CLOSET
lawfd	LAW-FEDERAL DOCS
lawfl	LAW-FACULTY LIBRARY
lawfm	LAW-FEDERAL MICROFORM
lawlc	LAW-LEGAL CLINIC
lawlr	LAW-LAW REVIEW
lawmf	LAW-MICROFORMS
lawos	LAW-OFF-SITE STORAGE
lawpe	LAW-PERIODICALS
lawpl	LAW-LAW PLACEMENT
lawpo	LAW-PROFESSOR'S OFFICE
lawpr	LAW-PRESERVATION
lawrd	LAW-REFERENCE DESK
lawrf	LAW-REFERENCE
lawrs	LAW-RESERVE
lawts	LAW-TECH. SERVICES

lrc (AFUE)

lrc	LRC
lrcac	LRC-AUDIO CASS
lrccl	LRC-CALDECOTT
lrcco	LRC-DISKETTE

lrcea	LRC-EASY AUDIO
lrcev	LRC-EASY VIDEO
lrcez	LRC-EASY
lrcfm	LRC-FILMSTRIP
lrcgm	LRC-GAMES
lrckt	LRC-KIT
lrcnb	LRC-NEW BOOKS
lrcnw	LRC-NEWBERRY
lrcpe	LRC-PER
lrcrf	LRC-REF
lrcrs	LRC-RESERVE
lrcsl	LRC-SLIDES
lrcvc	LRC-VIDEO CASS

lrcjv (AFUG)

lrcja	LRC-JUV-AUDIO
lrcjf	LRC-JUV-FILMSTR
lrcjg	LCR-JUV-GAMES
lrcjk	LRC-JUV-KIT
lrcjm	LRC-JUV
lrcjv	LRC-JUV-VIDEO

phys (AFUF)

phys	PHYS LIBRARY
physd	PHYS-CDROM
physo	PHYS-OV
physp	PHYS-PER
physr	PHYS-REF
physv	PHYS-RESERVE

ref (AFUK)

ref	REFERENCE
atlas	REF-ATLAS CASE
refcm	REF-COMPACT
refd	REF DESK
refds	REF-DICTIONARY
refma	REF-MAP CASES
refod	REF-CDROM
refov	REF-OV
srchr	REF-CONSULTATION ROOM

spco (AFUI, AFUJ (Rare))

spcfl	SPEC COLL-FLAT
spco	SPEC COLL
spcod	SPEC COLL-DISS
spcof	SPEC COLL-JGF
spcom	SPEC COLL-MAPS
spcoo	SPEC COLL-OWEN
spcor	SPEC COLL-RARE
spcot	SPEC COLL-THES
spcov	SPEC COLL-OV
spcrf	SPEC COLL-REF
spcva	SPEC COLL-VAULT
spma	SPEC COLL-A-MAPS
spmh	SPEC COLL-HIST MAPS
spmov	SPEC COLL-OV MAPS
sprfl	SPEC COLL-RARE-FLAT
sprov	SPEC COLL-RARE-OV
stors	SPEC COLL-STOR

usdoc (AFUO)

mapc	MAP COLL-CASES
mapf	MAP COLL-FILECAB
usdcm	USDOC-COMPACT
usddk	US DOC-DISKETTE
usdfc	US DOC-MFICHE
usdma	US DOC-MAPS
usdmf	US DOC-MFILM
usdoc	US DOC
usdod	US DOC-CDROM
usdov	US DOC-OV

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*These locations apply to in-house materials, and the records are suppressed. If the only copy is for in-house use, enter "n" in "BCODE3" of the bib record. If a specific copy or volume is for in-house use, enter "n" in "ICODE2" of the item record.

NOTE: Code "lawag" is a valid code for order records only.

Order of InfoLinks Item Records

The following instructions govern the ordering of item records when there are multiple copies, locations, volumes, or call numbers. The order is important, because it determines what patrons see. However, individual branch libraries may choose a "locations served" option which automatically lists its materials first.

I.   **General hierarchy for monographs**. The hierarchy for arranging item records is given below.

   Note: In certain instances, a decision may be made to deviate from this arrangement. If so, a 946 local note (tag "v") should be entered in the bib record. This note will not display to the public, but it will alert staff that the item records should not be changed to fit the standard hierarchy.

   A.   <u>Location</u>. Item records will be grouped primarily by location using the location table (see step VI), which means that copies may or may not be ordered numerically. "Internet" will always be the first location.

   B.   <u>Volume</u>. The next level of ordering is by volume number, if applicable.

      1.   Monographs and monographic series (Bib level "m") should be arranged in natural order (v. 1-5).

      2.   For some volumes, the primary designation may not be numeric, in which case they should be arranged alphabetically by volume title. (eg. Cases v.1, Cases v.2, Tables v. 1, Tables v.2). If the volumes in a set have a mixture of numeric and non-numeric designations, enter the numeric volumes first, followed by the others in alphabetical order.

   C.   <u>Copy</u>. Next arrange by copy, if applicable. (That is, if there is more than one copy in a particular location.)

      1.   If the item is also multi-volume, and the ***volume*** numbering of each set is the same, order as follows:

         MAIN   v.1
         MAIN   v.1 c.2
         MAIN   v.1 c.3
         MAIN   v.2
         MAIN   v.3 c.2

      2.   If the item is also multi-volume, and the ***volume*** numbering of one or more pieces in the set is different (usually when copies are not bound in the same way), order as follows:

         MAIN   v.1 c.2
         MAIN   v.2 c.2
         MAIN   v.3 c.2
         MAIN   v.4 c.2
         MAIN   v.1-2 c.3
         MAIN   v.3-4 c.3
         FAL   v.1

   D.   <u>Call number</u>. Order call numbers alphabetically. (Although, in many cases, ordering will have been determined by one or more of the other elements.)

      1.   The exception is an analyzed title. For analytics, arrange so that the item with the *series* call number is first, followed by the item with an individual call number.

E. The following is an (entirely fictitious) example which should illustrate all elements of the hierarchy.

MAIN   NA1201.F6 v.1 c.3
MAIN   NA1201.F6 v.2 c.3
MAIN   NA1201.F6 v.3 c.3
MAIN   NA1201.F6 v.4 c.3
MAIN   NA1201.F6 v.1-2 c.4 (These are bound together)
MAIN   BX4568.N3 (Second "Main" copy of an individual volume of an analyzed series)
FAL   NA1201.F6 v.1
FAL   NA1201.F6 v.1 c.2
FAL   NA1201.F6 v.2
FAL   NA1201.F6 v.2 c.2

II. **General hierarchy for serials**. The hierarchy for arranging item records is given below.

 Note: In certain instances, a decision may be made to deviate from this arrangement. If so, a 946 local note (tag "v") should be entered in the bib record. This note will not display to the public, but it will alert staff that the item records should not be changed to fit the standard hierarchy.

A. <u>Location</u>. Use the following criteria for ordering locations. (***Exception***: Ark Coll, Spec Coll, staff, and withdrawn materials should be entered according to the location table.)

1. <u>Internet</u>. If there is an "Internet" location, it will always be first.

2. <u>Currency</u>. Locations with current subscriptions should be entered next, followed by locations with the most recent issues. If there are several locations with current subscriptions (or most recent issues), refer also to step 3.

    a. If step 3 applies, follow the instructions there.

    b. If step 3 does not apply, use the location table.

3. <u>Completeness</u>. After currency, completeness is the most important factor. Arrange locations by completeness of the serial set, and as needed, use the location table.

MAIN   v.3 1994
MAIN   v.2 1993
MAIN   v.1 1992
FAL   v.3 1994
FAL   v.2 1993
FAL   v.1 1992
REF   v.3 1994
LAW   v.2.1993
LAW   v.1 1992
AV   v.1 1992

B. <u>Volume</u>. The next level of ordering is by volume number.

1. Serials should be arranged in reverse order (v. 5-1).

2. For some volumes, the primary designation may not be numeric, in which case they should be arranged alphabetically by volume title. (eg. Cases v.2, Cases v.1, Tables v. 2, Tables v.1). If the volumes in a set have a mixture of numeric and non-numeric designations, enter the numeric volumes first, followed by the others in alphabetical order.

C. <u>Copy</u>. Next arrange by copy, if applicable. (That is, if there is more than one copy in a particular location.)

1.   If the *volume* numbering of each set is the same, order as follows:

        MAIN   v.3 c.2
        MAIN   v.2
        MAIN   v.1
        MAIN   v.1 c.2
        MAIN   v.1 c.3

2.   If the *volume* numbering of one or more pieces in the set is different (usually when copies are not bound in the same way), order as follows:

        MAIN   v.4 c.2
        MAIN   v.3 c.2
        MAIN   v.2 c.2
        MAIN   v.1 c.2
        MAIN   v.3-4 c.3
        MAIN   v.1-2 c.3
        FAL   v.1

D.   <u>Call number</u>. Order call numbers alphabetically. (Although, in many cases, ordering will have been determined by one or more of the other elements.)

    1.   The exception is an analyzed title. For analytics, arrange so that the item with the *series* call number is first, followed by the item with an individual call number.

III. **Materials in storage**. Monographs should be handled differently from serials and monographic series.

    A.   For monographs, simply follow the location table.

    B.   For serials and monographic series:

       1.   If the entire set is located in storage, follow the location table.

       2.   If the set is split between a main/branch location and storage, treat the set as a whole and order by volume number. For example:

          MAIN   v.5
          MAIN   v.4
          STORB   v.3
          STORA   v.2
          STORA   v.1
          REF   v.5
          REF   v.4

IV. **Withdrawn materials**. All withdrawn materials should be entered last (after "ser"), because suppressed item records display as blank lines in the OPAC. Arrange withdrawn materials according to steps I-III as applicable.

V. **Correcting existing item record order**. These general steps should be followed by all departments creating and maintaining item records.

A. When a staff member discovers previously-created item records which do not conform to the guidelines for ordering, one of these options should be followed:

1. The staff member can correct the order of existing item records. This option is encouraged.

2. The staff member can fill out an InfoLinks change request form.

B. When re-ordering item records, determine if any represent withdrawn materials. These should be placed at the bottom of the summary display according to step IV. By extension, if "out-of-order" item records are located at the bottom of the summary display, make certain they do not represent withdrawn materials before moving them to their "correct" place.

VI. **Location hierarchy**. The following table should be used for ordering item records. For Reserve items, follow this table only for materials placed permanently on reserve. Item records will not be re-ordered for materials placed temporarily on reserve by Reserve Room staff. (*Note*: Each branch library will be able to choose a special option which automatically lists its materials first.)

Location Table for Ordering Item Records

Item Code	InfoLinks Label	Bib Code
inter	INTERNET	inter
main	MAIN	main
ov	MAIN-OV	
ovfl	OV-FLAT	
res	RESERVE	
res1	RES-2 HR	
res2	RES-2 HR OVER	
res3	RES-1 DAY	
res4	RES-2 DAY	
res5	RES-7 DAY	
res6	RES-2 HR IN HSE	
res7	RESERVE	
map	MAIN-MAP CASES	
mapsh	MAP COLL-SHELVES	
pers	PERIODICALS DESK	
pers1	PERIODICALS RESERVE	
per	PERIODICALS ROOM	
pergu	PERIODICALS-GUIDES	
mfilm	PER-MFILM	
mfich	PER-MFICHE	
mficc	PER-MFICHE THESIS	
micro	PER-MOPAQUE	
percm	PERIODICALS-COMPACT	
equip	MAIN	

Item Code	InfoLinks Label	Bib Code
refd	REF DESK	ref
ref	REFERENCE	
refov	REF-OV	
refds	REF-DICTIONARY	
atlas	REF-ATLAS CASE	
refma	REF-MAP CASES	
refod	REF-CDROM	
srchr	REF-SEARCH ROOM	
refcm	REF-COMPACT	
indod	REF-INDEX CDROM	index
index	REF-INDEX	
indov	REF-INDEX OV	
indcm	REF-INDEX COMPACT	

Item Code	InfoLinks Label	Bib Code
av	AV	av
avmin	AV-MINI	
avov	AV-OV	
avref	AV-REFERENCE	
avrd	AV-RED DOT	
avrs1	AV-RES 2 HR	
avrs2	AV-RES 4 HR	
avrs3	AV-RES 2 HR OVER	
avrs4	AV-RES 1 DAY	
avrs5	AV-RES 2 DAY	
avaud	AV-AUDIO CASS	
avvid	AV-VIDEO CASS	
avdvd	AV-DVD	
avsl	AV-SLIDES	
avcom	AV-DISKETTE	
avod	AV-CDROM	
avmp	AV-MOTION PICT	
avkit	AV-KIT	
govrf	GOVREF	govrf
govf	GOVREF-MFILM	
govfc	GOVREF-MFICHE	
govcs	GOVREF-CENSUS	
govod	GOVREF-CDROM	
govof	DOC OFFICE	
govvf	DOC VERTICAL	
usdoc	US DOC	usdoc
usdov	US DOC-OV	
usdfc	US DOC-MFICHE	
usdmf	US DOC-MFILM	
usdod	US DOC-CDROM	
usdma	US DOC-MAPS	
mapc	MAP COLL-CASES	
mapf	MAP COLL-FILECAB	
usdcm	USDOC-COMPACT	
usddk	US DOC-DISKETTE	
fal	FAL	fal
falrf	FAL-REF	
fars1	FAL-RESERVE	
fars2	FAL-RESERVE	
fars3	FAL-RESERVE	
fars4	FAL-RESERVE	
fars5	FAL-RESERVE	
falpe	FAL-PERIODICALS	
falod	FAL-CDROM	
falgr	FAL-GREEN DOTS	
falnb	FAL-NEW BOOKS	
falov	FAL-OV	
falrd	FAL-RED DOTS	

Item Code	InfoLinks Label	Bib Code
law	LAW LIBRARY	law
lawar	LAW-ARK COLLECTION	
lawrs	LAW-RESERVE	
lawpr	LAW-PRESERVATION	
lawfl	LAW-FACULTY LIBRARY	
lawpe	LAW-PERIODICALS	
lawrf	LAW-REFERENCE	
lawrd	LAW-REFERENCE DESK	
lawad	LAW-ARKANSAS DOCS	
lawas	LAW-ARKANSAS SUPERSEDED	
lawav	LAW-AUDIO-VIDEO ROOM	
lawfd	LAW-FEDERAL DOCS	
lawfm	LAW-FEDERAL MICROFILM	
lawmf	LAW-MICROFORMS	
lawpl	LAW-LAW PLACEMENT	
lawao	LAW-NCALRI OFFICES	
lawlc	LAW-LEGAL CLINIC	
lawlr	LAW-LAW REVIEW	
lawdr	LAW-DIR. OFFICE	
lawpo	LAW-PROFESSOR'S OFFICE	
lawfc	LAW-THIRD FLOOR CLOSET	
lawdc	LAW-DEANS CONFERENCE	
lawdo	LAW-DEAN'S OFFICE	
lawos	LAW-OFF-SITE STORAGE	
lawts	LAW-TECH. SERVICES	
chem	CHEM LIBRARY	chem
chem2	CHEM-ROOM 202	
chemo	CHEM-OV	
chemr	CHEM-REF	
chemv	CHEM-RESERVE	
chemp	CHEM-PER	
chemd	CHEM-CDROM	
phys	PHYS LIBRARY	phys
physo	PHYS-OV	
physr	PHYS-REF	
physv	PHYS-RESERVE	
physp	PHYS-PER	
physd	PHYS-CDROM	

Item Code	InfoLinks Label	Bib Code
lrcrf	LRC-REF	lrc
lrc	LRC	
lrcpe	LRC-PER	
lrcrs	LRC-RESERVE	
lrcvc	LRC-VIDEO CASS	
lrcac	LRC-AUDIO CASS	
lrcfm	LRC-FILMSTRIP	
lrckt	LRC-KIT	
lrcgm	LRC-GAMES	
lrcco	LRC-DISKETTE	
lrcsl	LRC-SLIDES	
lrccl	LRC-CALDECOTT	
lrcnw	LRC-NEWBERRY	
lrcnb	LRC-NEW BOOKS	
lrcez	LRC-EASY	
lrcev	LRC-EASY VIDEO	
lrcea	LRC-EASY AUDIO	
lrcjm	LRC-JUV	lrcjv
lrcjv	LRC-JUV-VIDEO	
lrcja	LRC-JUV-AUDIO	
lrcjf	LRC-JUV-FILMSTR	
lrcjk	LRC-JUV-KIT	
lrcjg	LRC-JUV-GAMES	
math	MATH-SCEN	main
stora	STORAGE A	
chems	STORAGE A (storc)	
stoa2	STORAGE A2	
storb	STORAGE B	
storc	STORAGE C	
cmpct	COMPACT STORAGE	
arkco	ARK COLL	arkco
arkov	ARK COLL-OV	
arkfl	ARK COLL-FLAT	
arkma	ARK COLL-MAPS	
armov	ARK COLL-OV MAPS	

Item Code	InfoLinks Label	Bib Code
spco	SPEC COLL	spco
spcov	SPEC COLL-OV	
spcfl	SPEC COLL-FLAT	
spcom	SPEC COLL-MAPS	
spcrf	SPEC COLL-REF	
spcva	SPEC COLL-VAULT	
spcod	SPEC COLL-DISS	
spcot	SPEC COLL-THES	
spma	SPEC COLL-A-MAPS	
spmh	SPEC COLL-HIST MAPS	
spmov	SPEC COLL-OV MAPS	
spcof	SPEC COLL-JGF	
spcoo	SPEC COLL-OWEN	
spcor	SPEC COLL-RARE	
sprov	SPEC COLL-RARE-OV	
sprfl	SPEC COLL-RARE-FLAT	
stors	SPEC COLL-STOR	
acq	ACQUISITIONS	main
auto	AUTOMATION	
bind	BINDING	
cat	CATALOGING	
catrf	CATALOGING-REF	
diro	DIRECTOR'S OFFICE	
ill	INTERLIBRARY LOAN	
ser	SERIALS	

Converting the Shelflist

I. **Introduction**. When we refer to shelflist conversion, we mean the process of verifying that all information from a shelflist card is present and accurate in the corresponding InfoLinks record. This information includes call number, location(s), copy, volume, and bibliographic data.

II. **Procedures**. The following procedures govern the conversion of shelflist cards and the use of "Suppress" codes "c" and "z." Shelflist card for serials should be converted *only* by the Serials Cataloging Unit. These are the steps:

A. Search InfoLinks by the title (or if the title is generic, by call number) to bring up the record. (This will allow you to determine if there are duplicate records.) Compare the InfoLinks record against the shelflist card and verify the following:

1. Bibliographic record

   a. author
   b. title
   c. call number
   d. location(s)
   e. 049—delete all holdings symbols except "AFUD"

2. Item record. In order to convert the shelflist, there must be an item record for every copy and volume noted on the shelflist (except for materials already withdrawn). A single record may have been used to represent multiple volumes. In addition, verify the following:

   a. location(s)
   b. copy information
   c. item type
   d. status
   e. IMessage—if code "f" is present, see step E.
   f. call number, if applicable
   g. volume information
   h. barcode. ***All items must be barcoded*** before the shelflist can be converted. If all item records have smart barcodes, you may have to check the pieces to make certain they have actually been applied.

B. Do not systematically compare the entire shelflist card against the InfoLinks record. However, you may notice that the shelflist card and the InfoLinks record do not match—usually when information has been typed on the card. Generally, edit the InfoLinks to match the shelflist if the conflict is in one of the following areas:

1. 250 field
2. 260 field
3. 300 field, pagination and volumes (only worry about size if they differ greatly)
4. 500 field "reprint" notes. Remove the note from InfoLinks if there is none on the card, and add the note if found on the shelflist but not in InfoLinks.

5. Subject headings and name or series added entries. If you notice that these are present on the shelflist, but not in InfoLinks, verify that the headings are valid and add them to the InfoLinks record.

   a. If any name or subject heading is not valid, simply omit it. However, if there is only one subject heading, and it is not valid (or there are no headings), give to your supervisor.

   b. If any series heading is not valid, follow normal series authority procedures or make a print-out of the InfoLinks record for the LAT III in Database Maintenance.

6. Other RECON problems. Only in rare circumstances will items be re-cataloged. One of these exceptions is translations. If you notice, for example, that the shelflist says the piece is a translation into English, and the InfoLinks record describes a piece which is in Spanish, this item will most likely need to be RECONed again. Check with your supervisor.

C. If you suspect that the shelflist is wrong (eg. wrong call number assigned or wrong date in call number), retrieve the piece. After examining it, either resolve or give to your supervisor according to normal procedures.

D. If there is a Dewey Special Collections copy, pull the shelflist card and file a green flag in its place. Then give the card to the head of the Special Collections Cataloging Unit. (If you have already retrieved the piece, give it to the unit head as well. Otherwise, do not retrieve the piece.)

E. Follow these special steps for items with on-the-fly status:

1. If the piece is still checked out, you can go ahead and resolve according to normal procedures. Be certain to take out the "f."

2. If the book has been checked in, but the "f" is still in the record, look on the on-the-fly shelf. If it's not there, assume that Circ will either fix or put on the shelf later. *Do not convert the shelflist*.

3. If the book has been checked in, and the "f" has been removed from the item record, search by title to make certain there is no brief bib record. If you find one, delete it. Then resolve any other problems with the item record.

F. After you have verified that all information InfoLinks information is present and accurate, change "BCODE3" in the bib record to code "c." (Note: If BCODE3 is already coded "l," this means that Law Library staff have converted their shelflist. In these cases, change the code to "z," which signifies that both libraries have converted.) Then throw away the shelflist card.

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