

ITEM MAINTENANCE BEST PRACTICES

Your first step should always be to check Polaris to see if a bibliographic record with a matching ISBN or UPC is already in the system. If none are found, the second step is to search by Title/Author/Material Type. For Videodiscs, please verify the number of discs in the bib record matches the number of discs in your item record.

Make sure not to enter the UPC instead of the ISBN when they are different. Sometimes the scanner reads the UPC rather than the ISBN, so compare the scanned number to the ISBN located on the verso (reverse of the title page) if you are unsure. When the barcode is for both ISBN & UPC most of the scanners will translate that barcode as the UPC number.

Remember to enter all the details in the item record, such as the number of discs with a sound or video recording. Simply writing "Check for disc" in the block is not specific enough.

Do not create quick bibs without including an ISBN, or other distinguishing information. For example, a quick bib for "Little Red Riding Hood" with no author or ISBN could be impossible to resolve.

A Quick Bib requires an ISBN (MARC tag 020) and/or a UPC/EAN code (MARC tag 024). If you cannot locate the ISBN or the UPC/EAN code, do not create a Quick bib.

Be very careful transcribing the ISBN and/or UPC code. Scanning the ISBN/UPC eliminates errors. If your scanner doesn't scan ISBN's/UPC's, contact Rex and he will help configure your scanner.

Never enter the initial articles a, an, or the (or their non-English equivalents) into the Quick bib title.

Use only the Quick bib template that matches the format (book, audio book, music, or video) of the item you want to add.

Filling out the 028 field (publisher number) is required for Music CDs, Audiobook CDs, and DVDs. For audiobook CDs, the publisher number is often found near the ISBN and/or UPC code and occasionally on the disc surface. Transcribe the number exactly as seen on the item, including letters, numbers, spaces and hyphens. If you can't locate the publisher number, just type "none" in the 028 field.

Do not try to enter extraneous bibliographic information into the Quick bib.

Please use the item templates when adding item records to Quick bibs. You can create new item templates as needed: *Polaris Toolbar* → *File* → *New* → *Item Template* → *set your desired parameters* → *Save*. Any templates created must follow the established naming conventions.

New items do not automatically change after a certain period of time, you must bulk change the following parameters after your items are no longer considered "New": Collection Code, Material type, Loan period, Fine code, Renewals, and Preferred borrowers. So, it is recommended that you enter all new items into a record set each month. You can also do an Ad-hoc bulk change.

Follow established county guidelines and agreements when determining loan periods and request parameters.

Please follow the specific standards for inserting information in the volume field of a multi-part set. A multi-part set is defined as any item that includes multiple parts and is packaged as such. The number of discs in each case determines what information goes in the volume field. Examples include **d. 1**, **d. 1-4**, and **d. 2-3**. Please do not enter disc information into the volume field for BOCs unless the set has been split.

Volume numbers for periodicals should follow this format: YYYY-MM-DD. For example: **2018-09-04** would be the correct volume number for September 4, 2018. **2018-09** would be the correct volume number for September 2018 or a September/October issue.

If you are going to circulate a Blu-Ray and DVD in one case please indicate this on your quick bib by putting Blu-Ray and DVD after the title (245 tag) ex. Pirates of the Caribbean (Blu-Ray and DVD).

It would be your best bet to split a Blu-Ray/DVD combo and make Blu-Ray d. 1 and the DVD d. 2. In the prefix if it is a Blu-Ray use Blu-Ray or if it is a DVD then use DVD.

If you are keeping your Blu-Ray/DVD item as a combo, the call number prefix would be "Blu-Ray + DVD." In any case, the item will always be classified as a Videodisc in the material type, loan period, and fine code. Remember to select the correct Collection: ABLURAY or ADVD. Select the collection based on where you are shelving them.

*For more information, please see the **Item Maintenance and Other Special Procedures** handouts.*