

ROLLING PRAIRIE LIBRARY SYSTEM

LLSAP

DATABASE STANDARDS MANUAL

**Prepared by
Database Standards Committee
of the RPLS LLSAP Users' Group**

Revised July 2009

INTRODUCTION

Welcome

Rolling Prairie Library System migrated to our present Horizon automation system on April 22, 2004. The company that owns Horizon is known as SirsiDynix.

All Library Systems in Illinois agreed to conform to Statewide Cataloging Standards. The latest version of these standards is available:

http://www.cyberdriveillinois.com/departments/library/whats_new/pdfs/catalog_standards.pdf

This manual incorporates requirements of these statewide standards. It is intended to address the needs of barcoders and copy catalogers. This manual does *not* serve as a comprehensive guide to original cataloging.

All libraries should strive to provide quality records. The purpose of this manual is to provide guidelines so we can provide a quality online catalog for our patrons.

Multiple supplementary documents to aid Horizon users are available at

<http://www.rpls.ws/dbs/manual/index.html>. The titles below are examples of what can be found; follow the link to see what is currently available:

- Searching for Bibliographic Records
- Determining if a Record is a Match
- Finding an OCLC Record with FirstSearch
- Importing OCLC Connexion data files into Horizon
- Fast-Adds - - Creating Fast-Adds, when and how to do it and Finding and Fixing Old fast-adds
- Merging and Re-linking records

Extraction Policy

Extraction of records for marketing purposes is not permitted. The use of our bibliographic records shall be restricted to only those entities with whom the Governing Board has authorized Rolling Prairie Library System to enter into a contractual agreement. Permission for extraction of records for other purposes shall be approved by the Governing Board.

Horizon Guides

It is important that all staff members of all libraries be familiar with the documentation provided by SirsiDynix. Users' guides are available as PDF files once they are installed from the Horizon Installation CD. To view any PDF file, you must install Adobe's Acrobat Reader on your workstation. The latest version of Acrobat Reader is free to download from Adobe's website at www.adobe.com. Once the PDF files and Acrobat Reader are installed, you can access the guides by logging into Horizon, clicking on **Help** on the top toolbar, and choosing **Launch Help Center**. All the guides are available on the drop-down menu. Also, you can search the PDF versions of any Horizon user's guide by clicking on the **Find (Binoculars)** icon. The following guides are available:

- Acquisitions Setup Guide
- Acquisitions Users' Guide
- Borrower Import Guide
- Cataloging Setup Guide
- Cataloging Users' Guide
- Circulation Setup Guide
- Circulation Users' Guide
- Community Resources Guide
- Closed Stack Access Guide
- Horizon Basics Guide (installed by default)
- Launcher Configuration Guide (installed by default)
- Portable Circulation Guide
- Reserve Bookroom Guide
- System Administration Guide
- Serials Users' Guide

If you only see the two default guides from your drop-down menu, please install the rest from the Horizon CD. If you need assistance, please contact RPLS.

Log In/Log Out

Consult the Horizon Basics Guide page 1-12 for information on logging in. Your library has a number of logins to Horizon. You may or may not use all of them. Some of the major features of each login are highlighted below.

Login Categories

“Director or Head Librarian” login - Personal name login for the director or head librarian. All privileges except those reserved for central site system administrative staff.

“Librarian” login – Very similar to the director's login. Designed for the librarian in charge in the absence of the director, or for those libraries where two or more people perform all job

functions in the library. This login combines the privileges of cataloging supervisor and circulation supervisor in one login.

“Cataloging Supervisor” login – Top-level cataloging functions, including Item Group Editor and reporting capability. Minimal circulation functions. Full search capability.

“Cataloger” login – General cataloger functions, but no access to Item Group Editor. Minimal circulation functions. Full Search capability.

“Circulation Supervisor” login – Top-level circulation functions including 30-day circ history on items and reporting capability. No cataloging functions except fast-add. Full search capability.

“Circulation” login – General circulation clerk functions but no access to 30-day circ history on items. No cataloging functions. Full search capability.

“Student worker/Volunteer” login – A low-level login. Checkout, check-in, record transactions for fines and fees, place requests. Full search capability.

How to Determine Logins

You will need to know your library’s 7-letter Horizon location code to construct all logins except that of the director. If you do not know this code, look it up at <http://www.rpls.ws/CLlibname.asp>

Personal name login for the director or head librarian. Use the first initial and last name, all lower case. Example: If the director of the library is John Smith, his login is jsmith.

“Librarian” login – Your library’s 7-letter Horizon location code, with the letters “lib” attached to the end. Example: If your library’s location code is abcdefg, your “Librarian” login is abcdefglib.

“Cataloging Supervisor” login – Your library’s 7-letter Horizon location code, with the letters “cats” attached to the end. Example: If your library’s location code is abcdefg, your “Cataloging Supervisor” login is abcdefgcats.

“Cataloger” login - Your library’s 7-letter Horizon location code, with the letters “cat” attached to the end. Example: If your library’s location code is abcdefg, your “Cataloger” login is abcdefgcat.

“Circulation Supervisor” login - Your library’s 7-letter Horizon location code, with the letters “circs” attached to the end. Example: If your library’s location code is abcdefg, your “Circulation Supervisor” login is abcdefgcircs.

“Circulation” login - Your library’s 7-letter Horizon location code, with the letters “circ” attached to the end. Example: If your library’s location code is abcdefg, your “Circulation” login is abcdefgcirc.

“Student Worker/Volunteer” login - Your library’s 7-letter Horizon location code, with the letters “swv” attached to the end. Example: If your library’s location code is abcdefg, your “Student Worker/Volunteer” login is abcdefgswv.

Passwords

Initially, the password is the same as the login. So director John Smith would login as “jsmith” with a password of “jsmith”. The first time he logs in, he will encounter a screen asking him to change his password. He will need to type the password twice. From that time on, he will log in as “jsmith” but use his new password. If he wants to change his password at any time, he will call any of the LLSAP staff at RPLS headquarters who will set the password to require a change at the next login. The same applies to all other logins. More than one person may be assigned the same login, but each login can only have one password. Therefore, all individuals assigned to one login must use the same password.

Changing Users or Logging Off

To log off, simply click on the **X** in the upper right hand corner. It is also possible to log off by clicking on **File** in the upper left hand corner and choosing **Exit**.

Consult the Horizon Basics Guide page 1-16 for information on changing users.

SECTION ONE

Barcoder Certification

Statewide Cataloging Standards require that any person working with bibliographic records and item records successfully complete Barcoder Certification. All library patrons benefit from correct and consistent records. When items are attached to the incorrect bibliographic record, patrons cannot rely on retrieving the item they need.

The Database Standards Committee developed training materials which can be located on the Rolling Prairie website at <http://www.rpls.ws/BCcert/index.htm>

All cataloging staff (including staff who choose records and apply barcode labels) should now be certified or plan to become certified within three months of hiring by an LLSAP Library. Certification is a two-step process: a two-day class and the performance evaluation “test.” The Barcode Certification Performance Evaluation is offered approximately four times per year. There are two parts to the evaluation, both of which must be passed at the same sitting of the Evaluation. The first part is made up of matching, multiple choice and short answer questions on general terminology, basic MARC and searching.

Detailed explanation, and helpful background documents are available at <http://www.rpls.ws/BCcert/index.htm>; additional Prep Class materials and worksheets are at <http://www.rpls.ws/BCcert/Class/class.htm>

Dates for the classes and the Performance Evaluation are posted in the Prairie News <http://www.rpls.ws/news.htm> and in the L2 Library Learning Calendar <http://www.librarylearning.info/?LibSys=RPLS>

Libraries must maintain at least one certified barcoder on staff or their cataloging privileges will be suspended.

It is also the responsibility of LLSAP member libraries to inform Database Standards of any changes to cataloging staff. New staff members should be certified within three months of hire or assuming cataloging duties.

SECTION TWO

Searching For Bibliographic Records

When barcoding or copy cataloging, the first step is always to look for a record in Horizon that matches the item you wish to catalog. If the item is not in Horizon, you should proceed to FirstSearch to try to find an OCLC WorldCat record to import.

For detailed instructions and examples of current Horizon searching techniques, refer to Horizon Basics Guide, Chapter 4, "Searching." You can also refer to training materials at the RPLS website, http://www.rpls.ws/dbs/manual/suppl/search_for_match.pdf

IMPORTANT: It is extremely important that a thorough search be conducted in Horizon at this point. We need to keep the database as clean as possible and free of duplicate bibliographic records.

The database will be checked monthly for duplicate records. If your login is responsible for any duplicates, you will be notified and asked to correct them promptly.

Tips for Searching and Finding Matching Records

Search by the following fields:

1. Title, author, or combination of title and author.

Combination searches in Horizon are fastest if done as a General Keyword search. If you are looking for "Gone with the Wind" by Margaret Mitchell, type *gone wind Mitchell* as a General Keyword search. Alternately, you can choose Title Browse when you know the start of the title or the exact title.

AND

2. ISBN or OCLC accession number if you have one. Remember that an ISBN search may bring up more than one record. If an OCLC number search brings up more than one record, please report it to someone on the Database Standards Committee -- there should only be one bibliographic (bib) record for each OCLC number.

Remember: Never rely on an ISBN search only - - Be Persistent!

Do You Have a Matching Record?

Before attaching to a bibliographic record, you need to examine it as a full MARC record. Never work from a brief record. Send the bibliographic record to the MARC editor (click on the Send

To icon in the top tool bar). You can also refer to the training materials prepared by Rolling Prairie, found at http://www.rpls.ws/dbs/manual/suppl/determining_match.pdf
Compare the following fields with the item you have in hand:

Library of Congress Control Number (010)

ISBN (020) (note that ISBN is no longer a required match point but can be an additional confirmation element for the record)

Main Entry (1xx)

Title (245)

- **GMD (General Material Designation)**

Be sure to use the AACR2-approved GMD for the item you are matching. DO NOT edit a bib record's GMD (245 \$h).

Edition (250)

- Be careful with edition statements. For example, if working with a title such as the Merck Index, do not attach a 12th ed. item to the 10th ed. Bibliographic record. Consider attaching to the series entry rather than creating different entries for different editions. If there is not yet a series entry in Horizon for such an item, refer the item to someone experienced in locating and adding a series record to Horizon. This will keep the database cleaner.

Paperback Fiction vs. Hardback Fiction

- It is preferred that an OCLC bibliographic record be found that reflects both a paperback ISBN and hardback ISBN or that a paperback bibliographic record be found for a paperback book.
- Remember to identify a paperback book in the call number or collection code of the item.
- A paperback edition of a hardback book may be attached to the hardback record if the number of the edition is the same (i.e. first edition, etc.). Designate in the item record that this record is a paperback record by indicating in the call number or the collection code of the item.
- For works of fiction, find a correct OCLC record if it is a different illustrator or adapter, a condensed version, abridged or retold by. Please indicate under call number or collection code if your item is a paperback copy.

Large Print Editions

- Find an OCLC bibliographic record that reflects your large print edition. Remember to identify a large print edition in the call number or collection code of the item.
- Anglo-American Cataloging Rules, 2nd ed. (AACR2) specifies the exact format used for large print editions. This format is a part of the 245 field, represented by this example:
Rapture in death \$h [text (large print)] / \$c Nora Roberts writing as J.D. Robb.
- DO NOT edit/change any bibliographic record's statement regarding large print editions. (DO NOT edit a regular print edition record to match a large print book, or vice-versa.)
- DO NOT attach large print items to regular print records, or vice-versa.

Imprint (260) – Information about the publisher

- Scholastic books must be on an OCLC bib record that reflects Scholastic in the 260 field. They are not to be added to bib records of a different publisher.
- A separate division or imprint of a major publisher does not require a separate record. Some examples of divisions are: Torch an imprint of Harper & Row; Collier, an imprint of Macmillan; and Tempus Books, an imprint of Microsoft.
- Permabound and Book Club books do not require a separate record.
- A book reprinted by arrangement with another publisher in which no editorial changes have been made does not require a separate record. An example of this is the Bantam edition of the Guinness Book of World Records, which states on the title page verso "A Bantam Book/Published by arrangement with Sterling Publishing Co., Inc. The verso also states "This edition contains the complete text of the original hardcover edition. NOT ONE WORD HAS BEEN OMITTED."

Physical Description (300)

Notes fields (5xx)

- May provide important information about specific variations in the item (physical format, reproduction, additional edition notes, contents)

Added Entries (7xx)

NOTE: Be sure to carefully match the item to the record. If you are unable to get a good match, it is likely that the cataloging of this item is beyond the scope of a barcoder or copy cataloger. Refer the item to someone experienced in original cataloging.

Watch for Monographic Serial Records

A “monographic serial” is an item published annually or biannually such as *Book of the States* or *World Almanac and Book of Facts*. These are examples of monographic serials.

Libraries may wish to attach to a bibliographic record that is a serial record in order to cut down on the number of records per title. However, the Database Standards Committee and the Serials Subcommittee have determined that libraries may use whichever format is required by their own policies.

How can you tell a serial record from a monographic record in such cases?

Look at the MARC version of the record for *World Almanac and Book of Facts* (currently Horizon bib# 1766874):

Notice in the 000 field: BLvl : m [This means the bibliographic level is “monograph”]

260 field: \$c 2008 [an exact date is present]

300 field: there is a full description of the item, with pagination.

Now look at the MARC version of Horizon bibliographic record 792627:

In the 000 field: BLvl: s [This means the bibliographic level is “serial”]

260 field: \$c 1923- [The date is ongoing, not just one year]

300 field: \$a v. [The v. stands for volume, meaning there is more than one]

362 field: \$a 1923- [Again, the date is ongoing]

SECTION THREE

Attaching Items to Bibliographic Records

Follow the steps outlined in Horizon Cataloging Users' Guide, Chapter 6, Item and Copy Records.

IMPORTANT NOTE: When you find a bibliographic record in Horizon with no items attached, the bibliographic record may be marked "Staff-Only." These itemless bibliographic records were marked staff-only so they would display in Horizon (the staff interface) but not in HIP. If you add the first item to one of these bibliographic records, you will need to restore it from "Staff Only" so that your item will be visible when your patrons search for it in HIP.

Follow these directions to un-check the staff-only box:

http://www.rpls.ws/training/pdf/itemless_bibs.pdf

Some of the specific codes you will need are:

Location code: a 7-letter code assigned to your library (such as *decpdpl* or *spipllm*). If you do not know this code, look it up at <http://www.rpls.ws/CLlibname.asp>

Collection code: Your library will have specific codes for the various collections, such as Reference, Legal, etc.

Call type: Your library will have specific codes, such as the code for Dewey, Library of Congress, Local call number, etc.

Call number: Be sure that you type in the call number for YOUR Library. Make sure the call number format matches the "call type" you have chosen. In other words, if you have *ddc* in the call type box, you must have a Dewey Decimal call number. For consistency in certain reports, some call number formats have been designated by the Database Standards Committee.

NOTE: If you are **not** concerned with retrieving reports based on circulation of materials in certain call numbers, you can use your local call number format.

Whatever call number format you use, be consistent!

If your library is concerned with retrieving reports based on circulation of materials in certain call numbers, you must follow these formats:

(* equals 1 space in the examples)

NOTE: Do not type the * It appears in the example so that it is clear that there is a space between the REF and the 123.45.

For Reference,
REF*123.45*JOH This will display as:

REF
123.45
JOH

For Juvenile non-fiction,
J*123.45*JOH This will display as:

J
123.45
JOH

For Juvenile reference,
J*REF*123.45*JOH This will display as:

J
REF
123.45
JOH

For Young Adult,
Y*123.45*JOH This will display as:

Y
123.45
JOH

For Juvenile materials use J rather than JUV or JUVENILE.

For Young Adult materials use Y rather than YA or YOUNG ADULT.

NOTE: If you want reports by call number (for inventory or circulation reports) it is important to be consistent.

Item Status: Leave the item status to the default setting “in cataloging.” When you have totally finished working with the item and are ready to put it on the shelf, check it in (in the Circulation window.) This will change the status to “available.”

NOTE: For those libraries that do not use “Available” as a status, click on the codes button to see the list of valid status codes when you are adding the item. Your own library should have a decision made on which code to use, based on your own circulation policies.

TIP: When you are finished editing the Item Record it is a good idea to search the item and see how it displays. Check to see if you are satisfied with the call number display, the copy number statement, or the volume number.

SECTION FOUR

Finding An OCLC Record

When there is no bibliographic record in Horizon which matches the item you are cataloging, you will need to try to find an OCLC record. According to Illinois Statewide Cataloging Standards, effective July 1, 2004, OCLC must be the source of all records that enter an LLSAP database. At the present time, this means that you will need to search FirstSearch to find a bibliographic record that matches your item.

Once you find an OCLC record in FirstSearch, print out the record or write down the OCLC number. You will need this number when importing into Horizon, either through Connexion or by using Z39.50.

Please refer to the detailed instructions found in the training materials prepared by Rolling Prairie, http://www.rpls.ws/training/cc_catme/cc_firstsearch.pdf

Using an existing OCLC or Horizon record and editing it to fit your particular item is not allowed under any circumstances. If such records are found they will be deleted.

Importing Records Into Horizon

There are two ways to import records into Horizon: Z39.50 and Connexion.

1. Use the Z39.50 search command to import individual records. This command is located in the Searching folder on the left-hand Navigation Bar in Horizon. After you find the OCLC record, send it to the MARC editor, and SAVE it. After you have it saved, be sure to follow the procedures to **disconnect** from the Z39.50 server. Detailed instructions for using Z39.50 in Horizon can be found here:
http://www.rpls.ws.dbs/manual/suppl/z3950_basics.pdf.

WARNING: When you use Z39.50 to import records, it does not search to overlay duplicate records. Be sure to search the system before and after the import process, using OCLC number, to make sure there are not any duplicate records. If you find a duplicate OCLC bibliographic record, attach your item to the existing OCLC bibliographic record and delete the bibliographic record you brought in. If you have any questions, please contact a member of the Database Standards Committee.

TIP: It is easier to use the Z39.50 interface if you ALREADY know the OCLC accession number. Search in FirstSearch for the bibliographic record that matches your item. Once you find the bibliographic record you want to use, print out the record or write down the OCLC accession number. Then search the accession number in the Z39.50 interface.

2. Use Connexion to import a batch file of multiple OCLC records. Instructions on importing Connexion files in Horizon can be found at http://www.rpls.ws/training/cc_catme/catme_file_import.pdf This is a useful “cheat sheet” to keep handy when importing records into Horizon.

If you need instructions on using Connexion, refer to the Rolling Prairie training materials found at http://www.rpls.ws/training/pdf/connexion_simple_install.pdf and http://www.rpls.ws/training/pdf/using_connexion_rev.pdf

TIP: Consider importing records in batches of no more than 20 records at a time. That way the import process will go quickly and if you have any errors they will be easier to locate.

NOTE: Be sure to search the system before and after the import process, using OCLC number, to make sure there are not any duplicate records.

IMPORTANT NOTE: When the import process begins, Horizon displays the MARC Import Status Window. A progress bar indicates how quickly the import process is proceeding. When the process is finished, the screen will indicate “completed.” At this point, you need to look at this window closely to see if there have been any bibliographic overlays.

Overlays

- An overlay may be intentional. You may include in your batch file a "replacement" record for a current Horizon record that is incomplete and needs updating. You know that the record will overlay an existing record, and that is exactly what you want it to do. If this is the case, you only need to verify that the record you thought would be overlaid is, in fact, the one that was overlaid.
- An overlay may result from two libraries putting in the same record within hours (or even minutes) of each other. Even careful searching, done in a timely manner, may occasionally miss a record such as this. In that case, you should again verify that the overlay was for the same record. You may need to make a call to the other library involved if you can't determine from their item record that their item matches yours.

SECTION FIVE

Editing a MARC Record

Refer to RPLS training materials found at
http://www.rpls.ws/training/cc_catme/editing_records.pdf

Editing must be done in OCLC and then brought into Horizon.

YOU MAY

- Enhance a bibliographic record in OCLC and import it into Horizon. Merge the two records, with the surviving record to be the enhanced record. Enhancing a record in OCLC should be done by an experienced, authorized cataloger. You should not heavily edit a MARC record once it is imported into Horizon. The whole purpose of importing OCLC records is to keep various statewide databases consistent
- If you are a medical Library, you may add MESH headings.

YOU MAY NOT

- Change subfield tags. For example, in DRA/SIRSI, subfield \$v had to be changed. The Horizon software will index subfield \$v.
- Make editorial changes to make the MARC record match the piece you have in hand. For example, if the MARC record is for the 2nd edition of a book, and you have the 3rd edition in hand, you may not simply edit the MARC record to match your book!
- Delete subject headings.

NOTE: Questions regarding editing should be directed to the Database Standards Committee.

After you have imported your records, you are ready to attach individual items to the bibliographic record. See Section 3 “Attaching Items to Bibliographic Records” of this manual.

TIP: When you are finished editing the **Item** Record it is a good idea to search the item and see how it displays. It is helpful to see how it displays in HIP also, since that is what your patrons will see. Check to see if you are satisfied with the call number display, the copy number statement, or the volume number.

Guidelines for 945 \$b OCLC DO NOT SET

For non-bibliographic records, the following tag should be added to each record:

945 \$b OCLC DO NOT SET

Examples of non-bibliographic records:

- Equipment
- Oral History
- Draft Dissertations
- Generic paperback dummy records
- Biology Experiments

Vertical File
Art Prints
Generic Periodical dummy records
Reserve Items
Interlibrary Loan dummy records

When our database is uploaded to OCLC, these records will not be sent. Application of this field should be judicious. This field is not a dumping ground! Any questions should be directed to the Database Standards Committee.

How To Report Errors in OCLC Records

If you believe you have found an error in an OCLC record (whether in OCLC itself or in a Horizon record originating from OCLC) go to FirstSearch and determine if the record has already been corrected by OCLC. If so, you will need to import the corrected record and merge/overlay it in Horizon. If the record has not already been corrected in WorldCat, it must be reported to OCLC for correction.

Look closely at the record using the full MARC format. A record cannot be corrected in Horizon.

Go to OCLC's instructions for a WorldCat Record Change Request found at

<https://www3.oclc.org/app/bibchg/>

These instructions explain the online form and when proof must be faxed.

If the error is a simple typographical error, you may opt to report it to a member of the Database Standards Committee who has authority from OCLC to correct such errors.

Merging Bibliographic Records

In order to maintain a clean database, one free of duplicate records, it may be necessary to merge bibliographic records. For more detailed instructions on merging, consult the Horizon Cataloging Users' Guide, page 4-19. Merging acquisition records is covered in the Acquisitions section of this manual, Section 9.

An instruction sheet from RPLS on merging records and relinking items is available at

http://www.rpls.ws/training/pdf/merge_relink.pdf

CAUTION: Please be careful when using the merge command. Once you select records to merge, one is a “surviving” bibliographic record, and one is a “dying” bibliographic record. Remember that only the records to be merged should be open in the MARC editor. Once the merge is completed, you cannot get the “dying” bibliographic record back.

Remember that you may be merging a bibliographic record put into Horizon by another Library, and there may be item records attached. If you have any doubts about proceeding with a merge,

please either consult an experienced cataloger in your own Library, or contact a member of the Database Standards Committee.

If you suspect you have two duplicate records that may be candidates for a merge, it is a good idea to send both records to the MARC editor, print them, and examine them closely. Check to see if the records have the same OCLC number, same title, etc. One record may have an OCLC number and one may not. Look at each field closely before continuing.

Any items attached to the “dying” bibliographic record become attached to the “surviving” bibliographic record.

If you do a merge, be sure to click SAVE when you are finished.

Working With Itemless Bibliographic Records

When you find a bibliographic record in Horizon with no items attached, the bibliographic record may be marked “Staff-Only.” These itemless bibliographic records were marked staff-only so they would display in Horizon but not in HIP. If you add the first item to one of these bibliographic records, you will need to restore it from “Staff Only” so that your item will be visible when your patrons search for it in HIP. Follow these directions to un-check the staff-only box. See http://www.rpls.ws/training/pdf/itemless_bibs.pdf.

SECTION SIX

Withdrawing Item Records

In DRA/SIRSI, throughout the month libraries would mark items withdrawn that they wanted deleted from the database. The first of each month RPLS would run two reports; one would generate a count of all items marked withdrawn (*Withdrawn Item Report*) and the other would list those items and actually purge them (second version of *Missing Item Report*), creating a statistic for each deletion. In Horizon, we have come up with a similar process, but libraries will be responsible for generating their own reports/lists.

Items may be deleted in cataloging one at a time. Statistics are reported on the *Monthly Report – Overview* in the section *Item Delta: Deleted (Manual)* and *Deleted (Batch)*. These statistics are counts only. If you currently delete your own items in cataloging and do not care about generating a list of withdrawn items that would include author, title, call number, etc., the utility program we will be using to purge withdrawn/deleted items (*killitem*) will not affect you. You may continue deleting items in cataloging.

If you would prefer a list of all items deleted that includes author, title, call number, etc., do not manually delete the items in cataloging. Instead you must change the status of the item(s) you want deleted to **w** for withdrawn, generate a list of your withdrawn items using either *Item Group Editor* or *Inventory* prior to RPLS running *killitem*, a process that tags the item(s) as deleted. Every week, RPLS runs an item purge (after sending a file of deleted items to OCLC, so that they can be deleted from WorldCat), and tagged items are removed from the database. The statistic (count) for purged items will appear on the same report and in the same section mentioned above.

When *killitem* is run each month, the previous two months' withdrawn items will not be purged; i.e. in November, the program will only purge withdrawn items through August 31st; September and October's withdrawn items will be left in the database. In December, the program will only purge withdrawn items through September 30th; October and November's withdrawn items will be left in the database; and so on. To avoid collisions in the database, we must run *killitem* early in the morning. The "killed" items are tagged for deletion and await the weekly purge run, at which time all tagged items are removed from the database.

Two things to remember:

- When deleting items, either manually in cataloging or if relying on the *killitem* process, you are responsible for deleting the bibliographic record if your item is the last one attached to that bibliographic record. Working from a list of withdrawn items, if one of the fields in the display is the bib#, makes it easier to refer to and is less pressing to complete immediately. However, bibliographic record deletions must be completed in a timely manner.
- Once *killitem* finishes, all withdrawn items are tagged as deleted items. The barcodes are no longer indexed, so are not searchable, but the bibliographic records are. If you search by bib#, the barcode looks something like: D_473684 until the item is purged.

To change the status of items to w (withdrawn) individually:

1. In Horizon, click on **cataloging>item record>item barcode lookup**
2. Enter an item in the *Item Barcode* window
3. Highlight the same item in the list that displays
4. Click on **edit**
5. Change *item status* to **w**
6. Click on **Save and Close**

To change the status of items to w (withdrawn) in batch:

1. In Horizon, click on **administration>group editor>item group editor**
2. **VERY IMPORTANT**: Click on **append list** in the *Compound Search* window
3. Highlight **barcode**, type or scan barcodes in *Search for:* window
List will build in the background.
TIP: If typing, press enter after each item.
If scanning, do not press enter after each item.
4. When finished typing/scanning, close *Compound Search* window (x)
5. **ctrl-a** to select all (to highlight entire list)
6. Click on **edit**
7. Click on **OK** when prompted to do a batch change
8. Change status in *item status* field to **w**
9. Click on **Save and Close**

To generate a printable list of items with the status of w (withdrawn):

1. In Horizon, click on **inventory>report missing inventory**
2. Highlight **Loc** and enter your seven letter location code in the *Search for:* window
3. NOTE: If you do not know this code, look it up at
http://www.rpls.ws/datastand/s35_dra_member_libraries_codes_list2.asp
4. Click on **and**
5. Highlight **Item Status** and enter **w** in the *Search for:* window
6. If you want to generate a list of all items to-date with a status of **w**, click on **Search, OR**
if you want to generate a list of all items with a status of **w** that have been changed during
a specific time period, click on **and**
7. Highlight **Last Status Update**
8. Click on **Date Range** and choose **Prior to, Since** or **Range**
9. Enter the appropriate date (or date range) using the format **mm/dd/yyyy**
10. Click on **OK** and then on **Search**
NOTE: If you get a message stating you are using too much memory and asking if
you want to close the process and reallocate memory, **ALWAYS ANSWER NO.**
You may have to do this several times depending on the size of the list.
11. Once the list has been generated, click on **Display** and highlight the fields you want
displayed in your list; be sure to include bib#; click **OK**
12. Click on **Sort** and highlight the field(s) you want the list sorted by; click on **OK**
13. Click on **print** icon at the top of your screen

You may also use **Item Group Editor** to generate a list, following similar steps as mentioned above. However using **Inventory** is recommended if you want to use the date range option, which is not available in **Item Group Editor**.

SECTION SEVEN

Audiovisual / Non-Book Materials

When cataloging an audiovisual item (i.e., sound recording, video recording, electronic resource, kit), you should follow the same searching procedures you would with a book. First, see if the item already has a record in Horizon by searching author, title, music number (028 field), performers, etc. If a record that is a potential match is retrieved, send it to the MARC Editor. Then compare the MARC record with the item you have in hand.

NOTE: General Material Designations (GMD) – 245 \$h
GMD is covered in Bibliographic Formats and Standards, chapter 2.1,
<http://www.oclc.org/bibformats/en/onlinecataloging/default.shtm>

‡h [art original]	‡h [microscope slides]
‡h [art reproduction]	‡h [model]
‡h [chart]	‡h [motion picture]
‡h [diorama]	‡h [picture]
‡h [electronic resource]	‡h [realia]
‡h [filmstrip]	‡h [slide]
‡h [flash card]	‡h [sound recording]
‡h [game]	‡h [technical drawing]
‡h [graphic] *	‡h [toy]
‡h [kit]	‡h [transparency]
‡h [microform]	‡h [videorecording]

Is it a match?

When dealing with audiovisual materials, it is not uncommon to have individual works appearing in several different formats and versions. Therefore, in determining if you really have a match, you need to be extra careful. For example, if the item in hand is a book on CD, make sure that the corresponding MARC record is also for a CD and not a cassette. You will find this in the physical description (300) field and in the GMD (245\$h) subfield. Also, if the item in hand is an abridged version, you need to make sure the one in Horizon is also abridged, not unabridged. You will find this information in a note (500) field.

If you determine that you have a match, you can attach your item to that bibliographic record, following the steps outlined in this manual Section 3 “Attaching Items to Bibliographic Records” and Horizon Cataloging Users’ Guide, Chapter 6: Item and Copy Records.

If you don't find a matching record in Horizon, you must import a matching OCLC record from WorldCat.

If no OCLC record is found for the item in hand, a new record must be created in OCLC using Connexion. See Section 10 "Original Cataloging" at the end of this manual.

SECTION EIGHT

Fast-Adding Item and Bibliographic Records

In our former DRA/SIRSI system, fast-add records were called “on the fly.” Instructions on how to fast add item and bibliographic records can be found at:

http://www.rpls.ws/training/pdf/fast_add.pdf

Before fast-adding an item, be sure that the barcode has scanned accurately. Often, scanners do not pick up all digits in a barcode, and this error may lead to an accidental, unnecessary fast-add.

For more instructions on fast-adding item and bibliographic records, consult the Horizon Circulation Users’ Guide pages 6-26 to 6-28. For more information on checking in a fast-added item, consult the Horizon Circulation Users’ Guide page 2-14. **Fast-add should be used with extreme caution. This is to be used as a temporary way to check out items. The item should be circulated only once then it needs to be fully cataloged. This should by no means become a practice on which you frequently rely.**

Steps to catalog a fast-add item and bibliographic record when the item comes back

1. Search Horizon for a full OCLC bibliographic record that matches the item
2. If an OCLC record is not found, search WorldCat to find a bibliographic record and import it into Horizon. For more instructions refer to Section 4 of this manual “Finding an OCLC Record” and “Importing Records into Horizon.”
3. Once the OCLC bibliographic record is in Horizon, merge the fast-add bibliographic record with the OCLC bibliographic record. For more instructions refer to Section 5 of this manual “Merging Bibliographic Records”. Be sure that the OCLC record that you want to keep is “surviving” while the fast-add bibliographic record is “dying.”
4. After the merge, the item record that was fast-added will be attached to the OCLC bibliographic record. Edit the item record by making sure all fields are filled in according to your library’s procedure. **Uncheck the fast-add box on the item record and save your changes.** For more instructions, refer to Section 3 of this manual “Attaching Items to Bibliographic Records.”

If you have any questions about the fast-add process, please contact an experienced cataloger or a member of the Database Standards Committee.

SECTION NINE

Acquisitions

The Horizon acquisitions module is used to create purchase orders, invoice materials, produce on-order records and run reports on materials received. For information on the initial setup and use of the Acquisitions Module, please consult the Horizon Acquisitions Setup Guide and Acquisitions Users' Guide. For further information, contact RPLS.

The Acquisitions module is the only method that should be used to create brief bibliographic records (also called On-Order records) in the SirsiDynix/Horizon database. These brief bibliographic records are created with default items, in order for library patrons to view and request newly ordered titles while searching their Online Public Access Computers (OPAC). On-Order records are created in the Purchase Order process. A purchase order is created to track the title, quantity, and prices of the items being purchased by the lending institution.

Tasks in Acquisitions module involve the creation, tracking, receiving, and invoicing of the items added to each purchase order. The Acquisitions module also provides features that allow users to create reports based on budget types, dates titles are received or ordered, and budget year.

The following basic steps are the preferred order of operations when using the Acquisitions module to order and receive materials;

- Create a new Purchase Order (PO) form (templates can be created and saved for future use)

In order for items created in the PO to appear in the OPAC, one of the Create Item(s) options should be selected in the purchase order header. The preferred choice is the "Create item at line approval" option which allows immediate viewing and requesting of the item. The Create Copy(s) options *are not* to be used at this time.

- Search the Horizon catalog [first] for titles to add the Purchase Order.

Each title creates a line item in the PO. Once the titles are added to the PO, the quantity, cost and budget are added to each line. The PO is then approved which encumbers funds from the selected budgets. Workslips are optional. In the event that a bib record is not currently in the database, there are two options available:

- a. Export the record from the OCLC database
- b. Create a brief/On-order bibliographic record

If there isn't a matching OCLC record available, a brief On-Order record can then be created by adding the title, cost and budget information manually in the "new" form option in the purchase order. The ISBN number should be added if it is available. Brief bibliographic records are created automatically

using the information entered on the purchase order form. Brief bibliographic records are intended to be used as temporary bibs only, until they are replaced by records that have been catalogued more completely. These titles appear in your catalog if *item records* are created at receipt. Original cataloguing in Horizon is prohibited. The following link provides two examples of how brief On-Order records should appear in the catalog. Instructions on “Creating On-order Records” can be found here:

<http://www.rpls.ws/dbs/manual/suppl/acquisitions.pdf>

Notice the 945 field “OCLC DO NOT SET”, alerts the user that the record is not fully catalogued. Replacement bibliographic records are exported from the OCLC database, after which, the brief record should always be overlaid or merged with the matching imported bib. For further instruction, see “Merging bibliographic records” in Section 5 of this manual. Note: the majority of the brief on-order records created will not be overlaid when importing an OCLC record therefore in the majority of cases a merge will be necessary.

- Invoice new items as they arrive.

As these items are invoiced their status is changed from the “on-order” status. Items that haven’t been received/cancelled and items that have been returned to the vender with no plans for reorder should be deleted from the database with the bibliographic information. Horizon will not allow deletion of bibliographic records that have been altered or with other items attached. Libraries using the Acquisitions module should periodically check older purchase orders to be sure they are in the “completed” status. Closing out outstanding purchase orders and rolling over fiscal year budgets are essential to keeping the Horizon database free of orphan bibs/items.

SECTION TEN

Original Cataloging

- Because of the Illinois State Library mandate that all bibliographic records must be OCLC-derived, **you may not create original bibliographic records in Horizon**. It must be done in OCLC and then imported into Horizon. That is the reason we do not have workforms for original cataloging included with this manual.
- If you have an item that requires original cataloging and you do not have this expertise within your own library, you will need to find someone to help you.
- You may send the item to the Cataloging Maintenance Center at Lewis & Clark Library System. Their staff will create an original record in OCLC for a reasonable fee.
- You may contract with one of the several free-lance catalogers who have agreed to serve RPLS LLSAP libraries. These individuals are former employees of LLSAP libraries and charge for cataloging based on complexity of material. Contact RPLS for more information.
- You may establish a working relationship for original cataloging with another LLSAP member library. Fees and scheduling will be negotiated between you and the other library.
- Some classes on aspects of original cataloging may be offered on an occasional basis by the Illinois OCLC Users' Group (IOUG). See <http://www.ioug.info/training.html> for further information.
- Go to OCLC's Bibliographic Formats and Standards (<http://www.oclc.org/bibformats>), Section 4, for information on when to input a new record.

REMINDER: If an OCLC record contains an error, you may not simply bring it in and then make the correction in Horizon. This results in uploading problems. Contact a member of Database Standards Committee; it is possible that one of us is a participant in OCLC's Expert Community Experiment and will be able to correct the OCLC record.

SECTION ELEVEN

Serials

The serials component in Horizon is a valuable tool for keeping track of the serials titles, issues, and check-ins of periodicals in a library. It is not a requirement to use the serials component, but it is a useful tool that is easily adapted to fit the needs of an individual library. If a library does choose to use the serials component, it is necessary to follow the same database standards as those required for Horizon and OCLC.

In DRA, libraries used to create bib records for each year of a title held. (For example, Time magazine would have a bib record for Time-1999, Time-2000, Time-2001, etc.) In Horizon, we no longer create extra bibs, but rather all of the Time magazine holdings are on the same bib record. Therefore, it is crucial to follow basic searching procedures with serials as you would with monographic titles before bringing in a new bibliographic record.

If you find that a title you receive is not yet in the database, contact a member of the serials subcommittee. The serials subcommittee will bring in a good record from OCLC, create a baseline record, and then create the prediction pattern for that record.

Once a title is in the database, the library will copy the baseline to create their copy record and copy the prediction pattern so that they may begin checking in their items. For questions on how to complete the copying processes, contact the subcommittee or see the subcommittee website for step-by-step instructions (<http://www.rpls.ws/training/serials/training.html>).

When a library chooses to delete some of their holdings from a bib record but not the entire title, the library is responsible for maintaining their records, both by deleting the items in their copy record and updating the summary of holdings. Instructions for deleting items from a serial bib record and for cleaning up the summary of holdings are on the serials subcommittee web page.

When a library chooses to delete **all** of their holdings within a title, they should withdraw or delete all of the items attached to their copy record. Then they should contact Jo at RPLS to purge the copy record. This will eliminate the library's copy record from the database.

Even after all of the cleanup and maintenance have been completed in Horizon, it will still be necessary to make changes in OCLC/SILO as needed. Subcommittee members/RPLS staff are no longer responsible for creating or updating SILO records in OCLC. It will be the responsibility of each library to maintain their own OCLC Local Holdings Records (LHR) so that their holdings show up accurately in OCLC. This is an important step in maintaining your serials records as this is the information that is shared with the rest of the world, while Horizon is only used by those in the local database. If you need training in serials holdings in OCLC, please contact RPLS for more information.

SECTION TWELVE

Problem Resolution

The policies and procedures of the Users' Group are intended to create and maintain a smoothly functioning system, which operates consistently in fairness to all members. Participating members will make every effort to communicate and resolve problems between themselves whenever possible. Continued non-compliance with adopted statewide standards and procedures will result in the following remedies:

1. The library will be notified by the Database Standards Committee of recurring noncompliance issues reported to the committee by participating members. Staff training and assistance will be offered to insure that all cataloging standards and procedures are understood and followed. Appropriate RPLS staff and / or a mentoring Librarian will be called upon to assist in training to resolve problems.
2. If after training, assistance and a 30-day period in which to comply with Users' Group cataloging standards and procedures, a library is still not in compliance, then a letter of notification will be sent by the Governing Board of the Users' Group to the Library Director stating the problem and the recommended resolution.
3. If after training, assistance and written notification of non-compliance by the Governing Board to the Director, the problem is still not resolved, within 2 weeks a letter will be sent to the appropriate Board, Superintendent, Agency, or Corporation administrator notifying them of the non-compliance issue and requesting a resolution to the problem.
4. If a resolution cannot be reached, the Governing Board or the noncompliant member may request mediation. The Governing Board will be called to meet with the library personnel involved to hear the problem and to make recommendations to resolve the issues.
5. If a library does not comply with the mediation committee's recommendations within the time specified by the Governing Board, then a recommendation will go to the Rolling Prairie Board to terminate the library's LLSAP Participation Contract on the grounds that policies of the Users' Group have been intentionally violated.
6. Following such a vote, the governing boards of all parties involved will be notified of the recommendation made to the Rolling Prairie Library System Board.