

## Working with Itemless Bib Records

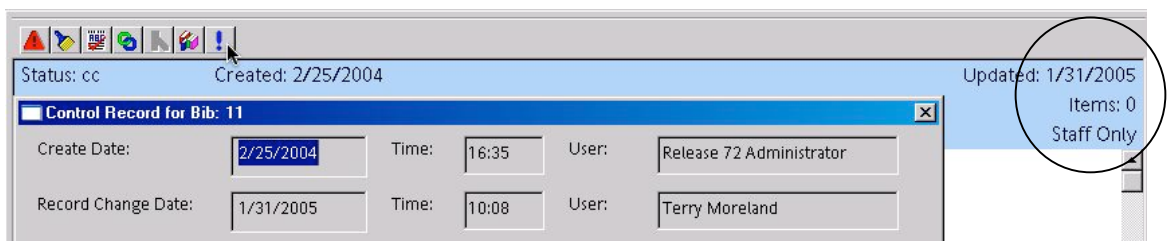
At its April 2005 meeting, Governing Board approved a recommendation from the Database Standards Committee that all bib records having no items attached be marked “Staff Only.” The result of this action is that the “itemless” bibs will appear in stafpac but not in HIP. This will minimize confusion and frustration on the part of patrons who might otherwise find these records and then see that there are no items available for them to borrow.

In May, 2005, RPLS staff identified over 43,000 bib records in the database that had no items attached. These items were marked “Staff Only,” and the database was reindexed.

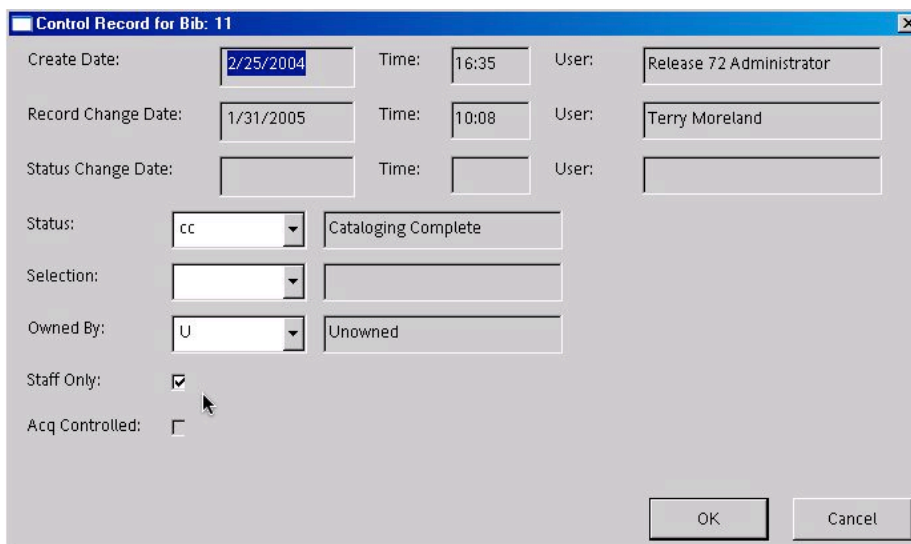
**If you add the first item to one of these bib records, you will need to restore it from “Staff Only” so that your item will be visible when your patrons search for it in HIP.**

**Note that these instructions DO NOT apply to a bib record that you just brought over from OCLC via Z39.50 or Connexion (where, of course, you will be adding the first item, but the bib will not be marked “Staff Only”).**

- Bring up the bib record in MARC Editor. If there are zero items attached, and the record indicates “Staff Only” beneath the number of items, you will need to check the control record. Click on the blue exclamation point at the right end of the MARC toolbar. A control record for your bib will appear.



- At the bottom of the control record is a checkbox that indicates the bib is “staff only.”



- You will need to uncheck this box if it is checked, then click on “OK.”

**Control Record for Bib: 11**

Create Date: 2/25/2004 Time: 16:35 User: Release 72 Administrator

Record Change Date: 1/31/2005 Time: 10:08 User: Terry Moreland

Status Change Date: Time: User:

Status: cc Cataloging Complete

Selection:

Owned By: U Unowned

Staff Only:

Acq Controlled:

OK Cancel

- The control record will close, and the “Staff Only” designation beneath the number of items (in the light blue area, lower right corner) will disappear.

Status: cc Created: 2/25/2004 Updated: 1/31/2005  
Owned by: Unowned  
Field: Leader [Optional]  
Items: 0

000	RecS: c	Type: j	BLvl: m
	Cntt: _	ELvl: l	CatF: a
	Link: _		

- Save the bib record (from the leftmost icon on the main toolbar, or choose File > Save from the menu bar).
- Proceed as usual with adding your item record.

If you have any questions regarding this process, please contact Pam, Terry, Sue, or Jo at RPLS.