

Identifying and Processing “Catalog Review” Materials

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Background: Most uncataloged items that are requested by patrons are provided to the user before cataloging is completed. The Circ. Note in the Item Record is annotated SEND FOR CATALOG REVIEW to ensure that the book will be returned to HCL Technical Services after the patron returns the item to Widener Library. For items received in Aleph, the OPAC note in the Item Record will generate an “Ordered—received” note in the Catalog. When viewing these records in staff modules, the status will not always be as easy to identify.

The following document describes 1) how staff can identify Catalog Review materials if they encounter these records during their work, and 2) what fields need to be updated when they are cataloging one of these items.

Identifying “Catalog Review” Materials in Staff Modules:

1. Looking at the illustration below, you see that the view of the record in one of the Staff modules, including the Full + Link in the Staff Search, does not display Item Processing Status information. It will just say **Widener**.
2. Note however that in the Nav map, you will see that an item record exists with a valid Stacks barcode, and in some cases, an active Loan may appear.
3. When viewing the Item List, the presence of the Check Mark in the Note column, in addition to the Stacks barcode and Regular Loan status, are indicators that this is a Catalog Review item.

The screenshot displays the ALEPH Items software interface. The main window shows a record for 'HVD50 - 8809436' with the following details:

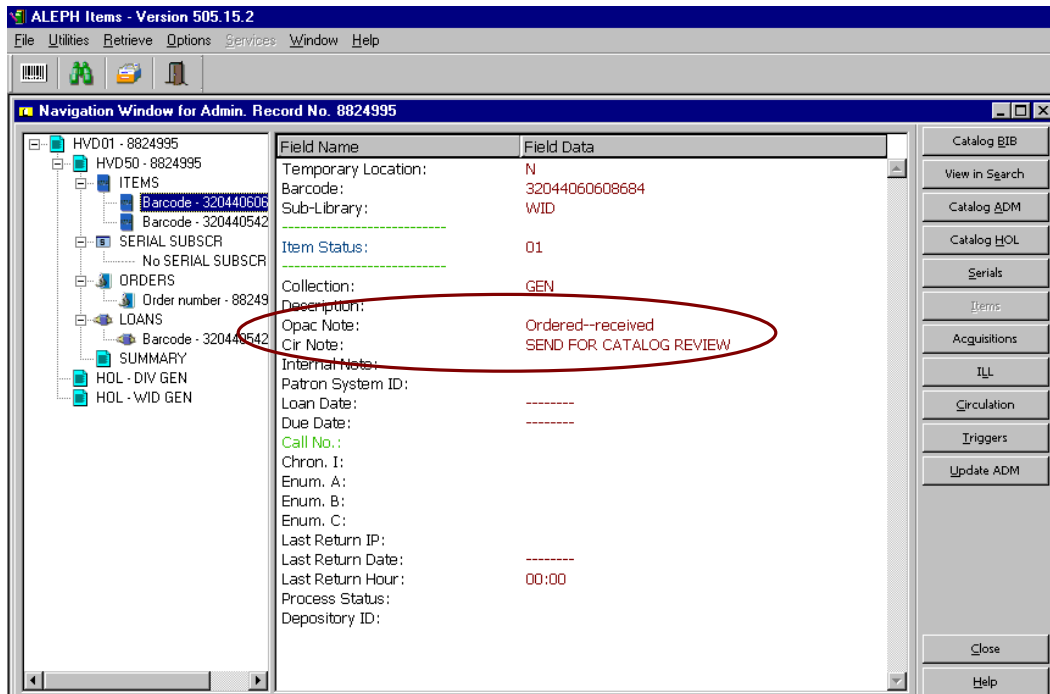
| Tag | Contents |
|-----------|---|
| ISBN | 0375505148 (alk. paper) : |
| Author | Davis, Jill, 1949- |
| Title | Girls' poker night : a novel / Jill A. Davis. |
| Edition | 1st ed. |
| Imprint | New York : Random House, c2002. |
| Collation | 227 p. ; 22 cm. |
| Call no. | Schlesinger 813.54 D262g |
| Call no. | Widener |

The 'Call no.' field 'Widener' is circled in red and labeled with a '1'. The 'LOANS' section in the navigation window is also circled in red and labeled with a '2'. Below the main window, an 'Item List of Record 8809436 - Girls' poker night' is shown with the following data:

| HOL+ | Sublib | Coll. code | Temp loc | Description | Copy no | B-C | Notes | Loans | Status |
|----------|--------|------------|----------|-------------|----------------|-----|-------------------------------------|-------|--------------|
| 10902710 | WID | WID | GEN | | 32044060613312 | | <input checked="" type="checkbox"/> | 1 | Regular loan |

The 'Notes' column contains a checkmark, and the 'Status' column contains 'Regular loan'. This row is circled in red and labeled with a '3'. The status bar at the bottom indicates the user is connected to the server 'lms01.harvard.edu:6505 (505)' and is in the 'Library: HVD50 - Admin (HVD50)' profile.

Another way to identify Catalog Review materials is shown in the illustration below. If you click on a Barcode in the Nav map, a brief view of the item record will be displayed. In addition to checking for Sub-Library: WID, take note of the Opac Note and Cir Note fields.



Required Updates in the Item Record at the point of Cataloging:

In the final stage of cataloging, in addition to the coding that is always updated, the following fields on Tab 2 of the Item Form need to be cleared (see illustration below):

- OPAC Note
- Circ. Note

