

Materials Classed Separately: Monographs Received on Series Standing Orders

Revised: 12 February 2004

Monographs received on Series Standing Orders (SSO) designated to have analyzed bibliographic records and individual call numbers are added to the collection either fully cataloged and ready for the Widener Stacks or the Harvard Depository **or** sent to the Cat Stacks with a **brief bibliographic record and an item record**. The only record of their order is on the “parent” record for the SSO.

Books arrive from Serials Services with a print out of the serial holdings record. To call up the bib record for the serial enter its system number (subfield **b** in the holdings record **LKR** field) in the Sys no. box of the Cataloging bar; hit **Enter**. This is useful to quickly find the form of the title, including qualifiers, if it is not obvious on the book.

Search and Use Existing Record

Search by main entry for the monograph in the Search Tab of the Cataloging Module. If a matching record is found for Widener follow division procedures for duplicates. If a matching record is found for another library at Harvard, add Wid holdings and prepare for copy cataloging. If not located, search the HVD02 and HVD03 resource files as appropriate. If a full record is found, **Duplicate** it and prepare piece for cataloging. If not, search OCLC and/or RLIN for full copy. If found, export record and prepare for copy cataloging.

If full copy is not found, use first any available vendor or other incomplete record from a resource file in Aleph, **Duplicate** it, check the leader, and add the **Item** record (see below). Print out the MARC Tag View of the bib record using the <Win>+b macro; fold and insert in book with **system number barcode** visible. Forward to Cat Stacks.

If the only brief record available is in OCLC/RLIN, export it, check the leader, and add the **Item** record. Print out the MARC Tag View of the bib record using the <Win>+b macro; fold and insert in book with **system number barcode** visible. Forward to Cat Stacks.

No Existing Record Found

Create a new provisional record according to guidelines for the variable fields **OR Copy** the record for another piece in the series and edit. (To **Copy**, in Cataloging Module select drop down **Edit** menu, choose **Copy record (CTRL+D)**; open template and **Paste record (ALT+D)**)

Leader for a new provisional record

Highlight **LDR** field and press **CTRL+F** or choose **Edit-Open Form** for the Leader Field.

Edit as follows :

Record status **n**= new
Type of Record **a**= printed language material
Bib Level **m**= monograph
Encoding Level **5**= preliminary level
Desc. Cat. Form **a**= AACR2
(Enter)

Edit 008 Field Form

Highlight 008 Field and press **CTRL+F** or choose **Edit-Open Form**; fill in:

Date
Publication Place
Language
(Enter)

Delete unnecessary fields (place cursor on the field and **CTRL+F5** or **Edit-Delete-Delete Field**). Edit as needed.

Include the following fields (expand according to your division policy)

020 ISBN

1xx (and/or 7xx) and verify using F3 to search heading in HVD01 or CTRL+F3 to search HVD10

245 Title

260 Change date of publication

300 pagination

440 Series statement: Change vol no. **Check carefully** for title changes. Search **Series index** if form of title unclear. Use **Check** icon to verify record.

Save record to server.

In **Search Tab** browse **series** title, look in “**Brief Recs**” to make sure caption and number file correctly.

Print out the MARC Tag View of the bib record using the <Win>+b macro; fold and insert in book with **system number barcode visible**. Forward to Cat Stacks.

Create the Item Record for the Provisional Bib

Open the **Items Tab** by clicking the Item icon in the Record Manager Pane.

Add item (click **New** in upper item pane)

On **Tab 2** fill in

Sublibrary (WID)

Collection (GEN)

Description (if the analytic itself is a multi-vol. work)

Material Type (BOOK)

Item status (01, or 02 for non-circ)

Item processing status (RE)

The screenshot shows the ALEPH Cataloging software interface. The title bar indicates 'ALEPH Cataloging - Version 16.01' and the library is 'HVD01 - Bibliographic (HVD01)'. The record being viewed is 'System Number 9277096 - Le Capsien typique et le Capsien sup ri (Rahmani, Noura.)'. The 'Item Display' tab is active, showing a table with one row: '10 WID 620094 0 Ordered--receiv ed 01'. Below the table is a form for editing item information. The form fields are: Barcode (620094), Call Number Type (empty), Sublibrary (WID), Call Number (empty), Collection (GEN), 2nd Call Number Type (empty), Copy Number (empty), 2nd Call Number (empty), Material Type (BOOK), Item Status (01), Hol. Link (0), Item Process Status (RE), 85X type/linking numb (0), Enum. Level.1 (A)(Vol.) (empty), Enum. Level.2 (B) (empty), and Description (empty). There are buttons for 'Update', 'Save Defaults', 'Refresh', and 'Cancel'.

