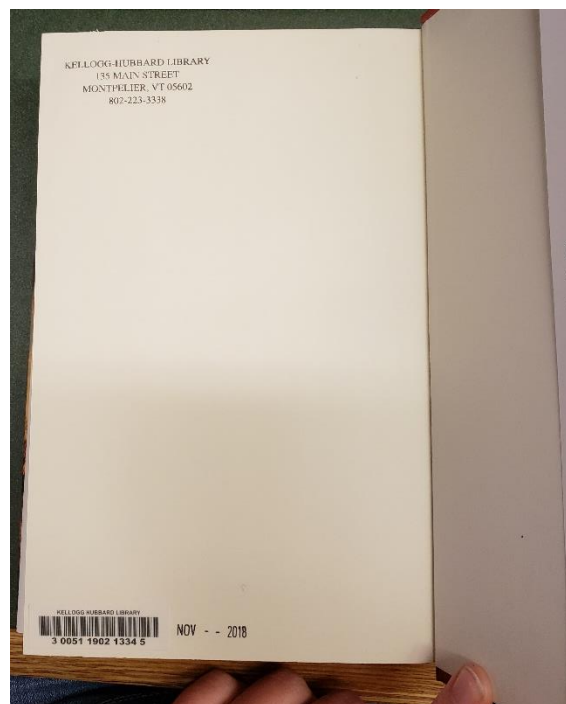
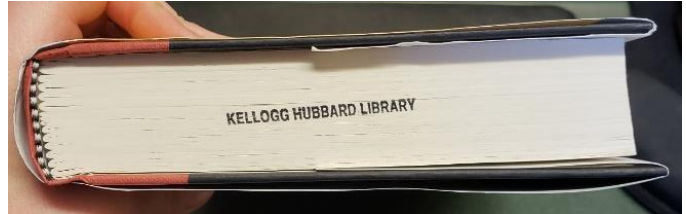


# Cataloging Books

## Physical Processing

### Adult Library

The top edge of the book gets a "Kellogg Hubbard Library" stamp in the center. Graphic novels and books of high value are stamped on the top, fore, and bottom edges of the book.



The "Kellogg-Hubbard Library" property stamp is placed in the upper left corner of the back page of the book.

Barcode goes in the bottom left. Acquisition date (MMM – YYYY) is stamped to the right of the barcode.

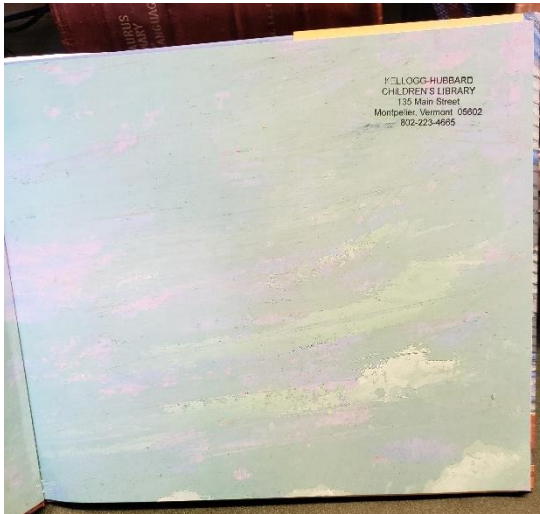
### Exceptions:

- If the paper is glossy, use stickers as the stamps will smear or rub off.
- If the paper is too dark to see the stamp, use stickers to make the property stamp visible.
- If there is a map, or pertinent information, use the first blank page in the back of the book. If there are none, available, attempt to cover as little information as possible. When covering the book, cover as normal. It is cheaper and more efficient to re-tape the cover to the book (if a patron cuts the page to view the information), than it is to spend time making copies of the information and inserting it into the back of the book. This also ends up speeding wear and tear, gets ripped out, dirty, and damaged quickly. Additionally, it makes it difficult for circulation staff to check the books in and out.

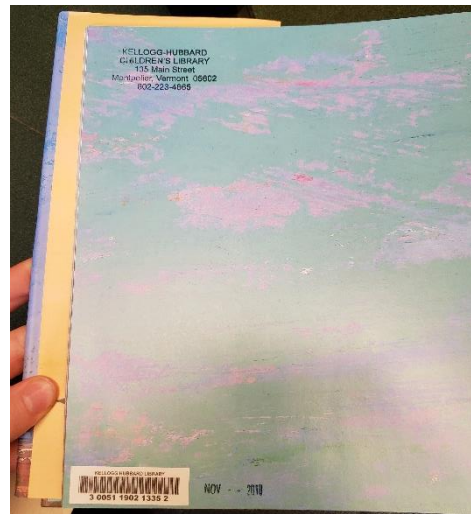
## Young Adult

All Young Adult books are processed exactly like Adult Library Books. Please refer to the previous section for placement of stamps.

## Children's Library



Front



Back

Placement of stamps is the same as Adult Library books, except the books receive the "Kellogg-Hubbard Children's Library" stamp.

Picture books, Ready Readers, starting chapter books (generally in the PB section), or any other book with edges too small, do not need to have the "Kellogg Hubbard Library" stamp on the top of the text block.

Board books are processed slightly differently due to the nature of the item. All stickers are placed on the back cover. As copyright information is on the back, please attempt to not cover any ISBNs, prices, or copyright dates. If possible, keep the barcode and the acquisition date stamp to the left side of the book. Use the Kellogg Hubbard Children's Library sticker to cover the ISBN barcode, to prevent duplicate scanning during circulation. Use the Demco book tape to cover all the stickers, to prevent them from being chewed off by babies.

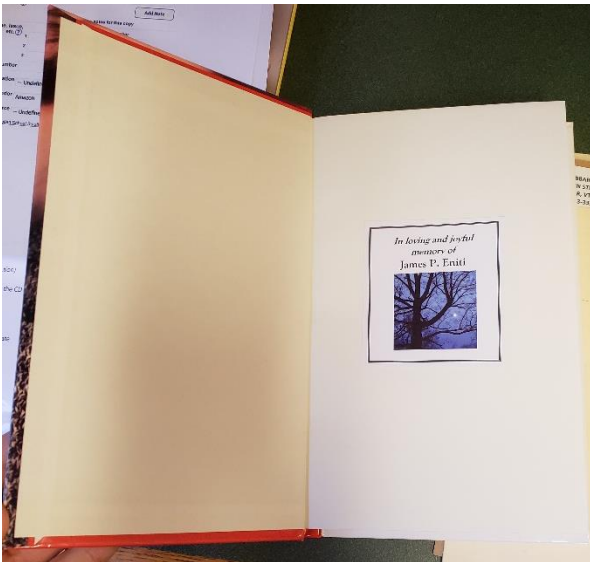


## Replacements / Additional Copies

Follow the previously outlined processing guide. The one difference is that Replacements copies do not get an acquisition date. If the title is new to the library (6 months), then add the acquisition stamp for month the title was added to the system. If it is older book that the library has owned longer than 6 months, (say a book becomes popular again because a new TV series is being released, or it was discussed on VPR a year later...), the book *does not* get an acquisition stamp.

The purpose of the acquisition stamp is to indicate to circulation staff that the book is new to the library, and should be displayed on the new shelf, even if the "New Sticker" has fallen off.

## Book Plates

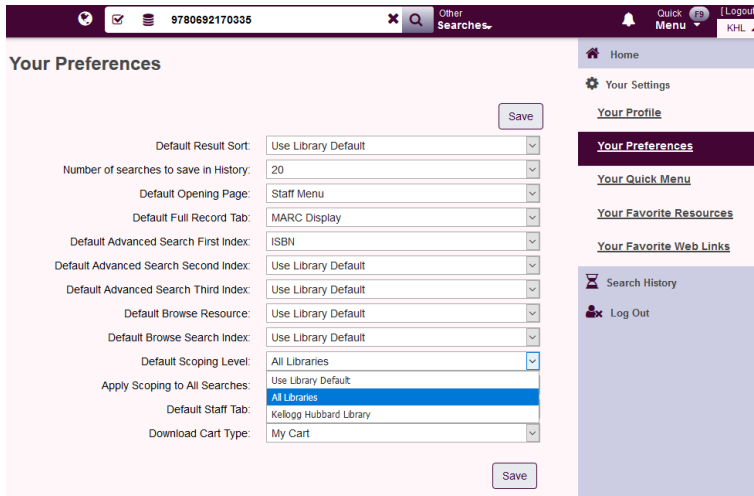


Certain donors have provided restricted funds for collection development. The Director of Library services will inform you as to which books will receive the bookplates. Place the plate on the first blank page in the front cover. If there is none, place on the dedication page, and attempt to not cover any pertinent information.

# New Acquisitions

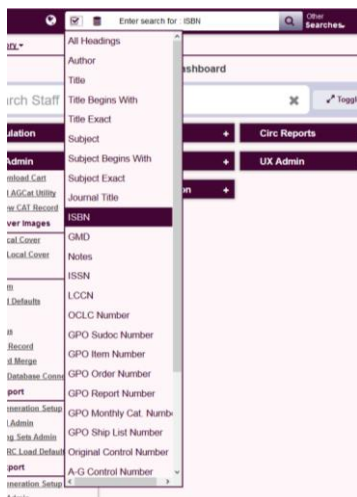
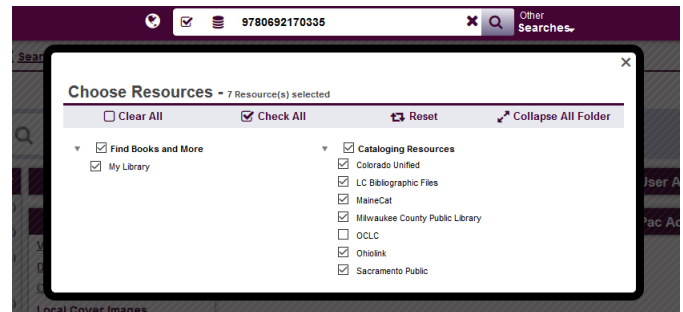
Whether cataloging and AL, CL, or YA item, follow the guidelines below. Different material types will be discussed in further detail at a later point.

## Search Preferences



First, set your search preferences from searching the KHL catalog to cataloging materials. To do this, first change the "Apply Scoping to All Searches" field to "All Libraries."

Second, make sure the "Cataloging Resources" boxes are all checked. All resources *except* OCLC should be checked. This was added to our catalog in error and needs to be removed due to licensing issues with OCLC. We can, however, use CatExpress to access OCLC records, but we are limited to 250 records per year. More information about CatExpress and the OCLC records in the DVD Cataloging section.



Finally, update the preferred search method.

The default is set to all headings. Searching by ISBN is the most accurate search to account for edition. I find it is also the easiest as you can use the scanner to search.

## Keyboard Short Cuts

Here are handy keyboard shortcuts you can use while cataloging in VERSO:

### VERSO Quick Links:

Ctrl + 1 – Circulation > Item Status  
 Ctrl + 2 – Cat Admin > Edit Item  
 Ctrl + 3 – Cat Admin > Add Item > Add Item  
 Ctrl + 4 – Cat Admin > Create New CAT Record  
 Ctrl + 5 – Cat Admin > Local Cover  
 Ctrl + 6 – Circulation > Patron Status & Checkout  
 Ctrl + 7 – Circulation > Checkin  
 Ctrl + B – Staff Dashboard

### AG Cat:

Ctrl + U – Add subfield  
 Ctrl + D – Save to database  
 Ctrl + F – Add new field (will populate in line above where cursor is placed)  
 Ctrl + R – Insert special character (this useful for adding the copyright symbol)  
 Ctrl + H – Insert item record "HLD"  
 F7 – Spellcheck  
 F9 – Validate the MARC record

## Copy Cataloging

As you copy catalog, there are key fields that need to be filled out correctly and/or updated to meet RDA standards. Below is a list of MARC fields to look for and update as necessary when cataloging. This will assist with identifying great records to download, and can serve as a basic template for fields to fill out for original cataloging.

- 008** – Generally does not need to be updated, but at least check the date and place of publication.
- 010** – If present in the book, then add if not already filled out. Otherwise, it's not worth the time hunting down.
- 020** – Make sure all ISBNs are present. Sometimes, only the 13 digit ISBN number is present.
- 040** – Add a d| VtMpKHL to show that we have accessed and edited the record.
- 082** – Assign a call number if one is not already assigned.
- 090** - Verso uses this field to assign call numbers instead of 900 (which are seen on records imported from Destiny).
- 100/110** – Sometimes there are multiple tags for the same author, if that is the case, check the Library of Congress Subject Headings (<https://authorities.loc.gov/>) for the correct one and update the records.
- 245** – If part of a series, this is a good place to check to make sure it follows the format of previous books in the system. Additionally, sometimes there is no c| field. Update to reflect the author, editor, or responsible party. Remove the |h field to update from AACR2 to RDA.
- 246** – Another field that is not always filled out. If there are variations in spelling (Build-a-bowl vs Build a bowl / & vs and, 1<sup>st</sup> vs First, etc.), add as many 246 fields as necessary to account for variations in searching.
- 250** – If there is an edition statement, add if not already indicated.
- 264** – Change the 260 field to 264 to update from AACR2 to RDA. If there is more than one date (copyright & publication), add a second 264 field.
- 300** – A majority of the time, it only states "p. cm." Update to reflect the current item. Use RDA standards to update (e.g. xvi, 135 pages : illustrations ; 25 cm. vs. 809 p. : ill. ; 25 cm.)

**336/337/338** – Add to reflect the format to help make the record RDA compliant, most of the time Destiny does not have them. These fields replace the [h] subfield in the 245 field.

**500** – See if the general notes added or actually have other fields the information would fit better in. For example, “Includes Index” is a common general note that should be placed in the 504 field.

**504** – If there is an item that contains an index or bibliographical references, place the information here.

**505** – Great if added, generally should be there for non-fiction books, but if you don’t have time to add it, it’s ok.

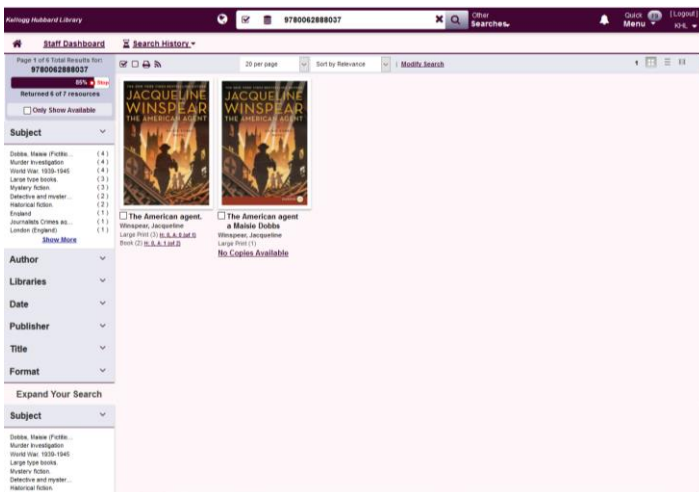
**520** – All records should have a summary field. Either add the description from the back cover or dust jacket of the book, or the summary from WorldCat.org.

**6xx** – Make sure there are appropriate subject headings to enhance discovery. If there are no subject headings add some. Check WorldCat and copy any over subject headings deemed relevant to save on time.

**700/710** – Make sure all relevant contributors are given author tags (e.g. editors, illustrators, co-authors).

## Attaching and Item to an Active Record

When other libraries already have the item cataloged, attach the copy to the best record you can find. If you are not satisfied with the record, feel free to import a new one from the Cataloging Resources.



First, select the correct edition and material format of the item you are cataloging.

After clicking on the correct edition, VERSO will display the various libraries that have active records with items attached, as well as records pulled from the various Cataloging Resources available.

Select the best record with an item already attached.

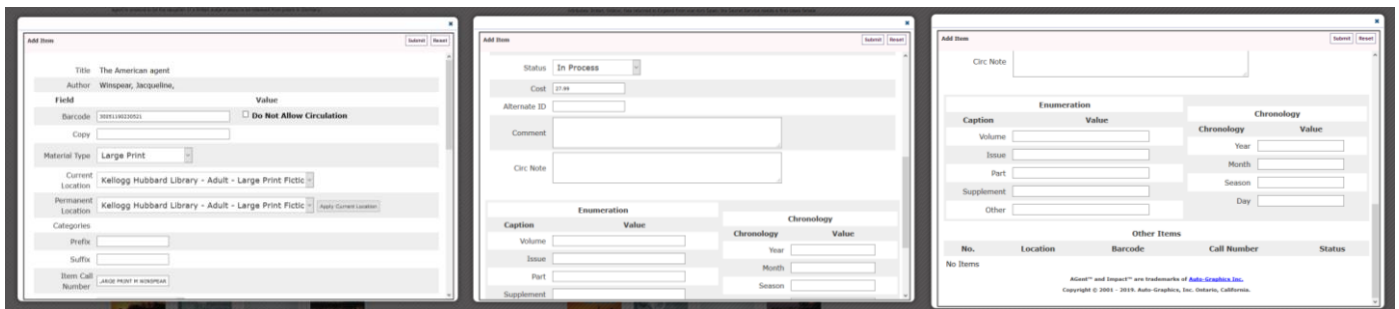
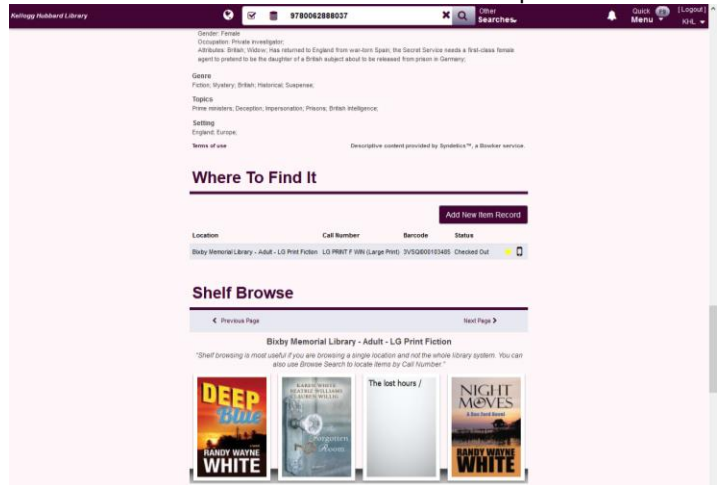
The screenshot shows three search results for 'The American agent' by Jacqueline Winspear. Each result includes a book cover, author and title information, publisher, date, and availability status. The first result is a large print edition with 1 total copy available at Bibb Memorial Library. The second result shows 'No Copies Available'. The third result is a book edition with 1 total copy available at Katlogg Hubbard Library.

The screenshot shows the MARC display for 'The American agent' by Jacqueline Winspear. It includes a book cover, author information, and a detailed list of MARC fields such as 001, 005, 010, 020, 040, 045, 049, 050, 055, 080, 100, 110, 245, 264, 300, 330, 337, 350, 490, and 520. The 520 field contains a descriptive paragraph about the book's plot.

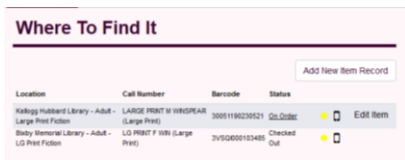
Double check the MARC record to make sure all the fields listed above are represented and accurately filled out and aligns accurately with the edition you are cataloging. If it appears to be a different edition or format (audiobook v. book), return to the previous screen and select a different record. Unless it's a glaring omission, avoid correcting the other library's record publication information. If you have to do too much, then select a different record or import one from the Cataloging Resources.



To attach a copy to the record, click "Add New Item Record" located under "Where to Find It" section of the page.



Add all relevant information – barcode, copy number, material type, current and permanent location, call number, price, and mark as 'in process.' Add any additional information as needed. Then click 'Submit' to save the item record.

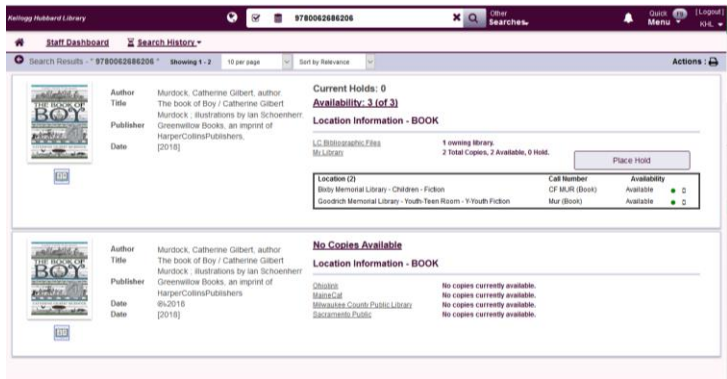


After refreshing the page, the item record should show up as "On Order."

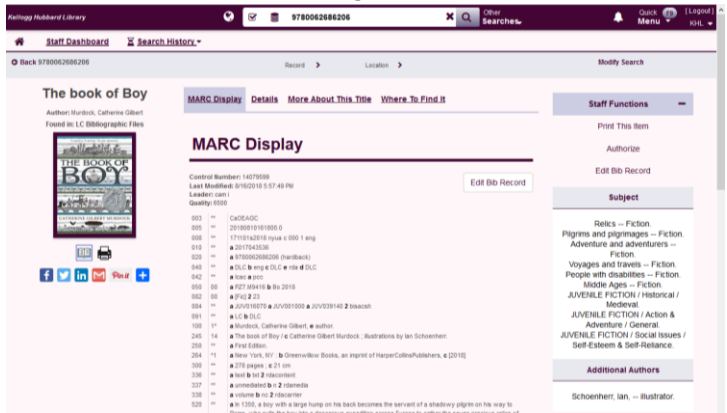


Every once in a while, you will come across a record that shows an Active VERSO record with an item attached from another library, but when you click onto the record, there item is not listed under "Where to find it."


As to speed up processing and for the benefit of Union Cataloging, we do want to consolodate as many records as possible. So, if the record is still a decent record, you can still attach the item to the Active record via AGCat.

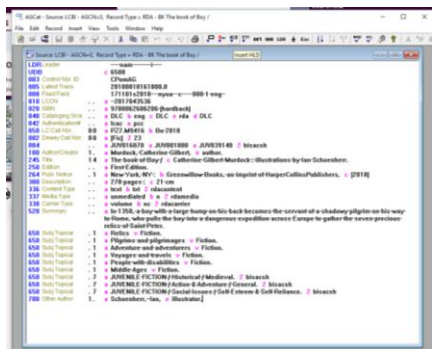



No magical button ☹️



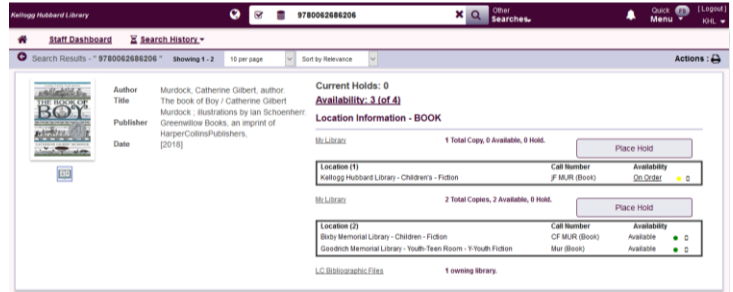
To open the record in AGCat, Click "Edit Bib Record." This will automatically open the record in the MARC format.

Click the "Insert HLD"  or Ctrl + H. Add all relevant information – barcode, copy number, material type, etc. Then click "OK" or hit enter on your keyboard.



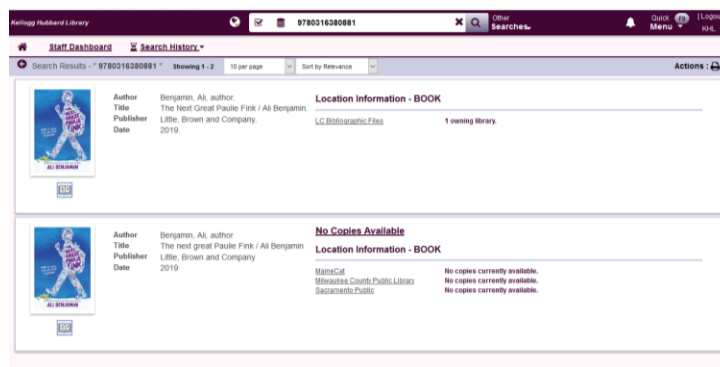
To add the item record to the catalog, click the "Save to Database"  or Ctrl + D. You can now close the record.

The item will appear after either refreshing the browser page or completing a new search.

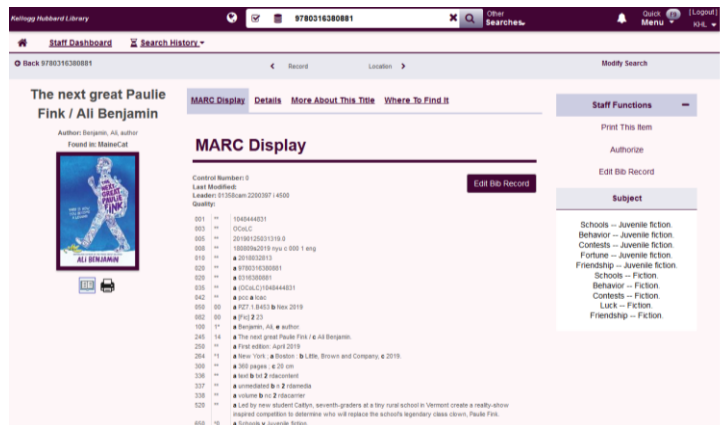


## Importing a New Record to VERSO

If there is no active record you can attach a copy note, you will need to import a record from the Cataloging Resources. Searching for the copy record is exactly the same as listed above.



Choose the record which accurately describes the edition you are attempting to catalog and appears to be the most complete.



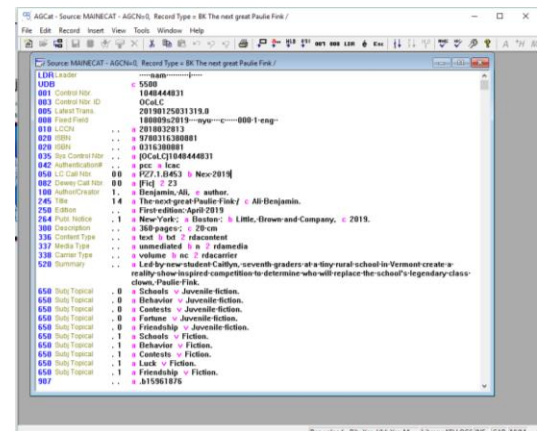
Click the "Edit Bib Record" located next to the record. Please note that it is also listed under the Staff Functions navigation menu.


There are two fields you will always need to update:  
 040 - For every record you edit or change, always add the KHL's Library of Congress institution code: VtMpKHL in an additional |d field. If there is no 040 field, add the whole field. Ultimately, it should look like this:

**040\_ |d VtMpKHL |b eng |e rda**

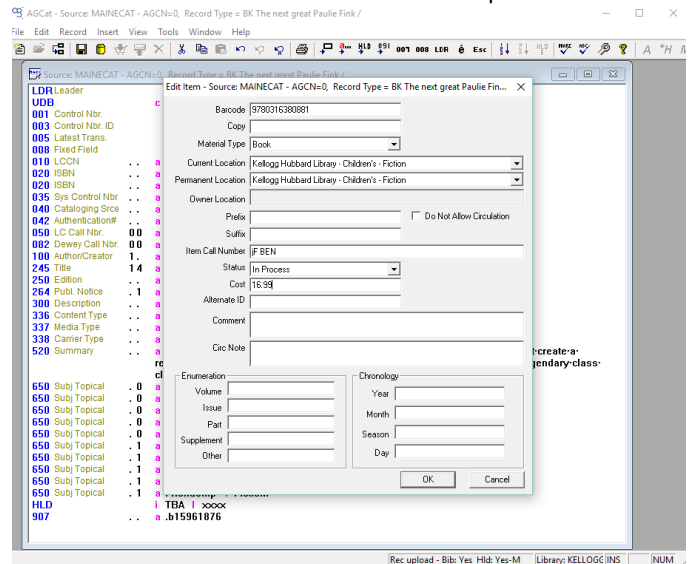
092 - Use the 092 "Local Call Number" to insert KHL's call number: **092\_ |a jF BEN**

Update any additional fields as necessary (e.g. add a summary, additional subject headings, etc.).





To attach the item to the record, click the "Insert HLD"  on the toolbar or use the keyboard shortcut, Ctrl + H.

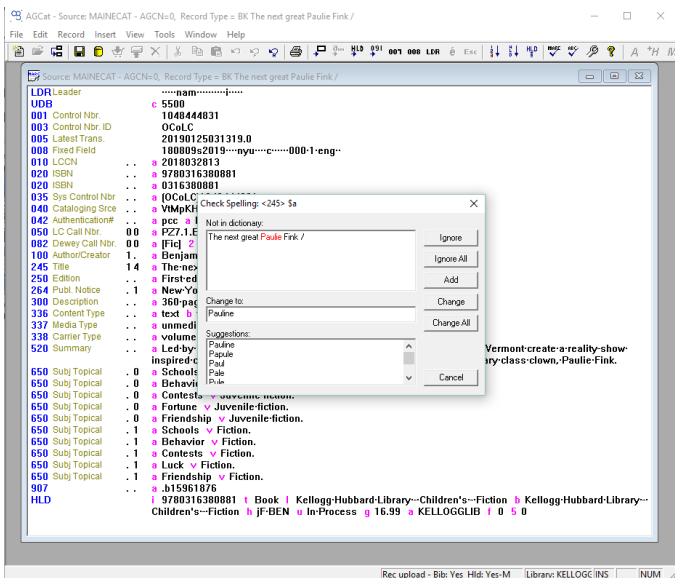
Add all relevant information – barcode, copy number, material type, etc. Then click "OK" or hit enter on your keyboard. Be sure to mark the item as "in process"




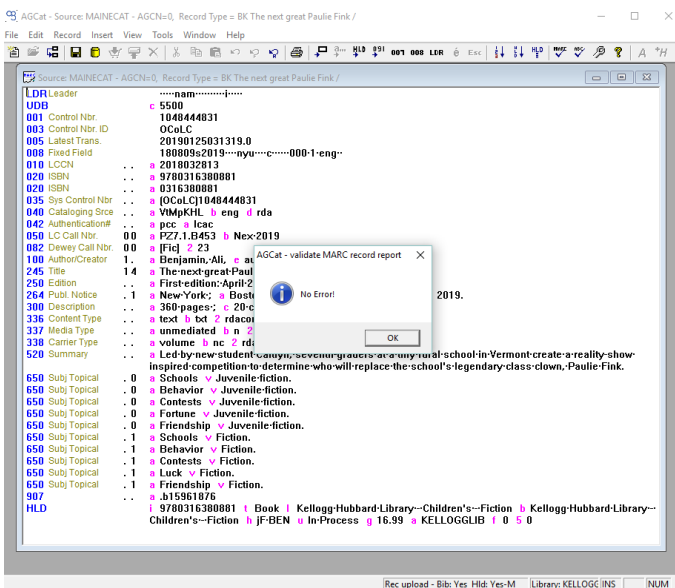
Once you have finished editing the record, sort, spellcheck and validate your record.

First, use the Sort Button  on the toolbar to sort your MARC record in numerical format. This will allow the record to display correctly in the catalog. Unfortunately, there is no keyboard shortcut for this feature.


Second, use the spellcheck button  on the toolbar or F7 to correct. Add author's names to the Dictionary to help prevent errors. Correct any spelling mistakes as needed.

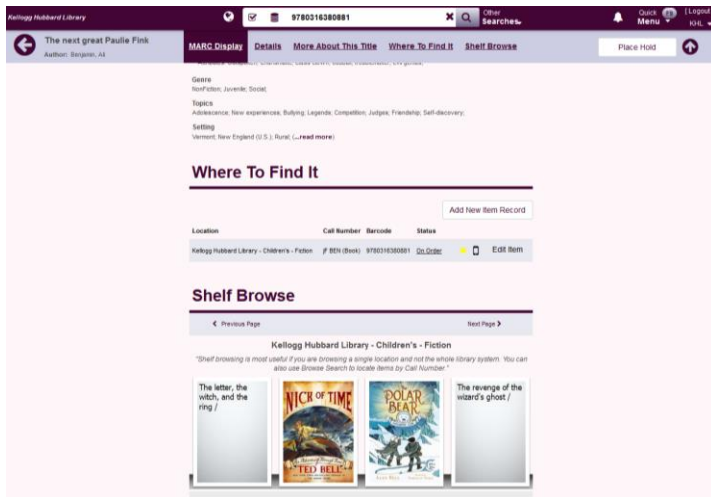
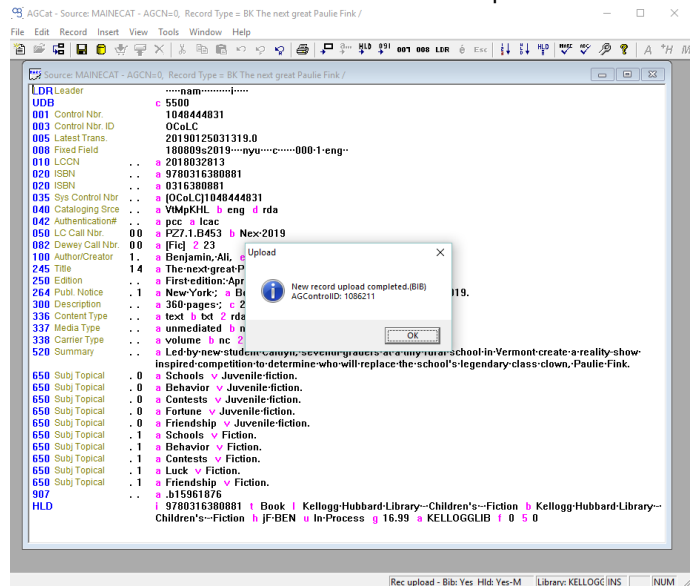


Finally, use the MARC button  on the toolbar or F9 to validate the record. This checks for any MARC record errors. Correct as needed.



After everything has been checked, add the record and the holding item record to the database.

To do this, click the "Save to Database"  or Ctrl + D. You can now close the record in AGCat.

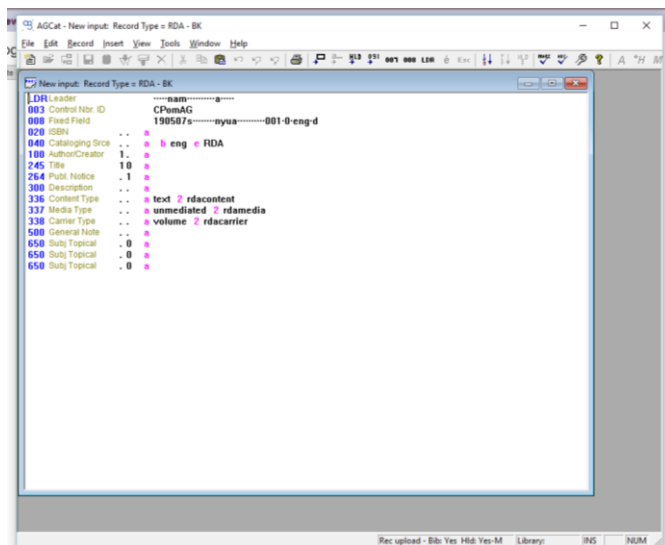
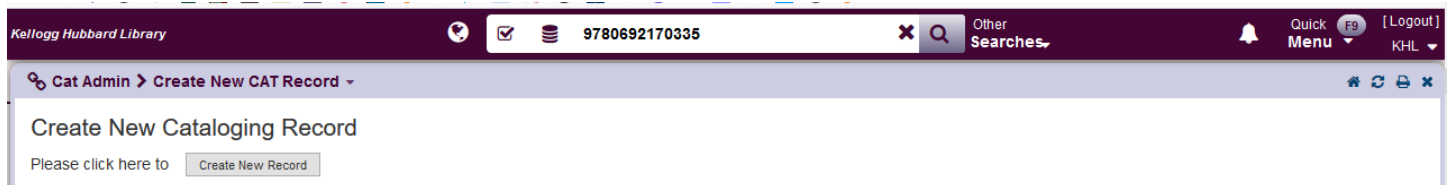


The item will appear after either refreshing the browser page or completing a new search.

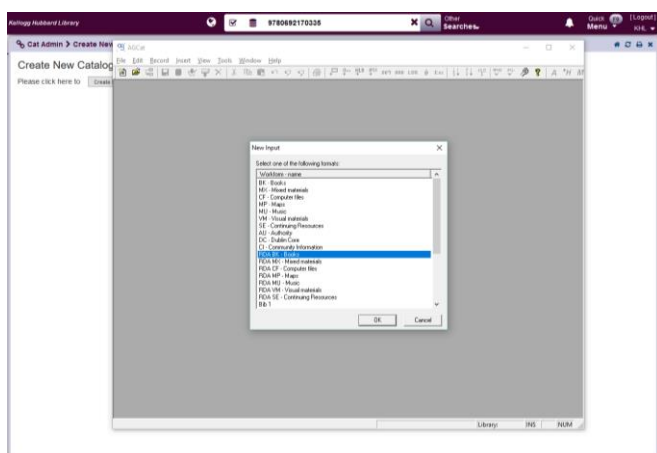
## Original Cataloging

Generally, you periodically will have to do original cataloging for unique Vermont items, self-published items, or items released within 1 or 2 days before you're attempting to catalog. Before resorting to original cataloging, check WorldCat.org for the item and copy paste the record into AGCat. As we only get 250 OCLC records from the Vermont Department of Libraries a year, *do not* use CatExpress for general items, as they tend to not be overly complicated or time consuming. However, do use CatExpress for DVDs that have a significantly larger amount of subject headings, author tags, and performer tags. CatExpress will be discussed later in this handbook, under the DVDs Section.

First, to create a new record, use the "Create New CAT Record" under the Cat Admin menu. It has been assigned Ctrl +4 under the Quick Menu.



Select the appropriate RDA template, whether for books, audiobooks, videos, etc.

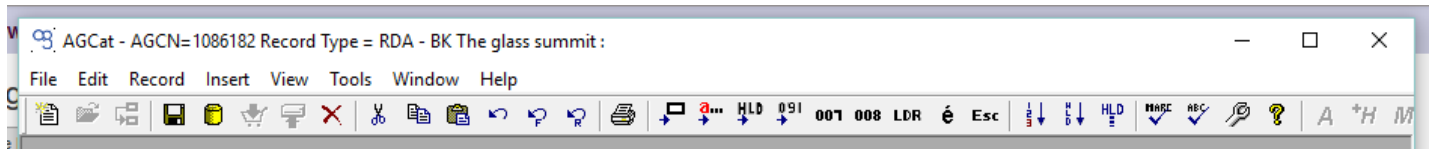


Use the MARC template listed at the beginning of the Copy Cataloging Section to make sure you include all the necessary fields.

Please note that to at least save to the database, you need an ISBN and Title.

It is important to note that if you have not assigned a copy to the record, the only way you can view the record again after saving and exiting AGCat is if you search by ISBN. Otherwise, the record will exist in limbo, and not be visible in the catalog. It will not be searchable via title.

As you are editing and updating the MARC Record, there are some Key features that you will need to know to update. Below is a quick chart of the most common Actions performed during cataloging, and the appropriate Icons and Keyboard Shortcuts you can use.



Toolbar Icon	Action	Keyboard Shortcut
	Save to AGCat – Quick Save	Ctrl + S
	Save to Database (this will save the record to the catalog)	Ctrl + D
	Add new field (will populate in line above where cursor is placed)	Ctrl + F
	Add a subfield	Ctrl + U
	Add item record (Referred to as "holding record" in VERSO)	Ctrl + H
	Edit Leader field	Double click directly on the field
	Insert special character (this useful for adding the copyright symbol)	Ctrl + R
	Sort MARC fields	N/A
	Validate the MARC Record	F9
	Spell check	F7

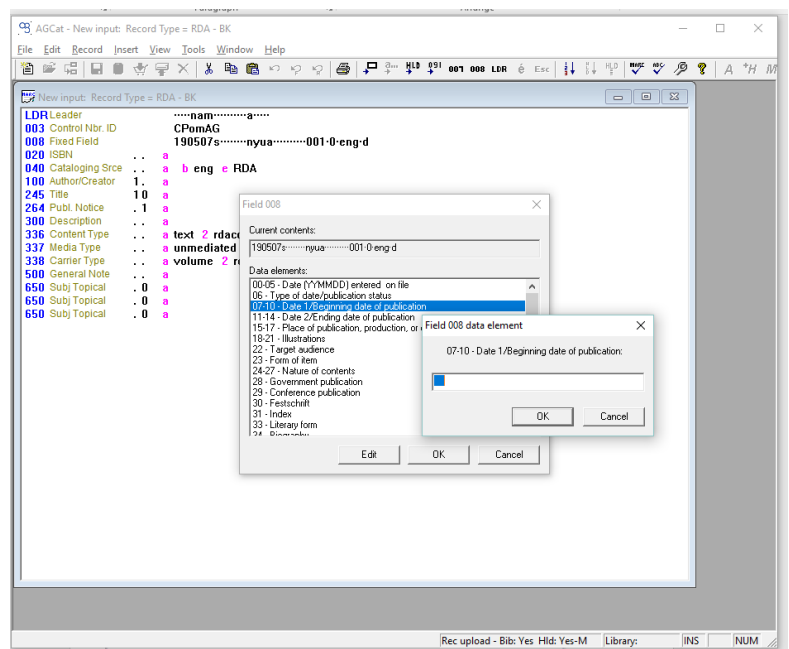
A quick note about updating the leader field in AGCAT:

To update the 008 Leader field, double click the 008 field in the MARC Record, or click the in the tool bar to edit.

From there, use the drop down menus to update the information needed

At minimum, the place of publication and the publication/copyright dates.

Once you are finished, click "OK" to return to the MARC Record.





## Sample Original Cataloging Record:


AGCat - Source: VTDL - AGCN=1086182, Record Type = RDA - BK The glass summit :  
 File Edit Record Insert View Tools Window Help

Source: VTDL - AGCN=1086182, Record Type = RDA - BK The glass summit :

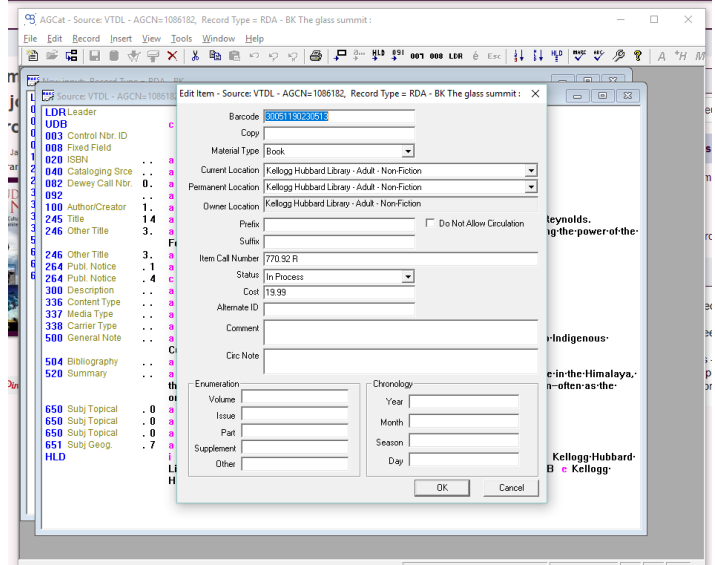
LDR Leader .....cam.....a.....  
 UDB c 0  
 003 Control Nbr. ID CPomAG  
 008 Fixed Field 190507t20192013vtua.....001·0·eng·d  
 020 ISBN .. a 9780692170335  
 040 Cataloging Srce .. a VtMpKHL b eng e RDA  
 082 Dewey Call Nbr. 0. a 770.92 2 ·23  
 092 .. a 770.92  
 100 Author/Creator 1. a Reynolds, Jan, d 1956-  
 245 Title 14 a The glass summit: b one woman's epic journey breaking through/ c Jan Reynolds.  
 246 Other Title 3. a High-Altitude woman, From Extreme Sports to Indigenous Cultures Discovering the power of the Feminine  
 246 Other Title 3. a Glass summit  
 264 Publ. Notice . 1 a Stowe, Vt.: b Jan Reynolds Productions, c [2019]  
 264 Publ. Notice . 4 c ©2013.  
 300 Description .. a 280 pages, 16 leaves of plates: b illustrations; c 23 cm.  
 336 Content Type .. a text b txt 2 rdacontent  
 337 Media Type .. a unmediated b n 2 rdamedia  
 338 Carrier Type .. a volume b nc 2 rdacarrier  
 500 General Note .. a Originally published in 2013 as High-Altitude woman, From Extreme Sports to Indigenous Cultures Discovering the power of the Feminine.  
 504 Bibliography .. a Includes bibliographical references.  
 520 Summary .. a "High-Altitude Woman: Jan Reynolds rises to new heights in her latest book World record-breaking skier and climber Jan Reynolds has sought adventure in the Himalayas, the Southern Alps, the Sahara Desert, the Canadian Arctic, and the Amazon Basin often as the only woman in her expedition. Tasked time and again with having to prove herself in the company of men, her tireless dedication on each high-risk excursion opened the door for many of today's female extreme athletes. Recounting in vivid detail many of her adventures, including multiple Mount Everest expeditions, Reynolds explains that her success on each formidable journey didn't arise simply by emulating the men around her but by embracing her feminine strengths of compassion, mediation, cooperation, and observation. As she traveled the world, she broadened her insights into the psychologies of men and women with her immersion in several indigenous cultures, such as the ancient salt traders of Tibet, where she identified gender traits and strengths found in all cultures. Providing a guide for women entering male-dominated fields, Reynolds explains how women as well as men should nurture their feminine assets for more successful relationships at work, at play, at home, and in our global relationship with the natural world."  
 c -Back cover.  
 650 Subj Topical . 0 a Photojournalists z United States v Biography.  
 650 Subj Topical . 0 a Women mountaineers x Psychology.  
 650 Subj Topical . 0 a Women mountaineers z United States v Biography.  
 651 Subj Geog. . 7 a Vermont author. 2 sears  
 HLD i 30051190230513 t Book l Kellogg-Hubbard Library--Adult--Non-Fiction b Kellogg-Hubbard Library--Adult--Non-Fiction h 770.92-R u Checked-Out g 19.99 a KELLOGGLIB e Kellogg-Hubbard Library--Adult--Non-Fiction f 0 5 0




After you have finished cataloging the record, attach the item.


To do this, click the "Insert HLD" button  on the toolbar or use the Keyboard shortcut, Ctrl + H.

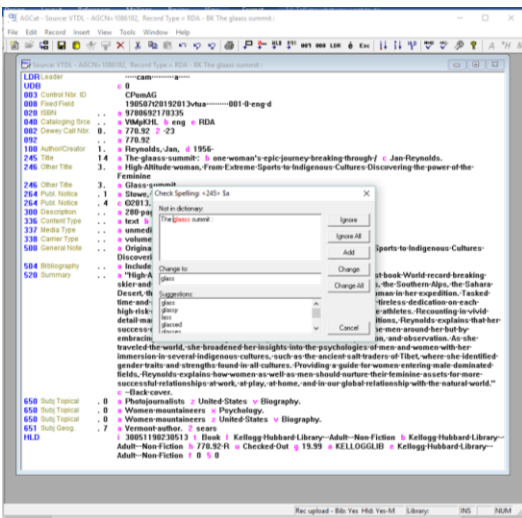
Add all relevant information – barcode, copy number, material type, etc. Then click "OK" or hit enter on your keyboard. Be sure to mark the item as "in process"




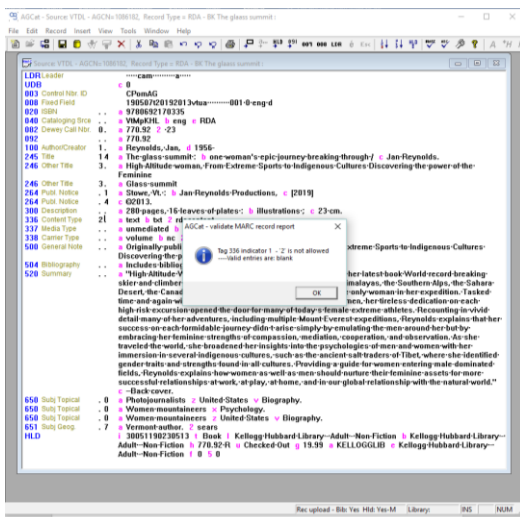
Once you have finished editing the record, sort, spellcheck and validate your record.

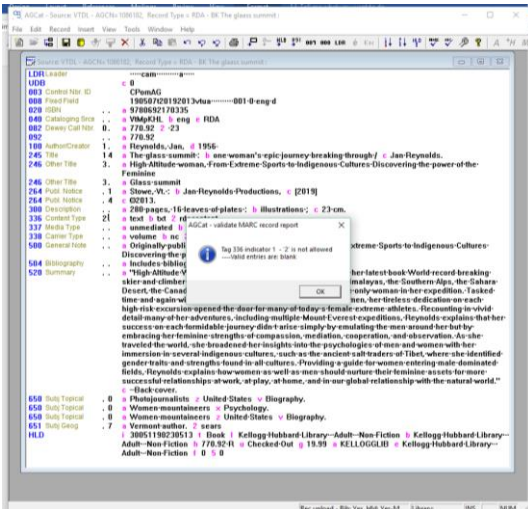
First, use the Sort Button  on the toolbar to sort your MARC record in numerical format. This will allow the record to display correctly in the catalog. Unfortunately, there is no Keyboard shortcut for this feature.

Second, use the spellcheck button  on the toolbar or F7 to correct. Add author's names to the Dictionary to help prevent errors. Correct any spelling mistakes as needed.




Finally, use the MARC button  on the toolbar or F9 to validate the record. This checks for any MARC record errors. Correct as needed.

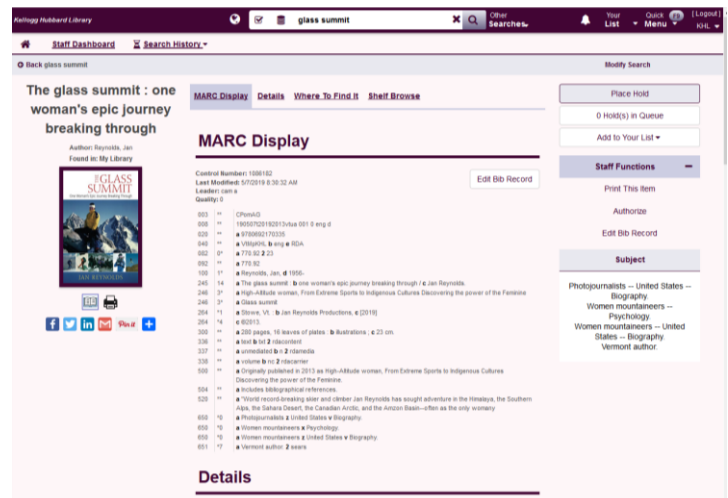




After everything has been checked, add the record and the holding item record to the database.

To do this, click the "Save to Database"  or Ctrl + D. You can now close the record in AGCat.

The Record and Item holding will appear after either refreshing the browser page or completing a new search.

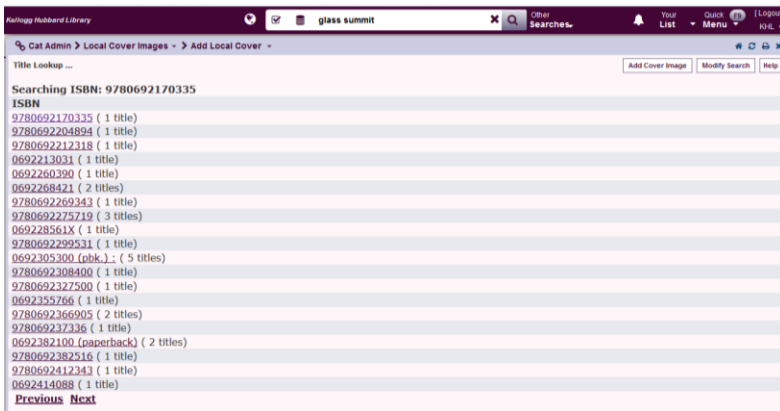


## Adding a Local Cover

For most original cataloging, you will need to upload a cover image. Additionally, every once in a while, you will come across an item that has never received a local cover, or the cover being pulled does not correspond with the book cataloged. This tends to happen if the ISBNs were entered incorrectly. If after you have verified that the ISBNs listed are indeed correct, you can upload a title image in its place.

To do so, first click on "Add Local Cover" under the Cat Admin Menu (or use the keyboard shortcut, Ctrl + 5). You will then be brought to the following screen below. Search via ISBN for the most accurate results.





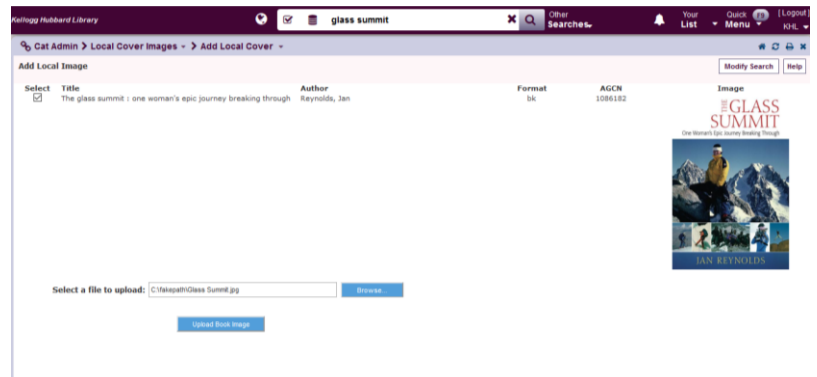
Select the correct ISBN, which should be the first one listed.



Verify the title matches the ISBN, click the check box next to the title information to select the title, then click "Add Cover Image" in the upper right corner.

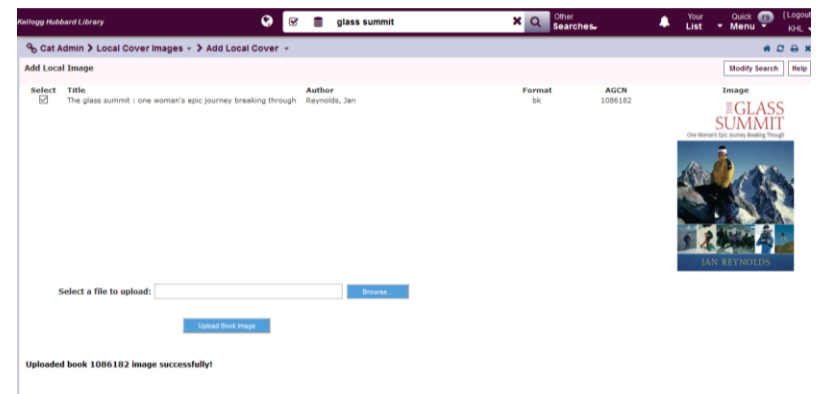
The next screen will allow you to browse your computer to upload a local cover file.

Be sure you have your image saved as a .jpeg .jpg or .gif, otherwise the image will not upload.



After you've selected your file, click "Upload Book Image." If your upload has been successful, you should see the image appear, as well as a note at the bottom, "Uploaded book 123456 image successfully!"

The image should now be attached to the record. Please note it may take a few minutes to show up.



## Editing Copies

Please note, that if you need to edit any item for any reason – whether to update the barcode, call number, location, or price, If an item is on hold, the only way to edit the location is in the HLD section in AG Cat. You can edit items if they are checked out or available.

## Additional Copies

Instead of attaching a copy to an original record, there is a second method to attaching a copy to an active hold in VERSO. This is particularly useful for adding Copy 2s, especially if you are sure the edition is the same.

If you click "Add Item" under the Cat Admin menu, it will bring up a search function to look for the item via ISBN, Title, or Barcode.

The most accurate way to use this feature is to search by ISBN. This will allow you to be sure the item is pulling the correct edition.

After you've scanned the ISBN, click the correct ISBN to expand the titles available in the Catalog. Be sure you select the title that shows we already own an item under the 'my library owns' column.

Title	Author	My Library Owns	Available Items	
Dog Man /	Pilkey, Dav,	0	0	Select this Title
Dog man /	Pilkey, Dav,	0	0	Select this Title
Dog Man /	Pilkey, Dav,	0	0	Select this Title
Dog Man /	Pilkey, Dav,	0	0	Select this Title
Dog Man /	Pilkey, Dav,	0	0	Select this Title
Dog Man /	Pilkey, Dav,	0	0	Select this Title
Dog Man /	Pilkey, Dav,	0	0	Select this Title
Dog Man /	Pilkey, Dav,	0	0	Select this Title
Dog Man /	Pilkey, Dav,	0	0	Select this Title
Dog Man /	Pilkey, Dav,	0	0	Select this Title
Dog Man /	Pilkey, Dav,	0	0	Select this Title
Dog Man /	Pilkey, Dav,	0	0	Select this Title
Dog Man /	Pilkey, Dav,	0	0	Select this Title
Dog Man /	Pilkey, Dav,	0	0	Select this Title
Dog Man: Dog Man (Book 1)	Pilkey, Dav,	0	0	Select this Title
Dog Man /	Pilkey, Dav,	1	0	Select this Title
9780545581639 (ebk) : ( 1 title)				
9780545583008 (pbk) : ( 1 title)				
9780545584423 ( 1 title)				
9780545585120 ( 1 title)				
9780545587839 ( 1 title)				
0545587840 ( 1 title)				

Generally, same rules apply as with adding replacement copies, with a few differences listed below. One thing to know about additional copies, is current (and previous practice) is to add the exact title to the same record. This is generally prevalent in the children's library (Harry Potter is one such example). However, if it is a new edition, or updated edition, it should be a replacement, or added on its own record.

If it is not an exact duplicate, but doesn't warrant an individual record, add additional 020 fields to indicate the second copy is also attached to the record. Leave the rest of the fields alone (unless glaringly missing, update to current standards if possible).

Otherwise, updated the copy as needed, and be sure to mark the Item as "In Process." Also note, that all other library copies will be listed at the bottom of this screen, which is helpful in assigning consistent call numbers.

Enumeration		Chronology	
Caption	Value	Chronology	Value
Volume	<input type="text"/>	Year	<input type="text"/>
Issue	<input type="text"/>	Month	<input type="text"/>
Part	<input type="text"/>	Season	<input type="text"/>
Supplement	<input type="text"/>	Day	<input type="text"/>
Other	<input type="text"/>		

Other Items				
No.	Location	Barcode	Call Number	Status
1	Kellogg Hubbard Library - Children's - Non-Fiction	30051190062478	j741.5 PI	Checked Out
2	Kellogg Hubbard Library - Children's - Non-Fiction	30051190230604	j741.5 PI	Checked Out

Here is a quick list of the fields you should update:

**Barcode** – Assign new barcode.

**Call Number** – This should populate from the duplication screen. If it's not set to current standards, then update the call number and update all other copies.

**Purchase Price** – Update to reflect the list price of the item. Do not round up.

**Circulation Type** – Make sure it is accurate. Sometimes the record has been assigned an incorrect circulation type. If incorrect, update the original as well.

**Date Acquired** – This will automatically populate, no change necessary.

**Circulation Notes** – No note necessary, unless a you need to add a flagged circulation note (such as "Check for CD," "Includes Map," etc.)

**Volume, Issue, Etc.** – update as needed.

**Copy Number** – Assign a copy number for the current item (2) and update the original (1).

## Replacement Copies

If it is an exact replacement, you can update the copy to keep circulation statistics. If it is not a like copy, weed the copy being replaced (but do not delete the bibliographic record if another library has attached a copy to it!), and import a new record to reflect the correct edition.

If it is an exact replacement, update the following fields in the copy record:

**Barcode** – Only update if new barcode assigned

**Call Number** - Some call numbers need updating, particularly children's books and Biographies. Update as needed. (For example: BIO CHURCHILL → Bio. Churchill or jE A → jE ALI).

**Purchase Price** - Update to reflect the new price. If no price has been assigned, use the standardized pricing list to assign a replacement cost.

**Circulation Type** – Make sure it is accurate.

**Volume, Issue, Etc.**

**Comments vs. Circulation Notes** – Add a note as to why the item was replaced. This allows us to track how and why an item needs replacing. Repeat offenders will then be treated differently. Be sure to include the date and your initials.

Also, be sure to add the note under the "Comments" field and not the "Circulation Notes." The note is for our tracking and does not need to notify circulation staff every time the item is checked in or out.

*Sample Notes:*

*5/19 – replaced worn copy - LW*

General swaps for newer copies (or copies in better condition)

*5/19 – replaced with updated edition - LW*

If you receive a newer edition of the same item. Be sure to update the MARC record as well to reflect the new edition (ISBNs, Edition note, physical description).

*5/19 – replaced damaged copy – LW*

If a copy has been returned damaged, but not paid for or marked as loss. This should not normally be used, it's very rare cases (the lack of payment should have director approval).

*5/19 – replaced missing copy - LW*

If a book has gone missing from the shelves. This is the most important, it allows us to identify books that continually go missing (such as Stephen King novels, books on Wicca, books on technology).

*5/19 – replace lost copy - LW*

If a copy has been lost/damaged and paid for

*5/19 – replaced worn disc - LW*

Generally used for DVDs or Audiobooks.

# Large Print

Generally, you should be able to find a Large Print record. However, if not, re-import a regular record and update to reflect the large print copy. Be sure to update/add the following fields:

Change Material Subtype to "Large Print."

**008** – update leader field, have illustrations been removed? Publisher in a different state?

**010** – delete field or update if number is present. This helps prevent Follett from attempting to merge records.

**020** – update ISBNs to reflect Large print copy. Delete all other ISBNs, otherwise VERSO will attempt to merge records, and it will cause confusions for circulation staff and patrons.

**035** – if referencing an OCLC record, be sure to add the OCLC record number.

**040** – add a |d VtMpKHL if not already present.

**092** – update the call number to reflect the Large Print edition. The rest of the call number should remain the same (genre/author).

**250** – add or update to say "Large Print edition."

**260** – update to reflect new publisher and publication date.

**264** – add a copyright date if there is a new publication date.

**300** – update to reflect new pagination, be sure to include (large print) after the number of indicated pages. Be sure the |b and |c fields reflect the new book as well. Sometimes, illustrations are removed from the large print versions.

**650** – add "Large Print Books" and the "Large Type Books" subject headings.

For additional physical processing, the books will get a red "Large Print LP" sticker on the front, bottom right corner of the book. If the title or author information is taking up too much space in the area to place the sticker, place it where it will not be covering title information.

If the book was purchased with memorial funds, (specifically, James P. Eniti memorial funds), a memorial book plate is placed on the first page.



# Cataloging DVDs

## Physical Processing

### Stickers

All stickers are to be placed on the actual artwork – not on the outside of the case. The case should protect the label. This will also save on having to use tape to protect the label.



*"Please ask for the DVD at the Adult Circulation desk"* – place on the front cover, try not to cover up title data. Only for Young Adult and Adult DVDs. Great Courses DVDs are not included in this process and have their own procedure. Children's DVDs are house separately and in their cases, behind the CL circulation desk.



*Yellow "Kellogg-Hubbard Library" address label* – place over the barcode on the back cover, try not to cover up text or the ISBN.

*Barcodes* – bottom left corner. Try not to cover subtitle, DVD specs, or movie rating. If you need to move the barcode up to avoid covering it, that's fine. Can place over images.

*Acquisition date and number of discs* – add a sticker to the inside of the DVD case indicate the month and year it was added to the collection, and the number of discs in the case (generally one or two).

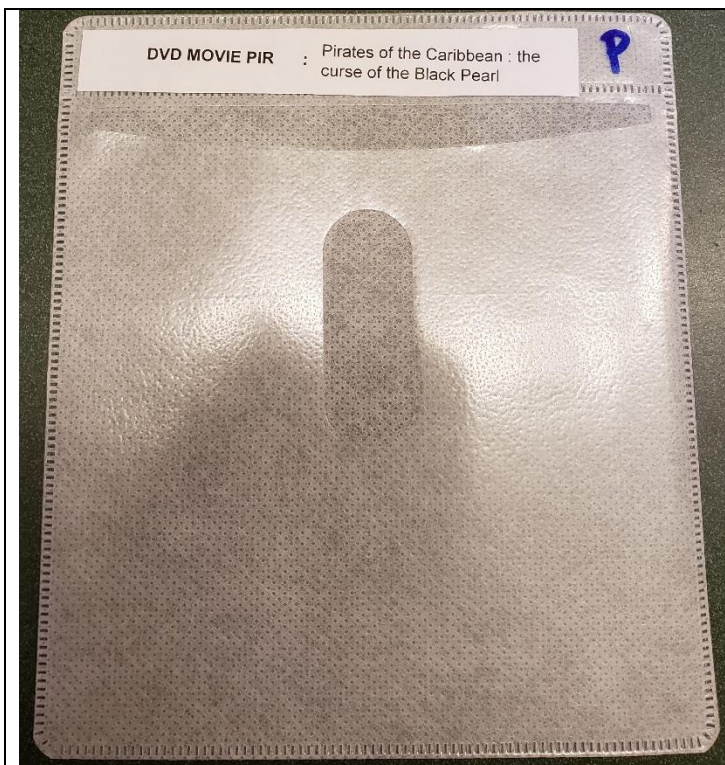


Stamps



All DVDs get stamped "Kellogg-Hubbard Library" with the specific stamp labeled DVD/CD and the StazOn ink pad. If the disc is too dark for the stamp to be visible, use a silver sharpie to handwrite "Kellogg-Hubbard Library." Try not to cover up title and disc information.

DVD Sleeves



All Young Adult and Adult DVDs are stored behind the Adult Library Circulation desk. Each disc gets its own sleeve with the call number, title, and color coded first letter. This helps staff with locating discs quickly.

Use the excel sheet titled, "Template\_DVD Sleeves." (located in the Public drive: Technical Services > Processing > Covers and labels > DVDs)

If you add a new TV Series to the collection, use the word doc titled, "Template\_DVD Sleeve Dividers" to create new dividers. It's located in the same folder.

Below is the color code guide for the DVD sleeves.

BLACK	GREEN	RED	BLUE	BLACK	GREEN	RED	BLUE
A	B	C	D	0	1	2	3
E	F	G	H	4	5	6	7
I	J	K	L	8	9		

<b>M</b>	<b>N</b>	<b>O</b>	<b>P</b>				
<b>Q</b>	<b>R</b>	<b>S</b>	<b>T</b>		<b>VT</b>	<b>BIO</b>	
<b>U</b>	<b>V</b>	<b>W</b>	<b>X</b>				
<b>Y</b>	<b>Z</b>						

## Cataloging

Use CatExpress to download DVD records. VERSO should have pretty decent DVD Records, but if not, use CatExpress to download comprehensive records from OCLC. We get 250 records per year from the State Department.

*Website:* connexion.oclc.org

*Authorization:* 100456591

*Password:* EXPRESS (all caps)

*Note:* Advanced searching is the best way to locate records, however, as it does not do keyword searching very well, you may need to go to WorldCat.org to find the record, and the search in CatExpress by the OCLC number.

Once you find the record you are looking for, click "Save to Catalog." Each session is will create a export file that you can download once you've finished finding all the records you need.

The screenshot shows the OCLC Connexion interface. At the top, there are navigation links: Home, Help, Diacritics, Contact, and Logoff. Below that, there are tabs for Express, General, and OCLC. The Express tab is active, and there are buttons for Search and Other. A dropdown menu is open, showing "Advanced" and "Other Options".

The main content area is titled "Full Record" and shows "Record 1 of 1". There are buttons for Edit Record, Delete Holdings, MARC Display, View Label, and Save to Catalog.

The record details are as follows:

Record Number (1)		Ownership: VTKHL Holdings - 2 other holdings
<b>Title</b>	The shape of water [videorecording] / Fox Searchlight Pictures presents, in association with TSG Entertainment, a Double Dare You production ; a Guillermo Del Toro film ; produced by J. Miles Dale, Guillermo Del Toro ; screenplay by Guillermo Del Toro & Vanessa Taylor ; directed by Guillermo Del Toro.	
<b>OCLC</b>	1041028563	
<b>Uniform Title</b>	Shape of water (Motion picture)	
<b>Authors, etc.</b>	Toro, Guillermo del, 1964- Taylor, Vanessa, 1978- Dale, J. Miles. Hawkins, Sally, 1976- Spencer, Octavia. Shannon, Michael, 1974-	

After you've finished gathering your records, under other options, select "Download Export Files." Download any needed records. Be sure to download only once, otherwise it will count towards the free record tally. It's a \$1 per record if you go over the allotted 250 records.

The screenshot shows the OCLC Connexion interface. On the left, the 'Advanced Search' menu is open, with 'Download Export Files' selected. The main area displays the 'Download Export Files' section for 'VTKHL'. It includes a table of bibliographic records and two 'Quick Tip' boxes.

Select	Authorization	Created	Format	Bytes	Downloaded
<input checked="" type="checkbox"/>		09/27/2018,09:13	MARC	3593	09/27/2018,09:14
<input type="checkbox"/>		09/26/2018,12:32	MARC	129931	09/26/2018,12:33
<input type="checkbox"/>		09/25/2018,17:27	MARC	162013	09/25/2018,17:30

Buttons: Download, Reset, Hide, Download (bottom)

Quick Tip 1: You may not mix different file formats when you select more than one file to be exported.

Quick Tip 2: Only files that have previously been downloaded may be hidden.

After downloading, import titles into VERSO. The default settings are ok to use, just click browse under "Import File" and select your downloaded Export.dat file created from CatExpress.

The screenshot shows the 'Cat Admin' interface for 'Kelllogg Hubbard Library'. The breadcrumb trail is 'Cat Admin > Inventory > Load Inventory'. The main area is titled 'Load Inventory File' and shows 'Step 1. Upload an Import Data File ...'. There is a 'Browse...' button next to 'Enter or Select Import file:' and a 'Collection' dropdown menu for 'Select inventory type:'. Buttons for 'Submit' and 'Help' are visible.

As always, you should double check the catalog to make sure you are not adding a duplicate record before downloading any record.

Once the import has completed, you should be able to look up the records in the catalog via the ISBN and/or title.

## General Cataloging for DVDs

After the records are imported to Follett, you want to check / update the following fields:

- 008** – verify the leader information is accurate
- 040** – add a d| VtMpKHL field to mark you've edited the record.
- 092** – This is the field used to add local call numbers.
- 245 / 246** – Make sure the title and variations of the title are represented. A lot of times, there are no 246 fields when there really should be. Remove the |h field to make the record RDA compliant.
- 264** – If the record has a 260 field, update to 264 to make it RDA Compliant.
- 336 / 337 / 338** – add the RDA content, media, and carrier fields if not there to make the record RDA compliant.
- 508 / 511** – If there are no performers or credit notes, be sure to add them.
- 520** – there should always be a summary. If there isn't one, add one.
- 521** – Make sure the show rating is listed in the target audience. If not, add it.
- 6xx** – Add as needed.

**7xx** – Add as needed.

## Cataloging TV Series

Generally, when downloading the records, you'll need to download the overall season record. Update the fields listed under General DVD cataloging first. Then, as we do catalog each disc separately, you will need to duplicate the records and update the following fields to reflect each individual disc:

**245** – Title field. The season and disc number are added to the end of the title a| field as season #/disc #.

Example: 245 14 a| The Durrells in Corfu, 2/1 /

**246** – Be sure to add the original title as a 246 field, and make sure the variations on season numbering is there. Some British TV Seasons are listed as "Series." Add both Series and Season variations.

246 3- a| Durrells in Corfu. n| Season 2

246 3- a| Durrells in Corfu. n| Season two

246 3- a| Durrells in Corfu. n| The complete second season (or if listed as 'series' it would be Series two)

246 3- a| Durrells in Corfu. n| The complete 2<sup>nd</sup> season. (of if listed as 'series' it would be Series 2)

**300** – Update to reflect the disc(s) in the case, and the time. (eg. 300 \_\_ a| 1 videodisc (approx. 112 min.)

**505** – Update to reflect the episodes on the disc. If each episode has a more specific title outlined, use the enhanced 505 fields. The level of detail depends on your comfort level. Generally, the more detailed the better. However, some records are more complex than others, and just using general info and the title is enough. But if the information is there, no need to delete it.

505 0- a|Disc 1. Episodes 1-3. – (example pulled from *The Durrells of Corfu, 2/1*).

505 00 g|Disc 1. t| Episode one. The Battle Joined ; t| Episode 2. Surrender ; etc... (Example pulled from *Outlander, 3/1*).

505 00 g|Disc 1. Episode one. t| Valar Dohaeris / r| written for television by David Benioff & D. B. Weiss ; directed by Daniel Minahan—g| Episode two. etc... (example pulled from *Game of Thrones, 3/1*).

**520** - Update as needed. If there are summaries for individual episodes, update the 520 to reflect the episodes on the disc being cataloged. If it's a general season summary, there is no need to update.