

[Taken from e-mail correspondence]

Subject: Brief records for original cataloging docs tracking

Dear historical catalogers,

I have created a template to use for creating brief records for documents that will be sent for original cataloging. You can find it at "key new records" then use #51. A sample of a record I have created is .b20610695 with item record .i26996273

I hope this will be an easy process. I will explain each field:

Fixed Fields: I decided not to bother with language, etc. I have set the 07 suppress to "s" which will suppress the record from CONSORT and OHIOLINK.

the only prompt is for location. You will just fill in the right one.

Variable fields: I have set it to prompt for the following fields. Use the ones you need and return past the unneeded ones. You can also add others to individual records as needed.

\*\* Here is my philosophy on this. These are truly brief records that will be replaced soon with full cataloging. Let's do as little as we can to do what we need, but not get too caught up in delimiters, authority files, etc.

first prompt: 0860 fill in completely with the SuDocs number of the doc.

100 Author: if personal use this tag. If corporate, change the tag to 110

245 Title: copy from title page or cover.

250 Edition statement: use as needed

260 Imprint: here is a good place to use the "substitution phrases" that it prompts you for at the beginning of the session. Ask me about this if you need help.

300 Description: pagination and size are adequate here.

440 Series: use as needed

500 Note: the first 500 will hold the information to track the document through the cataloging process. When you enter a record use the note "on hold shelf at [school] [date]" (use substitution phrase for this) when the doc goes for cataloging, I will add a note to this line to track it.

If you are the second school to use the brief record, add a second 500 note "on

the hold shelf at [school] [date]" when it returns from TechPro, the first school will delete the 500 line and the record if there are no other 500 notes. Leave the record if there are other 500's. (same as the procedure we tested for the Oberlin records)

Second 500 note: to be used by the inputting school as needed.

710 added author: use for agency if there is a personal author in the 100 field.

910 marc: use for project code

Denison: dmellon

Kenyon: kmellon

OWU: omellon

Wooster: wmellon

This will allow me to search on mellon, or by each school

ITEM RECORD: use the template you are already using.

add a barcode to the document (to be used by Techpro) and add it to the item record.

Don't worry with a Sudocs for the item record, "Brief" you know ...

For care of the document, add a note with a brief description of the condition of the piece when it left your library. (see example)

The last library to link to the new original cataloging record will delete their item record and the brief bib record, no longer needed as we will have the full record in the system. Don't worry about this for now, we are just creating the brief tracking records.

In general, use Jennifer's directions for brief records and remember to keep it simple. I will work with you at each school on this as I visit.