

Cataloging in Voyager: Changes	
Overlay of Records	<p>In Voyager, cataloging will require “forced overlay” of bibliographic records. Bibliographic and Holdings (MFHDs) records will be overlaid, and Item Records will be created.</p> <p>Steps required in Cataloging:</p> <ul style="list-style-type: none"> • Search & retrieve record in OCLC • Match record to printout provided by Acquisitions • Copy OCLC record number and search in Voyager (System Number (035a z) to retrieve Acquisitions record • For non-matches: see below for replacing OCLC number (Note: this can only be done after June 23.) • Check MFHD (holding record) for location in 852 \$b. <p>To overlay records:</p> <ul style="list-style-type: none"> • Retrieve record in OCLC • Retrieve record in Voyager Cataloging (make sure it matches record selected by Acquisitions Units) • Use MACRO Express to copy Voyager BIB ID number into OCLC 949 field • Make sure 035 field in Voyager record matches OCLC record number. If not, use MACRO Express to replace OCLC number in 035 field in local record. • Code 049 appropriately to override location code. • Follow 049 input standards, as applicable. <p>(Note: MACRO Express is to be installed in all workstations. Macros and procedures have been developed.)</p>
Last Update in OCLC	<p>Change in the loading of records:</p> <ul style="list-style-type: none"> • the LAST UPDATE is the "record" to be loaded into the local catalog <p>Note that “mistakes” can be corrected, the same day they are made, as long as last update follows input standards for the overlay/creation of accurate bibliographic, holdings, and item records.</p>
Shelving Scheme & Suppression of Order	<p>In Voyager, shelving numbers load into the 852 \$h of the holdings record; with the first indicator set to “8” (Other</p>

<p>Information in the OPAC</p>	<p>scheme).</p> <ul style="list-style-type: none"> ▪ Shelving numbers are retrieved by Call Number searches. <p>Order information in the OPAC is only suppressed by the presence of a classification/shelving no. in the 852 \$h of the holdings record. This impacts materials received in Voyager and cataloged for SRLF without a call number.</p> <ul style="list-style-type: none"> ▪ For materials cataloged for SRLF and lacking call number, add SRLF as a shelving number: <p>099 SRLF</p>
<p>Authority Work</p>	<p>Due to MARS processing and report-generating capability in Voyager:</p> <p>For Copy Cataloging:</p> <ul style="list-style-type: none"> • Do not perform Authority work on “lccopycat” records (do not perform authority work on DLC and “pcc” records; except for SEL conferences) • Discontinue submission of printout of DLC, pcc, and lccopycat records • Discontinue submission of NEW authority records • Continue performing authority work for records in the copy cataloging and rapid processing workflows • Submit printouts of authority records for CONFLICTS and REVISIONS