

Changes in Minicat Procedures in VOYAGER (September 7, 2004)

NOTE: This document should be used in conjunction with existing minicat procedures.

Background

Voyager holdings records contain information about owning location, and call number that combines with the bibliographic information to create an integrated display for the public. In VOYAGER, holdings records will be generated **or** overlaid, depending on the presence or absence of pre-existing records and based on coded information in the 049 field as the bibliographic record loads from OCLC into VOYAGER.

Depending on the information entered in the 049 of the OCLC record, a loader program will determine elements in the holdings records (e.g. owning location, call number, prefixes, public notes, summary holdings, SPAC codes, etc.).

Some practices regarding the use of the 049 field to generate holdings information from ORION2 will continue to work for VOYAGER; others will have to be changed to ensure the correct overlay and creation of records. In addition, we will still have to check Voyager for the existence of IP (“in process”) records that might interfere with the loading of the OCLC records, as well as for cataloged (non-order) bibliographic records for the same title.

If multiple uses are made of a given OCLC record within the same day, only the last cataloger “update” of that record will be loaded into VOYAGER. This makes it possible for a cataloger to correct mistakes made in the 049 field, provided the error is caught the same day.

VOYAGER MARC Holdings Location Codes Based on OCLC 049 \$a Codes

As in ORION2, the four-character \$a subfield codes in the OCLC 049 determine the owning/shelving location of a title to be displayed in the public catalog. *The default OCLC 049 \$a code CLUM still translates into Biomedical Library location and must be changed for every other location.*

There are crucial differences between ORION2 and VOYAGER location codes:

1. In VOYAGER, the four-character \$a subfield 049 codes are converted into codes that appear in the 852 \$b of the Holdings records only. **There are no longer sublocations**

in the 852 \$c.

2. Order records in VOYAGER may exist for minicat titles. In that case, you will need to overlay the existing bibliographic and holdings records using the \$o subfield of the 049. **Search all titles in Voyager prior to updating OCLC records, and review the record hierarchy to determine whether or not a matching record is an order record, an IP record, or an already cataloged title (e.g. a duplicate, or an added location).** (See examples at end of document.)

In the absence of a \$o in the 049, the 049 \$a should generate the following default 852 \$b code (in table below), just as it did in ORION2. However, note:

- If an unbracketed code alone is present in the 049 \$o, it will override the default 852 \$b.
- If an unbracketed code is followed by bracketed code in 049 \$o, the unbracketed code will be used to find a preexisting location record, and the bracketed code will replace (overwrite) the 852 \$b. If using subfield \$o, you must input the full VOYAGER Holdings location code. (Examples follow.)
- If you do not need to overwrite a pre-existing VOYAGER 852 \$b location (i.e. because the location of the order record matches the default code generated by the OCLC 049 code), there is no need to add a \$o to the OCLC 049.
- For titles without pre-existing records in Voyager, catalog in OCLC as before.

OCLC 049 Code \$a	Voyager Holdings location code 852 \$b	Voyager Staff Name
CLUE	sm	SEL EMS Stacks
CLUM	bi	Bio Stacks
CLUR	yr	YRL Stacks
CLUZ	ar	Art Stacks
CLYD	yirmi	YRL Microforms

Location codes in 049 fields and VOYAGER MARC Holdings

The following examples illustrate how the 049 information determines the location in Holdings records generated from incoming bibliographic records.

049 input

MARC Holdings

049 \$a CLUZ 852 0 \$b ar

049 \$a CLUR 852 0 \$b yr

To replace (overwrite) the location (852 \$b) in an existing holdings record, a subfield \$o must contain both the existing 852 \$b code unbracketed, followed by the replacement code within square brackets. Note that this procedure applies whenever you need to overlay a bib record, and change the location in a pre-existing holdings records.

OCLC 049

Pre-existing Holdings

Resulting Holdings

		049 \$a CLUR \$o yrsshacq [yr]	852 0
\$b yrsshacq	852 0 \$b yr		
049 \$a CLUE \$o sciacq [smbks]	852 0 \$b sciacq	852 0 \$b smbks	

Do NOT do this if the existing record is one that should not be overlaid, or if the location code should not be overwritten! Always review the Hierarchy information in VOYAGER, and ask questions if you are not absolutely certain that a bibliographic record should be overlaid, or a holdings record overwritten.

Materials that lack classification numbers

Materials with order records in Voyager that lack a classification/shelving number, require **both** the SRLF routing note in the \$n **and** input of 099 field in the OCLC record in order to suppress order information in the OPAC.

099 SRLF [OCLC record has no 050/090, or it is deleted before updating]

049 CLUR \$n ASK AT YRL PUBLIC SERVICE DESK--In process for SR

OR

090 NC248.P5 ‡b A4 2000

049 CLUZ \$n ASK AT ARTS PUBLIC SERVICE DESK--In process for SR

To generate a summary statement of volume holdings for multi-part items, the data is input in the \$v of the 049. *Any time you update a record for a multi-part item, you must **always** input the summary holdings in the 049.*

049 Input

Holdings Record

Prefixes

Call number prefixes must be input in square brackets in the subfield \$a of the 049 before the four-letter code.

OCLC input

MARC Holdings

050 N1 \$b .A5
049 \$a [Microfiche] CLUR

852 0 \$b yr \$k Microfiche \$h N1 \$i .A5

How to force an overlay

Overlay of Records	
<p>MATCHES</p> <p>OCLC record (number) <i>matches</i> Voyager 035 \$a (OCoLC) number</p>	<ul style="list-style-type: none"> ● In OCLC: <ul style="list-style-type: none"> ○ Input 949 field with Voyaged BIB RECORD ID <p style="margin-left: 40px;">949 4780686</p> ● In Voyager: <ul style="list-style-type: none"> ○ Verify 035 \$a (OCoLC) number matches OCLC record number ○ Make sure number consists of 8 digits (if not, add leading zeros) <p style="margin-left: 40px;">035 ‡a (OCoLC)00012245</p>
<p>MISMATCHES</p> <p>OCLC record (number) <i>does not match</i> Voyager 035 \$a (OCoLC) number</p>	<ul style="list-style-type: none"> ● In OCLC: <ul style="list-style-type: none"> ○ Input 949 field with Voyaged BIB RECORD ID <p style="margin-left: 40px;">949 4780686</p> ● In Voyager: <ul style="list-style-type: none"> ○ Replace 035 \$a (OCoLC) with incoming record number ○ Make sure number consists of 8 digits (if not, add leading zeros) <p style="margin-left: 40px;">035 ‡a (OCoLC)51072410</p>

<p>NO OCLC Number in Voyager ADD 035 \$a (OCoLC)</p> <p>Voyager Bib record lacks 035 \$a field</p>	<ul style="list-style-type: none"> ● In OCLC: <ul style="list-style-type: none"> ○ Input 949 field with Voyaged BIB RECORD ID <p style="text-align: center;">949 4780686</p> ● In Voyager: <ul style="list-style-type: none"> ○ Add 035 \$a (OCoLC) number to bib record ○ Make sure number consists of 8 digits (if not, add leading zeros) <p style="text-align: center;">35 ‡a (OCoLC)04875656</p> <p>To add 035 \$a field in Voyager: Click inside the first variable field in the Voyager BIB record Press F3 to insert a line (above the field) Enter 035 field as shown below (include prefix) Add OCLC number after prefix</p> <p style="text-align: center;">035 ‡a (OCoLC)12345678</p>
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Example #1: Voyager order record (location needs overwriting)

Tag	11	12	Subfield Data
035			‡a (OCoLC)ocm49219592
035			‡9 AEA-6997
040			‡a CVU ‡c CVU
020			‡a 1584230819 (v. 1)
090			‡a NK1484.A1 ‡b J366
049			‡a CLUM
245	0	0	‡a Japanese design : ‡b modern approaches to traditional elements / ‡c edited by DesignEXchange.
260			‡a Corte Madera, CA : ‡b Gingko Press, ‡c 2001-
300			‡a v. : ‡b ill. (some col.) ; ‡c 30 cm.
500			‡a Includes index.

Hierarchy view of **Example #1** (NOTE Acquisitions location)

Bib ID	Title	Owning Library
4951412	Japanese design : modern approaches to traditional elements / edited by DesignEXchange.	ucla

MFHD ID	Location	Call Number	Order Status
6873012	*SSHA Acquisitions		1 Copy Received as of 7/30/2004

Holdings view of **Example #1** (Note Acquisitions location code)

Tag	I1	I2	Subfield Data
852	0		‡b yrsshacq

Example #1: How to input 049 in OCLC:

```

OCLC: 49219592          Rec stat: n
Entered: 20020228      Replaced: 20020228      Used: 20040602
Type: a      ELvl: I      Src: d      Audn:      Ctrl:      Lang: eng
BLvl: m      Form:      Conf: 0      Biog:      MRec:      Ctry: cau
Cont:      GPub:      LitF: 0      Indx: 1
Desc: a      Ills: a      Fest: 0      DtSt: m      Dates: 2001,9999

>040  CVU *c CVU
>020  1584230819 (v. 1)
>090  NK1484.A1 *b J366
>049  CLUR *o yrsshacq [yr] *n ASK AT YRL PUBLIC SERVICE DESK--In process for SR
>245 00 Japanese design : *b modern approaches to traditional elements / *c edited by
DesignEXchange.
>260  Corte Madera, CA : *b Gingko Press, *c 2001-
>300  v. : *b ill. (some col.) ; *c 30 cm.
>500  Includes index.
>650  0 Decoration and ornament *z Japan.
>710  2 DesignEXchange Co. (Firm)
>910  qad/cmh 040902
>949  4951412

```

Example #2: Voyager order record (location does **not** need overwriting):

Tag	I1	I2	Subfield Data
040			‡a COO ‡c COO
020			‡a 0953779467
050	4		‡a NB497.Q56 ‡b A4 2003
049			‡a CLUM
100	1		‡a Quinn, Marc, ‡d 1964-
245	1	0	‡a Sculpture at Goodwood : ‡b the overwhelming world of desire (Paphiopedilum Winston Churchill Hybrid) / ‡c Marc Quinn.
246	3	0	‡a Overwhelming World of Desire (Paphiopedilum Winston Churchill Hybrid)
260			‡a London : ‡b Sculpture at Goodwood, Ltd., ‡c c2003.
300			‡a [14] p. : ‡b col. ill. ; ‡c 38 x 31 cm.
653			‡a Orchids in art

Hierarchy view of **Example #2** (NOTE Art Stacks location)

Bib ID	Title	Owning Library
5004876	Sculpture at Goodwood : the overwhelming world of desire (Paphiopedilum Winston Churchill Hybrid) / Marc Quinn.	ucla

MFHD ID	Location	Call Number	Order Status
6995020	Art Stacks		1 Copy Received as of 8/12/2004

Holdings view of **Example #2**

Tag	I1	I2	Subfield Data
→ 852	0		‡b ar

Example #2: How to input 049 in OCLC:

The screenshot shows the OCLC Voyager interface with a toolbar at the top and a record display area below. The record details are as follows:

```

OCLC: 55594003          Rec stat: n
Entered: 20040517      Replaced: 20040604    Used: 20040902
Type: a      ELvl: 3    Srce: d   Audn:      Ctrl:      Lang: eng
BLvl: m      Form:      Conf: 0   Biog:      MRec:      Ctry: enk
Cont:        GPub:      LitF: 0   Indx: 0
Desc: a      Ills: a      Fest: 0   DtSt: s    Dates: 2003,
  
```

The MARC fields are displayed below:

```

040  COO *c COO *d CLU
020  0953779467
050  4 NB497.Q56 *b A4 2003
049  CLUZ *n ASK AT ARTS PUBLIC SERVICE DESK--In process for SR
100  1 Quinn, Marc, *d 1964-
245  10 Sculpture at Goodwood : *b the overwhelming world of desire (Paphiopedilum Winston Churchill Hybrid) / *c Marc Quinn.
246  30 Overwhelming World of Desire (Paphiopedilum Winston Churchill Hybrid)
260  London : *b Sculpture at Goodwood, Ltd., *c c2003.
300  [14] p. : *b col. ill. ; *c 38 x 31 cm.
653  Orchids in art
910  gad/cmh 040902
949  5004876
  
```

Example #3: Existing Voyager Bib record is an IP (“in process” record)

Tag	11	12	Subfield Data
035			‡a (OCoLC)34066826
035			‡9 07-ANU-9079
086	0		‡a HE 20.302:W 84
245	0	0	‡a Indian Women's Health Steering Committee.
260			‡a [Washington, D.C.]: ‡b U.S. Dept. of Health and Human Services, Public Health Service, Indian Health Service, ‡c [1994]
710	1		‡a United States. ‡b Indian Health Service.
935			‡a IP1460579

IP record must be deleted, because the existence of the 035 \$a with an OCLC number will prevent the matching OCLC record from loading.

Example #4: A cataloged (non-order) record already exists in Voyager

010		‡a 79110158
020		‡a 0390008508
035		‡a (OCoLC)00080182
035		‡9 07-AAC-0093
040		‡a DLC ‡c DLC ‡d CLU
050	0	‡a RA801 ‡b .A3
082	0	‡a 814/.09174/972
100	1	‡a Adair, John, ‡d 1913-
245	1 4	‡a The people's health; ‡b medicine and anthropology in a Navajo community ‡c [by] John Adair [and] Kurt W. Deuschle. With a chapter by Clifford R. Barnett and David L. Rabin.
260		‡a New York : ‡b Appleton-Century-Crofts, ‡c [1970]

Hierarchy view for example #4

Bib ID	Title	Owning Library	
333104	People's health; medicine and anthropology in a Navajo community [by] John Adair [and] Kurt W. Deuschle. With a chapter by Clifford R. Barnett and David L. Rabin.	ucla	
MFHD ID	Location	Call Number	Order Status
5720246	AIS Stacks	E99.N3 A19	
+ 25113	Bio Stacks	WA 300 A191p 1970	
+ 25115	Col Stacks	RA801 .A191p	
+ 25114	YRL Stacks	RA801 .A191p	

Treat item as an “added location,” added volume, or duplicate (as appropriate).