

**Shelf-ready loads of bibliographic records:
dealing with errors**
UCLA Library Cataloging & Metadata Center
Dec. 2007 (r1s)

YBP PROMPTCAT

Type of error	How to resolve
Record didn't load properly	<ul style="list-style-type: none"> --Call up the bibliographic record in Voyager --Title should be in ALL CAPITAL LETTERS --Change the 049: Edit from: 049 CLUR \$I [no barcode] TO: 049 CLUM --Search for a record in Connexion --Distribute the book to the appropriate cataloger
300 field needs editing	<p>NOTE: sometimes, the 300 is bare and needs editing because the information was taken from an earlier version of a Connexion record</p> <ul style="list-style-type: none"> --Check Connexion to see if the record has been updated --Edit the 300 in Voyager to match the information in the Connexion record
Call number differs	<ul style="list-style-type: none"> --Check the bibliographic record --Often, the call number difference exists because the item is a conference proceeding --Use the call number for the conference --Write an X over the call number on the book, and place it on the remark shelf in Physical Processing (Marking)

ITEMS WITH IN-PROCESS STATUS

Policy change (from email message dated Nov. 7, 2007, distributed by Sara Layne):

Items WITH pumpkin flags	Items WITHOUT pumpkin flags
"If a book on a Shelf-Ready Problems truck has a pumpkin flag in it, DO NOT DELETE the 'in-process' status from the item"	--Use pick-and-scan in Voyager to remove the In-process status of the item <ul style="list-style-type: none">• Open Voyager Cataloging Client• Open File• Pick and Scan• Click [clear all]• Click [items]• Click [barcode]• Scan the barcode from the book

THEN—

- Sort and distribute books to copy catalogers
- Compile statistics
- Set aside Shelf-ready books (i.e., books which already have the call number on the spine or cover)

CANADIANA

Type of error	How to resolve
Items without call numbers	<p>--Search for records without call numbers in Voyager:</p> <ul style="list-style-type: none"> • [Keyword] [Holdings Boolean] • [Search for] srucl4 and srlf <p>--If literary work by a specific author, search for author's literary number</p> <ul style="list-style-type: none"> • Search Voyager for authority record; get literary number from 053 (if present) • If no Voyager authority record, search Connexion; get literary number from 053 (if present) • If no 053 in authority record, contact L.C. via 053 web site to assign one. Update Connexion authority record via NACO • If no authority record, create NACO according to PCC policies & procedures; contact L.C. via 053 web site to assign 053; add 053 to NACO record <p>--If collection of literary works (e.g., anthology of Canadian poetry by various authors, etc.), assign call number according to L.C. Classification Schedules</p> <p>--Add call number to holdings record in Voyager (following regular shelisting procedures)</p>
Editing errors: errors in 245, missing 300, etc.	<p>--Edit appropriate fields in Voyager</p> <p>--Edit appropriate fields in Connexion ("replace" using Enhance authorization)</p>
Record loaded in ALL CAPITAL LETTERS	<p>--Search Connexion to find updated record (usually there will an updated record)</p> <p>--Catalog the record via Connexion, using established policies & procedures; overlay it onto the existing Voyager record</p> <p>--Retain the 980 field</p>
No record in Voyager	<p>--Notify Roxanne Peck and Carlo Medina (Acquisitions). Copy Sara Layne on the email message</p> <p>--Check Connexion to see if the record there has UCLA holdings attached</p>