

Overlay Refresher Training

Outline

(rls, rev. Mar. 24, 2008)

Additional information available on the Center's web site at:

<http://unitproj.library.ucla.edu/cataloging/policies/index.cfm>

Why overlay?

1. Integrated Library System (Acquisitions, Cataloging)
2. Computer vs. Human
3. Records loaded overnight

Important points to remember

1. Look carefully at the slip in the item being cataloged; follow the instructions on it
2. PROOFREAD, PROOFREAD, PROOFREAD your work to avoid errors
3. Errors are extremely difficult to edit after the fact. It can take an hour or more to fix a mistake, and can involve staff in other units. In addition, items may need to be pulled from the stacks, which has gotten more complicated since our move to Kinross
4. Sometimes items get distributed incorrectly. ASK if you have something which might be
 - a duplicate
 - Does Connexion say "Held by CLU?"
 - Does the record in Voyager look fully cataloged (bib., holdings, item(s))?
 - an added location
 - Does Connexion say "Held by CLU?"
 - Does the record in Voyager look fully cataloged (bib., holdings, item(s))?
 - an added volume
 - a serial
5. Unusual situations (two records in Voyager, etc.). ASK

What to do in Voyager

1. Importance of searching
 - Some records are very brief!
 - Voyager bib ID no. printed on top of the slip is not always correct. Try a keyword search if a different record comes up (i.e., other than the one for the item in hand)
2. Editing Voyager 035:
 - Normalization (What about that “ocm?”)
 - Importance of minimum of 8 digits (leading zeros)
3. Looking at everything, every time:
 - Bibliographical records
 - Hierarchy display
 - Holdings/MFHD records
 - 852 \$b
 - Location codes: [ctrl] + l
4. PROOFREAD the Voyager record, to make sure it matches the Connexion record
 - 035 \$a (OCoLC) [minimum of 8 digits]
 - 020, 1xx (if any), 245, 260 BRIEFLY

What to do in OCLC

1. Editing the 949
2. Editing the 049
3. PROOFREAD the Connexion record, to make sure it matches the Voyager record
 - 049 (location, holdings, item(s) information)
 - 949 (Voyager bib. record ID)
 - LAST STEP BEFORE UPDATE: Are you POSITIVE you are overlaying the correct record?

Examples

1. Voyager holdings: [yr]
 - Item headed to: SRLF

- OCLC: 049 CLUR \$n Ask at YRL Public Service Desk—In Process for SR
2. Voyager holdings: [yrsshacq]
 - Item headed to: YRL
 - OCLC: 049 CLUR \$o yrsshacq [yr] \$I L1234567890
 3. Voyager holdings: [yrsshacq]
 - Item headed to: SRLF
 - OCLC: 049 CLUR \$o yrsshacq [yr] \$n Ask at YRL Public Service Desk—
In Process for SR
 4. Voyager holdings: [ar]
 - Item headed to: Arts, oversized
 - OCLC: 049 [*] CLUZ \$o ar [ar*] \$I L1234567890
 5. Voyager holdings: [yr]
 - Item headed to: YRL stacks
 - Special circumstance: accompanying material, CD-ROM
 - OCLC: 049 CLUR \$I L1234567890 [barcode is for book; both book and CD-ROM are headed to the same location]
 - **DO NOT ADD** barcode for CD-ROM, since both items are headed to the same location. After cataloging, items need to go into “Edits” box on pick-up shelves
 - For details, see the document “Original cataloging: CD-ROMs,” available on the Cataloging Center’s web site
 6. Voyager holdings: [ar]
 - Item headed to: SRLF
 - Special circumstance: **mini-cat** item, with **NO CALL NUMBER**
 - OCLC: 049 CLUZ \$n Ask at Arts Public Service Desk—In Process for SR [no order record]
 - OCLC: **099 SRLF** [Overrides the OPAC note which states this item has been received]

Small Group Exercises

Questions? Comments?