

SEKnFind Cataloging Policies

Effective Date: 5/1/15

1. CATALOGING PERMISSIONS

1. SETUP

1. Policy Statement

Cataloging permissions shall be granted only after training has been conducted by SEKLS staff. The director may request training for individual staff members as needed.

Sharing of accounts is prohibited. Each cataloging staff member must log in with their own credentials.

The following permissions are enabled by the SEKLS staff following appropriate training:

- edit_catalogue
- edit_items
- item_batchdel

The following permissions are disabled for all users:

- item_batchmod
- delete_all_items

2. RECORD-LEVEL CATALOGING

1. ORIGINAL RECORD CREATION

1. Policy Statement

Cataloging staff are available to perform specialty cataloging tasks such as original record creation for items not owned by other libraries. Items should be couriered to SEK staff with your library's ownership indicated on each item and a note requesting items be cataloged.

2. SERIALS AND MAGAZINES

1. Policy Statement

Notify SEK staff when magazine titles are added or deleted. Magazine and serial records must first be created by SEK staff, and then individual libraries may add their items to the created records.

3. Z39.50 & VENDOR RECORD CLEANUP

1. Policy Statement

Records imported via the Z39.50 targets or provided by a vendor shall be evaluated for quality prior to import and adjusted following import to conform to rules put forth in the [SEKnFind cataloging manual](#).

2. Procedures

All Records:

- Remove eBook ISBNs from the 020
- If everything matches except the ISBN, add your ISBN as a new 020
- If publication information is in the 264, use the RDA framework
- If publication information is in the 260, use the Default framework

Print materials:

- Check for paging and dimensions in the 300, add if absent
- Series info goes in the 490 with 0 in the first indicator and bk. number in the v
- On large print items, make sure Large Print is in the 245h, 250, 300, & 650

Audio materials:

- The 250 should state 'Abridged' or 'Unabridged'
- The 245h (GMD) should show [sound recording]

Visual materials:

- The 245h (GMD) should show [videorecording]
- Multi-format combo packs (those containing Blu-rays, DVDs and/or digital copies) are not supported and should be divided into individual records
- The 300 should correctly represent the item (videodisc for DVD, Blu-ray disc for blu-ray)
- The 538 should indicate whether a DVD or Blu-ray player is required
- If breaking apart TV series, be sure the 300 reflects the correct numbers for discs and runtime

3. ITEM-LEVEL CATALOGING

1. REQUIRED FIELDS

1. Policy Statement

The following fields must be populated when adding an item to a record:

- 8 – Collection code
- c – Shelving location
- e – Source of acquisition
- g – Cost, normal purchase price
- o – Full call number
- p – Barcode
- v – Cost, replacement price
- y – Koha item type

[Visual instructions for cataloging items](#) may be found in the cataloging portion of the SEKnFind Training documentation.

2. INITIALING YOUR WORK

1. Policy Statement

Initials of the cataloger responsible for adding an item to a record must be placed at the tail end of the **e – Source of acquisition** subfield (after vendor/acquisition information) when the item is being added.

3. ITEM STATUS GUIDELINES

1. Policy Statement

The chart on the following two pages lists recommended item status usage.

Status	Category	Function	When to use	Status cleared on check-in?	Holds allowed?	Patron sees on OPAC?
Withdrawn	Withdrawn	Temporarily removes an item from circulation	Use on items with problems that merit removal from circulation: returned without disc, damaged and needing replaced by patron	No	No	Yes
Damaged	Damaged	Flags a circulating item as damaged, does not restrict use	Use on items you plan to repair. Can be used on discs to flag when you send them in for repair. <i>Use a public note to indicate permanent damage.</i>	No	Yes	Yes
Missing	Lost	Indicates that an item is misplaced and may be found with searching	Use on items that can't be found on the holds queue; items that are temporarily misplaced but will likely show up in time	Yes	No	No
Lost	Lost	Indicates that an item likely will not be found with any amount of searching	Use on items the patron has indicated are lost, items that are not seen during inventory, and items that will likely never be found	Yes	No	No
Local Availability Only	Lost	Stops new items from going out, must be manually removed after 6 weeks	Use on items you are unwilling to share <i>Note: Libraries that do share may not share their new items with you</i>	Yes	No	No

Status	Category	Function	When to use	Status cleared on check-in?	Holds allowed?	Patron sees on OPAC?
Claims Returned	Lost	Indicates that a patron has told you the item is returned, but it cannot be found	<i>Do not use at this time. Use patron note for this functionality</i>	Yes	No	No
Long Overdue (Lost)	Lost	Indicates an item has been checked out and overdue for at least 99 days	Koha automatically applies this status at 99 days overdue	Yes	No	No
Lost and paid for	Lost	Indicates that a lost item has been paid for	Use on lost items that have been paid for but haven't been replaced or deleted yet	Yes	No	No
Doesn't Circulate	Item Type	Prevents an item from circulating	Use in conjunction with 'Not for Loan'. Use on items that you are unwilling to loan, regardless of who wants it or how new it is	No	No	Yes
Not for loan	Not for loan	Prevents an item from circulating	Use in conjunction with 'Doesn't Circulate'	No	No	Yes
Staff Collection	Not for loan	Flags items that should not circulate to patrons	Use on items that patrons may not check out, but are useful for staff to have cataloged	No	No	Yes
Ordered	Not for loan	Indicates an item is coming but not available yet	<i>Do not use at this time</i>	No	Yes	Yes
Download	Not for loan	Indicates a digital book	<i>Only used by SEK staff</i>	No	No	Yes
Restricted Access	Use Restriction	Completely restricts checkout of item, cannot be overridden	<i>Do not use at this time</i>	No	No	Yes

4. MAINTAINENCE

1. EMPTY RECORD DELETION

1. Policy Statement

Empty records older than 1 month are deleted every Sunday.

2. EXISTING RECORD CLEANUP

1. Policy Statement

SEK cataloging staff are actively cleaning up and merging records to increase the usability of the catalog and reduce duplicate entries. Notify SEK staff of any record or title that needs attention.