# Searching for and Creating Records

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EXPECTATIONS FOR LIBRARY STAFF AND STUDENT ASSISTANTS

Although it is recognized that frontline circulation staff and student assistants are not trained in cataloging, serials check-in, or other forms of library material record creation, we are nevertheless expected to make a good faith effort to create accurate records when doing so is necessary. It is assumed that individuals using this manual will have completed basic training in use of the Voyager Circulation module.

In order to create accurate item records and “circ-on-the-fly” (bibs/holdings/items) records, library staff and student assistants working in the Voyager Circulation module are expected to accomplish the following:

- Develop searching skills required to find existing records for items.
- Learn the format of this manual and be prepared to make the best use possible of the documentation provided here.
- Learn how to handle specific local situations (e.g. art auction catalogs, government documents, microformat).
- Participate in training and refresher training when provided.
- Make a conscientious effort to create accurate records.

BACKGROUND INFORMATION ABOUT “CIRC-ON-THE-FLY”

Brief records (i.e., "circ-on-the-fly" records) are created in the Circulation module for the purpose of circulating an item for which there is no apparent bibliographic record existing in the database. A "circ-on-the-fly" consists of a brief bibliographic record, a holdings record, and one or more item records. "Circ-on-the-fly" records DO NOT appear in the Library Catalog but do appear in the Cataloging, Circulation, and Reserve modules. "Circ-on-the-fly" are actually cataloging records residing in the Cataloging Module where all bib/holdings/items reside. Although "circ-on-the-fly" bib and holdings records can be created in the Circulation module, they can only be edited using the Cataloging module. Item records can be created, modified and deleted in the Circulation module.

"Circ-on-the-fly" records will be created with the piece in hand. It is not anticipated that staff will do any significant research to determine information not on the piece, such as correct form of author's name, accuracy and consistency of holdings information on the labeling, etc. Since many of these records will be created at service desks while the user is waiting to check out the item, staff will want to accurately transcribe the bibliographic, holdings, and item data from the piece in hand.

Complete information will assist the user in identifying which item he/she has borrowed from the library. Complete information will also assist other library staff who will, at some point, be responsible for linking the item record created as part of the "on-the-fly" record creation to its full bibliographic and holdings record in the database, when the full record becomes available. A complete record created at point of circulation will facilitate this future identification and linking process, without requiring the retrieval of the piece itself.

With the achievements accomplished since beginning use of the Voyager system, emphasis at this stage is for searching to find a matching record already in the system and to accomplish updates to the record when needed. “Circ-on-the-fly” records should be created only when necessary.
BRIEF SUMMARY OF STEPS

- If the item has a barcode or OCR number, but the scan does not bring up an item for checkout, scan the number multiple times before giving up.

- If the item has a barcode, but no apparent matching record, conduct thorough searches in effort to find a matching record.
  - If a matching item record is found, but it lacks a barcode: edit the item record to add the barcode number.
  - If a matching bib record is found, create an item record, linking it to that bib record.
  - If a matching bib record cannot be found, create a “circ-on-the-fly” record.

- If the item does not appear to have a barcode or OCR number:
  - First search in the myriad of places the number might have been attached.
  - If no barcode or OCR number is found, search for a matching bib or item record in the Voyager Circulation module.
  - If a matching item record is found, but it lacks a barcode: attach a barcode to the piece and edit the item record to add the barcode number.
  - If only a matching bib record is found, attach a barcode to the item, and create an item record, linking it to that bib record.
  - If a matching bib record cannot be found, attach a barcode to the item, and create a “circ-on-the-fly” record.

- Refer to Appendix D: Input Standards Chart for summary of record requirements.

GETTING STARTED

When an item record does not appear to be available for checkout, start by searching the circulation database for a record. In most cases, do a call number search first. If that is not successful, try author/title or title searches, as applicable to the item in hand. See the Searching for Items in the Voyager Circulation Module section of this manual for assistance.

Items with OCR or Barcode, but “Item not found.” pop-up appears at time of checkout:
- Try rescanning your OCR/barcode multiple times to ensure that you have not encountered a problem with the scanner.
- If an item record is not retrieved, search the database by call number and/or title to see if there is an existing bib record.
- If there is an existing bib record that matches your item, review all attached items to see if your item is there and only needs to have the barcode added. See Appendix E: Adding Barcode Numbers to Existing Item Records.
- If there is an existing bib record that matches your item, and none of the attached items are for your piece, use that bib record and add an item record, linking it to the existing bib/holdings record. Follow the procedures outlined in Step by Step Instructions for Linking an Item Record to an Existing Bib Record and the requirements outlined in Appendix B: Input Standards for Holdings Tab, and Appendix C: Input Standards for Item Tab.
If there is a doubt as to whether there is a match, view the MARC bib and holdings records to seek confirmation of a match.

If there is no existing bib record, create a “circ on the fly” bib/holdings/item record following the procedures outlined in Step by Step Instructions for Creating Bibs/Holdings/Items (“Circ-on-the-Fly”) in Voyager Circulation Module and the requirements from Appendix A: Input Standards for Bib Tab, Appendix B: Input Standards for Holdings Tab, and Appendix C: Input Standards for Item Tab.

If there is no OCR/Barcode on the piece that is to be checked out:

- Watch for variations in OCR/Barcode placement. Before adding a new barcode to the piece, review the item thoroughly.
  - OCR numbers were traditionally placed on the upper right corner on the inside back cover and on the title page or on the end sheet or on the page facing the title page.
  - Barcodes were first placed on the upper right corner of the inside back cover, and are now placed on the outside of the back cover.
  - Barcodes are placed on the lower right corner of the back cover of unbound serial issues.
- If no OCR or barcode is found on the item, add a barcode to the piece. See Appendix F: Barcode Use and Placement.
- DO NOT automatically create a "circ-on-the-fly" record. Search the database by call number and/or title to see if there is an existing bib record.
- To add an item to an existing bib record, link the item to the appropriate bib/holdings record. Complete information on each tab before clicking OK.
  - Follow the procedures in Step by Step Instructions for Linking an Item Record to an Existing Bib Record.
  - Use the standards for entering specific information on the Holdings, Holdings/Item, and Item tabs as outlined in Appendix B: Input Standards for Holdings Tab, and Appendix C: Input Standards for Item Tab.
    - Holdings tab: If there is more than one holdings location, be certain to highlight the correct shelving location for your item. (See information regarding “bound with” holdings on page 24.)
    - When applicable, enter the enumeration and chronology on the Holdings/Item tab.
    - Identify the Item Type and Copy number on the Item tab before scanning the barcode number. Because most scanners are programmed to end the scan with Enter, the OK button is automatically pressed, thus saving the record.
- If there is a doubt as to whether there is a match, view the MARC bib and holdings records to seek confirmation of a match.
- If there is no existing bib record, create a “circ-on-the-fly” bib/holdings/item record following the Step by Step Instructions for Creating Bibs/Holdings/Items (“Circ-on-the-Fly” in Voyager Circulation Module and using the requirements outlined in Appendix A: Input Standards for Bib Tab, Appendix B: Input Standards for Holdings Tab, and Appendix C: Input Standards for Item Tab to enter specific information.
"Circ-on-the-fly" **records** should only be created in the following circumstances:

- The material is not owned by the KU Libraries (e.g., the material is the personal copy of a faculty member, the piece is a photocopy provided by a faculty member). Do not add a faculty member's personal copy to a KU Libraries bib/holdings record.
- No apparent bib record exists.
- It is unclear what existing bib/holdings record to link an item record to.

**Steps:**

- Follow the procedures in **Step by Step Instructions for Creating Bibs/Holdings/Items (“Circ-on-the-Fly”) in Voyager Circulation Module**.
- Select the appropriate template (Book, Electronic Reserves, Serial, Personal Copy, Photocopy, ILL Loan, Circ Training/book, Map) and enter specific information on the Bib, Holdings, and Item tabs as outlined in **Appendix A: Input Standards for Bib Tab**, **Appendix B: Input Standards for Holdings Tab**, and **Appendix C: Input Standards for Item Tab**.
- Do not alter templates. See additional information about template selection in the **Step-by-Step Instructions for Creating Bibs/Holdings/Items (“Circ-on-the-Fly”) in Voyager Circulation Module** section of this manual.
- DO NOT create multiple bib records when handling multiple copies of the same title. Create the first “circ-on-the-fly” record and link additional items of the same item to this bib/holdings record.
- When creating bibs, use upper and lower case.
- DO NOT enter more than one author in the author field of the bib template. Enter last name, then first name. Leave the asterisk at the beginning.

**Note:** For additional information about checking out microformat materials with or without bib records, see **Appendix L: Microformat Materials (Anschutz, Spahr & Watson)** and **Appendix M: ERIC Documents**.

**When bib record does not appear to match, but the OCR/Barcode matches:**

- If, when attempting to check out an item which has an OCR/Barcode label, you retrieve a bib record that does not appear to match the piece in hand but the OCR/Barcode matches, you have likely encountered a data "linkage problem" related to data conversion.
- DO NOT delete the existing item record and start over by creating a "circ-on-the-fly" record. Doing so will result in the loss of all circulation history.
- DO charge the item out on the existing bib/holdings record and notify the Serials Records Team (SRT) that there is a “linkage problem.” See the **Problem Solving** section for assistance.

**Controlling loan periods:**

- Always assign the appropriate item type for the piece in hand. See **Appendix H: Item Types** for assistance in assigning item types.
- Add temp locations and temp item types if the piece needs to circulate for a loan period that varies from the permanent location and/or item type.
- **Remember loan periods are controlled by three factors working together:** locations (as determined by policy groups), item type and patron type. (See **Appendix H: Item Types** and **Appendix I: Locations in Each Circ Policy Group**.)
PROBLEM SOLVING

• If the record is correct, but you clicked OK instead of scanning the barcode as your last step, refer to **Appendix E: Adding Barcodes to Existing Item Records** for how to add the barcode.

• The **Item Record** can be edited in the Circulation Module after scanning the barcode or clicking OK. Within the Item Record screen displayed, right click and choose **Edit Item** from the menu. Enter corrections in accordance with the standards outlined in **Appendix C: Input Standards for Item Tab**, **Appendix E: Adding Barcodes to Existing Item Records**, and **Appendix H: Item Types**.
  o Most USS circulation supervisors are authorized to delete individual item records and should do so when that is the appropriate step. If not, assign the Temp location of “item record delete” to notify the Cataloging Department to delete the item from the database.
  o Student assistants who are uncertain of the best way to enter corrections should photocopy the title page, barcode, and record for the incorrectly created item and refer the information to the local circulation supervisor.

• Once the barcode has been scanned or OK has been clicked it is **not possible to change** the information on the **Bib** tab or the **Holdings** tab. Corrections to the bib and holdings record must be forwarded to the Cataloging Dept. for update.
  o From within the item record that needs to have Bib or Holdings tab information corrected: highlight the problem item > click Item on the toolbar > select View MARC Bib … from dropdown > click Print > click Close. Repeat process from the Item icon on the toolbar to access View MARC Holdings … from the dropdown > click Print > Close.
  o Annotate the problem that needs to be solved on one of the sheets and send both of them to Brenda Owens in the Cataloging Department.

• In the event that the barcode has been scanned or OK may have been clicked before all three tabs were updated, it is better to create a new Bib/Item record and have the old one deleted by Cataloging.
  o To request deletion of a record, the supervisor should assign the Temp location of “holdings record delete” in order to notify the Cataloging Department to delete the record from the database.

• On occasion, if the records are simply too confusing, photocopy the title page and/or verso from the item, the item’s barcode or OCR, and the patron’s borrower card. Consult with the local circulation supervisor to get the item added to the system. What this means is that the patron will leave the library without the item actually checked out to him/her. **Therefore, follow up is essential in order to account for the item.**

• Circ-on-the-fly records:
  o For student assistants: if you make a mistake and start over, print off the incorrect record and refer it to your supervisor.
  o Supervisors should assign the Temp location of “holdings record delete” in order to notify the Cataloging Department to delete the record from the database.
• Supervisors need to review any item records to be deleted for any unpaid charges before deleting items or requesting deletion of items. A judgment call will need to be made on a case-by-case basis.

• Linkage problems:
  o When the OCR/barcode matches, but the bib record does not appear to match, we need to notify the Serials Record Team (SRT) to fix it.
  o Send an email message to serholdings@ku.edu (Library Serial Holdings), and report the title, call number, and item barcode of the piece being charged out and the holdings record number to which the item is mis-linked. Record the words “linkage problem” in the email message’s subject line.

• Locations must match:
  o An item’s “permanent location” must match the item’s “holdings location.” If this is not the case, Cataloging should be notified by sending an email message to Brenda Owens (bowens@ku.edu) in the Cataloging Department, Watson Library.
  o If you need to control a loan period, attach a temporary location and/or a temporary item type to achieve the results needed.

PLEASE NOTE

Throughout this document (including the appendices), the “•” symbol is used to clarify where a space should be placed within a search or in keyboarding information into the system.
SEARCHING FOR ITEMS IN THE VOYAGER CIRCULATION MODULE

Check-out process will begin with these steps:

1. Attempt to charge out an item by selecting the Charge/Renew icon.

2. Scan the patron’s barcode.
3. Scan the item barcode.
4. If the OCR or barcode scanner has not been programmed to include “enter,” press enter or click the checkmark after each scan.
5. If the scan does not bring up a matching item, the “Item not found.” pop-up message appears.
If the item is not found:

1. Scan the item barcode a second time to be sure scanner is functioning properly.

2. If no item is found, search the database by Mfhd call number and/or title to see if a bib and holdings record exists for the piece in hand.

3. To retrieve the search window:
   - First, left click on the Item icon on the toolbar.
   - Click the ellipsis on the right side of the Item Barcode search box to bring up the Search box.
   - Or click the Cancel button, and proceed as outlined below.

4. When the search window opens, construct the appropriate search strategy to find your item.

5. If the item does not have a barcode or a barcode scan does not retrieve a record, look it up in Voyager Circulation system using a call number search.
   - Always use the call number on the title page or verso, not the spine.
   - If you find the record, always match the call number and title of the item to the Voyager record.
   - If the call number search does not retrieve a record, see instructions below for searching by title, journal title or author name.

CALL NUMBER SEARCHES
• Set search to Mfhd Call Number.
• To retrieve a large list of records, click on the Browse button in the “Search by” column.
• Usually, there is no need to put in the whole call number to bring up enough records to find the “root” number.
• Do not enter the year, volume, or part at the end of the call number.

Library of Congress call numbers:
• You don’t have to put in the whole call number to find it. Although upper case letters are used in the examples provided in this document, you do not need to type them to enter searches. Type the first 3 lines of the call number found on the title page or title page verso.
• You can run the call number together without any spaces except if the third line does not start with period. If the third line does not start with a period, add a space between where the second line ends and the third line begins.
• If you type in more than the first three lines of a call number, a space must be added at the end of the third line and after each subsequent line thereafter.
Example: PN1997.3.R72•M45•1987

Monograph Examples

Example 1, title page has:
   HM
   24
   .W549
   1988

Enter search as: HM24.W549

A find search retrieves one record:
A browse search retrieves a list of records:

Example 2, title page has:
   folio
   PN
   1997.5
   .M663
   M66
   1997

Enter search as:  PN1997.5.M663
Do not put in the words folio, oversize, or DVD which may precede the call number.

Find and browse search retrieves:

Example 3, title page verso has:
   E
   506.5
   87th
   .O94
   1997
   v. 3

Enter search as:  E506.5•87th
The third line starts with a number (i.e. does not start with a period) so the search will contain a space between second and third line.
Serial Examples

- There may be more than one record for a serial call number.
- Look at the date in your browse screen after the title. Pick the record that is closest to your volume without being newer than that volume.
- For example, you have two records in the browse screen; one is 1959 the other 1993. You need to add the 1992 volume. Add it to the 1959 record because 1993 is newer than 1992.

Example 1, title page has:

GN
670
.B6
no. 86
Apr. 15, 2006

Enter only the first 3 lines of the call number: GN670.B6
Do not put in the parts or year.

Example 2, title page has:

L
900
.I58
1968

Enter search as: L900.I58
Dewey Decimal call numbers:
- You don’t have to put in the whole call number to find it.
- Instead type in the first 3 lines of the call number found on the title page or title page verso.
- Do not put in the volume number or year as part of the search.

Monograph example, title page has:

193.9
N55
B
F889f2
1967

Enter the search as: 193.9N55B

Serial example, title page has:

150.05
P94
v36
1949

Enter the search as: 150.05P94

Remember:
- There may be more than one record for a serial call number.
- Look at the date on the browse screen after the title.
- Pick the record that is closest to your volume without being newer or older than the volume in hand.
- In this example, the volume in hand is 1949; therefore the item would be linked to the record with the 1913 date because 1949 precedes the 1958 record.
**East Asian Brief Listed Items:**

- Below the Mfhd call number field is the “Headings type” filter.
- You may have to set the filter to “Other” or you won’t be able to find any brief listing numbers.
- Make sure you take it off after you are done looking up the brief listing numbers or you won’t get all the information you need when you do other types of searches.
- Put in the word brief, one space and the first two digits of the number, a hyphen and the rest of the numbers.

**Examples:**

- Chinese Brief Listing 33-19957
  - Fei hua huan tsa wen / Pan Ming-shen chu
  - Enter this search as: Brief 33-19957

- Japanese Brief Listing 35-00164
  - Hiwa mata noboru. By Ernest Hemingway
  - Enter this search as: Brief 35-00164

- Korean Brief Listing book are under the Japanese 35 call number with a hyphen K (-K) at the end of the call number.
  - Spine of book: 3508793-K
  - Enter search as: Brief 35-08793 (cannot substitute a space for the dash)
  - Call number displays in record as: Brief 35-08793-k

At one time East Asian brief listings were entered without the hyphen so there are still a lot of unconverted records in the database. **The correct Voyager record you want to use to link your item record to should be the one with the hyphen.**

**SuDoc (Government Document) call numbers:**

- With government documents, do a title search first to see if you can find a match.
- Government document call numbers have two parts, the class stem and the book number.
- The class stem comes before the colon and the book number is what follows the colon.
- To perform a search, enter the entire class number including any punctuation (e.g. a slash) followed by the colon and the first number or letter combination that follows the colon.
- Make sure you are doing a Find search, not a Browse search.

**Examples:**

- Title page has: NAS 1.2:R 11/3
  - Enter search as: nas1.2:r

- Title page has: Y 4.ED8/1:W 84/31
  - Enter search as: y4.ed8/1:w

Scroll through the results to find an exact match to your call number and title.
- If an exact match is found, link item to the bib record.
NOTE: **Part information found at the end of the call number on the title page (e.g. /PT2) should be ignored when determining a match.** For example, if you find a record for Y 4.ED8/1:W 84/31/, consider it a match for the title page form of Y 4.ED8/1:W 84/31/PT3

If no exact match is found (or no records show up when you search), try the search again but leave off everything after the colon (i.e. just type in the class stem) but do include any other punctuation.

Examples:

Title page has: A93.10/2:160 (title = Agriculture Outlook No. 160)
Enter search as: A93.10/2

Title page has: HE 3.3:15/2 (title = Social Security Bulletin, Vol. 15, #2)
Enter search as: he3.3

If you find a match for the stem you entered, determine if you have a serial item in hand. Year, volume and part information (enumeration and chronology) follow the colon in SuDoc serial call numbers. This type of information is accounted for in the item record, not the call number.

- If the item appears to be a serial, link your barcode to the bib record and add year, volume and/or part information in the appropriate item/holdings record fields.
- If you do not have an exact match or you can’t tell if the item is a serial, create a “circ on the fly” record.

Example search results for A93.10/2:160 (title = Agriculture Outlook No. 160)
Search entered as: A93.10/2

- Link your barcode to the non-electronic resource bib record (because you have the paper version).
If after selecting the matching record, a retrieve holdings box pops up, scroll through and find the numbering that matches your piece.

• If you find an exact match, link to that holdings record.
• If you do not find an exact match, create a circ on the fly record.

**Filing numbers:**
Enter filing numbers based on the format of these examples.
- FC-0050 (dash required) – Watson Library Periodicals - File Cabinets
- MR•0155 (space required) – Watson Library Microforms - Microfilm
- MRN•0269 (space required) – Watson Library Microforms – Newspaper Microfilm
- COM•DIS•4124 (spaces required) – Music & Dance Library – Media & Reserve Desk

**TITLE SEARCHES**
- Change the search tab from Mfhd call number to Titles (all)<.
- Type in the title as found on the title page, not the one found on the cover or spine.
- You do not need to use capitols or put in the whole title. Truncation on the right is implied, so you do not need to enter a question mark.
- Do not put in any articles if they are the first word in the title. In English the articles are a, an, and the. See Appendix G: Leading Articles to Ignore.

**JOURNAL TITLE SEARCHES**
- Change the search tab from Mfhd call number to Journal Title<.
- Enter as much of the title as possible based on the title marked on the title page. Truncation on the right is implied, so you do not need to enter a question mark.
- Omit articles if they are the first word in the title. In English the articles are a, an, and the. See Appendix G: Leading Articles to Ignore.
- Be sure to link items to the paper copy, not the electronic version.
AUTHOR SEARCHES

• Change the search tab to Names (X00/X10/X11).
• Put in the last name of the author.
  o If it is a common name, put in the last name and the initial of the first name.
    ▪ Example: Hughes, J
  o If the last name is very long, you don’t have to put it completely in.
    ▪ Example: type “Saco del” for the last name “Saco del Valle y Flores” (without the quotes)
  o If using a person’s initials, replace the periods with spaces.
    ▪ Eliot, T S
• You will get a browse screen which may be large depending on how much of the last name you entered.
STEP BY STEP INSTRUCTIONS FOR LINKING AN ITEM RECORD TO AN EXISTING BIB RECORD

If, in attempting to charge an item out, one finds that there is no item record for the piece in hand, all attempts should be made to find an existing bib/holdings record to link the item to. A search of the database should be made, searching by MFHD call number and/or title. If the correct bib record is found, link the item in hand to it. See Searching for Items in the Voyager Circulation Module.

1. If the piece in hand lacks a barcode, add the appropriate type of barcode according to the instructions in Appendix F: Barcode Use and Placement.

2. Bring up the bib record that matches the piece in hand. If the selected bib has no item (s) attached, you will receive a window similar to the following (the specified location in the window will be specific to your login location). Click OK to close the window.

3. Right click and select Add Item.

4. Review the Bib Level (bib/l) in the Bib Record to determine whether the item is a monograph or serial. From the toolbar, click Item, select View MARC Bib.
“bib/l” of “m” = monograph = item type of book in item record

“bib/l” of “s” = serial – See Appendix H: Item Types for assistance in determining the appropriate serial item type to assign.

5. You will be asked if you want to "Link Item to Existing Holdings?" Click YES.
6. The **Add Item** window will appear and default to the **Holdings** tab. Nothing can be changed on the Holdings tab. *However, it is very important that if more than one Holdings location is listed that you highlight the correct location for the item in hand.*

7. You will only need to enter information on the **Holding/Item** tab if the item in hand is a serial or from a multi-volume set. Follow the guidelines outlined in **Appendix B: Input Standards for Holdings Tab** when completing this tab.

   When done with this tab, **DO NOT click OK.** Move to the item tab.
8. Click on the Item tab. Select the appropriate Item Type. See Appendix H: Item Types for detailed information on item types and definitions of publication types. See Appendix C: Input Standards for Item Tab for assistance in completing this tab.

Add the copy number if it is something other than copy 1.

9. Review the information input on the Holdings, Holdings/Item, and Item tabs. Scan the Barcode as the last step and to save your information. Because most scanners are programmed to end the scan with enter, the OK button is automatically pressed thus saving the record.

**Things to watch out for:**

1. If all of the volumes have the same title and what you find with your search is multiple “converted unlinked item” records (usually information has been entered all in capital letters), the ideal is to add your volume to the earliest unconverted bib record, preferably v. 1. This will only work for different volumes of the same work.
   - You may not add item records to an unconverted bib record if it is a different edition.
   - If there are large numbers of “converted unlinked item” records, you may as a last resort, add the new item to the first appearing “converted unlinked item” record; apply the Cataloging Review status to the item.

2. If your search brings up a multi-volume set (analytic) for which each item appears to have a unique title page, you will need to scroll to find the item. However, your best bet may be to back out and do a title search for this item. To add a new item, there are two possibilities:
   - If the set has a serial record, add the item to the serial record and assign the item type “serial bound-long.”
   - If there is no bib record or serial record, create a “circ-on-the-fly” record and use the item type “book.”
Things that will drive you crazy:

Example 1: **Works within a series.**

If you click on vol. 16, etc. record and go into the View MARC Bib or the View MARC Holdings, you will see that v. 16 of the series is pt. 1 of the work, and v. 18 of the series is pt. 2 of the work.

Series title: Publications of the Navy Records Society

Title of work: Logs of the great sea fights, 1794-1805

When adding v. 16 to the record on Voyager, you would add the following notation in the enumeration field:

pt. 1 (shelved as vol. 16 of the series)

Example 2: **Serial “bound with.”**

When a bound volume of a journal contains more than one title within it, that item record should be linked to all bibliographic records representing the included titles. Once the “bound with” holdings (with its single item record) is created by Cataloging staff, no other item records should be linked or re-linked to that holdings.

Vol. 15, issues 1-6 bound together.

Journal title change effective with v. 15, no. 5.

Note two titles listed and single item record. The item record is linked to two bib records, reflecting that two titles are included in the volume.

See more information on next page.
Example 2: continued

The only situation that would allow you to create a second record occurs if you have an exact match; that is, that it included v. 15, no. 1-6 precisely. In this case, create the copy 2 item record, linking it to the title that matches v. 15, no. 1; mark the record for Cataloging Review.

Any other volume including overlapping bib records: create an item record, link it to the bib record that matches the first issue in the volume; mark the record for Cataloging Review.

Example 3:  Working around mistakes and “converted unlinked records.”

This is a serial for which the correct call number is:

060
Ac121

That’s a lower case L at the end of the Cutter number.

Any additional items should be linked to this bib record.

Two volumes still have “converted unlinked item” records with an incorrect call number:

060
Ac121

That’s a one at the end of the Cutter number.

Do not link any new items to either of these records.
STEP-BY-STEP INSTRUCTIONS FOR CREATING BIBS/HOLDINGS/ITEMS ("CIRC-ON-THE-FLY") IN VOYAGER CIRCULATION MODULE

If a bib record is NOT found, create a bib/holdings/item record (i.e., circ-on-the-fly) in the Voyager Circulation Module.

- Several customized templates have been created to facilitate adding “circ-on-the-fly” records. Follow the directions outlined below and enter information in accordance with the standards outlined in Appendix A: Input Standards for Bib Tab, Appendix B: Input Standards for Holdings Tab, and Appendix C: Input Standards for Item Tab.
- Books and serial materials from the permanent library collections to be circulation with “circ-on-the-fly” records need relatively full information recorded.
  - Fill in the blank fields on the bibliographic, holdings, and item tabs as fully as possible. Do not, however, guess at information.
  - Only complete the information which you know is accurate.
- US Government document "circ-on-the-fly" records may be entered using a few shortcuts.
  - On the Bib record tab, under most circumstances, entry is under title, and no author information is required.
  - The publisher should be entered as "GPO," and the date of publication should be added.
- For records which are created for photocopies and personal copies of books, and other materials to be placed on reserve, such information as series, place, and publisher and date are not required.

1. Left click on the **Item** icon on the toolbar.

2. Click **Cancel** to close the **Search by Item Barcode** window. A blank **Item Record** window will open.

3. Right click on the **Item Record** window. Left click on **Add Bib/Item** from the resulting menu. The **Add Bib/Item** window will appear. See below.
4. Select the correct bib template by clicking on the appropriate one.
   - See Appendix E: Item Types for assistance in determining whether the item is a “book” or a “serial.”
   - Complete the "circ-on-the-fly" record in accordance with the standards outlined in Appendix A: Input Standards for Bib Tab, Appendix B: Input Standards for Holdings Tab, and Appendix C: Input Standards for Item Tab.

   **IMPORTANT --- DO NOT CLICK OK UNTIL ALL THREE TABS (BIB/HOLDINGS/ITEM) HAVE BEEN COMPLETED**

5. Complete the Bib Tab.
   - Certain default information may appear in a bib template. DO NOT delete this default data.
   - Enter data in the bib template according information provided in Appendix A: Input Standards for Bib Tab.
   - Fields which are marked with an asterisk (*) after the field label (e.g., Title*) are required fields.
   - The author field itself is not required; however, do NOT remove the asterisk from this field.
   - Move directly to the Holdings Tab after having completed the Bib Tab. Do not click on OK at this point

Personal Copy Add Bib/Item example:

**NOTE:**

* following a field label indicates a required field.

Do NOT remove the asterisk (*) from the Author field, even if you do not enter one.
Serial – Periodical/Newspaper/Annual Add Bib/Item example:

6. Complete the **Holdings** tab.

- Select the appropriate **Holding Location** (the shelving location). Click on the Location dropdown, and scroll to find and highlight the correct location. **Remember that “circ desks” are not shelving locations.**
After you have retrieved the correct location, **Tab** forward to move to the **Call No. Type** box. Select the **Call No. Type** by clicking on the down arrow or typing the first letter of the Call No. Type that you wish to select.

**Other** call numbers include Thesis, Brief, Personal Copy, Photocopy, MRN, COM DIS.

- Format the call number according to the information provided in **Appendix B: Input Standards for Holdings Tab**.
- If appropriate, complete the **Enumeration**, **Chronology**, etc., fields according to the guidelines provided in **Appendix B: Input Standards for Holdings Tab**.
- **DO NOT** click **OK**. Move to the **Item Tab** by clicking on it.

7. Complete the **Item tab**.
- Follow specific details on fields in the **Item Tab**. Refer to the guidelines in **Appendix C: Input Standards for Item Tab**.

- Tab to the **Item Type** dialogue box. Use the dropdown list and scroll to find and select the **Item Type**. Refer to **Appendix H: Item Types** for complete list of item types, more specific information of serial item types, and for definitions of publication types.

- DO NOT add temp locations and item types if the piece is being placed on Reserve. The step of putting the item “on reserve” will assign the temp reserve location and item type.

- Do add temp locations and item types if the piece is to circulate for a loan period that varies from its permanent loan period. **Remember loan periods are controlled by three factors working together: locations (as determined by policy groups), item type, and patron type.** (See **Appendix H: Item Types** and **Appendix I: Locations in Each Circ Policy Group** for assistance.)

8. **Final Steps.**

- Carefully review all three tabs to make certain the information is complete and free of typographical errors or other mistakes before scanning the barcode or clicking **OK**.

- If you followed instructions, the item is now ready to be charged to a borrower, put on Reserve, or sent to the stacks.

See the **Problem Solving** section for assistance in fixing mistakes.

**Closing Thoughts**
Complete information will assist the user in identifying which item s/he has borrowed from the library. Complete information will also assist other library staff who will, at some point, be responsible for linking the item record created as part of the “on-the-fly” record creation to its full bibliographic and holdings record in the system, when the full record becomes available. A complete record created at the point of circulation will facilitate this process.

**Requesting Additional “Circ On-the-Fly” Templates**
- “Circ-on-the-fly” templates are stored and maintained on the T:drive. They are copied down on the C:\drive when one selects “copy files to the C:\ drive” in the Voyager folder.
- Requests for new bib templates with details as to what should be included in the template desired should be addressed to:

  Mary Roach  
  Watson Cataloging Dept.  
  4-3046  
  e-mail = mroach@ukans.edu – enter “Template Request” in the subject line
NON-LIBRARY OWNED MATERIAL -- PERSONAL COPIES AND PHOTOCOPIES

A. Create brief bib/holdings and one or more item records for each personal copy or photocopy title an item that is to be put on Reserve.

1. Note: personal copies and photocopies should never be added as item records to KU library bib/holdings records.

2. Multiple copies of the same item should be linked to the same bib/holdings record. Do NOT create multiple bib records. Create the first “circ-on-the-fly” record, and then link additional copies of the same bibliographic item to the first record created.

B. Create a Bib/Holdings/Item Record in the Circulation Module.

1. Select the appropriate template (personal copy or photocopy) from the Add Bib/Item window.

2. Follow Step by Step Instructions for Creating Bibs/Holdings/Items in Voyager Circulation and the guidelines in Appendix A: Input Standards for Bib Tab, Appendix B: Input Standards for Holdings Tab, and Appendix C: Input Standards for Item Tab when completing the templates.

3. Complete the required fields as identified by the asterisk next to the field label. Do not delete standard template information such as the asterisk (*) that appears in the Author field, or the Local* notes.

4. Additional processing information:
   a. Type using upper and lower case. Do not use all caps.

   b. The author field is not required. Regardless of whether it is entered, do not delete the asterisk (*). Enter the last name, comma, first name of only the first author listed on the piece. Do not enter editor’s names.

   c. The call number type should always be "Other" for personal copies and photocopies.

   d. The call number for a personal copy should begin with the words "Personal Copy," and the instructor’s last name or last name, comma, first initial. (Exclude the quotes.) If there is more than one instructor, list the lead faculty member from the reserve request form. On occasion, it may be appropriate to identify the format of the personal copy item.

   Personal Copy: • Falicov
   Personal Copy: • Falicov (DVD)
   Personal Copy: • Hughes, J
e. The call number for a photocopy should begin with the words “Photocopy,” and the instructor’s name. (Exclude the quotes.)

Photocopy: • Falicov
Photocopy: • Hughes, • J

5. The required Source field in the bib template should contain the name of the professor (last name or last name, first initial) to whom the item belongs. After a bib record has been added, the only way to view the Source information is to go to the appropriate Item Record window, select Item from the menu bar and then select View MARC Bib. The source information is found next to the 590 tag.

Source: Falicov
Source: Hughes, • J

See Appendix P: Reserve Records for additional information.
Review “Circ-on-the-Fly” Records within Voyager Circulation Module

To review the “circ-on-the-fly” records that you and your student assistants have created within circulation, follow these steps:

1. Within the circulation module, click Item icon to do a search. Click the ellipsis. Select Keyword tab and the Boolean button.

2. Enter search based on these examples (NOT must be capitalized):
   - 910a “circ on the fly” NOT personal NOT photocopy
   - 910a “circ on the fly” NOT photocopy
   - 910a “circ on the fly” NOT personal
   - 910a “circ on the fly” (potentially a huge list; be sure to apply location limits as described in number 3)

   Do not search yet; complete the next step first.

3. Apply limits. Click Limit button.
   - Click plus (+) sign in front of the word Location to get a dropdown list of location names.
   - Select your locations:
   - Double click on the selected location to add the location to the limit list, OR highlight the location and click the Add button.
   - You can add more than one location to your limit list.
   - Decide whether you want to retain search limits for later searches. If so, click the box to “Retain search limits between searches.” If you do click the box, you may want to come back later and remove this status if you will be doing additional searches.
   - Click OK to close.

4. Enter or click Do Search. This will bring up a list of all the “circ-on-the-fly” records for the locations selected.

5. To view an individual item record from the resulting list, highlight and click OK (or highlight and double click). From here, you may move around as usual within the item record.

6. To return to the list of “on-the-fly” records, right click, highlight Search, then Display Keyword Index.