

## TRANSFERRING MATERIALS TO STORAGE

### MONOGRAPHS

#### Sending Library

1. logon to Voyager Cataloging client
2. search for the correct record (barcode, title)
3. determine if a retrieved record is a formerly unlinked record (see attached)
  - a) NOTIS number in 035 \$9 consists of 2 alpha and 5 numeric characters (e.g. AB12345)
  - b) records include very brief information – title or partial title, author or partial author
  - c) in an index display, the date field contains a series of lines rather than a year
  - d) often the record is all in upper case
  - e) consists of a bib, holdings record (mfhd) and item record
4. if the record retrieved in step 2 is NOT a formerly unlinked item record, change MFHD location and Permanent Location in item record to appropriate Thomas Blvd storage location (utb\*\*\*\*\*)
5. click on the sailboat to Save and go on to the next book
6. if the record retrieved in step 2 is a formerly-unlinked-item record, do a title search
7. if the title search retrieves both the formerly unlinked item record and a complete bibliographic record without an item record for the same title, you should relink the item record to the mfhd of the complete bib and delete the formerly-unlinked-item record from the database
  - a) To relink the item record
    - display the item record to be relinked
    - display the holdings record associated with the complete bib record to which you want to relink the item record
    - cascade the item record and the holdings record to which it should be relinked so that you can see the holdings record number on your screen
    - be sure that the item record is the active record (title bar should be in color)
    - from the menu bar, select Record>Relink to a different holding
    - in the dialog box, enter the record number of the holdings record you have cascaded on your screen
    - click OK or press <Return>

- item will be relinked to designated holdings record, and the link to the holdings record of the formerly-unlinked-item record is completely gone
  - change Permanent Location in item record to appropriate Thomas Blvd storage location (Utb\*\*\*\*\*)
  - click on the sailboat button to Save
- b) delete the bib and holdings records of the formerly-unlinked record from database by first deleting the holdings record
- with the mfhd on the screen, from the menu bar, select Record>Delete, then click OK
  - with the bib record on the screen, from the menu bar, select Record>Delete, then click OK
8. if the record retrieved in step 2 has no item record (and there is no formerly unlinked item record for the title), create one
- a) with the mfhd on the screen, click on the New Items button
  - b) apply a barcode to the book and scan it in the Barcode field
  - c) change the Permanent Location to appropriate Thomas Blvd storage location (Utb\*\*\*\*\*)
  - d) if the book has a volume designation (e.g. v.1, t.1), input it in the Enum field: if the book has a year designation (e.g. 1999), input it in the Chron field: if the book has addition pieces (maps, folded papers) count the number of pieces and put that number in the item record in the pieces field at the bottom of the record
  - e) click on the sailboat button to Save
9. when creating an item record, be sure to link it to the correct Holdings record
- a) verify the location code is correct
  - b) if the mfhd is for a multi-volume work, verify the volume being transferred is included in an 866 field in the mfhd
  - c) if the mfhd is for a monograph (single volume work), be sure there are no other items linked to it

## Monographs with accompanying CD-ROM's

- The book should have an “**Ask for CD-ROM at Desk**” label; pull the CD from the cabinet.
- Place the CD-ROM in the pocket that is located on the inside back cover or apply a pocket/sleeve to the inside back cover.
- Delete the item record(s) for the CD(s).
- Update the pieces field in the item record to reflect the number of CD(s).
- Remove the “**Ask for CD-ROM at Desk**” label or use black magic marker to avoid confusion when the patron checks out item that has been retrieved from storage.
- Proceed with process for transferring materials to storage

## PERIODICAL ITEMS

### Sending Library

1. logon to Voyager Cataloging client
2. retrieve correct record (barcode, title, ISSN, NOTIS no., Voyager bib ID)
3. determine if the retrieved record is a formerly unlinked record
4. if retrieved record is a formerly unlinked record, search for a full bibliographic record for the periodical and follow the relinking instructions in the Monographs section
5. if all volumes are being transferred, change mfhd location code in 852 \$b to tbper only if the 008 field has a 5 in it
6. if there is a 4 in the 008 field, then a new mfhd will need to be created as this mfhd is used to check in current volumes/issues - when you have created the new mfhd, the 008 field will default to 4 - please change this to a 5 in the new mfhd
7. apply barcode to each volume and create item records linked to the tbper mfhd  

if some, but not all, of the volumes are being transferred, delete the volumes being transferred from 866 field
8. create new mfhd with 852 \$b tbper
9. add 886 field indicating volumes which will be kept in Storage  

ex: 866 41 \$8 0 \$a 1995-1996
10. apply barcode to each volume and create item records linked to the tbper mfhd
11. be sure to save your changes to each record by clicking on the sailboat

## **MULTI-VOLUME or CLASSED SERIAL ITEMS**

### **Sending Library**

1. logon to Voyager Cataloging client
2. retrieve correct record (barcode, title, NOTIS no., Voyager bib record no.)
3. determine if the retrieved record is a formerly unlinked record
4. if retrieved record is a formerly unlinked record, follow the relinking instructions
5. if all volumes are being transferred, change mfhd location code in 852 \$b to appropriate Thomas Blvd storage location (tb\*\*\*\*\*) and change Permanent Locations in each item record to appropriate Thomas Blvd storage location (Utb\*\*\*\*\*) if all volumes are being transferred, change mfhd location code in 852 \$b to tbper only if the 008 field has a 5 in it
6. if there is a 4 in the 008 field, then a new mfhd will need to be created as this mfhd is used to check in current volumes/issues - when you have created the new mfhd, the 008 field will default to 4 - please change this to a 5 in the new mfhd
7. if some but not all of the volumes are being transferred, delete the volumes being transferred from 866 field and relink them to the new mfhd
8. create new mfhd with 852 \$b tb\*\*\*\*
9. add 886 field indicating volumes which will be kept in Storage  
ex: 866 41 \$8 0 \$a 1995-1996
10. apply barcode to each volume and create item records linked to the tb\*\*\*\* mfhd
11. be sure to save your changes to each record by clicking on the sailboat

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