

Fundamentals of Cataloging ONLINE: RDA vs AACR2 for DVDs

OhioNet

Focus on the issues, fields, and elements to be considered when cataloging DVDs and streaming video resources. Understand how RDA impacts DVD cataloging. Discuss provider neutral standards.

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Fundamentals of Cataloging ONLINE: RDA vs AACR2 For CDs

OhioNet

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ABLE Course

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SELECTED ARTICLES FROM CURRENT LIBRARY JOURNALS

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TESTIMONY

From One at a Time to All at Once: Streamlining the Withdrawal Process

For weeding projects at Buswell Memorial Library at Wheaton College in Illinois, the Resource Description (RD) department previously withdrew items one by one, deleting each by hand and dealing with problems as they arose, a process that took up a significant amount of time. Using batch capabilities in OCLC Connexion Client and an upgrade in the Voyager ILS, staff learned how to streamline the withdrawal process and free time for other tasks.

The previous withdrawal process began with subject librarians leaving carts of weeded items in the RD area or turning books on their spines in the stacks. Most weeding projects were scheduled during the summer, but carts would filter in during other times if librarians needed to weed in preparation for a departmental review. This could create cart shortages and required RD staff to handle withdrawals on others' schedules. Communication was haphazard, and RD staff didn't always know if a cart of books was there for withdrawal or some other purpose. The department hired a student assistant to handle the summer projects, but books could sit for weeks while waiting for withdrawal, which caused cart overflow in staff areas and created problems if someone was looking for a specific item on one of the carts, since no shelf locations were changed for any of the items.

After gathering books to be withdrawn, the next step was to withdraw the items from the ILS. Each item in Voyager has three components — the bibliographic record, the holdings record, and the item record — and each of these needed manual examination according to this process:

1. Scan the barcode of an item to retrieve an item record.
2. Retrieve the corresponding holdings and item records.
3. Delete the item record.
4. Delete the holdings record.
5. Copy the OCLC accession number from the bibliographic record, paste it into OCLC Connexion Client, and remove holdings from OCLC.
6. Delete the bibliographic record.
7. Repeat until done.

This was the process for simple withdrawals, but frequent exceptions lengthened the process. If a holdings record is connected to a purchase order, it cannot be deleted, requiring manual changes to the record and suppression from public view, which in turn prevents the bibliographic record from being deleted. If the library has multiple copies in multiple locations, but not all copies are weeded, that requires yet another process. Various other exceptions involve different procedures.

In June 2015, our consortium upgraded from Voyager 7.2.5 to 9.1.1, providing numerous enhancements to Pick and Scan, a batch editing function. With this upgrade, we could now upload a text file of barcodes into Pick and Scan to run batch deletion, and we used this opportunity to rework other parts of our withdrawal workflow as well.

To minimize the backlog of carts that would appear every summer and throughout the year, we notified the subject librarians that we would no longer accept carts or turned-over books. Instead, they were to compile a spreadsheet or text file of barcode numbers for weeded items and e-mail it to our central RD e-mail address to open a request in our ticketing system, which alleviates the haphazard communication problems. The RD ticket manager assigns the ticket to the appropriate staff member, who runs the barcode list through Pick and Scan to assign it an item statistical category (essentially a tag) of **Pull to Withdraw**.