

TECHNICAL SERVICES BUREAU
Guideline No. 2014-03



Title: Documents not found on shelf

Impact/benefit:

- Patrons
 - If documents are indeed learned to be missing (through PSB's further actions), PSB could update the item record status to reflect this thus saving patrons and staff time from searching for documents that are not on the shelf.
- Reference
 - impacts/benefits
- ILL/Circulation
 - impacts/benefits
- other bureaus
 - PSB is alerted of documents that may be missing from the collection or are misshelved.
- SALSA consortium
 - impacts/benefits

Mainly affects the work of:

Principal Cataloger Documents Cataloger Dewey Cataloger
 TSB Fed Docs tech TSB State Docs tech IT Chris
 PSB Docs Librarian PSB Docs tech

Policy involves these rules, systems:

RDA SALSA Polaris OCLC CONTENTdm DigiDrive
 other: workslips

Policy involves these records:

bib auth item serial holdings pub pattern check-in CONTENTdm
 state docs check-in cards other:

History:

Policy addresses these problems, needs:

This guideline initializes the steps to take to resolve issues involving documents that are not found on the shelf.

Policy/Procedure:

TSB staff will notify PSB staff when during the course of doing cataloging research TSB cannot locate a document on the shelf that should be there according to SALSA, WorldCat, FDLP, Item Lister, shelf lists, etc. TSB staff will communicate such situations in the notes section of a workslip and return it to PSB staff. PSB staff can then try to locate the document and possibly take additional steps as needed such as changing the item record status to missing or deleting the item record. If PBS staff deletes the last item record linked to the bibliographic record, they must notify the Principal Cataloger or Documents Cataloger in order for TSB staff to take the next appropriate actions, which may include deleting the bibliographic record and deleting our holdings from OCLC.

Here is an example of a notes section entry on a workslip for such a situation: “OCLC shows we hold 2001; not on shelf.”

Related projects: