

TECHNICAL SERVICES BUREAU
Guideline No. 2014-02



Title: Call number prefix in item records

Impact/benefit:

- Patrons
 - They will better understand call numbers if prefixes SW and LCSW are deleted (according to SW Librarian).
- Reference
 - If some prefixes are deleted then PSB staff will perhaps be helping patrons more, helping them to remember to include the collection name when requesting an item.
- ILL/Circulation
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- other bureaus
 - It will be easier for TSB to search for item records by call number if the prefix R is erased.
- SALSA consortium
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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:

Policy involves these records:

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

History:

Prefixes LCSW and SW were added to NMSSWT items when we started Polaris. Most of the records for these items lack a prefix. As of 7/2/14 less than 1% of the NMSSWT items have the prefix LCSW or the prefix SW. There is a similar case with collection NMSREF. Only 8% of the NMSREF item records have prefix R or REF. The Serial Ref item template makes a blank prefix. 48% of the NMSREF item records with a blank prefix are linked to serial-level bib records. The item template NMS Dewey Non Circ fills the prefix field with REF

Policy addresses these problems, needs:

SW patrons sometimes use an incomplete call number: dropping the cutter, etc. This policy addresses inconsistent practice regarding the prefix field.

Policy/Procedure:

With bulk-change we will delete the prefixes LCSW and SW from NMSSWT items. We will also delete the prefixes R and REF from NMSREF items. We will delete FDN from NMSFDN items. When necessary we will change REF to FED REF for the NMSFED collection. The circulating Dewey collection (NMSDEW) will continue to lack prefixes.

We will continue to apply these prefixes, even if the item is in collection NMSSWT:

- NM
- FIC
- FED REF

Labelmaking: PSB still wants the prefixes LCSW, SW, FDN and REF on the spine labels. **So,** TSB will leave the prefix in the item template, print the label with the prefix, ***then*** delete the prefix from the item record.

Related projects:

Brad will clean up existing irregularities related to NMSL's use of the item record prefix field.

Fed Docs Stickers and Shelf Locations

For fed docs locked case (NM), fed ref, fed ready ref:

PSB makes adjustments to the shelf location in the item record

PSB applies/removes appropriate stickers/labels

TSB will continue to assign shelf locations and prefixes (NM or FED REF) based on any routing slips, any existing serial items, or any microfiche formats.

TSB no longer applies any stickers or labels other than the call number.