

TECHNICAL SERVICES BUREAU
Guideline No. 15-2016



Title: Public notes in item records

Impact/benefit:

- Patrons/ Reference/ ILL/Circulation
 - it is clearer to which copy the note relates
- SALSA consortium
 - since we share bibs notes about local holdings should not be in the bib, but in the item record or the Serials Holdings record (SHR)
 - you cannot put notes about local holdings in the WorldCat master record unless you add \$5

Mainly affects the work of:

Principal Cataloger Documents Cataloger Dewey Cataloger Bureau Chief
 TSB Fed Docs Technician TSB State Docs Technician TSB Serials Technician
 PSB Librarians PSB Docs Librarian PSB Docs Technician

Policy involves these rules, systems:

RDA SALSA Polaris OCLC CONTENTdm other:

Policy involves these records:

bib auth item serial holdings/pub pattern check-in/issues Cdm other:

History:

We have used the bib 500 or 591 field to record notes about local holdings, e.g.

- No longer received by NMSL 1/10/10.
- NMSL c. 3 lacks maps.
- NMSL has v. 1, v. 12, and v. 13 only in Southwest.
- NOT CURRENTLY RECEIVED.
- NMSL has 2007 only.
- NMSL has: Oct. 6, 1987-May 3, 1988. Nov.9, 2004-June 7, 2005.
- Ceased. Last NMSL issue: Spring 2004.

Policy addresses these problems, needs:

- Serials holdings information should be rendered using SHR; note fields in SHRs can convey info regarding cancelled subscriptions, etc.
- The bib 362 fields indicate whether a serial has ceased publication.
- Item records specify in which collection the item is held; no need to mention this in the bib

- Laying over with a better version of the bib from WorldCat and duplicate bib replacement work will wipe out any local notes in the bib (we can change our profile such that these fields are retained, but better to simply move these notes to SHRs and item records, as appropriate.)

Policy/Procedure:

- Use the Public note field of item records to record notes related to features, defects, etc., specific to the local holding.
- For serials in the SHR use the Shared public note or Textual Holding field in the Publication Pattern to list holdings. (Holdings also display using issue and item records.)
- Examples:
 - [The history of glass](#)
 - [Breakfast New Mexico style](#)
 - [Weekly Cloudcrofter](#)

Related projects/clean-up work:

- As you encounter these notes in bib records, move them as appropriate.