

TECHNICAL SERVICES BUREAU  
Guideline No. 16-2016



Title: Serials control using Polaris

Impact/benefit:

- Patrons/ Reference
  - holdings information will be presented in clear, consistent manner; in many cases free text presentation is clearer than using pub patterns/compressed statements
- ILL/Circulation
  - no item records for periodicals (they don't circulate); will make binding, withdrawing easier; saves on barcode labels

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:

An inconsistent hodge-podge migrated from Horizon. In Polaris we tried to set-up publication patterns for all periodicals, but many periodicals aren't predictable. Often the PAC lists holdings for only the issues processed via check-in; it doesn't show the holdings received prior to the time we used automated check-in. Sometimes we used the serials module for receipts of annuals, most times not.

Policy addresses these problems, needs:

- how to deal with irregular periodicals
- how to deal with annuals
- how to present complete holdings information.

Policy/Procedure:

***Currently received***

- Apply only to periodicals published at least twice a year (for annuals and any serial published less frequently than annual, just create item records for newly received issues)
- If predictable set-up publication patterns and use check-in

- Try to retroactively "predict" older holdings when you first set-up publication patterns
- Do not create item records/barcode for these issues
- If not predictable set up a "dummy" publication pattern and simply fill the textual holdings field to record receipts. Edit pattern options every time you need to update the textual holdings field
- Dummy pub patterns:
  - use Basic Bibliographic Unit
  - easy to use Frequency Annual
  - easy to add Caption Year / Format Numeric
  - for prediction results save ZERO issues/parts
  - then close the pattern

***Textual holdings field in pattern record:***

- In pattern record use textual holdings field to record receipts of irregular periodicals and to record older holdings
- If necessary end textual holdings with statement "For more recent receipts see check-in listing and its compressed statement."
- If textual holdings is ever too complicated or lengthy for input then include statement "For holdings details ask to see the shelflist or check the shelves."
- Convert info in 866 and 591 fields of bib records to textual holdings in pub patterns in serials holdings records

***See also Guideline No. 13-2015 PSB and TSB creating item records***

**Related projects/clean-up work:**

Most existing pattern records are OK. Clean-up existing records when needed and when possible, especially when related to fixing record problems.

An important recon project will be the conversion of holding info from shelflist cards and bib 866 fields (holdings info from Horizon).