AFO 111 – Cataloguing records

111.1 Introduction

When you start this AFO the standard search screen is displayed:

This screen has three separate search options.

The **Standard** search allows you to enter a search term and select an index. You can look for keywords or index words. You can also limit the search by applying restrictions such as language of publication or material type. The specific indexes and the restrictions will vary from site to site. The settings are determined when the bibliographic database is first set up.

A **System number** search allows you to search for a bibliographic record by entering the system number of the record, or a number attached to the record such as an item barcode, an acquisitions order number or subscription number.

A **Z39.50** search allows you to search for bibliographic records in an external database or group of databases.

Buttons on this screen

OK: Click to start a search.

Cancel: Leave this screen to go back to the main menu.

New record: To go too the screen for entering a new bibliographic record.

Savelists: Shows the savelists for your login ID.

Previous: To retrieve the bibliographic record that was last accessed.

111.2 Searching

111.2.1 Tab "Standard"

The **Search for a record** form is displayed:

- Enter a search term in the **Search expression** field.

- Select the search method (Find or Browse).

- Select an index from the drop-down box.

- Define any restrictions you want to use to limit the search.

- Click **OK.**

Find search

When you use this method to search, the system looks through the fields in all the records. It searches those fields that have been mapped to the index selected. So an ***Author keywords*** search will look at all the indexed author fields; a subject search may look at the title and subject fields.

The system then displays a list in <u>title</u> order of all the titles that have matched the search. The columns displayed depend on your system setup. In the example below the search term was *Brown* and the index selected was *Author keywords*:

	No.	Author	Title	Imprint	ISBN	Avail:	Datal	Reco	Record status
	1	Metcalf, Lawrie.	A photographic guide t	New Holland, 2002.	1877	<img	Bibli	1276	
	2		RHS plant finder 2004-	London : Dorling Kinder	1405	<img	Bibli	3924	
✖	3	Hessayon, J. P. (Joan Parker	Season of mists / Joan	London : Corgi, 2001.	0552	<img	Bibli	1859	Complete record
ⓘ	4	James, Henry, 1843-1916.	A small boy and others	Gibson Square, 2001.	1903	<img	Bibli	1625	Incomplete record
	5	Twelker, Uli.	The Small Faces / Uli	Sanctuary, 2002.	1860	<img	Bibli	1431	
	6	Burnie, David.	Tree / written by David	Dorling Kindersley, 200	1405	<img	Bibli	1010	
	7	Sutton, D. A. (David Andrew),	Trees of Britain and Eu	Kingfisher, 2002.	0753	<img	Bibli	1267	
❓	8	Press, J. R.	Trees of Britain and Eu	Select Editions, 2002.	1843	<img	Bibli	1335	Provisional record
	9	Meadows, Daisy.	Holly the Christmas fair	Orchard, 2004.	1843	<img	Bibli	692	
✔	10	Johnson, Owen, 1966-	Collins tree guide : the	London : Collins, 2004.	0007	<img	Bibli	1422	Approved record
	11	Hunter, Alan, 1922-	Gently in trees / Alan	Bath : Chivers, 2004.	0754	<img	Bibli	1608	
	12	Farndon, John.	Trees / John Farndon ;	Great Bardfield : Miles	1842	<img	Bibli	3642	
	13	Root, Phyllis.	Big Mama makes the	London : Walker, 2004.	1844	<img	Bibli	4217	

You can truncate left, middle or right with * (asterisk) or use $ (dollar) as a wild card. For **Find** searches a minimum of 4 characters is needed

Boolean operator can be used. When you key in two words Vubis Smart will automatically apply a Boolean AND.

Browse search

When you use this method to search, the system looks through the indexes and retrieves a list of the index terms that contain the search term and shows the number of records that have that index term. In the example below the same search term Brown and Author keywords index was used as in the **Find** example:

- Select one of the index terms [BROWN] and click the **Select No.** icon on the toolbar
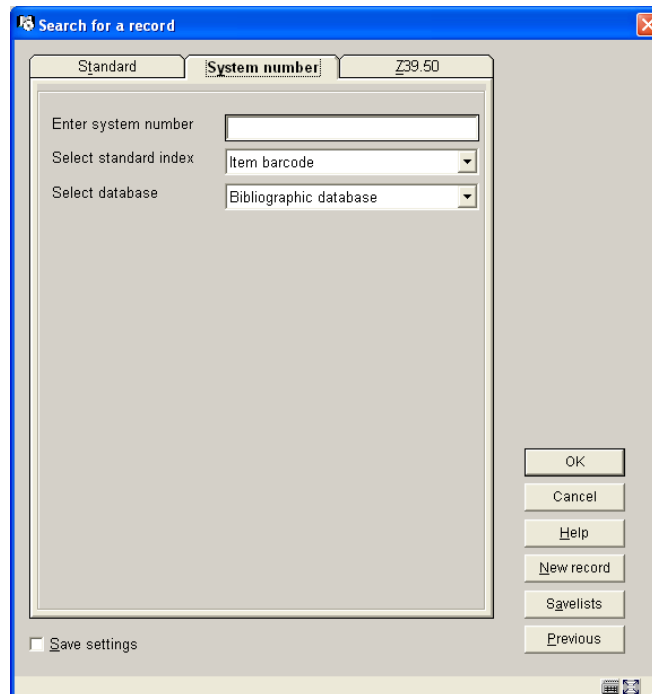
The system then displays the titles attached to that term.

Note

You can only enter one term in the **Search expression** box when using a Browse search.

111.2.2 Tab "System number"

A **System number** search allows you to search for a bibliographic record by entering the system record number of the record, or a number attached to the record such as an item barcode, an acquisitions order number or subscription number.

The system will look for an exact match of the number.

- To search for a record with a specific item barcode, enter an item barcode number in the **Enter system number** Field

- Select **Item barcode** from the drop-down box

- Click **OK.**

If there is a match the system displays the **Full record** screen.
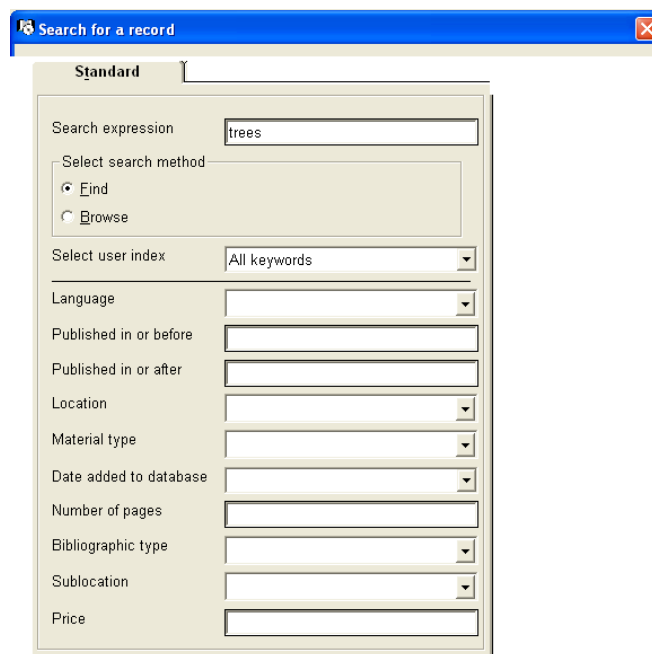
111.2.3 Tab "Z39.50"

A **Z39.50** search allows you to search for bibliographic records in an external database or group of databases. A search to an external database using the Z39.50 protocol requires the

configuration of your library server and client interface using an Application Program Interface (API). This is a program that is there to connect to other programs. Vubis Smart uses two APIs, one for the server side and one for the client side, to connect Vubis Smart to a Z39.50 client or a Z39.50 server. See your Infor representative for details, as this is a separate option.

See also section 111.4.2.1 for information on the use of Z39.50 when copying records to your local database.

111.3 Search restrictions

If you want to limit your search you can add restrictions.

The restrictions you see will depend on those defined for your database (in AFO 151 – Data dictionary for records – Indexes – Restrictions). You may see more of fewer than those in this example.

- Apply a restriction by selecting from the drop-down box next to the restriction.

Some restrictions may have check boxes so that you can select more then one value. For example you could restrict the search to Location BR1 and CEN.

Restrictions are maintained as follows:

Part 1

Which restrictions indexes must be available?

In AFO 151 – Data dictionary for records – Indexes – Indexes you must define the restriction indexes themselves.

Part 2

Which restrictions must be available on the staff search screen?

In AFO 151 – Data dictionary for records – Indexes – Restrictions you can determine whether or not a restriction must be made available by setting the 'In use' flag.

Part 3

Which restrictions must be available on the WebOpac search screen?

This is defined via the Web Preferences tool.

111.4 Creating a new record

Please note

If your system uses cataloguing permissions, it is possible the message below appears in case you are not permitted to add, modify or delete records.

Vubis Smart

ⓘ Your permissions do not allow the requested action   OK

See the relevant help section of AFO 651 for more information.

To create a new bibliographic record click the **New record** button. The **New record** dialog box is displayed:

New record

Database: Vubis Smart database   release 2.1.1 B6

Template: Default-Smart

The publication type determines the way holdings and items are structured and managed.

Choose publication type

- ⦿ Monograph [type 1]
- ○ Multi volume (fixed number, with item data) [type 2]
- ○ Multi volume (fixed number, without item data) [type 5]
- ○ Multi volume (ongoing, without item data) [type 3]
- ○ Serial [type 4]
- ○ Analytical [type 6]

☐ Save settings

OK
Cancel
Help

- Select the **Database** that you want to add the new record to from the drop-down list. This will usually be Bibliographic database.

- Select the **Template** you want to use to create the new record from the drop-down list. Templates are created and maintained in AFO 153.

- Select a publication type. The most usual is **Monograph [type 1]**.

- Click **OK**.

Each record will be given a unique number in the database. This record number is displayed in the information bar at the top of the screen.

If you select the correct template the **Record editor** window is displayed:
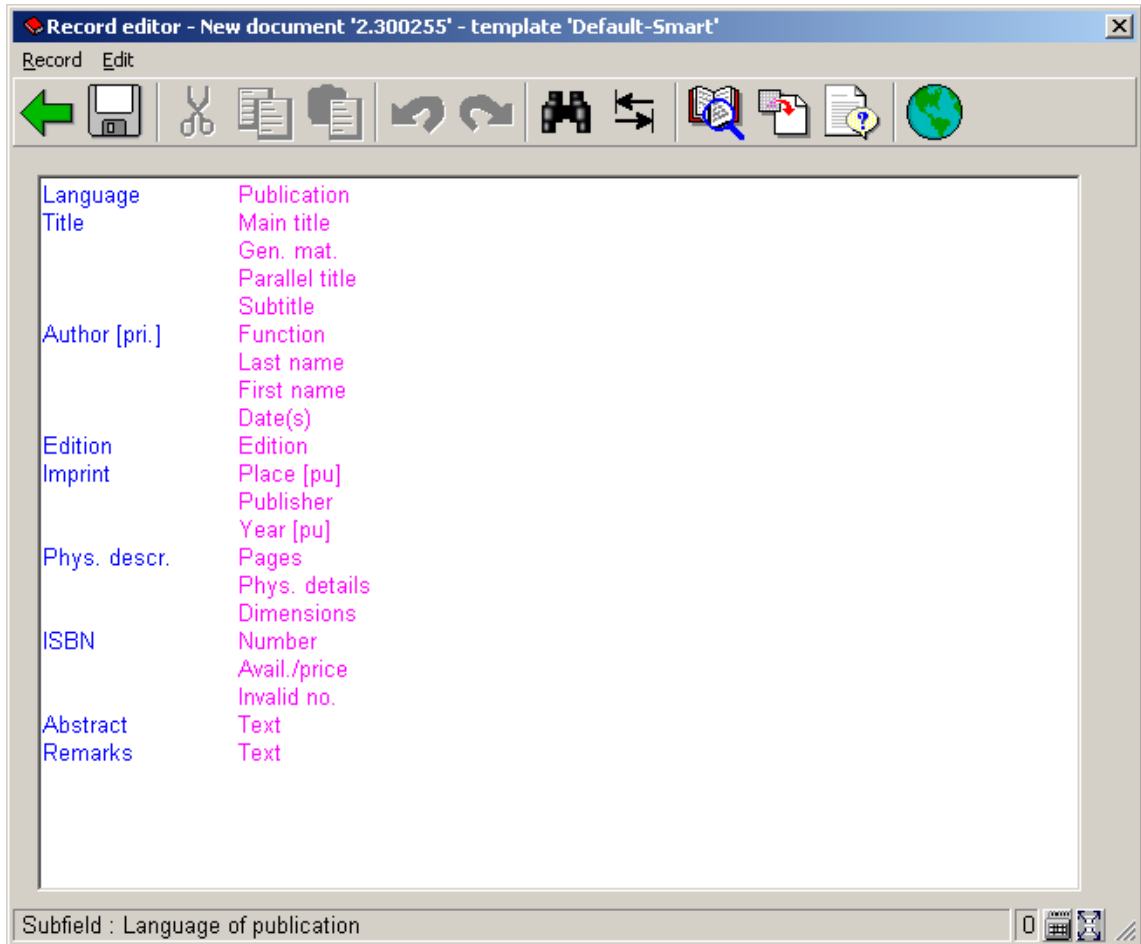
You can enter data by moving the cursor to the appropriate subfields, if these are displayed for your template, and typing in the information.

- Enter data in the appropriate subfields. You can overtype indicators and subfield codes.

- You can add tags and subfields if they are not already displayed.

- Leave tags empty if there is no data to enter. The system will remove the empty tags when the record is saved.

- Click the **Save** icon to save the new record to the database.

- Use the mouse, or the Up, Down, Left and Right arrows keys to move the cursor anywhere in the window.

- Use the End and Home keys to move to the end or beginning of a tag.

- Use Tab to move from tag to indicators and from indicators to subfield.

- You can use standard Windows features such as Cut, Copy and Paste.

- Use the **Undo** feature to undo the last action.

The bibliographic record can have several fields that are controlled by authority records. An example is the Personal name Tag 100 $a.

You can search for an authority record in the **Record editor**, and either insert it in the field, or replace the existing data with another authority. Place the cursor in the correct field; click the **Search for** icon on the toolbar or select **Record - Search for…** (F11 function key). If the relevant parameter in AFO 651 has been set, you can enter a search string in the field. This will then become the search string for an F11 search.

You can use the **Field form** button to help you enter data. This is particularly useful for the Leader field and the Fixed field tags such as the 008 tag but can be used for any tag.

- Move the cursor to the correct MARC tag.

- Click the **Field form** icon on the toolbar.

- The system displays a dialog window with the appropriate fields for the MARC tag.

- Select a code from the drop-down box or enter data in the fields as appropriate.

- Click **OK.**

- The system inserts the data into the tag in the **Record editor** window.

When you have completed the data entry for the record you can save the record to the database. The system will check against the format defined in the Data Dictionary for the order of fields and to see if there are any errors according to the rules defined for the format.

Instead of saving the record you can also use the **Save as template** option.

- From the **Record** menu select the **Save as template…** option.

- The **Save as template** dialog box is displayed.

- Enter a name for the template in the **Name template** text box

- Check the **Include data** check box if you want the template to have data such as text in the fields, as well as the tags or labels

- Select Public or Private for the **Type of template**

- public - everybody in your library can work with the template

- private - you can create and change the template for your own use.

- Enter free text in the **Comments** box

- Click **OK**

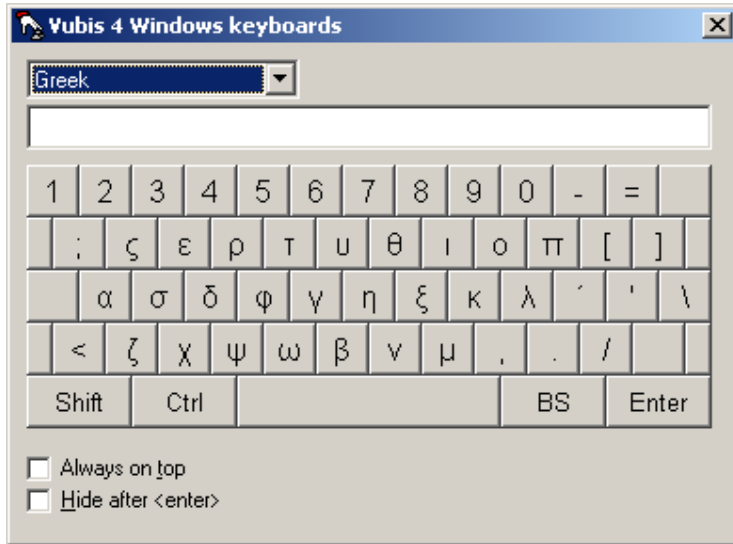- The system saves the record as a template.

111.4.1 Diacritics keyboard

To insert special characters:

- Click the **Special Keyboards** button at the bottom right the Cataloguing window:

- Cataloguing displays the Vubis Smart keyboards window.

- In the upper left corner of the **Vubis Smart Keyboards** window, click the drop down arrow to select the character set for the special characters that you want to insert.

- In the lower left corner of the **Vubis Smart Keyboards** window, check the checkboxes **Always on top** and **Hide when <enter>** using information from the topic Special Keyboards window.

- Find and display the record into which you want to insert special characters, in the Record editor window.

- Place your cursor at the point where you want to insert special characters (the insertion point). The insertion point must be in a field that will accept new information.

- In the **Vubis Smart Keyboards** window, click the keys for the special characters that you want to insert. The Vubis Smart Keyboards window collects your selected characters for insertion, in the display field just above the keyboard.

- In the **Vubis Smart Keyboards** window, click **Enter**. Cataloguing inserts the special characters collected in the display field, at your insertion point.

Notes

If the Vubis Smart Keyboards window disappears while you are working, press the keys **Ctrl** and **K**, to re-display the window.

Click the Shift and Ctrl keys to display more characters from your selected character set.

Click the BS (Back Space) key, to backup and delete one character space.

111.4.2 Technical overview screen of record

Back to the technical overview screen of the record:
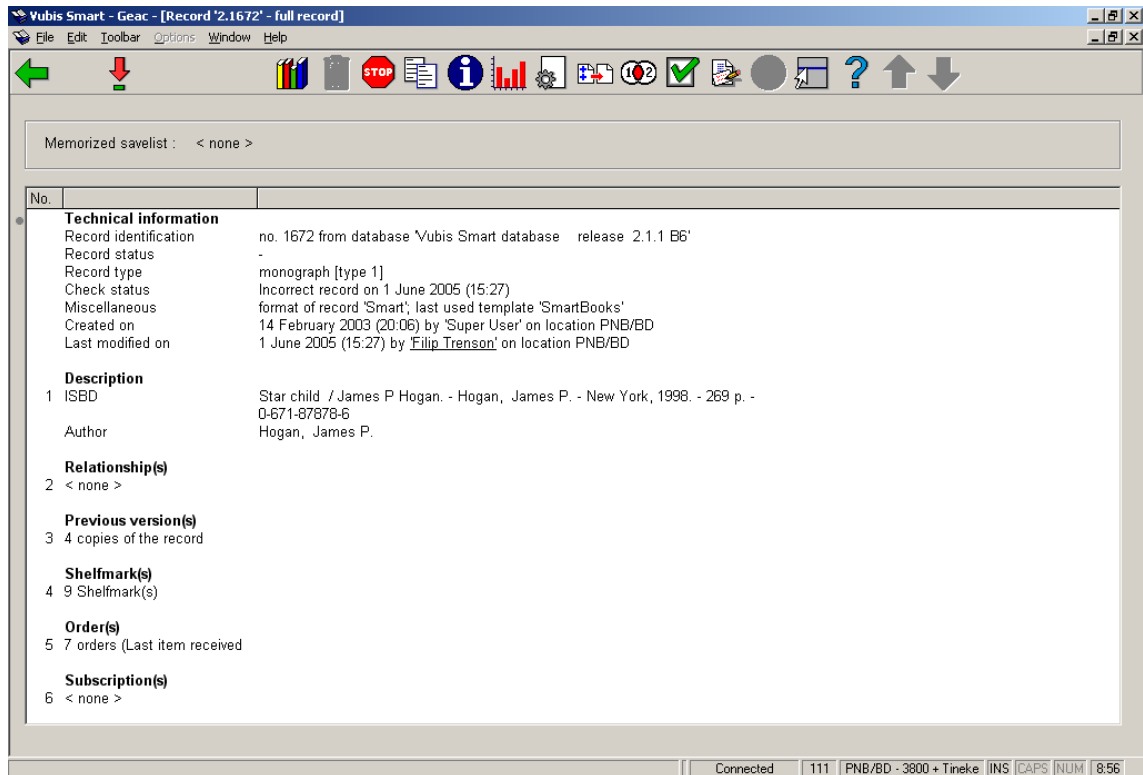
This initially displays summary information in various groups.

Technical information:

This group displays information about when the record was added and modified, and by whom. The only field you can edit directly is the **Record status** field. You can also change the template of the record.

Record identification	This shows the internal system number and the name of the database.
Record status	This displays the current status of the record, the user who set the status, and the date and time. Options for status are: No special status, Incomplete record, Complete record, Provisional record,

	Approved record.
Record type	This indicates the type of record, such as monograph or serial.
Check status	Whenever you save a record the system checks the record for errors against the defined format, such as MARC21. Correct status indicates the record has been saved with no errors. Incorrect status means the record has been saved with errors. The system shows the last time the record was saved. If the record was loaded through the bibliographic loader then this field displays *Record not checked*.
Miscellaneous	Displays miscellaneous record information, such as the format and last template applied to the record.
Created on	System assigned
Last modified on	System assigned.

All lines preceded by a line number can be selected by clicking on them. By double clicking on line 1 you return to the bibliographic record. The other groups are discussed in section 111.4.5.

Options on the screen

View/modify field: select a line and then this option. The result is the same as when double clicking on a line.

Add/display items: with this option you can add, modify or delete items. See section 111.5.

Delete record: Delete the record. This is only possible when no items and shelfmarks, nor orders and/or subscriptions are linked to the record.

Return to search screen: to leave the record and return to the search screen. You can then either start a new search or go back to the main menu.

Copy record: Copy the bibliographic data of the record to another record. See section 111.4.2.1.

Show errors in description: Show information on errors in the MARC record (only available if there are errors). See section 111.4.2.2.

Performance data: statistics about this record. See the help on AFO 117 for more information on this subject.

Modify technical information: to add certain statuses to the record. See section 111.4.2.3.

Copy record to savelist: to copy the record to a (new or existing) savelist.

Merge record: see the help on AFO's 114 and 115 for more information on merging records.
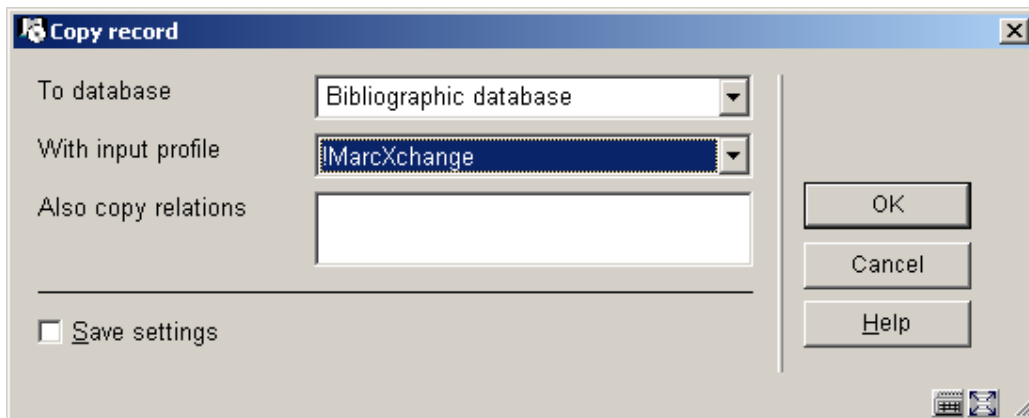
Memorise record: to memorise the record and subsequently merge it with another record.

Location(s)/Material type(s): To optionally specify any 'logical' locations and/or material types to be used by the restrictions and partial indexes. See section 111.4.2.4.

Z39.50 update: only relevant if Z39.50 searching is implemented.

111.4.2.1 Copy a record

Copy record: Copy the bibliographic data of the record to another record. After choosing this option an input screen is displayed:

Fields on the screen

To database: choose the correct database from the dropdown list.

With input profile: choose the correct profile from the dropdown list.

Also copy relations: optionally specify which relations must be copied.

the system will ask for confirmation:

After clicking **OK** the system will create a new record. Which data from the current record is copied depends on the chosen profile. These profiles are defined in AFO 133.

Note

Sometimes Z3950 is used to retrieve records with the final purpose to copy them to the local database. If the record has relations to other records, they can also be automatically retrieved and loaded, through the use of LNK fields in conversion profiles.

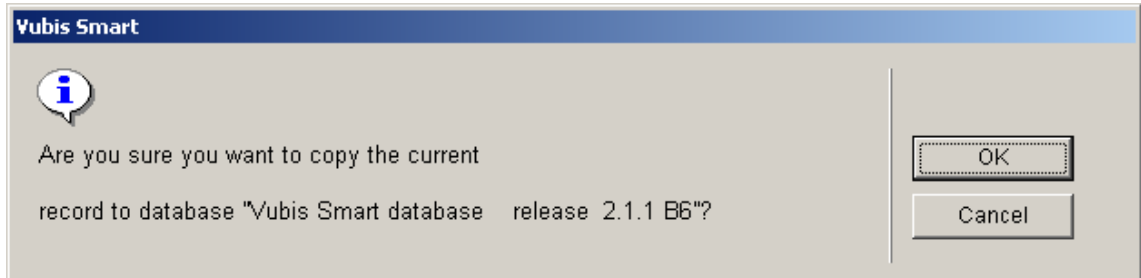When the records are retrieved with a Z3950 search, an import conversion profile should be used in which the relations that should be retrieved in case of a copy are stored in LNK fields, very similar to how this is done for the standard loader.
The only difference with the standard loader LNK fields is that the $c does not contain the name of a local matching profile, but the name of a Z3950 update profile, while the $d subfield holds the key for the Z3950 search.

For the definition of Z3950 update profiles see:

AFO651 -> Z3950 -> Z3950 Client: Target profiles -> Cataloguing profiles button.

For the definition of Z3950 import profiles see:

AFO651 -> Z3950 -> Z3950 Client: Databases and Database Groups -> select database.

The record should be copied using an import profile **without** conversion. The user can indicate if relations should be copied as well – in that case, when the record is copied the

system will try to retrieve and load the related records with the information in the LNK fields. This is done by using the data harvester logic - no additional setup is required.

111.4.2.2 Show errors in description

When saving a record the system performs a number of checks. Some errors will prevent you from saving the record. Others can be ignored and you can save the record anyway.

Show errors in description: Show information on errors in the MARC record (only available if there are errors). After choosing this option an overview screen with the error(s) will be presented:
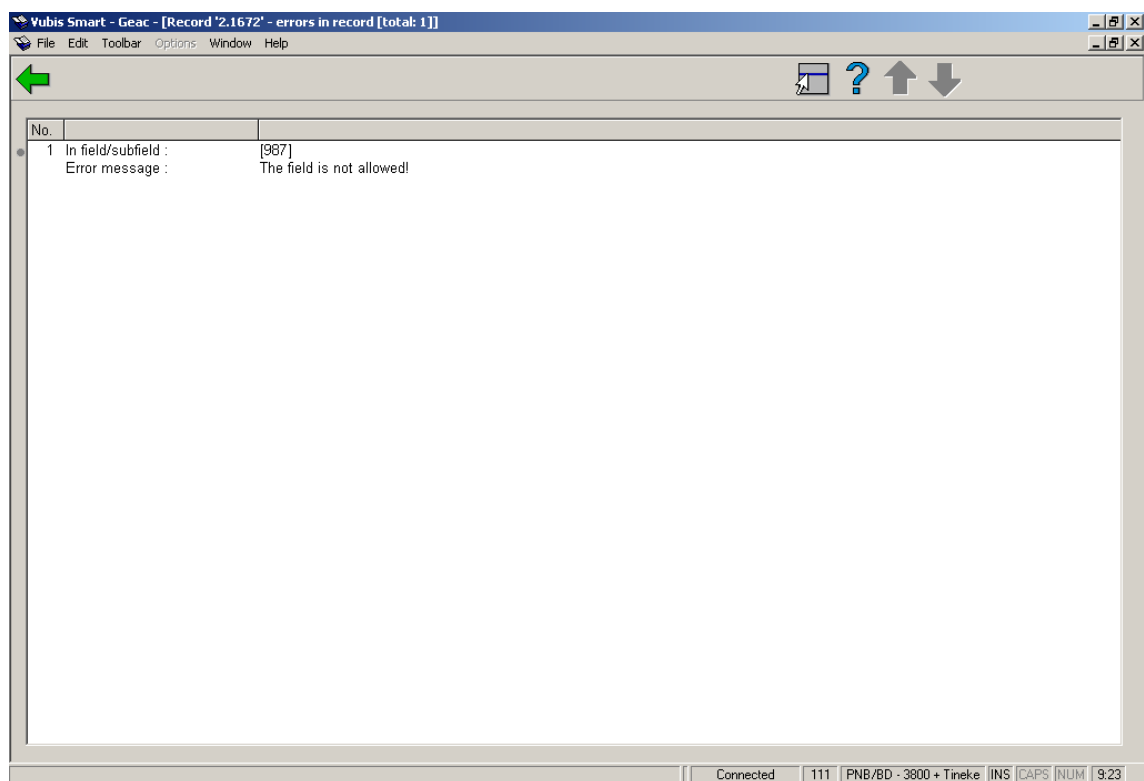
This screen is for information purposes only. To correct the error you will have to return to the bibliographic record.

111.4.2.3 Modify technical information

Modify technical information: to add certain statuses to the record. After choosing this option an input screen is displayed:

Fields on the screen

Record status: Select a record status. For example, you can give all new records the status "provisional" until somebody else checks the record and changes the status to "approved". With the SSP module you can generate reports of records with a certain status. When creating a template you can specify that all fields, also the empty ones, must be redisplayed when modifying the record.

Template: Choose a template form the dropdown list. When creating a template you can specify that for a certain record status this template must be applied when modifying the record.

Choose publication type: Choose the correct publication type. This can only be changed as long as no shelfmarks have been defined for the record.

Note

Depending on the publication type chosen, the system will behave differently when adding shelfmarks and item data. See section 111.6.

111.4.2.4 Location(s) and Material type(s)

Location(s)/Material type(s): To optionally specify any 'logical' locations and/or material types to be used by the restrictions and partial indexes.

For search restrictions as well as for partial indexing, the system uses extensively the data elements institution/location and material type. These data elements are both attached to "physical" holdings as defined in a shelfmark. The system provides the further ability to add institution/locations and/or material types to individual bibliographic records. This information will then be taken into account for both restrictions and partial index searching. You can add "logical" locations and material types to a bibliographic record by using this option. An input screen will be displayed:

Select any location(s) and/or material type(s) by moving them to the right hand side. These settings are used on top of defined shelfmarks.

111.4.3 Other fields on the overview screen

The technical overview screen is divided into various blocks containing one or more lines. Each block is preceded by a line number. You can access these blocks by:

- double clicking on the top line of the block

- selecting the top line of the block and then clicking on **View/modify field**

- entering the line number and pressing <enter>

Relationship(s)

If there are relationships with other bibliographic records (e.g. part of a series, with series title) this will be shown here.

Previous version(s)

When modifying a bibliographic record, previous versions can be retained. If this happens and, if yes, how many copies will be retained; is defined by a parameter in AFO 151 – Data dictionary for records – Databases.

Shelfmark(s)

Displays a list of the linked shelfmarks, possibly supplemented by the number of items for each shelfmark. See section 111.5.

Order(s)

In case the acquisitions module is used, information related to orders for this title can be found here. See the help on the acquisitions module for details.

Subscription(s)

In case the serials module is used, information related to subscriptions for this title can be found here. See the help on the serials module for details.

111.5 Shelfmarks and item details

There are two ways to add shelfmarks and item data to a bibliographic record.

111.5.1 Adding item details

This uses the **Add/display items** icon on the overview screen.

1. Search for a title in AFO 111.

2. Choose the **Add/display items** icon on the technical overview screen.

3. The system will display a screen (with all items already linked to this record).

Vubis Smart - Geac - [Record '2.1672' - item summary]

File   Edit   Toolbar   Options   Window   Help

Record type: monograph [type 1]
Item info for all shelfmarks

No	Barcode	Shelfmark	Material type	Impression	Item Data	EH Flag	Availability	Loan Info
1	399921222	PNB/BD 324	ANN			No	PNB/BD -> PNB/BRA	For loan
2	39999001006855	PNB/BD 635.123	BO			No	In the library	For loan
3	3999412	PNB/BD QA1234	BO			No	27 Oct 2005 23:59	For loan
4	3999414	PNB/BD QA1234	BO			No	Missing	For loan
5	3999415	PNB/BD QA1234	BO			No	In the library	For loan
6	3999416	PNB/BD QA1234	BO			No	In the library	For loan
7	3999417	PNB/BD QA1234	BO			No	In the library	For loan
8	3999418	PNB/BD QA1234	BO			No	In the library	For loan
9	3999419	PNB/BD QA1234	BO			No	In the library	For loan
10	3999420	PNB/BD QA1234	BO			No	Not picked up	For loan
11	388823232	PNB/BD QA1234	BO			No	PNB/CEN -> PNB/BD	For loan
12	99008813	PNB/BD Unknown - c-fly	ANN			No	In the library	For loan
13	39999hold1	PNB/BD [DEBS] qa1234	LAW			No	01 Nov 2004	For loan
14	39999hold2	PNB/BD [DEBS] qa1234	LAW (1 - MISC			No	Not picked up	Refer. only
15	3999211111	PNB/BD [JF1] QA234567	ANN			No	In the library	For loan
16	39999326544	PNB/BD [JF1] QA234567	ANN			No	In the library	For loan
17	39999421	PNB/BD qa1234	BO			No	PNB/BD -> PNB/BRA	For loan
18	321211	PNB/CEN [MAG] 321	ANN			No	In the library	For loan
19	3999423	PNB/SCH qa1234	BO			No	PNB/BD -> PNB/SCH	For loan
20	39999422	PNB/SCH qa1234	BO			No	28 Apr 2005 23:59	For loan

Connected   111   PNB/BD - 3800 + Tineke   INS   CAPS   NUM   9:49

Columns on the screen

Barcode: the item barcode (this can be a negative number in case a dummy barcode was created for a reservation on an on-order title).

Shelfmark: (current) including institution, location, sublocation, shelfmark prefix, classification, cutter, shelfmark, shelfmark suffix and barcode.

Material type: the material type for each item.

Impression: optional listing of imprint details.

Item Data: optional free text field.

EH Flag: Yes or No – to denote whether or not tag 856 details exist for this item

Availability: whether the item is in the library or the due date (or any special status).

Loan info: whether or not the item is for loan.

Options on the screen

New item detail: to add an item. See section 111.5.1.1.

Modify item detail: select an item and then this option to modify its details – the system will show the Item Detail screen.

Change inst./location: to display items of another institution/location (the system can be configured in such a way that only the items of the current institution/location are shown initially).

Delete item detail: select an item and then this option to delete it.

111.5.1.1 Add a new item

New item detail: to add an item. After choosing this option an input form will be displayed. The details shown on this screen are dependant on parameter settings in AFO 469 – Item Management Parameters –Data to be entered.

Barcode and at least one of **Sublocation code** or **Shelfmark classification** are mandatory. You must choose the correct **Item category** from the dropdown list. Entering data in the other fields is optional. The field **Purchase order number** is filled automatically by the system if there is an order linked to this record.

Your system administrator may have set a Default shelfmark algorithm in AFO 469. If this is the case, the system will default the shelfmark based on the Default shelfmark algorithm. To generate a shelfmark using the shelfmark algorithm click on the **Generate S** button. A summary screen with shelfmark algorithms is displayed from which you can choose the correct one. You can also use the **Search S.** button. This will result in a summary screen with existing shelfmarks from which you can choose the correct one. You can modify the default data entered in this way.

After clicking **OK** the overview screen of the item will be displayed:
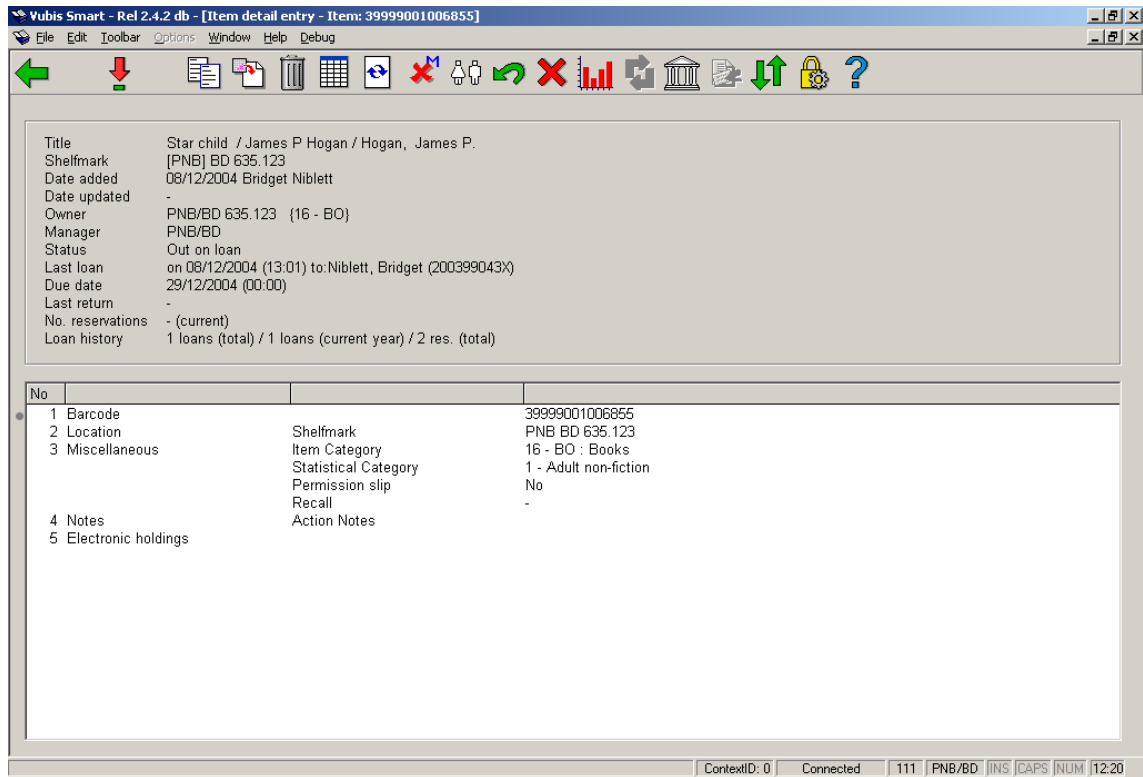
The top half of the screen contains all kinds of information about the item. This information is generated by the system and cannot be changed (protected field). The information in the bottom half of the screen can (in certain cases) be modified.

Fields on the screen

Title: the item's title.

Shelfmark: the shelfmark for the item displayed in the form [Institution] Location [Sublocation] Shelfmark.

Date added: the date on which the item was added to the catalogue.

Date updated: the date on which the item data was last modified.

Owner: the code for the Location Manager that owns the item.

Manager: - the code for the Location Manager that is currently managing the item

Note

For example, if the item has been sent to another branch to satisfy a reservation, that branch's Location Manager code will be shown here.

Status: the item's status. Vubis Smart uses the following statuses:

- In the library

- Out on loan - the due date will be displayed in the Due date field.

- Reservation available for pickup - the item is awaiting pickup at the Manager location.

- In transit from Institution/Location to Institution/Location - the item is on its way from the first location to the second location.

- Being transferred from Institution/Location to Institution/Location - the item is due to move from the first location to the second location but has not left the first library yet.

- Reservation - not trapped - the item is on the library shelf but has not been trapped for the reservation. If the reservation is on the shelf and not trapped it will also be on a Picklist.

Note

In addition to the statuses assigned by the system, you can also assign a variety of items to an item, for example: 'missing', 'at binder's', 'to cataloguing department', 'temporarily removed from collection', 'to repair department', et cetera. The status can be assigned using AFO 462 and AFO 463.

Last loan: shows the date on which the item was lent, followed by the name of the borrower and their barcode number. If the item was never checked out, this field will be empty.

Note

This information is changed as soon as the item is checked out.

Due date: the date the item is due for return if it is out on loan. If the item is not on loan, this field will be empty.

Last return: shows the date on which the item was last returned, the time and the location. This information disappears when the item is checked out again. If the item was never checked in, this field will be empty.

Note

This information is changed as soon as the item is checked out.

Previous loans: this field contains previous loans, where the borrower's name is replaced by *****. A parameter determines how many previous loans will be displayed If the item was never checked out, this field will be empty.

No. reservations: the number of current reservations. If there are no reservations, this field will be empty.

Loan history.: the following information is displayed separated by forward slashes (/):

- the total number of loans to date.

- the number of loans in the current year.

- the total number of reservations to date

111.5.1.2 Options on the screen

from this overview screen you have the options described below. For more details on all of them, see the help for AFO 423.

Note

When there is a transaction for an item and/or you are not the owner of the item, it is not possible to modify certain item.

Options on the screen

Select no. (+):select a group and double-click. If allowed, you can make changes to the item data. See section 423.4.1.

Copy: copy the item information to a new item record. See section 423.4.2.

Copy multiple: copy the item information to add multiple new item records. See section 423.4.2.

Delete: delete the item record. This can only be done when there are no transactions and you are the owner.

Item status history: to display an overview of the various statuses assigned to the item.

Min/max screen: display or not display the header pane.

Modify status: to change the item status. See section 423.4.3.

Borrower: details of the current borrower who has the item on loan, as in AFO 431.

Recall: used to trigger a (manual) recall notice.

Do not recall: do not recall this item if automatic recall is used.

Loans: displays total number of loans for the item, loans this year and loans in previous years.

Current item transfer information: details of when the item was currently transferred from where and where to. See section 423.4.4.

Title transfer history: when the item was sent, where to and how often it was sent in the past. See section 423.4.4.

Sublocation administration information: only available if you use sublocation administration.

Reservations queue: This option takes you to the reservations queue as in AFO 422. Only available if there are outstanding reservations for the item.

111.5.2 Add shelfmark

This option uses the block **Shelfmark(s)** on the technical overview screen. After selecting this option an input screen will be displayed (if no shelfmarks have been defined) or an overview screen (if shelfmarks have already been defined).

Columns on the screen

Type: the materials types of the items belonging to this shelfmark.

Shelfmark: the complete shelfmark of the items belonging to this shelfmark.

Copies: the number of copies linked to this shelfmark.

Options on the screen

Add shelfmark: select his option to create a new shelfmark. See section 111.5.2.1.

Select no. (+): select a shelfmark and then this option to modify its details.

Delete no. (+): select a shelfmark and then this option to delete it. This can only be done when there are not items linked to the shelfmark.

Change material type (+):select a shelfmark and then this option to modify the material type. A dropdown list of valid material types is offered
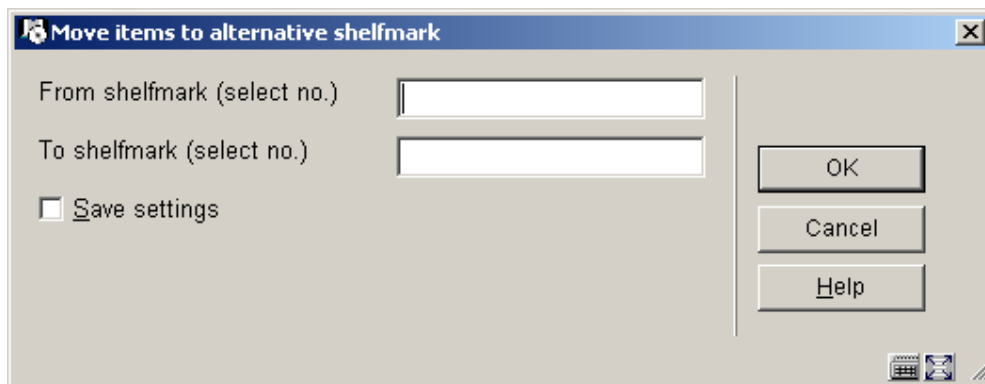
Note

This changes the material type of ALL items linked to this shelfmark.

Change inst./location: to display items of another institution/location (the system can be configured in such a way that only the items of the current institution/location are shown initially).

Change publication type: this option is only available in certain circumstances.

Move items to alternative shelfmark: when there are multiple shelfmarks, you can move items from one existing shelfmark to another. After choosing this option an input form is displayed:

Enter the line numbers of the shelfmark from which you are moving and the shelfmark to which you are moving the items.

Note

You will be moving ALL linked copies of that shelfmark to the new shelfmark.

111.5.2.1 New shelfmark

Add shelfmark: select his option to create a new shelfmark. After choosing this option an input form will be displayed:

At least one of **Sublocation code** or **Shelfmark classification** are mandatory. You must choose the correct **Material type** and **Location code** from the dropdown list.

After clicking **OK** the standard screen for adding items is offered. See section 111.5.1.1 for more details on how to do this.

Note

It is not mandatory to add an item. It is possible to define a shelfmark to which no item barcodes are linked.

111.6 Other publication types

Vubis Smart supports the following publication types:

Type	Description	Remarks
1	Monograph	Monographic publications that consist of one physical volume
2	Multi volume (fixed number, with item data)	The following items are considered limited multiple volume works: any publication that consists of a number of separate individual parts which are published as a unit. That is: a publication that is designed to appear in a specific number of volumes and will eventually be complete. Example: most encyclopaedias.

3	Multi volume (ongoing, without item data)	a group of publications that are linked to one another by the fact that each publication carries the name of the group as a whole in addition to its own individual title. A series consists of a publication designed to be issued as an unlimited number of separate volumes. The series may be numbered or not.
4	Serial	a publication that is published, in printed form or not, in sequential issues or parts, normally arranged in a numerical or chronological sequence, and intended to continue indefinitely. Serial publications include: all periodical publications such as magazines, newspapers, yearbooks, address books and series or reports that appear with less regularity, and records of institutions, and congressional debates.
5	Multi volume (fixed number, without item data)	the description of the "main or header"-title of a limited multiple volume work whose separate parts have significant titles.
6	Analytical	Descriptions of publications ('component parts') which require a reference to a host document in their bibliographic identification; analytical descriptions include: articles from magazines, chapters from books, stories taken from collections, musical performances taken from collections, etc. Analytical descriptions are entered as type "6" and can then be linked to other types of publications using hierarchical relations (the 'host document').

Examples

- Type 1: Monograph

Single-volume monographs are: monographic publications that consist of one physical volume. In Vubis they are entered as Type 1 descriptions.

Example

The Assault / Harry Mulisch
The Name of the Rose / Umberto Eco

- Type 2: Multi volume (fixed number, with item data)

Multiple volume monographs are limited multiple volume works with non-significant volume titles. Limited multiple volume works are any publication that consists of a number of individual separate parts that are published as one unit, i.e. any publication that is designed to be published in a specific number of volumes and that will eventually be complete (e.g. most encyclopaedias).

Example:

Winkler Prins Encyclopedia (22 volumes.)

Colliers Encyclopedia (24 volumes.)

Given that the volume titles are not significant, no separate descriptions are created for them. The volume titles may still be included in the bibliographic or analytical annotation.

Example:

Annotation: Volumes 1-5: Works. - Volumes 6: Register. - Volumes 7-9: Systematic survey

Annotation: Volume 1: Alphabetical list. - Volume 2: Systematic list

- Type 3: Multi volume (ongoing, without item data)

A series is a group of publications linked to one another by the fact that, in addition to its individual title, each publication bears the main title that applies to the entire group. A series consists of an unlimited number of separate publications depending on the design. The series may or may not be numbered.

Example:

Lecture Notes in Economics and Mathematical Systems [= series] 184 : Assignment and Matching Problems : Solution Methods with FORTRAN Programs / Rainer E. Burkard and Ulrich Derigs [= Type 1]

Social Law Series [= series] no 15: Principles of social security for workers / J. The Cock ... [et al.] [= Type 1]

FLA Publications [= series] 18 : Studies in the International Exchange of Publications / ed. by Peter Genzel [= Type 1]

Select Type 3 if the titles for the separate volumes are significant; select Type 4 if this is not the case.

Typical examples of Type 3 are series of monographs. The descriptions entered as Type 3 are the descriptions for the series: the data you enter as part of the series descriptions must apply for all monographs in the series.

The descriptions of monographs in the series are entered as Type 1 (single-volume monographs) or, if applicable, as Type 2 (multi volume monographs) or 5 ("Main or header"- title descriptions).

The descriptions for the series and for a monograph within that series are thus entered separately and then linked using a hierarchical relation.

- Type 4: Serial

Serial publications are publications published in sequential units, whether printed or not, normally arranged in a numeric or chronological sequence and intended to be published indefinitely. Serial publications include: all publications that appear periodically, such as magazines, newspapers, yearbooks, address books (etc.) and series of reports that appear less regularly, as well as institutional debates and congressional records.

Example:

Wall Street Journal

Journal of the American Medical Association

BNTL

Serial publications are entered as Type 4. However, select Type 3 if the titles of the separate volumes are significant (in other words, monograph series are almost never considered as serial publications and are entered as Type 3).

- Type 5: Multi volume (fixed number, without item data)

"Main or header"-title descriptions are descriptions of the comprehensive title for a limited, multi volume work for which the titles of the separate volumes are significant.

Example:

The Path to Freedom / Jean-Paul Sartre [= "Main or header"-title description] Volume 1: The Age of Reason [= Type 1]

Collected music essays / S. Vestdijk [= "Main or header"-title description]
 Volume 1: The first and the last [= Type 1]
Volume 2: Euterpe's Crack Regiments [= Type 1]
Volume 3: Grandmother's cupboard [= Type 1]

If the volumes have non-significant titles, the work is entered as Type 2 (multi volume monographs), except if the parts of have different subject indexing and/or different author records (type 5).

"Main or header"-title descriptions are entered as type 5. The 'type 5' code is thus linked to the parent publication and not to the child publications. The descriptions of the separate volumes that fall under the "Main or header"-title description are entered as Type 1 (single volume monographs) or, if appropriate, as Type 2 (multi volume monographs). The "Main or header"-title description and the descriptions of the separate volumes are thus entered separately and then linked to one another using a hierarchical relation.

Note

Depending on the publication type chosen, the system will behave differently when adding shelfmarks and item data. In other areas (for instance Reservations) the system also will behave differently depending on publication type.

In the next paragraphs the behaviour of each publication type is discussed briefly.

111.6.1 Publication type 4

When you choose type 4 it is not possible to use the **Add/display items** option to add items. The option **New item details** is not available here:
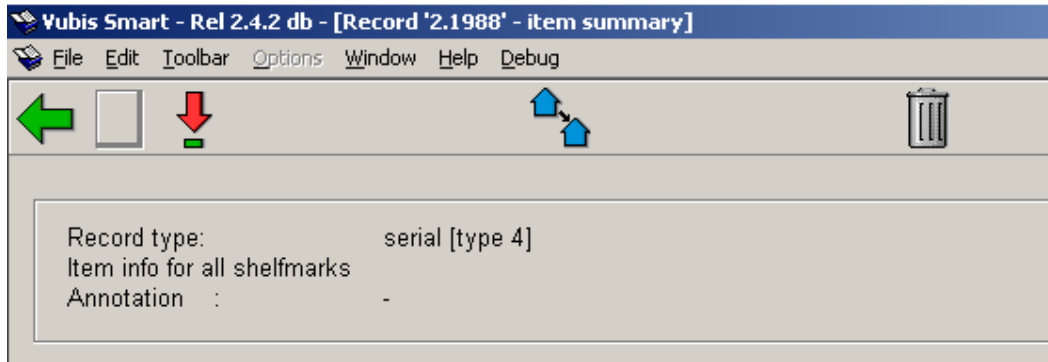
Later, when items have been added to the volume, additional items can be added via this screen.

111.6.1.1 Holdings statement form

You can however add a shelfmark in the usual way (see section 111.5.2). Next the system will not show the usual add item screen, but a screen like the one below:
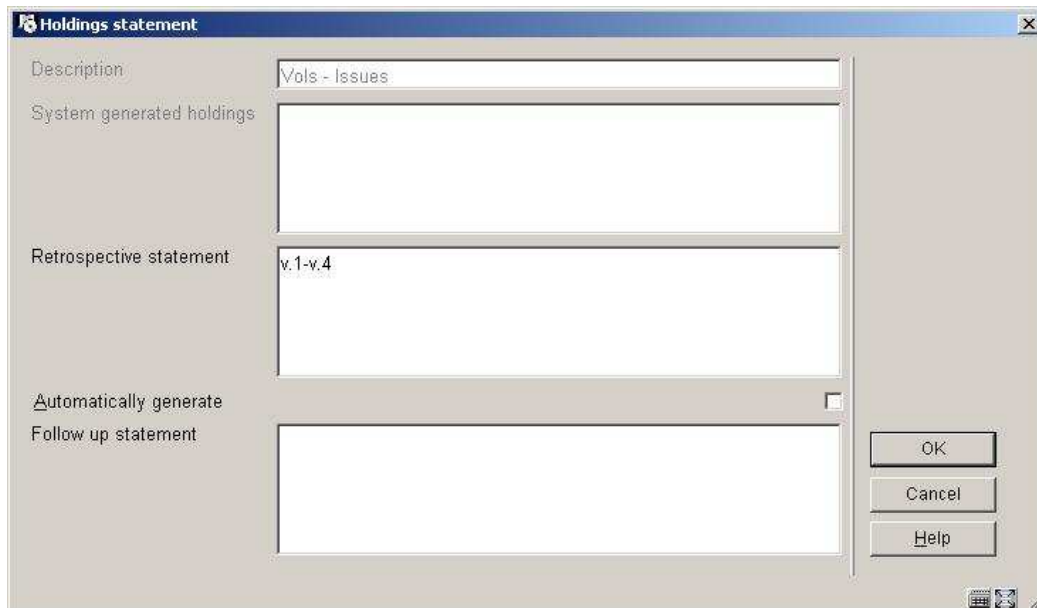
Fields on the screen

Description – this field is protected and contains the type of holding description.

System generated holdings – this field is protected and, if the **Automatically generate** flag is set, displays the holdings statement generated by the system.

Retrospective statement – enter a retrospective note summarising what you already hold for this subscription. Enter a carriage return to force a new line within the retrospective statement. This field is optional.

Automatically generate – if checked, the system will automatically build a holdings statement when issues are received, moved to a new location, etc.

Follow up statement - enter a follow up note. Enter a carriage return to force a new line within the follow up statement. This field is optional.

If you are not recording receipts or entering barcodes for this title, you may choose to just enter a statement into the **Retrospective statement** field and press **OK**. The system will display the contents of the **Retrospective statement** and **Follow up statement** fields in the WebOpac.
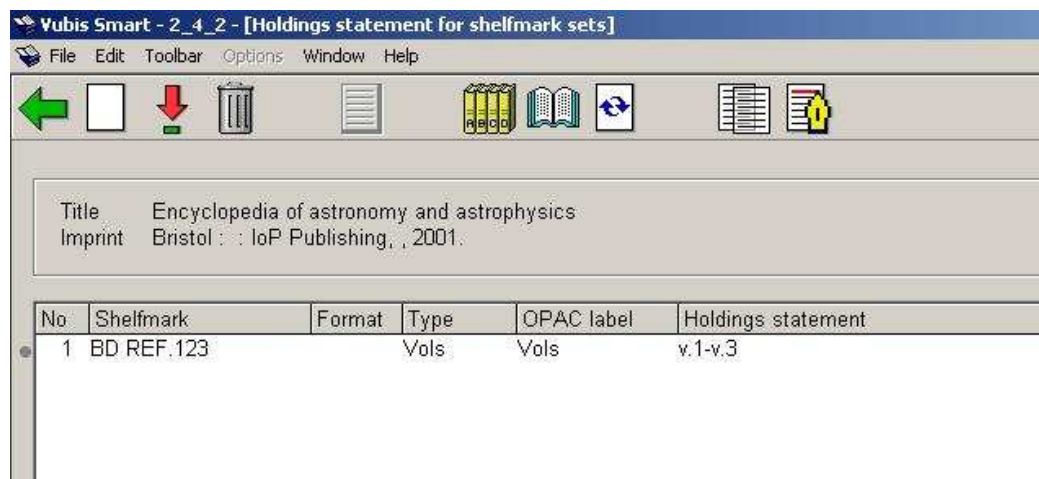

If you are recording receipts or entering barcodes for this title, you may want to turn on the **Automatically generate** flag so the system will automatically update the holdings statement whenever issues are received.

When the system displays a summary holdings statement it formats it to include the contents of the **Retrospective statement** field, the **System generated holdings** field and the **Follow up statement** field. Each field begins on a new line.

Next the system displays the **Holdings statement for shelfmark sets** screen:

One numbered line displays for each shelfmark set consisting of Shelfmark, Format, Type, OPAC label and Holdings statement.

Columns on the screen

Shelfmark – displays the shelfmark including the copy number from the shelfmark set.

Format – displays the physical format assigned in the **Shelfmark set (MARC)**.

Type – displays the **Description** field from the type of holding record.

OPAC label – displays the **OPAC label** field out of the type of holding record.

Holdings statement – multiple line display of holdings information for this shelfmark set. This holdings statement displays to WebOpac users.

Options on the screen

Add shelfmark set [I] – create a new set for the current shelfmark. The system prompts you to fill in a **Holdings statement** form. If your system has the **Use fixed type of holding in Holdings management** turned on in AFO 469 – Multipart/serials defaults, please refer to section 111.6.1.1. If this option is turned off, please refer to section 111.6.1.2.

Update holdings statement [*] – select one of the shelfmark sets and choose this icon to update the holdings statement. If your system has the **Use fixed type of holding in Holdings management** turned on in AFO 469 – Multipart/serials defaults and if the selected shelfmark set has only one type of holding, the system displays the **Holdings statement** form. Otherwise, you are first asked to select a type of holding from the title's valid list and then the system displays the **Holdings statement** form. Please refer to section 111.6.1.1 for more details on the **Holdings statement** form.

Delete shelfmark set [S*] – select one of the shelfmark sets and choose this icon to delete the shelfmark set. If there are receipts or barcodes attached to this shelfmark set, you are not allowed to delete it. You must choose the **Display receipt info** icon, go to the **Receipt information** screen and delete receipts and barcodes. When you return from deleting the receipt information, you will be allowed to delete the shelfmark set.

Add type of holdings [H*] - select one of the shelfmark sets and choose this icon to add a new type of holding to an existing shelfmark set. This option is turned off if your system has the **Use fixed type of holding in Holdings management** turned on in AFO 469 – Multipart/serials defaults.

Shelfmark set general [G*] - select one of the shelfmark sets and choose this icon to update information about the shelfmark set. This information includes copy number, shelving information as well as retention, binding and discard information. Please refer to section 111.6.1.3.

Shelfmark set (MARC) [M*] select one of the shelfmark sets and choose this icon to update MARC holdings information about the shelfmark set. This information includes notes. Please refer to section 111.6.1.4.

Display receipt info [R*] - select one of the shelfmark sets and choose this icon to display or delete receipt information. Please refer to section 321.3.4.

Add/display issue [V] – use this option to receive and barcode issues for the current shelfmark. Please refer to section 111.6.1.5.

Edit type of holding [T*] – select one of the shelfmark sets and choose this icon to change the **OPAC label** for the selected type of holding or to toggle the Compress holdings flag. If there is more than one type of holding for the selected shelfmark set, you are first asked to select a type of holding from the shelfmark's valid list and then the system displays the **Update type of holdings** form. Please refer to section 321.4.2.

111.6.1.2 Adding a new holdings statement

If you have the **Use fixed type of holding in Holdings management** turned off in AFO 469 – Multipart/serials defaults, you will be presented with this screen when you choose the **Add shelfmark set** or **Add type of holding** icons from the **Holdings statement for shelfmark sets** screen.

Note

If the title is a multi-volume or serial that you are intending to receive through one or more subscription(s), press the **Cancel** button. Any records created using the form below will **not** be available when you add your subscription(s). If the title is for a multi-volume or serial that you are not going to be receiving through Serials control, use the form below.

The fields on this form are divided into three sections by a _____ line.

Fields on the screen

Section 1 – allows you to link to a type of holding/publication pattern that already exists on this title:

Choose from an existing Type of holding – this is a dropdown list that contains all of the type of holdings already attached to this title. Check to see if another staff member has already entered the publication pattern information you want. If so, select that entry and proceed to section 3 of this form.

Section 2 – allows you to add a new type of holding/publication pattern to the current title. When you are finished, the new type of holding/publication pattern will be linked to the current shelfmark set and can be used by other staff members when they create other shelfmark sets for this title.

OR create a new record: - enter a unique description for the type of holding. The description cannot have been used to describe any other type of holding records on this title.

Type – select one of the three options: issue, index or supplement.

OPAC label – enter the label that displays in the WebOpac for this type of holding.

Choose a pattern template – select a previously defined pattern from the dropdown list of templates. This will give you a set of captions for numbering and chronology, applicable to a specific type of publication (daily, monthly, quarterly, etc.).

or define your own captions – alternatively you can define your own captions for numbering and chronology, specific to the publication you are adding.

Section 3 – allows you to enter information that controls the holdings statement that is produced for this type of holding/publication pattern on this shelfmark set. When creating a summary holdings statement, the system will first display the **Retrospective statement**, then, if the **Automatically generate** statement flag is set, display the **System generated holdings** and then display the **Follow up statement**.

Press **OK** to return to the **Holdings statement for shelfmark sets** screen.

111.6.1.3 Shelfmark set general

Select one of the shelfmark sets from the **Holdings statements for shelfmark sets** screen and choose the **Shelfmark set general** icon to update information about the shelfmark set. This information includes copy number, shelving information as well as retention, binding and discard information. The following input form is displayed:

Fields on the screen

Shelfmark – display only. The location of the current shelfmark set.

Copy number – assign a copy number to this set if you have more than one shelfmark set at the current shelfmark. When the system displays the shelfmark set on other screens it will include the copy number in the Shelfmark display. For example, BD REF.123 c.1. refers to MARC21 – 852 $t, UNIMARC – 200 $n.

Shelving scheme – refer to the appropriate MARC holdings standard for valid entries. MARC21 – 852/*1, UNIMARC – 200/*1 (*1 indicates first indicator).

Shelving order – refer to the appropriate MARC holdings standard for valid entries. MARC21 – 852/*2, UNIMARC – 200/*2 (*2 indicates second indicator).

Shelving title – enter the title that is used to shelve the item. Refers to MARC21 – 852 $l, UNIMARC – 200 $k.

Copyright article fee - .this field contains the unique identification code for component parts appearing in monographs and serials. Refers to MARC21 – 852 $s, no equivalent in UNIMARC.

General retention policy – enter the general retention policy for the bibliographic item. Refers to MARC21 – 008 position 12, UNIMARC – 102 $a position 1.

The next three fields make up the specific retention policy. A specific retention policy is defined when the library retains specific parts of the item for a limited time. For example, l1y indicates that the last year of issues is retained.

Specific retention policy type - Refers to MARC21 – 008 position 13, UNIMARC – 102 $a position 3.

Specific retention policy no. of units - Refers to MARC21 – 008 position 14, UNIMARC – 102 $a position 4.

Specific retention policy unit type – Refers to MARC21 – 008 position 15, UNIMARC – 102 $a position 5.

Binding flag – if checked, this indicates that issues in this shelfmark set are to be bound.

 # to bind – if the **Binding flag** is checked, enter the number of issue to bind in a single volume and when binding should occur. This field is for information purposes only.

Binding color – enter the binding color.

Binding notes – enter any notes specific to the binding process.

Discard flag – if checked, issues in this shelfmark set are to be discarded.

 # to discard - if the **Discard flag** is set, Indicate the number of issues to be discarded and when discard should occur. This field is for information purposes only.
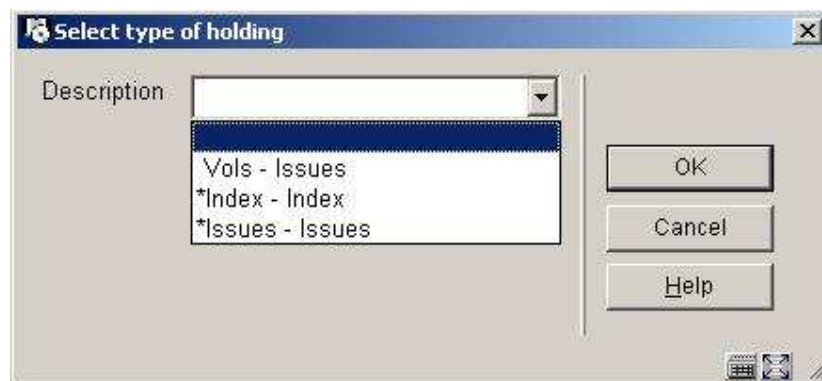
111.6.1.4 Shelfmark set MARC

Select one of the shelfmark sets from the **Holdings statements for shelfmark sets** screen and choose the **Shelfmark set (MARC)** icon to update holdings information about the shelfmark set. This information includes copy number, physical format, shelving information, retention policy and notes about the shelfmark set. The system displays the MARC edit form for the shelfmark set. The options are the same as for bibliographic editing but the editing applies to the holdings format (MARC21 or UNIMARC) defined in AFO 159 instead of the bibliographic format.

```
'MARC21/H.2/1791/359' - template 'Default-MARC21/H'
Record  Edit

***        00000cv #2200000mn 4500
007        ta
008        0509130p||||0I1m1001bb|||0050913
845 ## $a Restricted. Information on reproduction rights available at the Reference desk.


Field : Fixed length data elements                              32
```

111.6.1.5 Receiving and barcoding issues

Choose the **Add/display issue** icon from the **Holdings statement for shelfmark sets** screen to receive and barcode issues for the currently selected shelfmark.
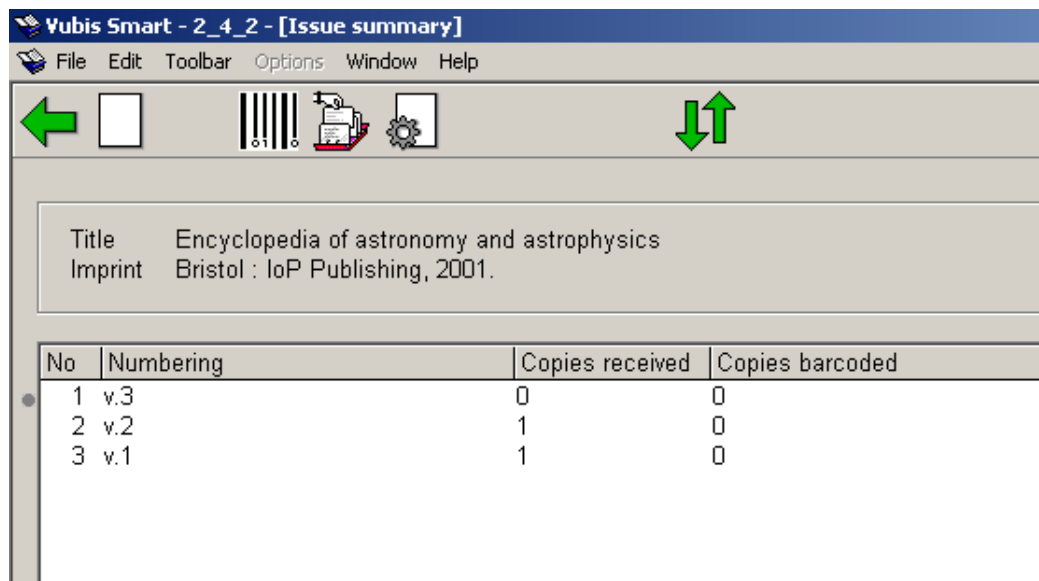
If the title has more than one type of holding attached and you have the **Use fixed type of holding in Holdings management** turned on in AFO 469 – Multipart/serials defaults, the system displays the **Select type of holding** form.


```
Select type of holding

Description  [                    ▼ ]
             [                      ]        [  OK  ]
             Vols - Issues
             *Index - Index                  [ Cancel ]
             *Issues - Issues
                                             [  Help  ]
```

Description – The system displays the type of holdings already created for this title. An asterisk (*) in front of the type of holding indicates that the type of holding is already linked to one or more of the shelfmark sets at this shelfmark. Select one of the type of holdings from the dropdown list.

Press **OK** and the system displays the **Issue summary** screen.

The **Issue summary** screen displays one line for each numbered issue for the selected type of holding. The issues listed in the grid are accessible to all shelfmarks on the title. The **Copies received** and **Copies barcoded** columns reflect the status of each issue at the selected shelfmark.

Brief bibliographic data displays above the grid. This data is protected and includes the fields defined in the !Serial element/group profile record.

Below the bibliographic data is a grid containing one row for each issue defined for the selected type of holding.

Columns on the screen

Numbering – enumeration and chronology of the issue.

Copies received – number of copies of this issue received for the selected shelfmark. If the type of holding is attached to subscriptions, you may not receive issues. The copies received column is updated either by Serials check-in or by creating an item barcode. You may enter this screen and find that copies received is greater than copies barcoded. This is because received issues need not necessarily be barcoded.

Copies barcoded – number of copies of this issue barcoded for the selected shelfmark.

Options on the screen

Add issue [I] – use this option if the issue you are receiving is not already listed. This button is disabled if the current type of holding is attached to subscriptions. If enabled, the system displays the Add/modify issue form. Please refer to section 311.3.2.3.

Select for barcoding [*] – select one of the issues and then use this option to receive and barcode that issue for the selected shelfmark. If the issue is already received, the system will just attach a barcode. Use this option to barcode serial issues that were received within the Serials module or to receive and barcode multivolumes. Please see below under Barcoding issues.

Receive issue [R*] – select one of the issues and then use this option to receive (but not barcode) that issue for the selected shelfmark. If the type of holding is attached to subscriptions, you may not receive issues. Please refer to section . Please see below under Barcoding issues .

Modify issue [N*] – select one of the issues and then use this option to change the numbering for the selected issue. . Please refer section 311.3.2.3.

Move issue [M] – use this option to change the order of display issues in the grid. Please refer to section 311.3.5.

Barcoding issues

Select one of the issues from the **Issue summary** screen and choose the **Select for barcoding** icon. The system displays the **Enter a new item** form.

Fields on the screen

Shelfmark set – this field contains a dropdown list of shelfmark sets (for the current shelfmark) that you can attach this barcode to. For each shelfmark set in the list, the system displays a number (starting at 1 for unique identification purposes) followed by copy number (from the Shelfmark set general form), binding status (i.e. no binding versus binding copy) and receipt status (i.e. not received versus received). The system also includes one entry that is blank. Use this entry to start a new shelfmark set.

For example,


```
1 – *c.1 – no binding – received
2 – *c.2 – binding copy – not received
3 -
```

Select 1 if you are barcoding an issue already received in Serials.

Select 2 to receive and barcode the issue that belongs to the binding copy shelfmark set.

Select 3 to receive and barcode the issue for a completely new shelfmark set for the current shelfmark.

After entering the barcode, select the correct shelfmark set, item category, etc and press **OK** to create the barcode. If the issue was not previously received, it will now display as both received and barcoded. The system returns to the **Issue summary** screen.

Receive issues

Select one of the issues from the **Issue summary** screen and choose the **Receive issues** icon to receive (but not barcode) the issue. The system displays the **Receive issue** form.

Fields on the screen

Numbering – enumeration and chronology of the issue. Not updateable.

Copies to receive – enter the number of copies of the issue that you are receiving for the current shelfmark.

Shelfmark sets – select which shelfmark sets you want to receive for. The list contains the shelfmark sets for the current shelfmark that have not received this specific issue (i.e. v.3). If a shelfmark set is controlled by a subscription, it does not get included in the list. A blank entry is also included in the list to allow you to receive the issue for a completely new shelfmark set.

For each shelfmark set in the list, the system displays a number (starting at 1 for unique identification purposes) followed by copy number (from the Shelfmark set general form) and binding status (i.e. no binding versus binding copy).

When you press **OK** the system verifies that the value in **Copies to receive** matches the number of shelfmark sets you selected. If no discrepancy is found, the system marks the issue as received on the selected shelfmark sets.

111.6.1.6 List of shelfmarks

Once you have finished adding all information the system returns to the **List of shelfmarks** screen.
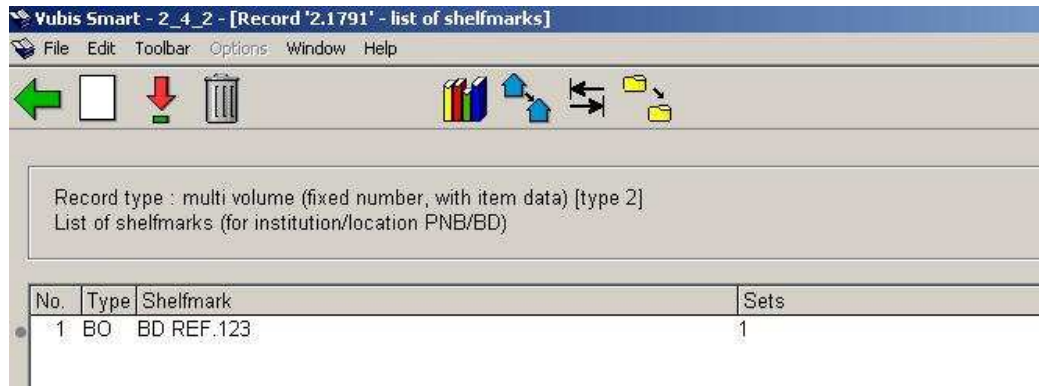
Columns on the screen

Type: the materials types of the items belonging to this shelfmark.

Shelfmark: the complete shelfmark of the items belonging to this shelfmark.

Sets: the number of sets linked to this shelfmark.

Options on the screen

Add shelfmark [I] - Select this option to add a new shelfmark. Please refer to section 111.6.1.1.

Select no. [*] - Select a shelfmark and then choose this option to update holdings information for this shelfmark. See section 111.6.1.2.

Delete no. [S*] - Select a shelfmark and then choose this option to delete the shelfmark. This can only be done if there are no sets linked to the shelfmark.

Change material type [A*] - Select a shelfmark and then select this option to change the material type. Select the desired answer from the list.

Note

This changes the material type of ALL items linked to this shelfmark.

Change inst./location: to display items of another institution/location (the system can be configured in such a way that only the items of the current institution/location are shown initially).

Change publication type: this option is only available in certain circumstances.

Move items to alternative shelfmark [W] - If you select this option, an input screen appears. In the input field **From shelfmark** enter the number of the line containing the shelfmark whose holdings data you wish to move. In the following input field **To shelfmark**, enter the number of the line containing the shelfmark to which you wish to move the holdings information.

Note

You will be moving ALL linked sets of that shelfmark to the new shelfmark. The shelfmark from which you moved the sets (to which now no sets are linked) is automatically deleted.

111.6.1.7 Moving barcoded issues from one location to another

Select the **Add/display items** icon from the **Full record** screen. The system displays the **Item summary** screen. Select one of the items and the system displays the **Item detail entry** screen. Select the **Location** field and the system responds by displaying the **Location** form.

Shelfmark set – displays a dropdown list of shelfmark sets at the current shelfmark that you can move this item to. If the item was received through Serials control, you will only see one shelfmark set in the list. For each shelfmark set in the list, the system displays a number (starting at 1 for unique identification purposes) followed by copy number (from the Shelfmark set general form), binding status (i.e. no binding versus binding copy) and receipt status (i.e. not received versus received). The system may also include one entry that is blank. Use this entry to start a new shelfmark set.

If you wish to move the item to another shelfmark on this title use either the **Search S.** (search shelfmark) or **Add S.** (add shelfmark) button depending on whether the shelfmark you are moving to already exists on the title. Regardless of which option you choose, the system redisplays the **Location** form with the newly selected shelfmark.
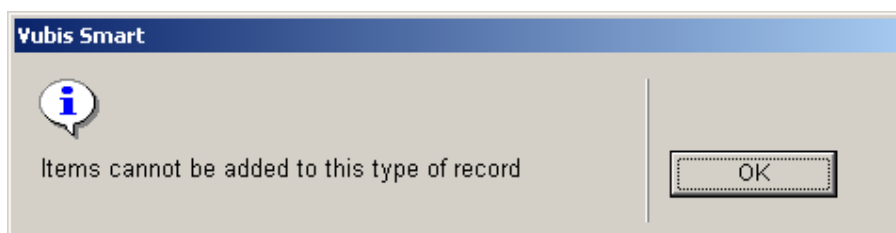

Now press **OK** to move the item to the new shelfmark.

111.6.2 Publication type 2

The system behaves in the same way as with publication type 4.

111.6.3 Publication type 3

When you choose type 3 it is not possible to use the **Add/display items** option to add items. In that case the following message will be displayed:

You can however add a shelfmark in the usual way (see section 111.5.2). Next the system will not show the usual add item screen, but the holdings statement form. See section 111.6.1.1 for more information.

111.6.4 Publication type 5

The system behaves in the same way as with publication type 3.

- **Document control - Change History**

Version	Date	Change description	Author
1.0	unknown	creation	
2.0	July 2006	major rewrite of holdings maintenance for release 2.4.2 serials modifications	
3.0	March 2007	Added info on cataloguing permissions; authority searching	
4.0	November 2007	added info on use of Z39.50 when copying records to local database delivered as part of 2.4.2.4 updates	