

Library Cataloging Updates (Especially MARC Imports) – March 18, 2013

For anyone that is involved with cataloging or processing library books, here are some updates and clarifications to the cataloging process (especially imports) that you should know about. These are due to changes that vendors have made and also some changes we have made. I recognize that this is a message of significant length; I've divided it into sections with bold headings so that you can browse down through it and find the information you need. **Even if you don't read through all of it right now, please save it or print it out because it may answer questions for you at some point in the future.** I will also post this message on granitemedia.org on the [Cataloging and Processing](#) page.

General Information and Changes

- 1. Adding Titles and Copies** – There are no changes to this process, but instructions can be found here if you are new to library processing or need a refresher: "[Adding Titles and Copies](#)." There is also a video tutorial about this in Safari Montage. ([Click here for the library management videos.](#)) A wealth of cataloging information can also be found on our [Cataloging and Processing](#) page at granitemedia.org.
- 2. Cataloging Request Form Has Changed** – as of today the [Cataloging Request Form](#) has a slightly different look and feel and some modified questions. I needed to switch to a new service/software for forms, and since I was changing I also made some updates to improve the workflow and make sure it asks for all the information I need and not information that I don't need. The form is mainly for your convenience and is not a requirement; you can also email me directly with cataloging needs or questions. The form will just remind you of the exact information needed for an item.
- 3. Cataloging Turnaround Times and Priorities** – Please expect a turnaround time of 1-5 school days when you send me a cataloging request. I am not always able to respond to requests immediately because of other duties and projects. I do place MARC import files and textbooks at a higher priority and try to do them ASAP (within 1 school day) because they potentially add or allow you to add a large number of items at one time. If you have a special circumstance where you need something quickly just let me know in your email, or mark it as a "RUSH" priority on the cataloging form, and I will give it higher priority. If you are pressed for time you can also utilize the "[Temporary Titles](#)" feature of Destiny to check something out to someone quickly without a title. If you are in a secondary school you could also add a brief title as a placeholder so you can add your copy, and then I will flesh it out when I get to your cataloging request (Secondary schools have "Add/Edit Title" rights because there is an endorsed media specialist in the library.) And, as always, if you are in a secondary school and you are experienced with creating and editing MARC records, you can continue to create them yourself.

MARC Record Imports

- 1. All imports in our district are handled by Josh Whiting** - If you have records to import, please send them to me (details on obtaining import files from different vendors are given below). The import process inevitably causes duplicate titles and other issues in our catalog, but we continue to support imports because they can save you so much time. By doing the imports myself I can at least keep track of what is entering the catalog so that I can minimize and attempt to fix some of these problems when they happen. There was not any way to for me to keep track of this when users throughout the district were performing imports, so now I do them myself.
- 2. Vendors do not automatically provide MARC record downloads.** You usually have to request these with your order as part of attached processing. If you did not order processing you will probably not

receive downloads from the vendor (and without processing, import files would be of little use to you anyway.)

3. **Imports are only for YOUR convenience in adding copies.** In most cases we have no need of the MARC records that vendors supply for their books because we subscribe to Alliance Plus as part of Destiny. We primarily support imports only because they quickly and efficiently add all the copies in an order, to save you time and get materials into circulation faster. They actually cause numerous problems with duplicate titles in the back end that have to be cleaned up by me if/when I can get to them. **If import files are not convenient and time-saving for you, don't feel compelled to use them.** You can always go to Add Title and add your copies yourself.
4. **If you know an import file only has 1-3 copies, please consider adding the copies yourself.** It is much faster for you to add a couple of copies via Add Title than it is for either of us to go through the process of obtaining the download file and then running the import.
5. **Specifics on Import Files from Vendors**
 - a. **Regardless of Vendor** - If you receive a MARC record import file from any vendor, send it to me and I will get it imported.
 - i. If it is attached to an email you can forward that email to me with the attachments.
 - ii. If it is on a vendor's website you can download the file onto your computer and then attach that downloaded file to an email to me.
 - iii. If it comes on a physical disc you can put that disc in your computer and attach the files that are on the disc to an email to me.
 - iv. You can also send me the disc through district mail, which is fine but it will just take one to two days longer. If you have questions about getting files off a disc or anything else you can always call me and I'll help you do it.
 - b. **Mackin** is now emailing the MARC records and shipping information for all orders in our district directly to me. When I receive these I forward them to the ordering school and ask whether they are ready for the import. When I hear back that it is okay, I do the import as soon as I can get to it.
 - c. **Bound To Stay Bound** - I have access to the MARC record downloads for all BTSB orders in the district. If you have an order from BTSB that needs to be imported just email me and I will go in and get your records and do the import as soon as I can.
 - d. **Follett (Titlewave)** - Follett has just given me access to all the MARC record downloads in the district. If you have an order from Follett you can now just let me know and I will import the records as soon as I can.
 - e. **Perma-Bound** defaults to sending their import files on a disc with your shipment, or you as the purchaser can download the files from their website. (We don't have district-level access to the schools' import files.) So, you need to put the disc in your computer (or download from their website) and send the files from the disc to me in an email and I will get them added ASAP.

Questions? Concerns? Just let me know. I'm happy to help. Thanks!

Josh Whiting
Educational Technology / Library Media
Granite School District
385-646-7128
jwhiting@graniteschools.org