Contents

1 Introduction................................................................................................................................. 1-1
  1.1 The purpose of this guide............................................................................................... 1-1
  1.2 Symphony record structure......................................................................................... 1-2
  1.3 Catalogue record structure......................................................................................... 1-3

2 Cataloguing Preparation............................................................................................................. 2-1
  2.1 Pre-cataloguing procedures......................................................................................... 2-1
  2.2 Cataloguing tools.......................................................................................................... 2-2
  2.3 Exclusions from the OPAC (Online Public Access Catalogue)................................ 2-2

3 Books........................................................................................................................................ 3-1
  3.1 Cataloguing a title not on the system......................................................................... 3-1
  3.2 Upgrading an existing brief order record to a full catalogue record........................ 3-1
  3.3 Step by step guide to completing each field............................................................... 3-1
  3.4 Tag 020 – ISBN........................................................................................................... 3-2
  3.5 Tag 100 – Personal author.......................................................................................... 3-2
  3.6 Tag 110 – Corporate author....................................................................................... 3-6
  3.7 Tag 130 – AKA............................................................................................................ 3-7
  3.8 Tag 240 – Parliamentary............................................................................................ 3-7
  3.9 Tag 245 – Title............................................................................................................. 3-8
  3.10 Tag 250 – Edition ...................................................................................................... 3-10
  3.11 Tag 260 – Publication info......................................................................................... 3-10
  3.12 Tag 300 – Pagination............................................................................................... 3-11
  3.13 Tag 340 – Format...................................................................................................... 3-12
  3.14 Tag 440 – Series........................................................................................................ 3-12
  3.15 Tag 500 – Notes........................................................................................................ 3-12
  3.16 Tag 505 – E-resource............................................................................................... 3-12
  3.17 Tag 506 – Access restriction..................................................................................... 3-12
  3.18 Tag 521 – Course....................................................................................................... 3-13
  3.19 Tag 556 – Status notes ............................................................................................ 3-13
  3.20 Tag 588 – Bulletin heading....................................................................................... 3-13
  3.21 Tag 600 – Person as subject.................................................................................... 3-13
  3.22 Tag 650 – Subject..................................................................................................... 3-13
  3.23 Tag 700 – Added personal author.......................................................................... 3-13
  3.24 Tag 710 – Added corporate author.......................................................................... 3-14
  3.25 Tag 856 – Electronic access..................................................................................... 3-14
  3.26 Adding Call and item data to a newly created bibliographic record...................... 3-14
  3.27 Adding call and item data to an existing bibliographic record............................... 3-15
  3.28 Multi-volume works............................................................................................... 3-17
  3.29 Single issues of journals........................................................................................ 3-18

4 Electronic Books......................................................................................................................... 4-1
  4.1 Cataloguing a title not on the system......................................................................... 4-1
  4.2 Step by step guide to completing each field............................................................... 4-1
  4.3 Tag 020 – ISBN........................................................................................................... 4-1
  4.4 Tag 100 – Personal author.......................................................................................... 4-2
  4.5 Tag 110 – Corporate author....................................................................................... 4-2
  4.6 Tag 130 – AKA............................................................................................................ 4-2
  4.7 Tag 240 – Parliamentary............................................................................................ 4-2
  4.8 Tag 245 – Title............................................................................................................. 4-2
  4.9 Tag 250 – Edition ...................................................................................................... 4-3
  4.10 Tag 260 – Publication info......................................................................................... 4-3
  4.11 Tag 300 – Pagination............................................................................................... 4-3
  4.12 Tag 340 – Format...................................................................................................... 4-3
  4.13 Tag 440 – Series........................................................................................................ 4-3
  4.14 Tag 500 – Notes........................................................................................................ 4-3
  4.15 Tag 505 – E-resource............................................................................................... 4-4
  4.16 Tag 506 – Access restriction..................................................................................... 4-4
  4.17 Tag 521 – Course....................................................................................................... 4-4
  4.18 Tag 556 – Status notes ............................................................................................ 4-4
  4.19 Tag 598 – Bulletin heading....................................................................................... 4-4
  4.20 Tag 600 – Person as subject.................................................................................... 4-4
  4.21 Tag 650 – Subject..................................................................................................... 4-4
  4.22 Tag 700 – Added personal author.......................................................................... 4-5
4.23 Tag 710 – Added corporate author ......................................................... 4-5
4.24 Tag 856 – Electronic access ...................................................................... 4-5
4.25 Adding call and item data ......................................................................... 4-5
5 Authority Control Fields .................................................................................. 5-1
  5.1 Corporate authors – using the WorkFlows index Names .............................. 5-1
  5.2 Series entries – using the WorkFlows index Series ..................................... 5-1
  5.3 Subject headings – using the WorkFlows index Subjects ............................. 5-1
  5.4 To display authority terms ......................................................................... 5-2
  5.5 To add an authority term to a bibliographic record ....................................... 5-3
  5.6 An authority term not in the authority file ................................................... 5-4
6 Journals ........................................................................................................... 6-1
  6.1 Print holdings only – adding a new title ...................................................... 6-1
  6.2 Print holdings only – adding holdings to an existing title .............................. 6-3
  6.3 Amending existing holdings – print ............................................................. 6-4
  6.4 Electronic holdings – adding a new title ..................................................... 6-5
  6.5 Electronic holdings – adding an electronic link to an existing title ................ 6-7
  6.6 Amending existing holdings – electronic .................................................... 6-8
  6.7 Deleting journal holdings .......................................................................... 6-9
7 Multimedia ....................................................................................................... 7-1
  7.1 Adding new multimedia ............................................................................. 7-1
  7.2 Adding call number and item data .............................................................. 7-1
  7.3 CD-ROMs .................................................................................................. 7-2
8 Models and Posters .......................................................................................... 8-1
  8.1 Adding a new model or poster ..................................................................... 8-1
  8.2 Adding call number and item information .................................................. 8-2
9 Electronic Resources – ‘cut out and keep guide’ ........................................... 9-1
  9.1 Electronic books ......................................................................................... 9-1
  9.2 Electronic journals ..................................................................................... 9-6
10 Classification .................................................................................................. 10-1
  10.1 Classification schedule ............................................................................ 10-1
  10.2 NLM form numbers .................................................................................. 10-1
11 Cataloguing Training ..................................................................................... 11-1
  11.1 Introduction ............................................................................................... 11-1
  11.2 Essential training aids .............................................................................. 11-1
  11.3 Training day ............................................................................................... 11-1
  11.4 Review session ......................................................................................... 11-1
12 Frequently Asked Questions .......................................................................... 12-1
  12.1 MARC sub fields – Tag by Tag ................................................................. 12-1
  12.2 The pipe symbol ...................................................................................... 12-1
  12.3 Adding/Deleting a field ............................................................................. 12-2
  12.4 Useful keyboard shortcuts in WorkFlows .................................................. 12-3
  12.5 Deleting from the bibliographic record ..................................................... 12-4
  12.6 Historic catalogues .................................................................................. 12-5
A1 Appendix 1: Standard abbreviations of USA state names ......................... A1-1
A2 Appendix 2: Standard abbreviations of UK counties and Canadian provinces ......................................................... A2-1
A3 Appendix 3: Shadowing records ................................................................. A3-1
A4 Appendix 4: Running a stocktake using the All Inventory reports ........... A4-1
A5 Appendix 5: Stock withdrawal policy .......................................................... A5-1
A6 Appendix 6: Guidance for access notes for e-resources (field 856 in WorkFlows) ................................................................................. A6-1
1 Introduction

1.1 The purpose of this guide

- To support staff in creating consistent records
- To provide a consistent framework for cataloguing across KSS, taking into account user needs and perceptions
- To enhance faceted searching in Enterprise

Why follow the rules?

The catalogue is the public face of the libraries in the region. If data entry is consistent and accurate it helps the user by:
- Placing the same elements in the same position on each entry to make it easy to spot a particular edition or title by a specific author
- Ensuring that the information the user needs is available and clearly displayed (e.g. edition, date of publication)
- To present libraries in a professional manner; sloppy entries may lead users to suppose that we are sloppy in other areas

Reasons for cataloguing

Why catalogue an item?
- To identify that particular copy or edition and distinguish it from others with a similar title, subject content or author

Why classify an item?
- Firstly, this denotes the place on the shelf (Shelf Mark or Call Number)
- Secondly, this assists with grouping together items on a similar topic

Why allocate subject headings to an item?
- To help users to find items on a specific topic or on similar subject areas

Maintaining the quality of the database is a triple responsibility between:
- The cataloguer
- The Library & Knowledge Services Team (LKST)
- The Cataloguing Advisory Group (CAG)

The following is a guide to:
- KSS cataloguing rules
- Procedures to be followed when cataloguing an item

A member of the Cataloguing Advisory Group (CAG) will give training on general cataloguing rules to all new cataloguers. It is the responsibility of Library Service Managers to identify staff who may require training and to notify a member of CAG.

CAG strongly advise that no one should undertake cataloguing on the Symphony system before they receive training. See section 11.0 for the training procedure.

Members of CAG will give advice and support. Details of the Group can be found on the website: [http://www.ksslibraries.nhs.uk/cataloguing](http://www.ksslibraries.nhs.uk/cataloguing)

⚠ Important: keep this guide to hand whilst cataloguing.
1.2 Symphony record structure

There is one bibliographic record for each title on the system. Order records and call and item records are linked to this.
1.3 Catalogue record structure

It's important to understand how the records are structured within Symphony:

Title:
- This is where you record your bibliographic details
- Author, Title, Publisher and other descriptive entries

Call:
- This can be confusing and it may be very different from other systems you have used
- Record here the owning Library
- Record here the Classification (Class mark, Shelf Location etc)
- Multiple copies of a title might have several different Call Numbers in the same library

Item:
- Represents the physical item
- Record here the barcode number
- Record here the Item Type which will control the circulation of the item
- Record here the Home Location of the item, i.e. the item’s location when not on loan
2 Cataloguing Preparation

Symphony works on the principle of one bibliographic record per title, with call, item and order data linked to that bibliographic record.

Symphony uses MARC 21 – MAchine Readable Cataloguing – a system that assigns labels or ‘tags’ to each part of the catalogue.

Many tagged fields also have subfields and it is very important that appropriate subfields are used where required. Subfields are prefixed by the | 'pipe' symbol, which automatically inserts a space visible in the OPAC. (See section 12.2 for guidance on how to find this symbol on the keyboard.)

2.1 Pre-cataloguing procedures

Search WorkFlows to ensure that a bibliographic record does not already exist:

- Search by ISBN – using the General index and Keyword
- If no record is found, and for non-ISBN items, search using at least 2 of the following criteria:
  - Author
  - Words in the title
  - Keywords
- If a full bibliographic record exists, add the Call data (i.e. class mark) and Item data (i.e. barcode number) (see section 3.27)
- If a brief bibliographic record exists (i.e. for an item on order), see section 3.2

Important:

- Do not create a separate bibliographic record if a brief bibliographic record already exists
- But… brief records also exist in Symphony for ILLs, which look like the image below; do not upgrade ILL brief records.

```
<table>
<thead>
<tr>
<th>Description</th>
<th>Call Number/Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>BL request number</td>
<td>GU1823</td>
</tr>
<tr>
<td>ISBN</td>
<td>9780521151764</td>
</tr>
<tr>
<td>Personal Author</td>
<td>Stahl, S Davis, R.</td>
</tr>
<tr>
<td>Title</td>
<td>Best Practice in Medical Teaching</td>
</tr>
<tr>
<td>Year</td>
<td>Cambridge University Press</td>
</tr>
<tr>
<td>Note Location 2:</td>
<td>[library staff use only]</td>
</tr>
<tr>
<td>Note Location 3:</td>
<td>[library staff use only]</td>
</tr>
<tr>
<td>Note BL</td>
<td></td>
</tr>
<tr>
<td>Note Location 4:</td>
<td>[library staff use only]</td>
</tr>
<tr>
<td>Note ~~~~~~~~~~~~~~~~~~~~~~~~</td>
<td></td>
</tr>
<tr>
<td>Held by</td>
<td>GU</td>
</tr>
<tr>
<td>Action taken</td>
<td>ORDERED 20120105,</td>
</tr>
<tr>
<td>Requester ID</td>
<td>GUGU9901</td>
</tr>
<tr>
<td>Request ID</td>
<td>GU1823</td>
</tr>
<tr>
<td>Org. request status</td>
<td>ILL-SENT</td>
</tr>
<tr>
<td>Category</td>
<td>SED89</td>
</tr>
</tbody>
</table>
```
Remember:
- The same title produced by two different publishers requires a separate entry for each
- There should be only one bibliographic record for different formats of the same title e.g. paperback, hardback, online
- New records are immediately visible in WorkFlows and e-Library; records appear in Enterprise 24 hours later

Important:
- If you think a title may be already on the system you can search the catalogue by opening the Call Number and Item Maintenance Wizard in the Common Tasks menu
- If the title exists, add your call number and copy details to the existing record

2.2 Cataloguing tools

- This Cataloguing Manual
- Localised classification schedules: these are held by most libraries and the original Kent and Sussex classification schedule is also available on the CAG website
- e-Library: http://www.ksscatalogue.nhs.uk/
- MeSH headings available online at: http://www.nlm.nih.gov/mesh/MBrowser.html
- NLM
- The authority subject headings held in WorkFlows (see section 5.0)
- Library of Congress Classification Outline http://www.loc.gov/catdir/cpso/lcco/

2.3 Exclusions from the OPAC (Online Public Access Catalogue)

Any items available for loan, but not to be displayed in the OPAC, should be catalogued and marked ‘shadowed’ (see Appendix 3). Records can be shadowed at title, call and item level.

All shadowed items will still be visible to library staff using WorkFlows.
3 Books

3.1 Cataloguing a title not on the system

- Open the Cataloguing module
- Click on the Titles menu
- Select the Add Title wizard
- The template opens in the Bibliographic tab
- Follow the step by step guide to completing each field in sections 3.3-3.25 below
- Add call and item data using the rules in section 3.26

3.2 Upgrading an existing brief order record to a full catalogue record

When a title is ordered using the acquisitions module, a brief title record is created with limited information, usually the ISBN, title statement, author, publisher and year.

When the item arrives:
- Ensure that the item ordered has been added to the catalogue using the Add Ordered Items to Catalogue wizard (NB: this only applies if the item was ordered by your library in the acquisitions module)
- Open the Cataloguing menu
- Click on the Titles menu
- Select the Modify title wizard
- The template opens in the Bibliographic tab
- Upgrade the brief record to a full catalogue record using the rules in sections 3.3-3.25 below
- Add call and item data using the rules in section 3.27
- Don’t forget to unshadow the item at title level and at call level for your own item
- If the order belongs to a different library check that their ordered item is shadowed at call level, if it isn’t, either let the ordering library or LKST know, so that it can be shadowed

3.3 Step by step guide to completing each field

Note that:
- All the fields in the template are free text – whatever you type is what appears on the record
- Every field in a record does not need to be completed. Some fields, such as ISBN, Titles, Publication Info and Pagination, are common to most records. Other fields, such as Edition, AKA, Person as a Subject and Electronic access will be completed less frequently
- There is no ISBN verification
- Data is entered in the Contents column of the template
- Title (Tag 245) is the only required entry field
- To add another field, right click on the relevant field, the following menu appears:
Select Add Field Before or Add Field After, then type in the appropriate Tag number.

3.4 Tag 020 – ISBN

- Enter the first ISBN into field 020
- Copy (Ctrl C) the ISBN
- Open the Control tab
- Highlight the default entry in Title control number box
- Type i then paste (Ctrl V) the ISBN into the Title control number box
- e.g. i047084725
- In the Date catalogued box, select Today
- Return to the Bibliographic tab
- Create extra fields and enter all other ISBNs listed in the book

Important:
- For non ISBN items, no action needs to be taken; accept the default in the Title control number box, e.g. a128576
- In the Date catalogued box, select Today.

3.4.1 Tag 020 rules – ISBN

Enter the 13-digit and 10-digit ISBNs listed on the back of the title page. Sometimes, it may be necessary to look elsewhere for the ISBN.

Enter all listed ISBNs for print versions of a title, inserting a new field for each one and entering only one ISBN per field.

Important:
- ISBNs are sometimes incorrectly printed
- Use ISBNs on the back cover with caution

3.5 Tag 100 – Personal author

- Enter the first personal author, in the format:
  - Surname Initial(s) – with no punctuation: Choo C W
  - Enter all the initials for a personal author: Choo C W not Choo C

3.5.1 Tag 100 rules – Personal author

Although this is referred to as the 'author field' it is used in a wider sense. The personal name field might relate to author, editor, chairman, etc.
The format for entry in Tag 100 and Tag 700 is Surname Initials – with no punctuation:
Choo C W
What to enter:
- All personal names associated with the item, up to a maximum of six, in the same order as they appear on the title page
- The first name is entered in Tag 100 and any subsequent names, up to a maximum of 5, in Tag 700, with a new field created for each author’s name
- If there are more than six, enter only the first six
- The first personal name entered (Tag 100) must be the principal author, e.g.:
  - Essentials of nursing research by Denise F Polit and Cheryl Tatano Beck:
    - The principal author is Polit D F (Tag 100)
    - Additional author is Beck C T (Tag 700)

Exceptions:
- Where a title has been published in many editions and the original author/editor(s) name becomes incorporated into the title statement; in which case this name must always be entered as the first personal author, e.g.:
  - Grant's Atlas of Anatomy, by Anne M R Agur and Arthur F Dalley. The personal names entered would be:
    - Grant J C B (Tag 100)
    - Agur A M R (Tag 700)
    - Dalley A F (Tag 700)
  - Bailey and Love's short practice of surgery, edited by R C G Russell, Norman S Williams and Christopher J K Bulstrode. The personal names entered would be:
    - Bailey H (Tag 100)
    - Love M (Tag 700)
    - Russell R C G (Tag 700)
    - Williams N S (Tag 700)
    - Bulstrode C J K (Tag 700)

- Where a named person is the subject of the document, use the Person as Subject field (Tag 600, see section 3.21), e.g.:
  - for a biography of Florence Nightingale enter:
    - Nightingale F (Tag 600)
    - Woodham-Smith C (Tag 100)
  - Carl Rogers, by Brian Thorne enter:
    - Rogers C (Tag 600)
    - Thorne B (Tag 100)

- Where there are variations in the form of an author's name, or there has been a change of name, enter the form that appears on the title page in Personal Author (Tag 100) or Added Personal Author field (Tag 700), whichever is appropriate, and then enter the variant names in AKA (Also Known As) field (Tag 130). If there are several variants, you will need to insert a field (see section 3.3) and enter each variant, e.g.:
  - Ann Marriner-Tomey will have the following entries:
    - Marriner-Tomey M (Tag 100)
    - Tomey A M (Tag 130)
    - Marriner A (Tag 130)
  - Michael Folkes, who changed his name by deed poll to 'Luke Warm Luke' would be:
    - Luke L W (Tag 100) and
    - Folkes M (Tag 130)
- Name of chairman must be included as a personal author. Use Tag 100 if no other personal author. Use Tag 700 if there is another personal author. Use subfield |e followed by the word Chairman or whatever term is used on the document, e.g.:
  - Kneafsey R,|eChairman (Tag 100)

- If there is a chairman and a corporate author, enter the corporate author at Tag 110 and the chairman at Tag 700

- Translator must be included as an additional personal author (Tag 700). Use subfield |e followed by the word translator e.g.:
  - The diving-bell and the butterfly, by J-D Bauby. Translated by J Leggatt:
    - Bauby J-D (Tag 100)
    - Leggatt J,|etranslator (Tag 700)

- An abridger must be included as an additional personal author (Tag 700). Use subfield |e followed by the words "abridged by", e.g.:
  - The illustrated origin of species/ by Charles Darwin. Abridged by R F Leakey:
    - Darwin C (Tag 100)
    - Leakey R F (Tag 700)

### 3.5.2 Tag 100 - Format for entering personal names

Enter surname first, followed by a space, and initial(s); only use additional punctuation where it is part of the name:
Margaret Mary Webster is entered as Webster M M

Names should be entered as they appear, do not use punctuation except where it is naturally part of the name:
O'Brien or Llewellyn-Jones or Sartre J-P

Hyphenated surnames are entered under the first half of the surname:
Wilson-Barnett J

Unhyphenated names such as J A Muir Gray are entered under the second half of the surname:
Gray J A M (Tag 100)

All variations on a name, including misspellings should be entered in AKA (Tag 130):
Muir Gray J A (Tag 130)

Do not use professional or personal titles:
Dr. Professor, Lord, or Sir

Exclude appendages to names:
Junior or IIIrd

Where an author has a title, establish first names or initials using reputable reference sources:
Lord Darzi of Denham should appear as Darzi A in Tag 100 or 700, (but the full name with title can be entered using the AKA Tag 130)
Lord Darzi of Denham (Tag 130)

Prepositional surnames are entered under the preposition (von, van etc.) as they appear:
Jan van der Ende would be entered as van der Ende J
Peter van Aspergen would be entered as van Aspergen P
Patrizia della Rovere would be entered as della Rovere P

3.6 Tag 110 – Corporate author

- Enter the first corporate author, using title case – all words should begin with a capital letter except for the minor words, e.g.:
  - Department of Health (DOH)
  - Health and Safety Executive (HSE)
- This field is authority controlled

3.6.1 Tag 110 rules – Corporate author

The authority file for selection of corporate authors is available in WorkFlows. The authority file must be used to establish the correct form of entry for the name of corporate bodies.

Where two entries in the authority file exist for the same corporate author, one including a common abbreviation and one without, use the entry with the abbreviation:
British Medical Association (BMA)

If the document has been originated by a significant corporate author that doesn’t appear in the authority file, enter the new name according to the rules below and send a copy of the title page or relevant part of the document that contains the name of the corporate body to the Library & Knowledge Services Team.

Do not include commercial publishers as corporate authors, but institutions/organisations that also publish are permitted, e.g.:
- Royal Society of Medicine
- Kings Fund
- British Medical Association
- Age Concern

Use the organisation’s name as it appears in the document, even if it is a provisional or transitional name.

Advisory Committees have a separate entry because they are often advising more than one Government department:
Advisory Committee on Dangerous Pathogens (ACDP)

The Health Ombudsman has a corporate heading, but a personal name entry must also be made.

What to enter:
- Enter corporate authors associated with the item, up to a maximum of SIX, using the same order as they appear on the title page.
- If there are more than six, enter only the first six (in the order given in the document)
- One subheading is permitted; if a document is produced by a committee or subordinate group or department of a larger organisation, enter the name of the larger organisation and the subordinate body; if in doubt consult the Authority List for guidance, e.g.:
  - British Medical Association: Board of Science and Education
  - Open University: Health Education Unit
How to enter:

- Enter the primary corporate name in Tag 110 only if there is no other personal author; if there is a personal author use Tag 710 for the Corporate Author
- Up to FIVE additional corporate names may be added in Tag 710
- Use title case, i.e. capitalise the first letter of each significant word, e.g.:
  - Schizophrenia Association of Great Britain
- In the case of corporate names with a subsidiary department, separate the two parts with a colon followed by |b, e.g.:
  - Derbyshire County Council: Social Services Department
  - Derbyshire County Council:|bSocial Services Department
- Do not use ampersands (&) in a corporate name; use ‘and’
- Do not use punctuation/apostrophes unless an integral part of the name, e.g.:
  - Afro-Caribbean Mental Health Association
  - Whereas King’s Fund should be expressed as Kings Fund
- Do not use UNITED KINGDOM to precede the name of government departments, e.g.:
  - UNITED KINGDOM Department of Health should be entered as:
    Department of Health (DOH)
- The exception to this rule is where United Kingdom is part of the corporate name, e.g.:
  - United Kingdom Council for Psychotherapy (UKCP)
  - UK Public Health Association (UKPHA)

3.7 Tag 130 – AKA

- For personal authors with alternative spelling or double barrelled names, enter the alternative, e.g.:
  - Tag 100 Smith-Temple J
  - Tag 130 Temple J Smith-

3.7.1 Tag 130 rules – AKA

The AKA field is designed specifically to accommodate variant forms of personal names.

Where there are variations on the form of an author’s name or there has been a change of name, enter the form as it appears on the title page in the Personal Author field (Tag 100) or Added Personal Author field (Tag 700), whichever is appropriate, then enter the variant names in AKA (Also Known As) field (Tag 130):

- Ann Marriner-Tomey will have the following entries:
  - Marriner-Tomey M (Tag 100)
  - Tomey A M (Tag 130)
  - Marriner A (Tag 130)

- Michael Folkes, who changed his name by deed poll to 'Luke Warm Luke' would be:
  - Luke L W (Tag 100) and
  - Folkes M (Tag 130)

3.8 Tag 240 – Parliamentary

- Enter the name and number of the parliamentary publication, e.g.
  - Cm 25
  - Mental Health Act 2005
  - Statutory Instrument 1961 No 810
3.8.1 Tag 240 rules – Parliamentary publications

Tag 240 is used for Parliamentary publications such as Acts of Parliament, Command Papers, Statutory Instruments and papers from the House of Commons or the House of Lords.

Acts of Parliament:
- Enter the complete title of the Act, including the year in Tag 245 Title. Exclude the author and the chapter, e.g.:
  - Misuse of Drugs Act 1971
  - Mental Health Act 1983
- Enter the name of the Act in Tag 240, e.g.:
  - Misuse of Drugs Act 1971
  - Mental Health Act 1983
- For any documents related to the Act, enter the name of the Act in Tag 240, e.g.:
  - Tag 245 Drug misuse and the law: the regulations
  - Tag 240 Misuse of Drugs Act 1971
  - Tag 245 Between the acts: community mental health services 1959-1983
  - Tag 240 Mental Health Act 1983
  - Tag 240 Mental Health Act 1959

Statutory Instruments:
- Enter the title of the document in Tag 245, e.g:
  - Medical profession: the European specialist medical qualifications amendment regulation
  - Guidelines on the Food Hygiene (Amendment) Regulations 1990
- Enter the details of the Statutory Instrument in Tag 240 in the following format - without punctuation, e.g.:
  - Statutory Instruments 1999 No 1373
  - Statutory Instruments 1990 No 1431

Command Papers:
- Enter the details of the Command paper in Tag 240 using the exact abbreviation shown on the document - without punctuation, e.g.:
  - Cmnd 1604
  - Cm 5503
- Enter the title of the document in Tag 245, e.g.:
  - Delivering the NHS plan: next steps on investment...

House of Commons/House of Lords Papers:
- Enter these using the abbreviation HC or HL, e.g.:
  - HC 318
  - HL 123

3.9 Tag 245 – Title

- For a title with a single personal author, enter the title of the book using the format:
  - Title:|bsubtitle/|cby personal author
    ▪ Adult dyslexia:|ba guide for the workplace/|cby George FitzGibbon
- For a title with an editor, enter using the format:
  - Title:|bsubtitle/|cedited by personal author
    ▪ Plastic surgery:|bvolume one/|cedited by Bruce M Achauer
- For a title with up to three personal authors, enter the title of the book using the format:
- Title:|bsubtitle:|cpersonal author, personal author and personal author
  ▪ The art of dying:|bthe story of two sculptors/|cby Michaela Crimmin William, William S Shand and Jenny A Thomas

- For a title with more than three personal authors, enter the title of the book using the format:
  ▪ Title:|bsubtitle:|cby personal author, personal author, personal author et al

- Corporate authors are not entered in the title statement.
- For a corporate author, enter the title of the book using the format:
  ▪ Title or Title:|bsubtitle
  ▪ Behavioural and cognitive treatments:|bguidance for good practice

- For a title without a subtitle, enter the title of the book using the format:
  ▪ Title:|cbypersonal author or Title
  ▪ Type 1 diabetes/|cby David Levy

- For a title with more than one subtitle, enter the title of the book using the format:
  ▪ Title:|bsubtitle:|bsubtitle
  ▪ Middleton’s allergy:|bprinciples and practice:|bvolume 2

3.9.1 Tag 245 Rules – Title statement

The entry takes one of the following forms:

- Title:|bsubtitle:|cby personal author
  ▪ Wound care essentials:|bpractice principles/|cby Sharon Baranoski and Elizabeth A Ayello

- Title:|bsubtitle:|cedited by
  ▪ Trends in wound care:|bvolume 3/|cedited by Richard J White

- Title:|bsubtitle
  ▪ The Children Act 1989:|ban introductory guide for the NHS

Where there is more than one subtitle, a colon followed by |b must be used for each:
Title|bsubtitle|subtitle

The title page of the publication should be used for exact details of the title. If the title is misspelled, use the correct spelling in the Title field Tag 245; Note field Tag 500 can be used to show the incorrect spelling.

As a general rule, work from the title page rather than the cover when cataloguing. In some grey documents this will not be possible, so use the cover, heading, or anything else that seems sensible.

Use sentence case, i.e. capitalise only the first letter of the first word of the title; capitalise proper names:
Counselling:|ba guide to practice in nursing/|cby Philip Burnard
Introductory guide to NHS finance in the UK

Separate a title from a subtitle with a colon and |b, even if this punctuation does not appear on the title page:
Counselling:|ba guide to practice in nursing

Do not abbreviate words in the title, and do not use abbreviated words, e.g. use ‘and’ not ‘&’.

Statement of responsibility i.e. personal author/editor:
Chairmen and corporate authors should not be entered in the title field.

If there are three authors or fewer, enter each name as it appears on the title page (without full stops), separated by and if there are 2, and a comma and an and if there are 3, e.g.:
- /|cby A G Tyers and J R O Collin
- /|cby Sharon Baranoski and Elizabeth A Ayello
- /|cby John Smith, Peter Jones and Michael Harvey
- /|cedited by Bruce M Achauer and Elof Eriksson

If there are more than three authors, give the first three, separated by commas, as they appear on the title page and follow them with the words et al (with no full stops), e.g.:
- /|cedited by Kune K Robinson, C William Hanke, Roberta D Senglemann et al

3.10 Tag 250 – Edition

- For a first edition, make no entry
- Enter all other editions, in the following format, without punctuation:
  - 2nd ed
  - Rev ed

Subfield |b can be used in this field for editions that need fuller edition notes, in the following format:
- 4th ed|brevised by J G Le Mesurier with corrections
- this subfield should not need to be used very often

3.11 Tag 260 – Publication info

- Enter the publication information in the format:
  - Place of publication:|bPublisher name,|cYYYY

- London:|bHodder and Stoughton,|c2006

3.11.1 Tag 260 rules – Publication information

The publication details field (Tag 260) should contain three pieces of information:
- Place of publication
- Publisher
- Date of publication

How to enter:
- The place of publication, publisher and date of publication are entered in the following format:
  - Place of publication:|bPublisher,|cdate of publication

- London:|bRoyal College of Midwives,|c2008
- London:|bRoutledge,|c2009

Place of publication:
- Enter the place of publication, including London
- Use town, city etc. not county, state or country
- If several places are mentioned in the item, choose the one that is listed first
- If no place is listed, every effort should be made to ascertain a place of publication; search on copac.ac.uk explore.bl.uk and www.worldcat.org
- If the place of publication still cannot be found, leave blank and type |b, without the colon, before the name of the publisher
- Omit state, county or country unless needed to distinguish between place names or unless place is somewhat obscure, e.g.:
- Cambridge, MA:
- Cambridge:
- Addlestone, Surrey:
- Guildford:
- London:
- London, Ont.:
- Use conventional abbreviations for U.S. states, Canadian provinces and English counties (see Appendix 1 and Appendix 2)
- If no place of publication can be ascertained, leave blank, e.g.:
  - "Routlege, c2008"

Name of publisher:
- Enter the name of the commercial publisher or the corporate body responsible for publication, as it appears on the title page, e.g.:
  - "Oxford University Press"
- Change & to and, e.g.:
  - "Lippincott Williams and Wilkins"
- Do not enter details such as Co., Ltd. or Inc.
- If no publisher is explicitly stated but circumstantial evidence indicates it is the same as the corporate source, give the corporate source as the publisher
- If no publisher can be ascertained, leave blank

Date of publication:
- This is the date/year of the publication of the edition, not of a subsequent reprint or impression
- If there is a statement such as 'reprinted with revisions', check the copyright date, or compare ISBNs with a previous edition if possible
- If no year of publication can be found in the document, use circumstantial evidence or educated guesswork. For example, if dated references are given in the item, use the year of the most recent reference given as the year of publication of the item
- All four digits of the year should be entered, e.g.:
  - "Oxford: bOxford University Press, c2003"
  - "London: bRoyal College of Psychiatry, c1967"
- Approximate dates should be entered in the following format:
  - "Edinburgh: bChurchill Livingstone, c circa 1967"
  - "NB There is a space after the c and after the circa."

3.12 Tag 300 – Pagination

- Enter the number of pages in the book, e.g.:
  - 245p

3.12.1 Tag 300 rules – Pagination

Only the main Arabic numerals page total should be entered in this field followed by a lower case p – without a space e.g. 134p

Separate sequences of numbering, e.g. introductions, often in Roman numerals, or separately numbered appendices should not be included in the total page number.

Where the pages are not clearly or continuously numbered enter an estimated number of pages. Do not use est e.g. 135p
You can use sources such as British Library (www.bl.uk), COPAC (www.copac.ac.uk) or Amazon (www.amazon.co.uk) to help with estimating the number of pages.

3.13 Tag 340 – Format

Leave field blank.

3.14 Tag 440 – Series

- Enter the series name - this field is authority controlled:
  - BLRD Report
- Enter any report numbers in Notes Field 500:
  - 6078

3.14.1 Tag 440 rules – Series

This may be any series of which the item is a part, but exclude publishers’ series where in your judgement the ‘series’ is merely a publisher’s marketing ploy. Series may be numbered or unnumbered.

Many series names are generic, e.g. ‘Occasional paper’, ‘R&D report’ and the organisation should be indicated in these cases, e.g.:
RCPsych Occasional Paper

When a series is numbered, use Tag 500, the Notes field, to enter the number.

How to enter:
- Type the name of the series in Tag 440 and the number part of the series, if there is one, in Tag 500, e.g.:
  - Health Technology Assessments:
    - Tag 440 Health Technology Assessment
    - Tag 500 Volume 12(16)
  - BLRD Reports
    - Tag 440 BLRD Report
    - Tag 500 6202

3.15 Tag 500 – Notes

- Enter any notes regarding the publication, including series numbers
- Data entered in Tag 500 will appear in the bibliographic record so this field should only be used for information that would apply to every copy
- For local notes use Item Notes

3.16 Tag 505 – E-resource

Enter the term E-resource in this field if the item has an electronic link entered in field 856.

3.17 Tag 506 – Access restriction

Leave this field blank.
3.18 Tag 521 - Course

Enter the name of any relevant course (not yet developed).

3.19 Tag 556 – Status notes

To flag items of importance enter either Classic Text or Legislation.

3.20 Tag 598 – Bulletin heading

- Enter the name of a reading list policy to populate a specific reading list in e-Library
- Contact LKST to set up reading list policies

3.21 Tag 600 – Person as subject

- Enter the personal name of the subject of a book or report, e.g.:
  - for a biography of Florence Nightingale enter Nightingale F
  - for the report of the enquiry into the care and treatment of Christopher Clunis, enter Clunis C

3.22 Tag 650 – Subject

- Enter the relevant subject headings, using the Authorities Wizard (see section 5.0). Subject headings are entered in title case, e.g.:
  - Pancreatic Neoplasms

3.22.1 Tag 650 rules – Subject Headings

Enter as listed in the Authorities List (see section 5.0). The first two headings should most accurately reflect the subject content of the book and there should only be ONE subject heading per field.

To arrive at a set of subject headings read the publisher’s information and introduction to the book rather than relying solely on the title for subject content. It is also good practice to look at other records of similar titles to see what subject headings have been used previously.

3.23 Tag 700 – Added personal author

Enter any additional personal authors that appear on the title page, up to a maximum of five, in the same format as Tag 100.

3.23.1 Tag 700 rules – added personal author

Where publications have multiple authors, the primary author must be entered in the Personal Author field (Tag 100) and all additional personal authors must be entered in the Added Personal Author field (Tag 700) up to a maximum of FIVE.

Add new fields as required.
3.24 Tag 710 – Added corporate author

Enter any additional corporate authors, up to a maximum of five, in the same format as Tag 110.

3.25 Tag 856 – Electronic access

- Enter the URL and access information of an electronic resource, using the format:
  - `<u>URL</u>`zAccess information
    - `<u>http://ovidsp.ovid.com/ovidweb.cgi?T=JS&NEWS=n&CS=C=Y&PAGE=booktext&D=books&AN=01434856$&XPATH=/PG(0)</u>`zSussex Partnership Trust Athens accounts only.
- See Appendix 6 for information on how to enter access notes into this field

3.26 Adding Call and item data to a newly created bibliographic record

Open the Call Number/Item tab.

Overwrite the XX auto-generated number with the correct class mark (see section 10 for information on classification).

Select the Call library.

Select the correct item type, home location and material type.

If the item is a reference item, untick the Circulate box.

Add the price if you wish to.

Overwrite or scan the auto-generated Item id number with the barcode number. If typing in the barcode number, remember to add the library prefix if used.

![Call and item data screenshot]

Important: ILL source: only use this when creating a brief bibliographic record for an item from a library outside KSS for use as an ILL.
Extended information box:

- These are note fields, and data entered in them appears in different places in Symphony:
  - CIRCNOTE: This displays in the Circulation module of WorkFlows
  - PUBLICNOTE: This displays in e-Library. Use for copy specific notes such as damage
  - STAFFNOTE: If you need to make a note about this copy of the title for some staff reason

Electronic resources for users serviced by multiple library services:

- If an electronic resource has been purchased that can be accessed by users serviced by multiple library services, a code can be added to the STAFF note field on the call and item tab of the purchasing library, to indicate the purchasing library service. This service can then be contacted in the event of any problems.
- Where access has been made available to more than one organisation, a separate STAFF note should be added for each, eg
  - Sussex Community Trust use SCT
  - Sussex Partnership Trust use SPT
  - Sussex GP, practice and CCG use SXCCG
  - Sussex Public Health use SXPUBHEALTH
- Insert only the relevant code and no other wording. Only one code per line. If more than one organisation is served, add another STAFF note field. Add another STAFF note field for any other relevant notes.
- Currently, these codes are only used by library services in Sussex.

Click Save to complete the record.

Check all new records on e-Library to ensure that they are correct. Correct any errors in WorkFlows, Modify Title.

### 3.27 Adding call and item data to an existing bibliographic record

#### 3.27.1 Common tasks menu

Call and Item data can be added using the Call and Item Wizard in the Common Tasks menu.

Use when there is already a bibliographic record and no call or item data for your library, i.e. the item is the first copy of the title that your library has ever purchased, but another library has a copy already

Open the Common Tasks menu and open the Call Number and Item Maintenance wizard.

If Set Properties box appears, click OK.

Search for the bibliographic record:
- Enter ISBN or keyword in the Search box
- Index should be General
- Library should be All
- Click Search or hit Enter
- If a list of items appears, highlight the correct title and click Modify

Click on the Call Number/Item tab.
Click Add Call Number.

When the Library for new Call number box appears, click OK if the correct library is in the box.

Overtypen the default Call Number with the required class number (see section 10 for information on classification).

In the Item ID box, overtype or scan in the barcode number.

Change Class Scheme to NLM if Auto is displayed.

Change any other details that need changing, including item type, home location and material type.

Click Save.
3.27.2 Add item

Use this section when there is a bibliographic record and a call record already in place for your library, or if multiple Item level entries are to be added.

To add more copies to a record:
- Open the Call Number and Items wizard
- If Set Properties box appears, click OK
- Search for the bibliographic record:
  - Enter ISBN or keyword in the Search box
  - Index should be General
  - Library should be All
  - Click Search or hit enter
  - If a list of items appears, highlight the correct title and click Modify
- Click Add Item
- In the Item ID box, type in or scan in the barcode number overtyping the default.

- Click Save

3.28 Multi-volume works

A separate bibliographic record must be made for each volume of a multi-volume work.

Important: do not create a separate entry for the set.

For an e-resource, with one link for all volumes, create an entry for each volume. Add the same URL and access notes to each volume.

To add another field, right click on the relevant field. The following menu appears:

Select Add Field Before or Add Field After then type in the appropriate Tag number.

Refer to sections 3.3-3.25 for more detail on completing the fields in the bibliographic tab.

Tag 020 – ISBN:
- If there is a separate ISBN for each volume, enter 1 ISBN on each bibliographic record

If there is one set ISBN for all of the volumes, enter this ISBN in Tag 020 of each separate volume that you are cataloguing. e.g.:
- Greenfield’s neuropathology has the same ISBN for both volumes – 9780340906811

If there is a set ISBN as well as ISBNs for each volume, create an extra Tag 020 line and insert the Set ISBN after the volume ISBN.

Only paste the first ISBN in the Title control number box.

Tags 100 and 700 – personal author:
- Many multi-volume works carry the name of the original author/editor in their title. The original author/editor must be in Tag 100 and the current author/editor must be in Tag 700 Added personal author, e.g. Greenfield’s neuropathology:
  - Greenfield J G Tag 100
  - Love S Tag 700
  - Louis D N Tag 700
  - Ellison D W Tag 700

Tag 245 – Title:
- Type the word “volume” in full, even if it is abbreviated on the title page, using the format:
  - Title:|bsubtitle:|bvolume number/|cauthor

  Greenfield’s neuropathology:|bvolume1/|cedited by Seth Love, David N Louis and David W Ellison

4.4 Tag 300 – Pagination:
- Enter the page numbers for the particular volume.
- If the pagination is continuous across all volumes, calculate the number of pages in each volume.

4.5 CD-ROMs:
- If there is a CD-ROM with the work, refer to section 7.3.

3.29 Single issues of journals

A single issue of a journal published as a book, should be catalogued as a book not a journal with the following additional information.

Tag 022 – ISSN:
- Add a field for Tag 022 below Tag 020 ISBN
- Enter the ISSN of the journal

Tag 245 – Title:
- Enter the thematic title of the book
Tag 500 – Notes:
- Enter the volume and part in the format:
  - Volume (part/issue)
4 Electronic Books

4.1 Cataloguing a title not on the system

- Open the Cataloguing module
- Click on the Titles menu
- Select the Add Title wizard
- The template opens in the Bibliographic tab
- Follow the step by step guide to completing each field in the sections below and for more information on each field refer to sections 3.3-3.25
- Add call and item data using the rules in section 4.25

4.2 Step by step guide to completing each field

Note that:
- All the fields in the template are free text – whatever you type is what appears on the record
- Every field in a record does not need to be completed. Some fields, such as ISBN, Titles, Publication Info and Pagination, are common to most records. Other fields, such as Edition, AKA, Person as a Subject and Electronic access will be completed less frequently
- There is no ISBN verification
- Data is entered in the Contents column of the template
- Title (Tag 245) is the only required entry field
- To add another field, right click on the relevant field, the following menu appears:
  - Select Add Field Before or Add Field After, then type in the appropriate Tag number.

4.3 Tag 020 – ISBN

- Enter the first ISBN into field 020
- Copy (Ctrl C) the ISBN
- Open the Control tab
- Highlight the default entry in Title control number box
- Type i then paste (Ctrl V) the ISBN into the Title control number box
  - e.g. i047084725
- In the Date catalogued box, select Today
- Return to the Bibliographic tab
- Create extra fields and enter all other ISBNs listed in the book
Important:
- For non ISBN items, no action needs to be taken; accept the default in the Title control number box, e.g. a128576
- In the Date catalogued box, select Today.

4.4 Tag 100 – Personal author
- Enter the first personal author, in the format:
  - Surname Initial(s) – with no punctuation: Choo C W
  - Enter all the initials for a personal author: Choo C W not Choo C

4.5 Tag 110 – Corporate author
- Enter the first corporate author, using title case – all words should begin with a capital letter except for the minor words, e.g.:
  - Department of Health (DOH)
  - Health and Safety Executive (HSE)
- This field is authority controlled

4.6 Tag 130 – AKA
- For personal authors with alternative spelling or double barrelled names, enter the alternative, e.g.:
  - Tag 100 Smith-Temple J
  - Tag 130 Temple J Smith-

4.7 Tag 240 – Parliamentary
- Enter the name and number of the parliamentary publication, e.g.
  - Cm 25
  - Mental Health Act 2005
  - Statutory Instrument 1961 No 810

4.8 Tag 245 – Title
- For a title with a single personal author, enter the title of the book using the format:
  - Title:|bsubtitle/|cby personal author
    - Adult dyslexia:|ba guide for the workplace/|cby George FitzGibbon
- For a title with an editor, enter using the format:
  - Title:|bsubtitle/|cedited by personal author
    - Plastic surgery:|bvolume one/|cedited by Bruce M Achauer
- For a title with up to three personal authors, enter the title of the book using the format:
  - Title:|bsubtitle/|cpersonal author, personal author and personal author
    - The art of dying:|bthe story of two sculptors/|cby Michaela Crimmin
      William, William S Shand and Jenny A Thomas
- For a title with more than three personal authors, enter the title of the book using the format:
  - Title:|bsubtitle/|cby personal author, personal author, personal author et al
- The art of dying: the story of two sculptors by Michaela Crimmin
  William, William S Shand, Jenny A Thomas et al
- Corporate authors are not entered in the title statement.
- For a corporate author, enter the title of the book using the format:
  - Title or Title: subtitle
  - Behavioural and cognitive treatments: guidance for good practice
- For a title without a subtitle, enter the title of the book using the format:
  - Title/personal author or Title
  - Type 1 diabetes by David Levy
- For a title with more than one subtitle, enter the title of the book using the format:
  - Title:subtitle:subtitle
  - Middleton’s allergy: principles and practice: volume 2

4.9 Tag 250 – Edition

- For a first edition, make no entry
- Enter all other editions, in the following format, without punctuation:
  - 2nd ed
  - Rev ed
- Subfield |b can be used in this field for editions that need fuller edition notes, in the following format:
  - 4th ed|brevised by J G Le Mesurier with corrections
  - this subfield should not need to be used very often

4.10 Tag 260 – Publication info

- Enter the publication information in the format:
  - Place of publication:Publisher name, YYYY
  - London: Hodder and Stoughton, c2006

4.11 Tag 300 – Pagination

- Enter the number of pages in the book, e.g.:
  - 245p

4.12 Tag 340 – Format

Leave field blank.

4.13 Tag 440 – Series

- Enter the series name - this field is authority controlled:
  - BLRD Report
- Enter any report numbers in Notes Field 500:
  - 6078

4.14 Tag 500 – Notes

- Enter any notes regarding the publication, including series numbers

4-3
• Data entered in Tag 500 will appear in the bibliographic record so this field should only be used for information that would apply to every copy
• For local notes use Item Notes

4.15 Tag 505 – E-resource

Enter the term E-resource in this field if the item has an electronic link entered in field 856.

4.16 Tag 506 – Access restriction

Leave this field blank.

4.17 Tag 521 – Course

Enter the name of any relevant course (not yet developed).

4.18 Tag 556 – Status notes

To flag items of importance enter either Classic Text or Legislation.

4.19 Tag 598 – Bulletin heading

• Enter the name of a reading list policy to populate a specific reading list in e-Library
• Contact LKST to set up reading list policies

4.20 Tag 600 – Person as subject

• Enter the personal name of the subject of a book or report, e.g.:
  - for a biography of Florence Nightingale enter Nightingale F
  - for the report of the enquiry into the care and treatment of Christopher Clunis, enter Clunis C

4.21 Tag 650 – Subject

• Enter the relevant subject headings, using the Authorities Wizard (see section 5.0). Subject headings are entered in title case, e.g.:
  - Pancreatic Neoplasms

To arrive at a set of subject headings read the publisher's information and introduction to the book rather than relying solely on the title for subject content. It is also good practice to look at other records of similar titles to see what subject headings have been used previously.
4.22 Tag 700 – Added personal author

Enter any additional personal authors that appear on the title page, up to a maximum of five, in the same format as Tag 100. Add a new field for each additional personal author.

4.23 Tag 710 – Added corporate author

Enter any additional corporate authors, up to a maximum of five, in the same format as Tag 110. Add a new field for each additional corporate author.

4.24 Tag 856 – Electronic access

- Enter the URL and access information of an electronic resource, using the format:
  - |uURL|zAccess information
- See Appendix 6 for information on how to enter access notes into this field

4.25 Adding call and item data

Open the Call Number/Item tab.

Overwrite the XX auto-generated number with ONLINE.

Select the Call library.

Leave the auto-generated default Item ID number.

Select the item type Electronic resource, the home location Electronic resource and the material type Electronic Access.

Click Save to complete the record.
Check all new records on e-Library to ensure that they are correct.

Correct any errors in WorkFlows, Modify Title.
5 Authority Control Fields

Authority control standardises the terms used in the bibliographic description of items in the catalogue. It provides cross references to improper forms of the terms or related terms, scope notes, class numbers and other information about the heading.

There are three authority controlled fields in KSS Symphony:
- Corporate authors Index – Names
- Series Index – Series
- Subject Headings Index – Subjects

Terms are added to the authority fields by LKST, in consultation with CAG. Terms not in the files can be added to records but will be labelled Unauthorised in WorkFlows until accepted or rejected.

The Unauthorised label does not appear in e-Library or Enterprise

5.1 Corporate authors – using the Workflows index Names

- All corporate authors are in title case, e.g.:
  - Action on Elder Abuse
- If the organisation has an acronym, this is in brackets at the end of the entry:
  - Action on Smoking and Health (ASH)

5.2 Series entries – using the WorkFlows index Series

- This may be any series of which the item is a part, but exclude publishers’ series where in your judgement the ‘series’ is merely a publisher’s marketing ploy
- All series entries are in title case, e.g.:
  - British Library R&D Report
- Series numbers should be entered in Tag 500 Notes, e.g.:
  - ACPP Occasional Paper, Number 16

<table>
<thead>
<tr>
<th>Series</th>
<th>(ACPP Occasional Paper)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notes</td>
<td>11 digit ISBN correct</td>
</tr>
<tr>
<td>Notes</td>
<td>16</td>
</tr>
</tbody>
</table>

5.3 Subject headings – using the WorkFlows index Subjects

- All subject headings entries are in title case, e.g.:
  - Acoustic Impedance Tests
- Correct subject headings are indicated by a shield with a green tick
• A shield with red arrow indicates a heading that should not be used, and usually indicates the correct heading:

<table>
<thead>
<tr>
<th>Authority term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Antigens, Neoplasm</td>
</tr>
<tr>
<td>Antihistamines</td>
</tr>
<tr>
<td>Antihistamines</td>
</tr>
<tr>
<td>Antimetabolites</td>
</tr>
<tr>
<td>Antineoplastic Agents</td>
</tr>
<tr>
<td>Antioxidants</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cross-Reference</th>
<th>Control</th>
<th>Description</th>
<th>Extended info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject heading</td>
<td>150</td>
<td>Histamine Antagonists</td>
<td></td>
</tr>
<tr>
<td>Use for</td>
<td>450</td>
<td>Antihistamines</td>
<td></td>
</tr>
</tbody>
</table>

• In many subject heading entries, a class mark is suggested:

| Subject heading | 50 | Arm |
| Broader/narrower term | 550 | [wn]aExtremities |
| Cataloguing notes | 680 | WE 830 |

5.4 To display authority terms

The Authority files can be checked before and during cataloguing to see if the required terms are already available and their correct format:

• Open the Authorities menu
• Click on Display Authority

• Select the correct index in the Set Properties drop down menu
5.5 To add an authority term to a bibliographic record

- Put the cursor in the relevant field
- Enter a term
- Click on the Validate Headings helper
- The list of headings will appear, with the nearest match highlighted.
- Highlight the required heading, and click on Get from List
- When the entry appears, Click on Next
When the Validation Complete box appears, click OK

- The heading will appear in the correct bibliographic field in the record

- The |a in front of the entry will disappear when the record is saved

5.6 An authority term not in the authority file

If the required term is not in the authority file, it should be entered into the relevant field.

Once the record is saved, the term will appear in WorkFlows with the word UNAUTHORIZED next to it.

These 'Unauthorized' terms will be regularly checked by LKST and, in conjunction with CAG, will either be accepted or rejected; the record will be amended accordingly.

Important: check the saved record carefully for entries in fields flagged UNAUTHORIZED.
Spelling mistakes or incorrect terms should be corrected.

* e.g. *

<table>
<thead>
<tr>
<th>Subject</th>
<th>650</th>
<th>Swimming</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject</td>
<td>650</td>
<td>Healthy Living</td>
</tr>
<tr>
<td>Subject</td>
<td>650</td>
<td>Popular Works</td>
</tr>
</tbody>
</table>

| Corporate Author | 110 | International Labour Office (ILO) |
6 Journals

6.1 Print holdings only – adding a new title

Open the Add title wizard in the cataloguing module in Workflows. (If the set properties page doesn’t appear, right click over Add title and select Properties.) On the Set properties page, select the Journals format and click Okay.

6.1.1 Tag 022 – ISSN

- Enter the ISSN including the hyphen: xxxx-xxxx
- Copy the ISSN (Ctrl C)
- Open the Control tab
- Highlight the default entry in the Title control number box
- Type s then paste (Ctrl V) the ISSN into the Title control number field, e.g.: s1472-0299
- In the Date catalogued box, select Today
- Return to the Bibliographic tab

6.1.2 Tag 245 – Title

- Enter the journal title using Title case.
- Editions should be entered with a full stop and a capital letter, e.g.
  - Anaesthesia and Intensive Care. English Edition
- Do not abbreviate words such as and, e.g.
  - Anaesthesia and Intensive Care

6.1.3 Tag 362 – Volume/Date range

Enter print holdings in the following formats:

- Library code and town: name: Vol. xx-, yyyy-
  - FR Camberley: Frimley Park Hospital: Vol. 339-, 1992-
- Library code and town: name: Vol. xx-xx, yyyy-yyyy
- Library code and town: name: yyyy-
  - KCH Canterbury: Kent and Canterbury Hospital: 1927-
- Library code and town: name: details of run
  - KCH Canterbury: Kent and Canterbury Hospital: 5 years only
- For a break in subscription, enter a new line for each run
The following are the forms of entry for library locations in Tag 362:

ASH Ashford MDDX: Ashford Hospital
CR Chichester: St Richard's Hospital
DVH Dartford: Darent Valley Hospital
ES Redhill: East Surrey Hospital
ESC Crawley: Crawley Hospital
FR Camberley: Frimley Park Hospital
GU Guildford: Royal Surrey County Hospital
KCH Canterbury: Kent and Canterbury Hospital
KMA Margate: QEJM Hospital
KMD Gillingham: Medway Maritime Hospital
KMS Maidstone: Maidstone Hospital
KMSHA Aylesford: Kent Public Health Observatory
KQV East Grinstead: Queen Victoria Hospital
KSAP Canterbury: St Martin's Hospital
KTW Pembury: Tunbridge Wells Hospital
KWH Ashford: William Harvey Hospital
MD Haywards Heath: Princess Royal Hospital
PC Library Staff Collection
SBN Eastbourne: Eastbourne District Hospital
SBR Brighton: Royal Sussex County Hospital
SBRP Hove: Mill View Hospital
SHS Hastings: Conquest Hospital
SPH Chertsey: St Peters Hospital
WO Worthing: Worthing and Southlands Hospital

6.1.4 Tag 780 – Earlier title

Enter any former titles, in the format:
|tTitle

6.1.5 Tag 785 – Later title

Enter any later titles, in the format:
|tTitle

6.1.6 Adding call and item data

On the bibliographic tab, Copy (Ctrl C) the print holding information that appears in Tag 362.

Open the Call Number/Item tab.

Paste (Ctrl V) the holding information into the Call Number box, overwriting the default Call Number that begins with XX.
Leave the default auto-generated Item ID.
Select the correct item type, home location and material type.

Click Save.

6.2 Print holdings only – adding holdings to an existing title

Open the Modify Title wizard in the cataloguing module.

Enter the ISSN, with the hyphen, in the Search box:
- Index should be General
- Type should be Keyword
- Click on Search or hit Enter
- The correct journal record should open automatically

Add a new Tag 362 line:
- To add another field, right click on the relevant field
- The following menu appears:
  - Add Field Before
  - Add Field After
  - Append Field
  - Delete Field
  - MARC Help on LC
  - RDA Toolkit
- Select Add Field Before or Add Field After and type in the field number

Enter print holdings, following existing formats, see section 6.1.3.

On the bibliographic tab, Copy (Ctrl C) the print holding information that appears in Tag 362.

Save and close the Modify Title wizard.

Open the Call Number and Item Maintenance wizard.
Open the Call Number/Item tab and click on Add New Call Number, if you need to.

Paste (Ctrl V) the holding information into the Call Number box, overwriting the default Call Number that begins with XX.

Leave the default auto-generated Item id.

Select the correct Item type and Home location.

Click Save.

6.3 Amending existing holdings – print

Important: records must be amended on the Bibliographic tab and also the Call Number/Item tab.

Open the Modify title wizard in the Cataloguing module.

If the Set properties page appears, click OK.

Enter the ISSN, with the hyphen, in the Search box:
- Index should be General
- Type should be Keyword
- Click on Search or hit Enter

If the amendment is for a print holding, look for your library details in Tag 362 on the bibliographic tab.

Make the relevant changes, following the existing format, refer to section 6.1.3 for guidance.

Open the Call Number/Item tab and amend the holdings details in the Call number box.
6.4 Electronic holdings – adding a new title

Open the Titles menu in the cataloguing module and click on Add Title.

Complete the fields on the bibliographic tab.

6.4.1 Tag 022 – ISSN

- Enter the ISSN including the hyphen: xxxx-xxxx
- Copy the ISSN (Ctrl C)
- Open the Control tab
- Highlight the default entry in the Title control number box
- Type s then paste (Ctrl V) the ISSN into the Title control number field, e.g.:  
  - s1472-0299
- In the Date catalogued box, select Today
- Return to the Bibliographic tab

6.4.2 Tag 245 – Title

- Enter the journal title using Title case.
- Editions should be entered with a full stop and a capital letter, e.g.
  - Anaesthesia and Intensive Care. English Edition
- Do not abbreviate words such as and, e.g.
  - Anaesthesia and Intensive Care

6.4.3 Tag 362 – Volume/Date range

Enter any print holdings according to section 6.1.3.

If the journal is electronic only, and you have no print holdings, leave Tag 362 empty.

6.4.4 Tag 505 – E-resource

Enter the term E-resource.
6.4.5 Tag 780 – Earlier title

Enter any former titles, in the format:
|tTitle

| Earlier title | 760 | Bulletin of the Medical Library Association |

6.4.6 Tag 785 – Later title

Enter any later titles, in the format:
|tTitle

| Later title | 785 | Journal of the Medical Library Association |

6.4.7 Tag 856 – Electronic access

- Enter the URL and access note of an electronic resource, using the format:
  |uURL|zAccess information
- See Appendix 6 for guidance on completing this field

6.4.8 Adding call and item data

Open the Call Number/Item tab.

Type ONLINE into the Call number field and select the correct Call library.

Leave the auto-generated Item ID number.

In Item, select Electronic resource.

In Home location select Electronic resource.

In Material type, select Electronic access.

<table>
<thead>
<tr>
<th>Item information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item ID: 92136-1001</td>
</tr>
<tr>
<td>Type: Electronic resource</td>
</tr>
<tr>
<td>Home location: Electronic resource</td>
</tr>
<tr>
<td>Material type: Electronic Access</td>
</tr>
</tbody>
</table>

Important: If you have both print and electronic holdings for the same library; add a separate call and item for both.
6.5 Electronic holdings – adding an electronic link to an existing title

Open the Titles menu in the cataloguing module and open the Modify title wizard

Search for the required title.

The following additional fields must be completed, if not already.

6.5.1 Tag 505 – E-resource

Enter the term E-resource, if not already entered.

6.5.2 Tag 856 – Electronic access

- Enter the URL and access note of an electronic resource, using the format:
  - |uURL|zAccess information
- See Appendix 6 for guidance on completing this field
- Click Save and close the Modify title wizard.

6.5.3 Adding call and item data

Open the Call Number and Item Maintenance wizard in the Common Tasks menu

Click on Add Call Number.

Type ONLINE into the Call number field.

Select the correct Call library.

Leave the auto-generated Item ID number.
In Type, select Electronic resource and in Home location select Electronic resource.

In Material type, select Electronic access.

<table>
<thead>
<tr>
<th>Item information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item ID:</td>
</tr>
<tr>
<td>Type:</td>
</tr>
<tr>
<td>Home location:</td>
</tr>
<tr>
<td>Material type:</td>
</tr>
<tr>
<td>Media desk:</td>
</tr>
</tbody>
</table>

Electronic resources for users serviced by multiple library services:
- If an electronic resource has been purchased that can be accessed by users serviced by multiple library services, a code can be added to the STAFF note field on the call and item tab of the purchasing library, to indicate the purchasing library service. This service can then be contacted in the event of any problems.
- Where access has been made available to more than one organisation, a separate STAFF note should be added for each, eg
  - Sussex Community Trust use SCT
  - Sussex Partnership Trust use SPT
  - Sussex GP, practice and CCG use SXCCG
  - Sussex Public Health use SXPUBHEALTH
- Insert only the relevant code and no other wording. Only one code per line. If more than one organisation is served, add another STAFF note field. Add another STAFF note field for any other relevant notes.
- Currently, these codes are only used by library services in Sussex.

Click Save.

Important: If you have both print and electronic holdings for the same library; add a separate call and item for both.

6.6 Amending existing holdings – electronic

Important: records must be amended on the Bibliographic tab and also the Call Number/Item tab.

Open the Modify title wizard in the Cataloguing module.

If the Set properties page appears, click OK.

Enter the ISSN, with the hyphen, in the Search box:
- Index should be General
- Type should be Keyword
- Click on Search or hit Enter

If the amendment is to an electronic link, go to Tag 856 on the Bibliographic tab:
- Make changes in subfield |u to amend the URL
• Make changes in subfield |z to amend the access notes
• See Appendix 6 for guidance on completing this field

<table>
<thead>
<tr>
<th>Field</th>
<th>Code</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-resource</td>
<td>505</td>
<td>E-resource</td>
</tr>
<tr>
<td>Access restriction</td>
<td>506</td>
<td></td>
</tr>
<tr>
<td>Subject</td>
<td>650</td>
<td></td>
</tr>
<tr>
<td>Earlier title</td>
<td>280</td>
<td></td>
</tr>
<tr>
<td>Later title</td>
<td>285</td>
<td></td>
</tr>
<tr>
<td>BMA Title Check</td>
<td>287</td>
<td>Pain</td>
</tr>
</tbody>
</table>
| Electronic access         | 856  | ![http://www.sciencedirect.com/science/journal/03043859](http://www.sciencedirect.com/science/journal/03043859) | Table of contents

If you are adding a new electronic link refer to section 6.5 for details of the changes to be made as call number and item changes may also be required.

Click Save.

6.7 Deleting journal holdings

⚠️ Important: when deleting journal holdings all data must be removed:
• Print holding data must be removed from Tag 362
• Any electronic links must be removed from Tag 856
• Library data must be removed from the Call Number/Item tab

This is carried out in 2 stages:
• Open Modify title and delete the relevant entries in Tag 362, Tag 505 and Tag 856 of the bibliographic record; click Save
• Open Delete title and delete the relevant library Call and Item level data

⚠️ Important: to avoid empty fields appearing in records, delete the entire field, not just the data in the field. Right click on the relevant field, and select the Delete Field option.
7 Multimedia

7.1 Adding new multimedia

Open the Add title wizard in the cataloguing module in WorkFlows. (If the Set properties page does not appear, right click Add title and select Properties.)

On the Set Properties page, select the Multimedia format.

Click OK.

Fill in the MARC fields as you would for cataloguing a book, see sections 3.3 to 3.25 for more detail on each field:

- Tag 020: if there is no ISBN leave the field empty and accept the default.
- Tag 100: for music, use this field for the main performer
- Tag 305: free text
- Tag 306: free text, enter the duration if known
- Tag 340: free text
- Tag 505: enter the term E-resource in this field if the item has an electronic link entered in Tag 856
- Tag 705: for additional performers
- Tag 856: enter the URL and access note of an electronic resource (see Appendix 6 for more guidance), using the format:
  - |uURL|zAccess information
    - |uhttp://www.mylibrary.com/mylibrary/Browse/NHSGateway.asp?id=10151|zPassword required. Contact the library

7.2 Adding call number and item data

Open the Call Number/Item tab.

Overwrite the XX auto generated number with the correct class mark.

Overwrite or scan the auto-generated Item ID number with the barcode number.

If typing in the barcode number, remember to add the library prefix if used.

Check that the Call library is correct.

Select the correct Item type.

Select the correct Home location.

Select the correct material type from the drop down menu.
Extended information box:
- These are note fields, and data entered in them appears in different places in Symphony:
  - CIRCNOTE: This displays in the Circulation module of WorkFlows
  - PUBLICNOTE: This displays in e-Library. Use for copy specific notes such as damage
  - STAFFNOTE: If you need to make a note about this copy of the title for some staff reason

Click Save.

7.3 CD-ROMs

If there is a separate CD-ROM with an item work, enter details according to your library policy. If the local policy is to catalogue the CD-ROM separately you must make a new entry using the template for multimedia.

If a CD Rom is catalogued separately from the book and has the same ISBN, enter the ISBN in both records.

Particularly, if the local policy is not to catalogue the CD-ROM separately, a note can be added referring to it in the Extended information fields on the Call number/item tab. The best field to use is the CIRCNOTE field.
8 Models and Posters

8.1 Adding a new model or poster

Open the Add title wizard in the cataloguing module in WorkFlows. (If the Set properties page does not appear, right click Add title and select Properties.)

On the Set properties page, select the Models & Posters format and click Okay.

Open the Control tab.

Leave the default entry in the Title control number box.

In the Date catalogued box, select Today.

Open the bibliographic tab and complete the fields – not all fields will require an entry. See also sections 3.3-3.25 for more information on completing these fields.

8.1.1 Tag 100 – Personal Author

- Enter the first personal author, in the format:
  - Surname Initial(s) – with no punctuation: Choo C W
  - Enter all the initials for a personal author: Choo C W not Choo C

8.1.2 Tag 110 – Producer

Enter the first producer, using title case – all words should begin with a capital letter except for the minor words. This field is Authority controlled (see section 5.0), e.g.: British Deaf Association

8.1.3 Tag 245 – Title

- For a model or poster with a personal author, enter the title in the format:
  - Title/cby personal author (Model)
    - Beer goggles/cby John Smith (Model)
- Producers are not entered in the title statement
- For a model or poster without a personal author, use the format:
  - Title (Model)
    - Beer goggles (Model)

8.1.4 Tag 260 – Publication info

Enter the publication or production information in the format:
Place of publication:|bPublisher or Producer name,|cYYYYY
8.1.5 Tag 340 – Format

Enter the type of object that is being catalogued, e.g.: Poster, Model etc.

8.1.6 Tag 500 – Description

This is a free text field. Enter a full description of the object, including dimensions, if relevant – enough to make it clear to the user exactly what the object is.

8.1.7 Tag 650 – Subject

Enter relevant subject headings, using the Authority wizard (see section 5.0). Subject headings are entered in title case, e.g.:
Pancreatic Neoplasms

8.1.8 Tag 700 – Added Personal author

Enter any additional personal authors, up to a maximum of five, in the same format as Tag 100.

8.1.9 Tag 710 – Added Producer

Add any additional Producers, up to a maximum of five, in the same format as Tag 110.

8.1.10 Tag 856 – Electronic access

If there is an image of the model or poster that the OPAC record should show, it can be linked to the record. Images should be sent to Andy Prue (aprue@kss.hee.nhs.uk) and they will be posted on a website and each given a web link. This link can be used in Tag 856.

The format must be:
| uURL | zAccess notes |
| http://www.ksslibraries.nhs.uk/sbr_images/vat-of-fat.jpg | BSUH staff only may borrow. Click for image |

---

8.2 Adding call number and item information

Open the Call Number/Item tab.

Overwrite the XX auto-generated number with the correct class mark.

Overwrite or scan the auto-generated Item id number with the barcode number.

If typing in the barcode number, remember to add the library prefix if used.
Select the Call library.

Select the correct Item type, Home location, and Material type.

Extended information box:
- These are note fields, and data entered in them appears in different places in Symphony:
  - CIRCNOTE: This displays in the Circulation module of WorkFlows
  - PUBLICNOTE: This displays in e-Library. Use for copy specific notes such as damage
  - STAFFNOTE: If you need to make a note about this copy of the title for some staff reason

Click Save.
9 Electronic Resources – ‘cut out and keep guide’

Important:
- This section duplicates information provided in sections 4.0, 6.3 and 6.4.
- This section is designed to be a standalone section for use by library staff who only catalogue electronic resources.

9.1 Electronic books

9.1.1 Cataloguing a title not on the system

- Open the Cataloguing module
- Click on the Titles menu
- Select the Add Title wizard
- The template opens in the Bibliographic tab
- Follow the step by step guide to completing each field in the sections below and for more information on each field refer to sections 3.3-3.25
- Add call and item data using the rules in section 9.1.25

9.1.2 Step by step guide to completing each field

Note that:
- All the fields in the template are free text – whatever you type is what appears on the record
- Every field in a record does not need to be completed. Some fields, such as ISBN, Titles, Publication Info and Pagination, are common to most records. Other fields, such as Edition, AKA, Person as a Subject and Electronic access will be completed less frequently
- There is no ISBN verification
- Data is entered in the Contents column of the template
- Title (Tag 245) is the only required entry field
- To add another field, right click on the relevant field, the following menu appears:
  - Add Field Before
  - Add Field After
  - Append Field
  - Delete Field
  - MARC Help on LC
  - RDA Toolkit
- Select Add Field Before or Add Field After, then type in the appropriate Tag number.

9.1.3 Tag 020 – ISBN

- Enter the first ISBN into field 020
- Copy (Ctrl C) the ISBN
- Open the Control tab
- Highlight the default entry in Title control number box
- Type i then paste (Ctrl V) the ISBN into the Title control number box
- e.g. i047084725
- In the Date catalogued box, select Today
- Return to the Bibliographic tab
• Create extra fields and enter all other ISBNs listed in the book

Important:
• For non ISBN items, no action needs to be taken; accept the default in the Title control number box, e.g. a128576
• In the Date catalogued box, select Today.

9.1.4 Tag 100 – Personal author

• Enter the first personal author, in the format:
  – Surname Initial(s) – with no punctuation: Choo C W
  – Enter all the initials for a personal author: Choo C W not Choo C

9.1.5 Tag 110 – Corporate author

• Enter the first corporate author, using title case – all words should begin with a capital letter except for the minor words, e.g.:
  – Department of Health (DOH)
  – Health and Safety Executive (HSE)
• This field is authority controlled

9.1.6 Tag 130 – AKA

• For personal authors with alternative spelling or double barrelled names, enter the alternative, e.g.:
  – Tag 100 Smith-Temple J
  – Tag 130 Temple J Smith-

9.1.7 Tag 240 – Parliamentary

• Enter the name and number of the parliamentary publication, e.g.
  – Cm 25
  – Mental Health Act 2005
  – Statutory Instrument 1961 No 810

9.1.8 Tag 245 – Title

• For a title with a single personal author, enter the title of the book using the format:
  – Title|bsubtitle|cb by personal author
    ▪ Adult dyslexia:|ba guide for the workplace|cb y George FitzGibbon
• For a title with an editor, enter using the format:
  – Title|bsubtitle|c edited by personal author
    ▪ Plastic surgery:|b volume one|c edited by Bruce M Achauer
• For a title with up to three personal authors, enter the title of the book using the format:
  – Title|bsubtitle|c personal author, personal author and personal author
    ▪ The art of dying:|b the story of two sculptors|cb y Michaela Crimmin William, William S Shand and Jenny A Thomas
• For a title with more than three personal authors, enter the title of the book using the format:
  – Title|bsubtitle|c by personal author, personal author, personal author et al
    ▪ The art of dying:|b the story of two sculptors|cb y Michaela Crimmin William, William S Shand, Jenny A Thomas et al
• Corporate authors are not entered in the title statement.
• For a corporate author, enter the title of the book using the format:
Title or Title: Title or Title:
  Behavioural and cognitive treatments: guidance for good practice

For a title without a subtitle, enter the title of the book using the format:
  Title: Title:
  Type 1 diabetes: by David Levy

For a title with more than one subtitle, enter the title of the book using the format:
  Title: Title:
  Middleton’s allergy: principles and practice: volume 2

9.1.9 Tag 250 – Edition

- For a first edition, make no entry
- Enter all other editions, in the following format, without punctuation:
  - 2nd ed
  - Rev ed
- Subfield b can be used in this field for editions that need fuller edition notes, in the following format:
  - 4th ed: revised by J G Le Mesurier with corrections
  - this subfield should not need to be used very often

9.1.10 Tag 260 – Publication info

- Enter the publication information in the format:
  - Place of publication: Publisher name, YYYY
    - London: Hodder and Stoughton, 2006

9.1.11 Tag 300 – Pagination

- Enter the number of pages in the book, e.g.:
  - 245p

9.1.12 Tag 340 – Format

Leave field blank.

9.1.13 Tag 440 – Series

- Enter the series name - this field is authority controlled:
  - BLRD Report
- Enter any report numbers in Notes Field 500:
  - 6078

9.1.14 Tag 500 – Notes

- Enter any notes regarding the publication, including series numbers
- Data entered in Tag 500 will appear in the bibliographic record so this field should only be used for information that would apply to every copy
- For local notes use Item Notes

9.1.15 Tag 505 – E-resource

Enter the term E-resource in this field if the item has an electronic link entered in field 856.

9.1.16 Tag 506 – Access restriction

Leave this field blank.
9.1.17 Tag 521 – Course
Enter the name of any relevant course (not yet developed).

9.1.18 Tag 556 – Status notes
To flag items of importance enter either Classic Text or Legislation.

9.1.19 Tag 598 – Bulletin heading
- Enter the name of a reading list policy to populate a specific reading list in e-Library
- Contact LKST to set up reading list policies

9.1.20 Tag 600 – Person as subject
- Enter the personal name of the subject of a book or report, e.g.:
  - for a biography of Florence Nightingale enter Nightingale F
  - for the report of the enquiry into the care and treatment of Christopher Clunis, enter Clunis C

9.1.21 Tag 650 – Subject
- Enter the relevant subject headings, using the Authorities Wizard (see section 5.0). Subject headings are entered in title case, e.g.:
  - Pancreatic Neoplasms
To arrive at a set of subject headings read the publisher’s information and introduction to the book rather than relying solely on the title for subject content. It is also good practice to look at other records of similar titles to see what subject headings have been used previously.

9.1.22 Tag 700 – Added personal author
Enter any additional personal authors that appear on the title page, up to a maximum of five, in the same format as Tag 100. Add a new field for each additional personal author.

9.1.23 Tag 710 – Added corporate author
Enter any additional corporate authors, up to a maximum of five, in the same format as Tag 110. Add a new field for each additional corporate author.

9.1.24 Tag 856 – Electronic access
- Enter the URL and access information of an electronic resource, using the format:
  - |uURL|zAccess information
- See Appendix 6 for information on how to enter access notes into this field

9.1.25 Adding call and item data
Open the Call Number/Item tab.
Overwrite the XX auto-generated number with ONLINE.

Select the Call library.

Leave the auto-generated default Item ID number.

Select the item type Electronic resource, the home location Electronic resource and the material type Electronic Access.

Electronic resources for users serviced by multiple library services:
- If an electronic resource has been purchased that can be accessed by users serviced by multiple library services, a code can be added to the STAFF note field on the call and item tab of the purchasing library, to indicate the purchasing library service. This service can then be contacted in the event of any problems.
- Where access has been made available to more than one organisation, a separate STAFF note should be added for each, eg
  - Sussex Community Trust use SCT
  - Sussex Partnership Trust use SPT
  - Sussex GP, practice and CCG use SXCCG
  - Sussex Public Health use SXPUBHEALTH
- Insert only the relevant code and no other wording. Only one code per line. If more than one organisation is served, add another STAFF note field. Add another STAFF note field for any other relevant notes.
- Currently, these codes are only used by library services in Sussex.

Click Save to complete the record.

Check all new records on e-Library to ensure that they are correct.

Correct any errors in WorkFlows, Modify Title.
9.2 Electronic journals

9.2.1 Adding a new title

Open the Titles menu in the cataloguing module and click on Add Title.

Complete the fields on the bibliographic tab.

Tag 022 – ISSN

- Enter the ISSN including the hyphen: xxxx-xxxx
- Copy the ISSN (Ctrl C)
- Open the Control tab
- Highlight the default entry in the Title control number box
- Type s then paste (Ctrl V) the ISSN into the Title control number field, e.g.:
  - s1472-0299
- In the Date catalogued box, select Today
- Return to the Bibliographic tab

Tag 245 – Title

- Enter the journal title using Title case.
- Editions should be entered with a full stop and a capital letter, e.g.
  - Anaesthesia and Intensive Care. English Edition
- Do not abbreviate words such as and, e.g.
  - Anaesthesia and Intensive Care

Tag 362 – Volume/Date range

Enter any print holdings according to section 6.1.3.

If the journal is electronic only, and you have no print holdings, leave Tag 362 empty.

Tag 505 – E-resource

Enter the term E-resource.

Tag 780 – Earlier title

Enter any former titles, in the format:
|tTitle
Tag 785 – Later title

Enter any later titles, in the format:
|tTitle

Tag 856 – Electronic access

- Enter the URL and access note of an electronic resource, using the format:
  - |uURL|zAccess information
- See Appendix 6 for guidance on completing this field

Adding call and item data

Open the Call Number/Item tab.

Type ONLINE into the Call number field and select the correct Call library.

Leave the auto-generated Item ID number.

In item type, select Electronic resource.

In home location select Electronic resource.

In material type, select Electronic access.

Electronic resources for users serviced by multiple library services:

- If an electronic resource has been purchased that can be accessed by users serviced by multiple library services, a code can be added to the STAFF note field on the call and item tab of the purchasing library, to indicate the purchasing library service. This service can then be contacted in the event of any problems.
- Where access has been made available to more than one organisation, a separate STAFF note should be added for each, e.g.
  - Sussex Community Trust use SCT
  - Sussex Partnership Trust use SPT
  - Sussex GP, practice and CCG use SXCCG
  - Sussex Public Health use SXPUBHEALTH
• Insert only the relevant code and no other wording. Only one code per line. If more than one organisation is served, add another STAFF note field. Add another STAFF note field for any other relevant notes.
• Currently, these codes are only used by library services in Sussex.

Important: If you have both print and electronic holdings for the same library; add a separate call and item for both.

9.2.2 Adding an electronic link to an existing title

Open the Titles menu in the cataloguing module and open the Modify title wizard.

Search for the required title.

The following additional fields must be completed, if not already.

Tag 505 – E-resource

Enter the term E-resource, if not already entered.

Tag 856 – Electronic access

• Enter the URL and access note of an electronic resource, using the format:
  - |uURL|zAccess information
• See Appendix 6 for guidance on completing this field
• Click Save and close the Modify title wizard.

Adding call and item data

Open the Call Number and Item Maintenance wizard in the Common Tasks menu.
Click on Add Call Number.

Type ONLINE into the Call number field.

Select the correct Call library.

Leave the auto-generated Item ID number.

In item type, select Electronic resource and in home location select Electronic resource.

In material type, select Electronic access.

Click Save.

⚠️ Important: If you have both print and electronic holdings for the same library; add a separate call and item for both.
10 Classification

10.1 Classification schedule

KSS libraries use the classification scheme of the National Library of Medicine (NLM).

KSS libraries have modified certain sections of NLM and these local classification schemes are available on the Cataloguing page of the HLN web site.

Enter one classification number from the NLM classification schedules or the localised classification schedules

10.2 NLM form numbers

NLM uses form numbers throughout the schedules for specific topics. Under each main schedule, as well as some sections, the numbers 1 – 33 have been uniformly assigned.

HLN has taken some of the form numbers into the HLN schedules.

.1 for nursing aspects, e.g:
WO 100.1 Nursing the surgical patient
WP 50.1 Obstetric & gynaecological nursing

11 History, e.g.:
HF 11 History of management
WO 11 History of surgery

13 Dictionaries, Encyclopaedias, e.g.:
WO 13 Dictionaries of surgery
WX 13 Dictionaries of health services

16 Tables, statistics, e.g.:
WX 16 Statistics on healthcare
HF 16 Management statistics

17 Atlases, e.g.:
QW 17 Colour atlas of microbiology
QZ 17 Atlas of general pathology

18 Education and training, e.g.:
QW 18 MCQs in microbiology
WS 18 MCQs in paediatrics

20 Research, e.g.:
WX 20 Research in healthcare services
HM 20 General research in sociology

21 The specialty as a profession, e.g.:
WLM 21 Careers in psychology
WI 21 Careers in gastroenterology
26.5 Computer applications, e.g.:
WM 26.5 Mental health computing
WY 26.5 Computers in nursing

27 Service planning, e.g.:
WN 27 Service planning for radiology
WE 27 Service planning for orthopaedics

32 Laws and legislation, e.g.:
WM 32 in relation to psychiatry
WP 32 in relation to gynaecology

These numbers are not applied everywhere, and the HLN and NLM schedules should be checked before assigning a number, e.g.:
W 89 research in general practice
11 Cataloguing Training

11.1 Introduction

Library staff who will be using the Symphony WorkFlows cataloguing module are required to undertake training in cataloguing. The training has been formulated to maintain standards of cataloguing, and to familiarise newcomers with Symphony and the KSS cataloguing rules.

Please contact a member of CAG http://www.ksslibraries.nhs.uk/groups/cag/ to arrange training.

The training will be in two stages:
- Training day
- Review session – approximately two months after training

11.2 Essential training aids

- This Cataloguing manual
- NLM Classification
- Localised Classification Schedules
- Withdrawal Policy

11.3 Training day

A member of CAG will give the first training session as their experience ensures standardised cataloguing practices.

When the trainee has created 20 new catalogue records, details should be sent to the trainer for review. Ideally these records should include a variety of media.

11.4 Review session

The reviewer will look at the catalogue records and will contact the trainee to discuss any issues.

Once the trainer is satisfied with the standard of cataloguing, the trainee may undertake cataloguing as required.
12 Frequently Asked Questions

12.1 MARC sub fields – Tag by Tag

Tag 245 – Title
   |b subtitle
   |c personal authors

Tag 250 – Edition statement
   |b qualification of edition statement

Tag 260 – Publication Info
   |b publisher name
   |c Date of publication

Tag 700 – Added personal authors
   |e Relator term e.g. translator, illustrator

Tag 856 – Electronic access
   |u URL
   |z Access note

12.2 The pipe symbol

To find the | symbol on your keyboard:

| is on the key to the left of the Z on the same key as the \. Hold down Shift (▼) and hit |.

Or use the Add new subfield helper in the Add Title screen.

Click on the helper (Add new subfield delimiter and code) and select the appropriate letter from the box. The | and letter will be entered into the field.
12.3 Adding/Deleting a field

To add another field, right click on the relevant field
The following menu appears:
Select Add Field Before or add Field After

- Add Field Before
- Add Field After
- Append Field
- Delete Field
- MARC Help on LC
- RDA Toolkit

A new line will appear

<table>
<thead>
<tr>
<th>Label</th>
<th>Tag</th>
<th>Ind.</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISBN</td>
<td>020</td>
<td></td>
<td>9780199232178</td>
</tr>
<tr>
<td>ISBN</td>
<td>020</td>
<td></td>
<td>97801999602049</td>
</tr>
<tr>
<td>ISSN</td>
<td>022</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Author</td>
<td>100</td>
<td>1</td>
<td>Longmore M</td>
</tr>
<tr>
<td>Corporate Author</td>
<td>110</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>AKA</td>
<td>130</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parliamentary</td>
<td>240</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td>245</td>
<td></td>
<td>Oxford handbook of clinical medicine/</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Murray Longmore, Ian Wilkinson, Edward</td>
</tr>
<tr>
<td>Edition</td>
<td>250</td>
<td></td>
<td>8th ed</td>
</tr>
<tr>
<td>Pagination</td>
<td>300</td>
<td></td>
<td>912p</td>
</tr>
<tr>
<td>Person as a subject</td>
<td>600</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subject</td>
<td>650</td>
<td></td>
<td>Medicine</td>
</tr>
<tr>
<td>Subject</td>
<td>650</td>
<td></td>
<td>Procedures and Techniques</td>
</tr>
<tr>
<td>&lt;Undefined&gt;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Added personal author</td>
<td>700</td>
<td></td>
<td>Wilkinson I</td>
</tr>
<tr>
<td>Added personal author</td>
<td>700</td>
<td></td>
<td>Davidson E</td>
</tr>
<tr>
<td>Added personal author</td>
<td>700</td>
<td></td>
<td>Foukias A</td>
</tr>
<tr>
<td>Added personal author</td>
<td>700</td>
<td></td>
<td>Nafi A</td>
</tr>
<tr>
<td>Added corporate author</td>
<td>710</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Type in the appropriate Tag number otherwise the following message will appear
12.4 Useful keyboard shortcuts in WorkFlows

<table>
<thead>
<tr>
<th>Shortcut</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAB, SHIFT+TAB, ARROW KEYS</td>
<td>Navigates in the display panes, move between two panes, or navigate drop-down lists</td>
</tr>
<tr>
<td>CTRL+RIGHT ARROW</td>
<td>Moves cursor to the beginning of the next word</td>
</tr>
<tr>
<td>CTRL+LEFT ARROW</td>
<td>Moves cursor to the beginning of the current word</td>
</tr>
<tr>
<td>HOME</td>
<td>Moves cursor to the beginning of text field</td>
</tr>
<tr>
<td>END</td>
<td>Moves cursor to the end of text field</td>
</tr>
<tr>
<td>CTRL+A</td>
<td>Selects all characters in the text field</td>
</tr>
<tr>
<td>CTRL+SHIFT+ENTER</td>
<td>Inserts a field above the current field</td>
</tr>
<tr>
<td>CTRL+ENTER</td>
<td>Inserts a field below the current field</td>
</tr>
<tr>
<td>SHIFT+CTRL+DELETE</td>
<td>Deletes a field</td>
</tr>
<tr>
<td>CTRL+PLUS SIGN</td>
<td>Expands current field</td>
</tr>
<tr>
<td>CTRL-MINUS SIGN</td>
<td>Collapses current field</td>
</tr>
<tr>
<td>CTRL+C</td>
<td>Copies text</td>
</tr>
<tr>
<td>CTRL+X</td>
<td>Cuts text</td>
</tr>
<tr>
<td>CTRL+V</td>
<td>Pastes text</td>
</tr>
<tr>
<td>SHIFT+HOME</td>
<td>Extends selection to beginning of line</td>
</tr>
<tr>
<td>SHIFT+END</td>
<td>Extends selection to end of line</td>
</tr>
<tr>
<td>SHIFT+LEFT ARROW</td>
<td>Extends selection one character to the left</td>
</tr>
<tr>
<td>SHIFT+RIGHT ARROW</td>
<td>Extends selection one character to the right</td>
</tr>
<tr>
<td>CTRL+SHIFT+LEFT ARROW</td>
<td>Extends selection to previous word</td>
</tr>
<tr>
<td>CTRL+SHIFT+RIGHT ARROW</td>
<td>Extends selection to next word</td>
</tr>
<tr>
<td>ENTER</td>
<td>Deselects current selection and moves cursor focus down one cell</td>
</tr>
<tr>
<td>SHIFT+ENTER</td>
<td>Deselects current selection and moves cursor focus up one cell</td>
</tr>
<tr>
<td>PAGE DOWN</td>
<td>Deselects current selection, scrolls down one information pane, and selects the last visible cell in the current column</td>
</tr>
<tr>
<td>PAGE UP</td>
<td>Deselects current selection, scrolls up one information pane, and sets cursor focus to first visible cell in the current column</td>
</tr>
<tr>
<td>CTRL+HOME</td>
<td>Moves cursor focus to first cell in the current column</td>
</tr>
<tr>
<td>CTRL+END</td>
<td>Moves cursor focus to last cell in the current column</td>
</tr>
</tbody>
</table>
12.5 Deleting from the bibliographic record

To avoid empty fields appearing in records, unwanted data must be removed by deleting the entire field, not just the data in the field. Right click on the relevant field, and select Delete Field.
### 12.6 Historic catalogues

<table>
<thead>
<tr>
<th>Healthbase libraries:</th>
<th>Librarian libraries:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Surrey and West Sussex)</td>
<td>(Kent and East Sussex)</td>
</tr>
<tr>
<td>ASH</td>
<td>DVH</td>
</tr>
<tr>
<td>CR</td>
<td>KCH</td>
</tr>
<tr>
<td>ES</td>
<td>KMA</td>
</tr>
<tr>
<td>ESC</td>
<td>KMD</td>
</tr>
<tr>
<td>FR</td>
<td>KMS</td>
</tr>
<tr>
<td>GU</td>
<td>KQV</td>
</tr>
<tr>
<td>KMSHA</td>
<td>KSAP</td>
</tr>
<tr>
<td>MD</td>
<td>KTW</td>
</tr>
<tr>
<td>SPH</td>
<td>KWH</td>
</tr>
<tr>
<td>WO</td>
<td>PC</td>
</tr>
<tr>
<td></td>
<td>SBN</td>
</tr>
<tr>
<td></td>
<td>SBRP</td>
</tr>
<tr>
<td></td>
<td>SHS</td>
</tr>
</tbody>
</table>
### Appendix 1: Standard abbreviations of USA state names

<table>
<thead>
<tr>
<th>State</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALABAMA</td>
<td>AL</td>
</tr>
<tr>
<td>ALASKA</td>
<td>AK</td>
</tr>
<tr>
<td>ARIZONA</td>
<td>AZ</td>
</tr>
<tr>
<td>ARKANSAS</td>
<td>AR</td>
</tr>
<tr>
<td>CALIFORNIA</td>
<td>CA</td>
</tr>
<tr>
<td>COLORADO</td>
<td>CO</td>
</tr>
<tr>
<td>CONNECTICUT</td>
<td>CT</td>
</tr>
<tr>
<td>DELAWARE</td>
<td>DE</td>
</tr>
<tr>
<td>DISTRICT OF COLUMBIA</td>
<td>DC</td>
</tr>
<tr>
<td>FLORIDA</td>
<td>FL</td>
</tr>
<tr>
<td>GEORGIA</td>
<td>GA</td>
</tr>
<tr>
<td>HAWAII</td>
<td>HI</td>
</tr>
<tr>
<td>IDAHO</td>
<td>ID</td>
</tr>
<tr>
<td>ILLINOIS</td>
<td>IL</td>
</tr>
<tr>
<td>INDIANA</td>
<td>IN</td>
</tr>
<tr>
<td>IOWA</td>
<td>IA</td>
</tr>
<tr>
<td>KANSAS</td>
<td>KS</td>
</tr>
<tr>
<td>KENTUCKY</td>
<td>KY</td>
</tr>
<tr>
<td>LOUISIANA</td>
<td>LA</td>
</tr>
<tr>
<td>MAINE</td>
<td>ME</td>
</tr>
<tr>
<td>MARYLAND</td>
<td>MD</td>
</tr>
<tr>
<td>MASSACHUSETTS</td>
<td>MA</td>
</tr>
<tr>
<td>MICHIGAN</td>
<td>MI</td>
</tr>
<tr>
<td>MINNESOTA</td>
<td>MN</td>
</tr>
<tr>
<td>MISSISSIPPI</td>
<td>MS</td>
</tr>
<tr>
<td>MISSOURI</td>
<td>MO</td>
</tr>
<tr>
<td>MONTANA</td>
<td>MT</td>
</tr>
<tr>
<td>NEBRASKA</td>
<td>NE</td>
</tr>
<tr>
<td>NEVADA</td>
<td>NV</td>
</tr>
<tr>
<td>NEW HAMPSHIRE</td>
<td>NH</td>
</tr>
<tr>
<td>NEW JERSEY</td>
<td>NJ</td>
</tr>
<tr>
<td>NEW MEXICO</td>
<td>NM</td>
</tr>
<tr>
<td>NEW YORK</td>
<td>NY</td>
</tr>
<tr>
<td>NORTH CAROLINA</td>
<td>NC</td>
</tr>
<tr>
<td>NORTH DAKOTA</td>
<td>ND</td>
</tr>
<tr>
<td>OHIO</td>
<td>OH</td>
</tr>
<tr>
<td>OKLAHOMA</td>
<td>OK</td>
</tr>
<tr>
<td>OREGON</td>
<td>OR</td>
</tr>
<tr>
<td>PALAU</td>
<td>PW</td>
</tr>
<tr>
<td>PENNSYLVANIA</td>
<td>PA</td>
</tr>
<tr>
<td>PUERTO RICO</td>
<td>PR</td>
</tr>
<tr>
<td>RHODE ISLAND</td>
<td>RI</td>
</tr>
<tr>
<td>SOUTH CAROLINA</td>
<td>SC</td>
</tr>
<tr>
<td>SOUTH DAKOTA</td>
<td>SD</td>
</tr>
<tr>
<td>TENNESSEE</td>
<td>TN</td>
</tr>
<tr>
<td>TEXAS</td>
<td>TX</td>
</tr>
<tr>
<td>UTAH</td>
<td>UT</td>
</tr>
<tr>
<td>VERMONT</td>
<td>VT</td>
</tr>
<tr>
<td>VIRGINIA</td>
<td>VA</td>
</tr>
<tr>
<td>WASHINGTON</td>
<td>WA</td>
</tr>
<tr>
<td>WEST VIRGINIA</td>
<td>WV</td>
</tr>
<tr>
<td>WISCONSIN</td>
<td>WI</td>
</tr>
<tr>
<td>WYOMING</td>
<td>WY</td>
</tr>
</tbody>
</table>
## A2 Appendix 2: Standard abbreviations of UK counties and Canadian provinces

<table>
<thead>
<tr>
<th>County</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bedfordshire</td>
<td>Beds</td>
</tr>
<tr>
<td>Berkshire</td>
<td>Berks</td>
</tr>
<tr>
<td>Buckinghamshire</td>
<td>Bucks</td>
</tr>
<tr>
<td>Cambridgeshire</td>
<td>Cambs</td>
</tr>
<tr>
<td>Cornwall</td>
<td>Cornwall</td>
</tr>
<tr>
<td>Derbyshire</td>
<td>Derbs</td>
</tr>
<tr>
<td>Gloucestershire</td>
<td>Gloucs</td>
</tr>
<tr>
<td>Hampshire</td>
<td>Hants</td>
</tr>
<tr>
<td>Herefordshire</td>
<td>Herefords</td>
</tr>
<tr>
<td>Hertfordshire</td>
<td>Herts</td>
</tr>
<tr>
<td>Huntingdonshire</td>
<td>Hunts</td>
</tr>
<tr>
<td>Lancashire</td>
<td>Lancs</td>
</tr>
<tr>
<td>Lincolnshire</td>
<td>Lincs</td>
</tr>
<tr>
<td>Middlesex</td>
<td>Middx</td>
</tr>
<tr>
<td>Northamptonshire</td>
<td>Northants</td>
</tr>
<tr>
<td>Nottinghamshire</td>
<td>Notts</td>
</tr>
<tr>
<td>Oxfordshire</td>
<td>Oxon</td>
</tr>
<tr>
<td>Rutland</td>
<td>Rutland</td>
</tr>
<tr>
<td>Shropshire</td>
<td>Salop</td>
</tr>
<tr>
<td>Staffordshire</td>
<td>Staffs</td>
</tr>
<tr>
<td>Warwickshire</td>
<td>Warwicks</td>
</tr>
<tr>
<td>Wiltshire</td>
<td>Wilts</td>
</tr>
<tr>
<td>Worcestershire</td>
<td>Worcs</td>
</tr>
<tr>
<td>Yorkshire</td>
<td>Yorks</td>
</tr>
</tbody>
</table>

**NB** all other counties should be written in full e.g. Kent, Surrey and Sussex etc.

## Standard abbreviations of Canadian provinces

<table>
<thead>
<tr>
<th>Provinces</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alberta</td>
<td>AB</td>
</tr>
<tr>
<td>British Columbia</td>
<td>BC</td>
</tr>
<tr>
<td>Manitoba</td>
<td>MB</td>
</tr>
<tr>
<td>New Brunswick</td>
<td>NB</td>
</tr>
<tr>
<td>Newfoundland and Labrador</td>
<td>NL</td>
</tr>
<tr>
<td>Northwest Territories</td>
<td>NT</td>
</tr>
<tr>
<td>Nova Scotia</td>
<td>NS</td>
</tr>
<tr>
<td>Nunavut</td>
<td>NU</td>
</tr>
<tr>
<td>Ontario</td>
<td>ON</td>
</tr>
<tr>
<td>Prince Edward Island</td>
<td>PE</td>
</tr>
<tr>
<td>Quebec</td>
<td>QC</td>
</tr>
<tr>
<td>Saskatchewan</td>
<td>SK</td>
</tr>
<tr>
<td>Yukon</td>
<td>YT</td>
</tr>
</tbody>
</table>
A3 Appendix 3: Shadowing records

Marking records as shadowed in Symphony prevents those records from appearing in e-Library and Enterprise, but they do appear in WorkFlows and can be issued. Records that are shadowed cannot be seen or requested by users via the OPAC.

Records are shadowed for various reasons:
- Local special collections – not to be requested via the OPAC
- ILL requests
- Orders

Some records such as Orders and ILLs are automatically shadowed at bibliographic level. Orders must be unshadowed when the brief entry is upgraded to a full bibliographic record.

Records can be shadowed at all levels:
- Bibliographic level
  - No record at all appears in the OPAC.
  - Use for titles that can be loaned locally, but not requested by users via the OPAC, e.g. a local special collection
- Call Number level
  - No copies belonging to a specific library will be displayed in the OPAC
  - The bibliographic record and copies belonging to other libraries will appear on the OPAC
- Item level
  - Individual copies will not appear in the OPAC
  - Use if some copies of a title have restricted local use

To shadow records at any level, check the relevant box in the record.

**Bibliographic level**

<table>
<thead>
<tr>
<th><strong>REQUIRED FIELD</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Control</td>
</tr>
<tr>
<td><strong>Shadow title</strong></td>
</tr>
<tr>
<td>. Label</td>
</tr>
</tbody>
</table>

**Call number level**

<table>
<thead>
<tr>
<th>Call number information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call number:</td>
</tr>
<tr>
<td>Call library:</td>
</tr>
<tr>
<td><strong>Shadow call number</strong></td>
</tr>
</tbody>
</table>

**Item level**

<table>
<thead>
<tr>
<th>Permanent:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Shadow item</strong></td>
</tr>
</tbody>
</table>
Important: items can also be shadowed by selecting a shadowed home location. Be aware, however, that if an item then changes its current location, e.g. is loaned, its location may not be shadowed any longer and it could appear on Enterprise. To avoid this, also shadow items at bibliographic, call or item level.
A4 Appendix 4: Running a stocktake using the All Inventory reports

Running a stocktake

The All Inventory reports can only be run by LKST, and there must be a mutually agreed date for the process. It has to be run across the complete stock of a library, not sections of the stock:

- Holds for the library will be suspended a week before the start date
- No items can be loaned, discharged or renewed after the start of the process

LKST will run the first report of the sequence at the agreed time.

The library can begin scanning the stock on the shelves using the Inventory Item wizard. This is in the Circulation module, in the Special menu.

When all the stock has been scanned, the library notify LKST who will run the next five reports in the sequence.

LKST will re-instate Holds.

After the stocktake

The all Inventory reports find all the items that have not been scanned and check them out to the MISSING user.

Two Missing Copies List reports are produced and these will be sent to the library. One report is a list of all items marked MISSING before the inventory and the other is a lists of all the items marked MISSING after the inventory.

The library must work through these lists and identify:

- Items to be deleted from the system
- Items that may need to be replaced

When running the first inventory of a library’s stock, there may be books that are not on the system. These should be put to one side and a decision made as to whether the items are catalogued or disposed of.
A5 Appendix 5: Stock withdrawal policy

This withdrawal policy is a guidance document, and there has been wide and extensive consultation to produce it. It lays out a protocol, but still leaves you with the opportunity to make decisions at a local level.

There are some important criteria to take into account when judging whether to withdraw material from your library:

- Age
- Usage
- Form and form numbers
- Subject content
- Issuing body
- Local factors

Age

Some works age or become out of date more quickly than others - for example drug treatments or computer science. Others, such as anatomy, date less quickly. The schedules take this into account.

Usage

Some works are used heavily at first and then sit on the shelves becoming outdated. Standard works are frequently updated by newer editions and their content is superseded by the latest evidence/research. Keeping out-of-date materials because your library has not purchased newer editions can be dangerous, and bad for the library’s image. It is good practice to place a warning on the cover of such items if you decide to retain them.

Form and form numbers

Certain forms of material have a longer shelf life and can be retained. An atlas or dictionary may be superseded by a newer edition, but its content may remain valid. Acts of Parliament and committees of Enquiry should ideally be retained.

The following are examples of works that should be considered carefully before withdrawing:

<table>
<thead>
<tr>
<th>Subject content</th>
<th>NLM Form number</th>
</tr>
</thead>
<tbody>
<tr>
<td>History</td>
<td>11</td>
</tr>
<tr>
<td>Encyclopaedias &amp; Dictionaries</td>
<td>13</td>
</tr>
<tr>
<td>Nomenclature</td>
<td>15</td>
</tr>
<tr>
<td>Laws, Legislation and</td>
<td></td>
</tr>
<tr>
<td>Commentaries upon them</td>
<td>32 - 33</td>
</tr>
<tr>
<td>Reports &amp; Committees of Enquiry</td>
<td></td>
</tr>
<tr>
<td>Biographies</td>
<td></td>
</tr>
</tbody>
</table>

Subject content

Use the schedules at the end of this document as guidelines when withdrawing documents. However, even within these there will be exceptions that only you, as professionals, will be able to judge.

For example:

- Some works achieve classic status and should not be discarded, e.g.
- Living with dying: the management of terminal disease, by Cicely Saunders
- Birth without violence by F Leboyer

- Material which includes legislation or ethical issues in a subject area ready for withdrawal might need to be retained for longer
- Where a work deals with more than one subject area the subject area that dates most rapidly should determine whether it should be withdrawn, e.g. a book dealing with drug treatment in psychiatry should be discarded sooner than a textbook on psychiatry with the same publication date

Issuing body

Certain materials may have an increased value because of the issuing body. Do not withdraw them simply because of their age. Some works may contain recommendations, standards or guidelines and these too may need to be kept.

The following are examples of such organisations:

Government Organisations:

DOH, DHSS, DOE, DSS etc
OHE
Registrar General
OPCS, ONS
Acts of Parliament

International Organisations:

EC, EEC
UNESCO
WHO
IARC

Professional Bodies:

RCN, UKCC, ENB
RCP, RCGP, RCS
NHSE, NAHAT, NHS CONFEDERATION
GMC
KINGS FUND

Policy Documents from Voluntary Organisations:

MIND
ACTION FOR SICK CHILDREN
AGE CONCERN

Local factors

Libraries should act as a repository for local information e.g. locally produced grey literature. They should also reflect any regional specialties that are within their locality.

Withdrawing last copies

When deleting the last copy of a title, Symphony will ask if you want to delete the title from the system.
Click Yes

It is good practice to offer any titles for disposal to libraries in KSS before offering them to libraries outside the region.

**Schedules for Withdrawals from Stock**

These are guidelines. Remember to keep classic works. Make sure you have read the text in conjunction with these schedules so that you are aware of the exemptions to the general rules.

<table>
<thead>
<tr>
<th>Class</th>
<th>Subject</th>
<th>Retention Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Philosophy</td>
<td>EXEMPT</td>
</tr>
<tr>
<td>GN</td>
<td>Anthropology</td>
<td>EXEMPT</td>
</tr>
<tr>
<td>HB</td>
<td>Demography</td>
<td>EXEMPT</td>
</tr>
<tr>
<td>HF</td>
<td>Management</td>
<td>EXEMPT</td>
</tr>
<tr>
<td>HF 50</td>
<td>Ethics. Malpractice. Negligence</td>
<td>EXEMPT</td>
</tr>
<tr>
<td>HM</td>
<td>Sociology</td>
<td>20 years</td>
</tr>
<tr>
<td>HQ/WM 600-670</td>
<td>Sexual Medicine</td>
<td>15 years</td>
</tr>
<tr>
<td>HV</td>
<td>Social Services</td>
<td>15 years</td>
</tr>
<tr>
<td>J</td>
<td>Politics and Economics</td>
<td>15 years</td>
</tr>
<tr>
<td>L</td>
<td>Education</td>
<td>20 years</td>
</tr>
<tr>
<td>LB</td>
<td>Practice of Education</td>
<td>20 years</td>
</tr>
<tr>
<td>LC</td>
<td>Planning of Education</td>
<td>20 years</td>
</tr>
<tr>
<td>LD</td>
<td>Educational Technology</td>
<td>10 years</td>
</tr>
<tr>
<td>NA</td>
<td>Architecture</td>
<td>EXEMPT</td>
</tr>
<tr>
<td>Q</td>
<td>Science</td>
<td>10 years</td>
</tr>
<tr>
<td>QA</td>
<td>Computer Science</td>
<td>5 years</td>
</tr>
<tr>
<td>QA 276</td>
<td>Statistics</td>
<td>15 years</td>
</tr>
<tr>
<td>QC</td>
<td>Physics</td>
<td>15 years</td>
</tr>
<tr>
<td>QD</td>
<td>Chemistry</td>
<td>10 years</td>
</tr>
</tbody>
</table>
QH  Microscopy, Biology
    Genetics, Cytology  5 years
QL   Zoology  10 years
QS   Anatomy  EXEMPT
QS 505-532  excluding
    Histology  10 years
QT   Physiology  15 years
QU   Biochemistry  10 years
QV   Pharmacology  5 years
QV 738  excluding
    Formularies  2 years
QW   Microbiology  15 years
QW 504  excluding
    Immunology  5 years
QX   Parasitology  15 years
QY   Clinical Pathology  10 years
QZ   Pathology  10 years
__________________

W 1-95    Medical Profession &
          General Practice  15 years
W 50  excluding
          Medical Ethics  EXEMPT
600-925   Forensic Medicine  10 years
WA   Public Health  15 years
WA 31/HM 45  excluding
          Medical Sociology  20 years
WB   Practice of Medicine  15 years
WB 100-130  excluding
          General Medicine  10 years
WB 300/WO 250  Intensive Care  10 years
WB 309-318  Death, Terminal Care  EXEMPT
          excluding
          Symptom Control/
          Palliative Care  10 years
WC   Communicable Diseases  10 years
WD 100-175  Nutrition Disorders  10 years
WD 200-226  Metabolic Disorders  10 years
WD 300-375  excluding
          Immunologic Diseases  10 years
WD 308    AIDS  5 years
WD 400-500 Animal & Plant Poisoning 10 years
WD 600-670 Physical Injuries 15 years
WD 700-758 Aviation & Space Medicine 10 years
WE Musculoskeletal System excluding Surgical Techniques 10 years
WF Respiratory System excluding Asthma 10 years
WF 970 Thoracic Surgery 10 years

WG Cardiovascular System excluding Electrocardiography 10 years
WG 140 Electrocardiography 10 years
WG 169 Heart Surgery 10 years
WG 205 Cardiac Emergencies & Intensive Care 10 years
WG 460 Special Cardiac Problems 10 years
WH Blood & Lymphatic Systems 15 years
WI Gastrointestinal System excluding Liver, Biliary Tract Surgery 10 years
WI 770 Liver, Biliary Tract Surgery 10 years
WI 900 Abdominal Surgery 10 years
WJ Urogenital System excluding Urological Surgery 10 years
WJ 168 Urological Surgery 10 years
WK Endocrine System excluding Diabetes Mellitus 10 years
WK 810-850 Diabetes Mellitus 10 years
WL Nervous System excluding Anatomy 20 years
WL 101 Anatomy 20 years
WLM Psychology 25 years
WM Psychiatry excluding Psychiatry 15 years
WM 28 UK Mental Health Services Central Government EXEMPT
WM 29 UK Mental Health Services Local Services EXEMPT
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>WM 53</td>
<td>Case Histories, Autobiographies, Biographies, Art</td>
<td>EXEMPT</td>
</tr>
<tr>
<td>WM 402</td>
<td>Psychopharmacology</td>
<td>5 years</td>
</tr>
<tr>
<td>WM 420</td>
<td>Psychotherapy (classic texts)</td>
<td>EXEMPT</td>
</tr>
<tr>
<td>WM 430</td>
<td>Group psychotherapy (classic texts)</td>
<td>EXEMPT</td>
</tr>
<tr>
<td>WM 460</td>
<td>Psychoanalysis (classic texts)</td>
<td>EXEMPT</td>
</tr>
<tr>
<td>WM 824</td>
<td>Biographies, fiction dealing with people with learning disabilities</td>
<td>EXEMPT</td>
</tr>
<tr>
<td>WN</td>
<td>Radiology</td>
<td>10 years</td>
</tr>
<tr>
<td>WO</td>
<td>Surgery</td>
<td>10 years</td>
</tr>
<tr>
<td>WO 200</td>
<td>Anaesthesia</td>
<td>5 years</td>
</tr>
<tr>
<td>WP</td>
<td>Gynaecology</td>
<td>15 years</td>
</tr>
<tr>
<td>WQ</td>
<td>Obstetrics</td>
<td>10 years</td>
</tr>
<tr>
<td>WQ 209</td>
<td><strong>excluding</strong> Prenatal Diagnosis, Fetal Monitoring</td>
<td>5 years</td>
</tr>
<tr>
<td>WQ 400-450</td>
<td>Obstetrical Surgery</td>
<td>10 years</td>
</tr>
<tr>
<td>WQ 460-490</td>
<td>Abortion</td>
<td>10 years</td>
</tr>
<tr>
<td>WR</td>
<td>Dermatology</td>
<td>15 years</td>
</tr>
<tr>
<td>WS</td>
<td>Paediatrics <strong>excluding</strong></td>
<td>10 years</td>
</tr>
<tr>
<td>WS/WLM</td>
<td>Linked numbers</td>
<td>25 years</td>
</tr>
<tr>
<td>WT</td>
<td>Geriatrics <strong>excluding</strong></td>
<td>15 years</td>
</tr>
<tr>
<td>WT 150</td>
<td>Geriatric Psychiatry &amp; Psychology</td>
<td>25 years</td>
</tr>
<tr>
<td>WU</td>
<td>Dentistry</td>
<td>10 years</td>
</tr>
<tr>
<td>WV</td>
<td>Otorhinolaryngology</td>
<td>10 years</td>
</tr>
<tr>
<td>WW</td>
<td>Ophthalmology</td>
<td>10 years</td>
</tr>
<tr>
<td>WX</td>
<td>Health Care Services <strong>excluding</strong></td>
<td>25 years</td>
</tr>
<tr>
<td>WX 26</td>
<td>Computers</td>
<td>5 years</td>
</tr>
<tr>
<td>WY</td>
<td>Nursing <strong>excluding</strong></td>
<td>15 years</td>
</tr>
<tr>
<td>WY 18-19</td>
<td>Nursing Education &amp; Training</td>
<td>10 years</td>
</tr>
<tr>
<td>WY 32</td>
<td>Nursing Law</td>
<td>10 years</td>
</tr>
<tr>
<td>Code</td>
<td>Category</td>
<td>Status</td>
</tr>
<tr>
<td>------</td>
<td>----------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>WY 85</td>
<td>Ethics. Standards of conduct.</td>
<td>EXEMPT</td>
</tr>
<tr>
<td>WY 96</td>
<td>Models &amp; Theories</td>
<td>EXEMPT</td>
</tr>
<tr>
<td>WY 99</td>
<td>Revision Texts</td>
<td>5 years</td>
</tr>
<tr>
<td>WY 101-102</td>
<td>Nursing Process</td>
<td>25 years</td>
</tr>
<tr>
<td>WY 120-140</td>
<td>Nursing Management</td>
<td>10 years</td>
</tr>
<tr>
<td>WZ</td>
<td>History of Medicine</td>
<td>EXEMPT</td>
</tr>
<tr>
<td>Z</td>
<td>Bibliography &amp; Library Science</td>
<td>15 years</td>
</tr>
</tbody>
</table>
A6 Appendix 6: Guidance for access notes for e-resources (field 856 in WorkFlows)

Many of the access notes for electronic resources are very long and complicated, and when displayed in Enterprise are not always useful to the end user. We all need to remember that ease of use for the user is the most important factor.

CAG has agreed on the following in order to ensure that readers can find the information they need easily and in order to tidy the catalogue records and introduce some uniformity. (Text to be typed into WorkFlows is in inverted commas (“”); these should be omitted when actually typing the information in.)

1. The url should be preceded by “|u” and followed by “|z” with no spaces.

2. The name of the relevant Trust should come first. This is to make it easy for users to spot the record that is relevant to them.

3. Each Trust should have a separate entry, even if covered by a single library service. This is, again, to make it easy for users to spot the record that is relevant to them. This is particularly important where electronic access is provided to another Trust’s Athens ID (eg SECAMB, GPs, etc).

4. Trust names should be brief but understandable. An abbreviation may be used where it is felt that it would be recognised by those who needed to know. Words such as NHS, Foundation, University, etc, should be used only if essential to identify the organisation. This is to make the entries briefer to make it easier for users to identify their own provider.

5. Trust names should be followed by password requirements. In the case of Athens this should state only “OpenAthens accounts”. If a password is required that is not Athens, the wording should be “contact library staff for password”. This is to make it easy for users to identify what they need to access resources.

6. There is no need to put “Full text online” or similar wording. This is implied by the presence of a hyperlink and the Athens account or password information.

7. There is no need to state which platform provides access. Our users don’t really care if it’s provided by Ovid or ProQuest and such details just make the entry harder to read.

8. Details of the years covered should follow the password information. In general, only the start and end years of coverage should be given and not the volume details. If the subscription is still ongoing, the word “current” should appear after the hyphen. This is to make it easy for users to identify the coverage.

9. No further details should be given regarding access to resources. No information as to where to click on the page and no telephone numbers. This is to make the entries easier for users to read. Also, once a user has clicked on a hyperlink, this information is not visible and is of no help.
Examples

*Single Trust*

British Journal of Plastic Surgery

*Multiple Trusts*

British Journal of Plastic Surgery

*Licence Restrictions*

British Journal of Plastic Surgery