

DALNET Circulation Standards Task Force

Unlinked Item Record Recommendation

1. General

The guidelines which follow should be used for data entry for indexed fields in unlinked item records to provide consistency in the NOTIS indexes. Unlinked item records should be used instead of minimal cataloging in these circumstances: circulation "on the fly"; circulation of non-bibliographic items; circulation of items not owned by the library. (Note: Use of unlinked item records for items leased by the library is optional.)

2. Unlinked Item Record Fields

a. Required Fields

NOTIS required fields are call number, item id, location, loan code and class type. Author and Title fields should also be completed to provide adequate information for linking purposes and for identification purposes on NOTIS reports, bills, fines, overdues, etc.

1) Author

Author names should be entered in the following format: Last name, First name Middle initial. EXAMPLE: Smith, John A Note that the author field is required in the unlinked item record if course reserve statements are to be used.

2) Title

Titles should be entered in the same format as titles in a bibliographic record. Do not enter initial articles. Note that the field is required if course reserve statements are to be used.

3) Call Number

The call number should be entered as it appears on the spine of the item with a space between each line. When the letters in a call number are in upper case, it is important to enter these letters in upper case in the unlinked item record so that the NOTIS indexes are properly generated. When the item is not classed, each DALNET

institution should develop its own standards for a call number. Such call numbers should begin with an institution code.

4) Class Type

Class type must match the call number to generate correct indexing. Class type codes are: L for Library Of Congress call numbers; D for Dewey call numbers; S for Superintendent of Documents number; O for any other call number designation.

5) Item ID

Item id's are required in unlinked item records.

3. Linking Unlinked Item Records

- a. The decision to link an unlinked item record, for an item that the library owns or an item the library leases, to a full bibliographic record is at the discretion of the individual DALNET institution.
- b. Unlinked items with circulation history should be linked, if possible, rather than just marked for deletion. This procedure preserves the circulation history of the item.

4. Use of Unlinked Item Records for Non-bibliographic Items

- a. Each DALNET institution should establish standards for data entry for non-bibliographic unlinked items.
- b. Call numbers for non-bibliographic unlinked items should begin with either the two letter institution code or the four letter institution code followed by descriptive data. Only one form of the institution code should be used by each DALNET institution. EXAMPLES: wsmd videocassette recorder bh tape recorder

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