



# Cataloging Record Distribution Program (CRDP) Workflows

September 7, 2017

Jim Noël, MARCIVE, Inc.

Arlene Weible, State Library of Oregon

Liza Weisbrod, Auburn University Libraries

Laura Sours, Newark Public Library



# CRDP Records: Where do we Start?

A quick look at how MARCIVE receives and prepares GPO catalog records for Catalog Record Distribution Program

Jim Noël

MARCIVE, Inc.



# Records are delivered at the beginning of each month

- Message 1: Incoming file  
'\\DEWEY\D\INETPUB\FTPROOT\INCOMING\INPUT\JNOEL\crdp\_july17\_6220\_marc8.mrc' moved to  
'p:\ftp\input\jnoel\crdp\_july17\_6220\_marc8.mrc.001'
- Message 2: Incoming file  
'\\DEWEY\D\INETPUB\FTPROOT\INCOMING\INPUT\JNOEL\crdp\_july17\_6220\_utf8.mrc' moved to  
'p:\ftp\input\jnoel\crdp\_july17\_6220\_utf8.mrc'



Records go through generic processing to make certain elements in the records more uniform. For example:



# Multiple 856 fields reduced to just those with PURLs.

Before:

- =856  
40\$uhttp://purl.fdlp.gov/GPO/gpo80646
- =856 4\ \$zAddress at time of PURL  
creation:\$uhttps://www.ncjrs.gov/pdffiles  
1/ojdp/182210.pdf
- =856  
4\ \$3Google\$uhttp://books.google.com/bo  
oks?id=eXPQEnKMkEcC
- =856  
\ \$3(online)\$uhttps://catalog.gpo.gov/fdlp  
dir/locate.jsp?ItemNumber=0718-A-  
09&SYS=001024197

After:

- =856  
40\$uhttp://purl.fdlp.gov/GPO/gpo80646

# Item numbers are normalized for better matching to selection profiles:

- [074] fixed at record 78 ( hsl000649851 ): 287
- 287 -> 0287
  
- [074] fixed at record 2841 ( ocm02256441 ): 0494-D-1
- 0494-D-1 -> 0494-D-01
  
- [074] fixed at record 2905 ( ocm03505866 ): 378-G
- 378-G -> 0378-G



Records are matched to our shipping list records so that anyone subscribing to that service can have the match point included.



Records are matched to our existing record files so that we can flag them as new or not new, i.e. "changed."





# After all that: Production day!

- Records are matched to each library's selections
- Library-specific processing is applied
  - Exclusion of certain materials
  - Assignment of location codes
  - Insertion of notes
  - Separate output by format
- Records are available on the second Friday of each month



# More production day!

- Email notices are sent to designated staff
- You may follow the links in the emails to retrieve files, or use an ftp client
- Files are available for 14 days, but that can be extended upon request.



# Follow up

- After about ten days we report to GPO staff any cases where it seem the library has not yet retrieved their files so that they can be reminded
- At the end of each month we summarize the output for GPO, reporting basic statistics and summarizing any interactions we may have had with participants during the month.



# Questions?

- To find out more about how we handle the GPO records, especially for your particular files, just ask any time. We can also talk about any changes you might need to your existing setup.
- Jim Noël, Manager of GPO Services  
800-531-7678 or [jnoel@marcive.com](mailto:jnoel@marcive.com)





**State Library**  
*of Oregon*

# **Cataloging Record Distribution Program (CRDP) Workflows**

Arlene Weible

Oregon Regional Federal Depository Coordinator

State Library of Oregon



# Change Record Files

## Pro

- Keeps records (especially links) up to date
- Adds records that may have been previously missed because of additions to selection profile

## Con

- Overlaying records can be problematic
  - Could lose locally added information
  - Matching fields may contain inaccuracies
- Changes can be minor, worth extra work?



**State Library**  
*of Oregon*

# **SIRSI Symphony**

**Workflows 3.5.2.1.1076**

**MARCEdit 6**



# Pre-processing files in MARCEdit

- Delete other call number fields (050, 082)
- Add custom text for links (856 |z)
- Add field for local statistics (983)





=LDR 01351cam 2200313Ka 4500  
=001 ocm77463907  
=003 OCoLC  
=005 20170728144746.0  
=006 m\|||||d\|f\|||||  
=007 cr|cn|||||  
=008 061226s2006\|||dcu\|||sb\|f000\|0\eng\|d  
=040 \|\$aGPO\$cGPO\$dMv|  
=049 \|\$aOSOU|  
=074 \|\$a0083-B (online)  
=086 0|\$aA 13.78:RMRS-RP-60  
=088 \|\$aRMRS-RP-60  
=100 1|\$aMannel, Sylvio.  
=245 10\$aComparison of combinations of sighting devices and target objects for establishing circular plots in the field\$h[electronic resource] /\$cSylvio Mannel, et al.  
=260 \|\$a[Washington, D.C.] :\$bUnited States Dept. of Agriculture, Forest Service, Rocky Mountain Research Station,\$c[2006]  
=300 \|\$a5 p. :\$bdigital, PDF file.  
=538 \|\$aMode of access: Internet from the Forestry web site. Address as of 12/26/2006: <http://www.fs.fed.us/rm/pubs/rmrs%5frp060.pdf>; current access available via PURL.  
=500 \|\$aTitle from title screen (viewed on Dec. 26, 2006).  
=500 \|\$a"November 2006."  
=500 \|\$a"RMRS-RP-60."  
=500 \|\$aCRDP Program record.  
=504 \|\$aIncludes bibliographical references.  
=650 10\$aEnvironmental protection\$xResearch\$zUnited States.  
=710 2|\$aRocky Mountain Research Station (Fort Collins, Colo.)  
=856 40\$u<http://purl.access.gpo.gov/GPO/LPS76921>\$zConnect to online version  
=983 \|\$acat\$bfeDDocs\$bonline\$c20170811\$kaw\$5OSL



# OCLC Holdings

- Use MARCEdit to export list of OCLC numbers of records (001)
- Copy list of OCLC numbers into OCLC Connexion Batch Processing to update holdings
- Provides report of “new” records and those already with holdings attached





# Load Records

- Import – in Utility Menu
- Schedule New Report – in Reports Menu
- Report settings dependent on local system configuration – work with system administrator

Common Tasks

- Batch Photo Import
- MARC Import
- MARC Export
- MARC Order Import
- MARC Selection I...
- User Data Upload
- EDI Manager
- Holding Code Tabl...
- Load Properties
- Save Properties
- Toolbar managem...
- Scanner
- Barcode Verify
- Update Staff Client...
- Item Search and D...
- Check Item Status
- Help

SMS Notifications

MARC Import x

RC Import

Import Bib Files To Load Loaded Bib Files Bib Error Files Authority Files

File type:  Marc  Sirsi flat

Source:

Destination:

Common Tasks

- Report Session
- Schedule New Rep...
- Scheduled Reports
- Finished Reports
- Display User
- Item Search and D...
- Check Item Status
- Help

Modify Title × SmartPort × Call Number and Item Maintenance × Schedule New Reports ×

Schedule New Reports : Schedule OSL Load Bib Recs - Marcive

Basic Load Postload Print Loaded Title OCR Call Number Label Spine And Pocket Label

Input File

File to load: [dropdown]

File format:  MARC  FLAT

Title Control Processing

Key Matching

Title control number matching rule: B [dropdown]

- Match on title control number
- Match on title control number or indexed MARC tag
- Match on title control number and indexed MARC tag

Title control number source for incoming items: d [dropdown]

Indexed MARC tag number: c [dropdown]

- Compare multiple occurrences of a title control number field (not recommended)
- Ignore catalog record format

Process bibliographic delete status

Matching MARC records that contain a "d" in the Leader/05 will be

- Deleted
- Listed
- Ignored
- Loaded

General information

Update date cataloged: NEVER [dropdown]

Default record format: MARC [dropdown]

Update title control information from title information entry: [dropdown]

Bibliographic Record Processing

- Update bibliographic record when updating records
- Update publication year
- Remove entries listed in the file "junktag"

Remove subject headings: 123456 [dropdown]

Call Number And Copy Processing

Holdings entry preprocessing: None [dropdown]

Copy processing: o [dropdown]

Call number load rules: SUDOC,086,a,N [dropdown]

Default holding code: OSLMARCIVE [dropdown]

- Update AUTO-assigned call numbers



# Report Review

- Data to use in trouble shooting – compare numbers to OCLC report
- Provides a list of records loaded, but hard to format/review text version, may want to try using Excel to display report

view\_mfph7440551062261469729.txt - Notepad

File Edit Format View Help

49 MARC records read  
0 MARC records in error  
49 records successfully converted.  
0 records converted with warnings. See error log.  
Symphony Catalog MARC Load 3.5.2 started on Wednesday, August 23, 2017, 1:15 PM  
Records will be interpreted according to the following format: MARC.  
The MARC record will be updated.  
The year of publication will be updated.  
Records not matched will be loaded, and records which match will be updated  
if date\_cataloged is NEVER.  
The date cataloged will be set to NEVER.  
Bibliographic records will be matched by flexible key OR the text index.  
The DROLS ACCN (3001) will be used as is for the flexible key.  
The first occurrence of the specified flexible key fields will be compared to  
the flexible key index for matching.  
Bibliographic records will be matched by Record control number.  
Matching MARC records that contain a "d" in the Leader/05 will be ignored.  
MARC records will be read from standard input.  
OSLMARCIVE will be used as the default holding code.  
One copy will be added for each new title.  
Government documents number will come from the first tag 086.  
The call number will include only subfields a.  
MARC records with errors will be saved in /software/CCRLS/Unicorn/Marcimport/B  
iberror/170823131500251e.  
Entries/tags listed in the junk tag file junktag  
will be removed.  
Created and updated Item keys for label generation will be saved in /software/  
CCRLS/Unicorn/Rpttemp/rpt26210.item\_keys.  
Subject headings with second indicator of 1, 2, 3, 4, 5, or 6 will be removed.  
20170823131514 BRS/Search-Engine v.62 started for catload1  
0 Total item(s) created.  
0 Total item(s) ignored.  
49 bib record(s) read.  
0 bib record(s) in error.  
0 bib record(s) loaded.  
0 bib record(s) cancelled.  
0 bib record(s) deleted.  
49 full bib record(s) replaced.  
Symphony Catalog MARC Load finished on Wednesday, August 23, 2017, 1:15 PM  
Symphony item printing 3.5.2 started on Wednesday, August 23, 2017, 1:15 PM  
The catalog key will be read from standard input.



LOADED BIB RECORDS

Produced Wednesday, August 23, 2017 at 1:15 PM

000: : |aas a0c a  
 001: : |aocm40668612  
 003: : |a0CoLC  
 005: : |a20170721122012.0  
 006: : |am o d f  
 007: : |acr cn|||||||  
 008: : |a990124d19uu2012dcu x so f0 0eng c  
 010: : |a2003231288  
 019: : |a71364784  
 040: : |aTNT|beng|cTNT|dOCLCQ|dGPO|dOCLCQ|dGPO|dOCLCQ|dOCLCA|dOCLCQ|dOCLCA|  
 OCLCF|dOCL|dCOO|dOCLCQ|dGPO|dMvI  
 042: : |apcc  
 043: : |as-py---  
 049: : |a0S0U  
 074: : |a0862-B (online)  
 086: 0 : |aS 1.123:P 21/  
 245: 00 : |aBackground note, Paraguay /|cBureau of Western Hemisphere Affairs.  
 260: : |a[Washington, D.C.] :|bU.S. Dept. of State,|c-2012.  
 300: : |a1 online resource (volumes)  
 310: : |aIrregular  
 336: : |atext|btxt|2rdacontent  
 337: : |acomputer|bc|2rdamedia  
 338: : |aonline resource|bcr|2rdacarrier  
 362: 0 : |a-Mar. 15, 2012.  
 588: : |aDescription based on: 1998; title from title screen (viewed Jan.  
 24, 1999).



**State Library**  
*of Oregon*

# Questions?

**Arlene Weible**

**State Library of Oregon**

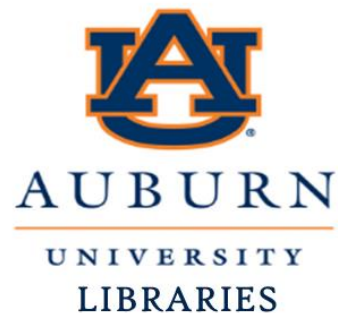
**[arlene.weible@state.or.us](mailto:arlene.weible@state.or.us)**

**503-378-5020**

# Cataloging Record Distribution Program: Workflow at Auburn University

Liza Weisbrod

*Music & Government Documents Librarian  
Auburn University*



# Auburn University Libraries

---

- Selective depository since 1907
- 95% selection rate—primarily electronic publications
- Large legacy collection, much of which is uncataloged
- Voyager ILS
- MARCIVE records since 1990
  - CRDP participant since 2013

# Workflow

---

- Receive notification from MARCIVE
- Retrieve records and load them into the catalog
- Catalog tangible documents we have received
- Review other records received

# Loading records

---

- Custom loader program
- Strips out a few MARC fields
- Adds notes to records
- Attaches holdings to each record
- Sends an email summarizing the load...



Mon 7/17/2017 7:55 AM

Jack Fitzpatrick

201706 CRDP Records loaded

To Liza Weisbrod; Marilyn Floyd



CRDPSuppressedWithLocs20170717.xlsx  
26 KB

The June 2017 CRDP records arrived Friday and were loaded this weekend. Details:

Total number of records in set: 1,599

Total number of overlays: 545

Number of new records loaded unsuppressed (online): 973

Number of new records loaded suppressed (non-online): 81

Format counts of records loaded suppressed (non-online):

<u>Count</u>	<u>Format</u>
24	docf
24	docs
23	maps
10	serl

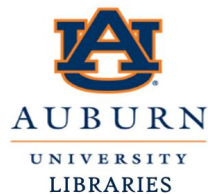
Electronic documents

Tangible documents

Attached is the current list of CRDP records loaded and still suppressed in the catalog.

Thanks,  
jack

# Records Loaded for Tangible Documents



BIB_ID	Title	Call Number	Location
4717773	Joining the Great War, April 1917-April 1918 / by Eric B. Setzekorn.	D 114.7/6:J 66	gpo,docs
4706290	Surge, 2007-2008 / by Nicholas J. Schlosser.	D 114.7/7:SU 7	gpo,docs
4717503	Night combat.	D 114.19/3:C 73/2	gpo,docs
4717505	German defense tactics against Russian breakthroughs.	D 114.19/3:G 31/6	gpo,docs
4717506	Operations of encircled forces : German experiences in Russia.	D 114.19/3:OP 2	gpo,docs
4717541	New interpretations in naval history : selected papers from the ... Naval History Symposium.	D 208.210:N 22/	gpo,serl
4717731	Rethinking the drone war : national security, legitimacy, and civilian casualties in U.S. counterterrorism operations / Larry Lewis, Diane Vavrichek.	D 214.2:D 83/2	gpo,docs
4706118	Path breakers : U.S. Marine African American officers in their own words / compiled and edited by Fred H. Allison and Kurtis P. Wheeler.	D 214.13:AF 8/3	gpo,docs
4705945	History of Marine Attack Squadron 223 / by Brett A. Jones.	D 214.13:AT 8	gpo,docs
4705946	History of Marine Attack Squadron 311 / by William J. Sambito.	D 214.13:AT 8/2	gpo,docs
4717487	U.S. Marines in Vietnam : the landing and the buildup, 1965 / by Jack Shulimson and Charles M. Johnson.	D 214.13:V 67/965	gpo,docs
4701762	Civil law opinions of the Judge Advocate General, United States Air Force.	D 302.12:	gpo,docf
4705947	Annual report to Congress - Department of Energy.	E 1.1:	gpo,serl
4705973	Federal Perkins loan and national direct student loan programs directory of designated low-income schools for teacher cancellation benefits for the ... school year / Department of Education, Office of Postsecondary Education, Student Financial Assistance	ED 1.40/2:	gpo,docf
4717512	Physical-chemical wastewater treatment plant design / [prepared by Gordon Culp, L. Gene Suhr, and David R. Evans].	EP 7.10:W 28/2	gpo,docs



Voyager Cataloging - [Bib (4697107) : Proposed 1982 Outer Continental Shelf oil and gas lease sale offshore southern California, OCS sale no. 68 / prepared by]

File Edit Record Display Options Window Help

New Open Save Search Headings Titles Save to DB Get Bib New Hldgs Get Hldgs New Items Get Items Hierarchy Help

MARC | System | History |

Suppress from OPAC

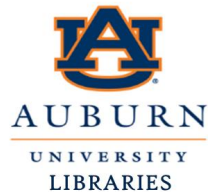
Leader 01275cam a22003251a 4500 006

005: 20170518100802.0 007

008 170405 m 1981 9999 dcu ab \_ \_ b \_ f 0 0 1 \_ 0 \_ eng \_ d

Tag	I1	I2	Subfield Data
010	9	9	→ †9 RECORD RELOADED SUPPRESSED. UNSUPPRESS AT FIRST USE AND DELETE THIS FIELD THEN
019			‡a 7608572
035			‡a (OCoLC)ocn981463112
040			‡a GPO ‡b eng ‡c GPO ‡d Mv
043			‡a n-us-ca
074			‡a 0603-G
086	0		‡a l 1.98:0l 5/13/982/DRAFT/V.1-2 ‡z l 1.98:0l 5/13/982/DRAFT/V.1-2
088			‡a BLM-YN-P/T-81-001-1792
245	0	0	‡a Proposed 1982 Outer Continental Shelf oil and gas lease sale offshore southern California, OCS sale no. 68 / ‡c prepared by Bureau of Land Management, Dept. of the Interior.
250			‡a [Draft].
260			‡a [Los Angeles, Calif.] : ‡b The Bureau, ‡c [1981-
300			‡a <1> : ‡b illustrations, maps ; ‡c 28 cm
336			‡a text ‡b txt ‡2 rdacontent
337			‡a unmediated ‡b n ‡2 rdamedia
338			‡a volume ‡b nc ‡2 rdacarrier
500			‡a "BLM-YN-P/T-81-001-1792."
500			‡a At head of title: Draft environmental statement.
500			‡a CRDP Program record.
504			‡a Includes bibliographies and index.
650	0		‡a Continental shelf ‡z California.
650	0		‡a Oil and gas leases ‡z California.

# Remaining Tangible Records



BIB_ID	Title	Call Number	Location
4717773	Joining the Great War, April 1917 April 1918 / by Eric B. Setzekorn.	D 114.7/6:J 66	gpo,docs
4706290	Surge, 2007 2008 / by Nicholas J. Schlosser.	D 114.7/7:SU 7	gpo,docs
4717503	Night combat.	D 114.19/3:C 73/2	gpo,docs
4717505	German defense tactics against Russian breakthroughs.	D 114.19/3:G 31/6	gpo,docs
4717506	Operations of encircled forces : German experiences in Russia.	D 114.19/3:OP 2	gpo,docs
4717541	New interpretations in naval history : selected papers from the ... Naval History Symposium.	D 208.210:N 22/	gpo,serl
4717731	Rethinking the drone war : national security, legitimacy, and civilian casualties in U.S. counterterrorism operations / Larry Lewis, Diane Vavrichek.	D 214.2:D 83/2	gpo,docs
4706118	Path breakers : U.S. Marine African American officers in their own words / compiled and edited by Fred H. Allison and Kurtis P. Wheeler.	D 214.13:AF 8/3	gpo,docs
4705945	History of Marine Attack Squadron 223 / by Brett A. Jones.	D 214.13:AT 8	gpo,docs
4705946	History of Marine Attack Squadron 311 / by William J. Sambito.	D 214.13:AT 8/2	gpo,docs
4717487	U.S. Marines in Vietnam : the landing and the buildup, 1965 / by Jack Shulimson and Charles M. Johnson.	D 214.13:V 67/965	gpo,docs
4701762	Civil law opinions of the Judge Advocate General, United States Air Force.	D 302.12:	gpo,docf
4705947	<del>Annual report to Congress—Department of Energy.</del>	E 1.1:	gpo,serl
4705973	Federal Perkins loan and national direct student loan programs directory of designated low-income schools for teacher cancellation benefits for the ... school year / Department of Education, Office of Postsecondary Education, Student Financial Assistance	ED 1.40/2:	gpo,docf
4717512	Physical-chemical wastewater treatment plant design / [prepared by Gordon Culp, L. Gene Suhr, and David R. Evans].	EP 7.10:W 28/2	gpo,docs

# Older Records



Tag	I1	I2	Subfield Data
010	9	9	‡9 RECORD LOADED SUPPRESSED. UNSUPPRESS AT FIRST USE AND DELETE THIS FIELD THEN
035			‡a (OCoLC)ocm42306070
037			‡a 19980148012 ‡b NASA
040			‡a GPO ‡b eng ‡c GPO ‡d SYB ‡d OCLCQ ‡d PHA ‡d OCLCF ‡d OCLCQ ‡d OCLCO ‡d OCLCQ ‡d GPO ‡d MM
074			‡a 0830-D (MF)
086	0		‡a NAS 1.15:207640
245	0	0	‡a Aeroacoustic codes for rotor harmonic and BVI noise - CAMRAD. Mod1/HIRES : ‡b methodology and users' manual / ‡c D. Douglas Boyd, Jr. [and others].
260			‡a Hampton, Va. : ‡b National Aeronautics and Space Administration, Langley Research Center ; ‡a [Springfield, Va.] : ‡b [National Technical Information Service, distributor], ‡c [1998]
300			‡a 1 volume.
336			‡a text ‡b txt ‡2 rdacontent
337			‡a microform ‡b h ‡2 rdamedia
338			‡a microfiche ‡b he ‡2 rdacarrier
490	1		‡a NASA/TM ; ‡v 1998-207640
500			‡a Shipping list no.: 99-0676-M
500			‡a CRDP Program record.
533			‡a Microfiche. ‡b [Washington, D.C. : ‡c National Aeronautics and Space Administration, ‡d 1998]. ‡e 3 microfiches.
650		7	‡a Aeroacoustics. ‡2 nasat

# In summary...

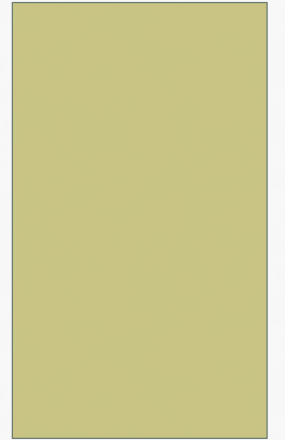
---

- Allows us to manage a large number of bibliographic records efficiently
- Profile is updated immediately when we deselect an item
- Quality is good
- Helps catalog legacy collection
- No added cost



# CRDP

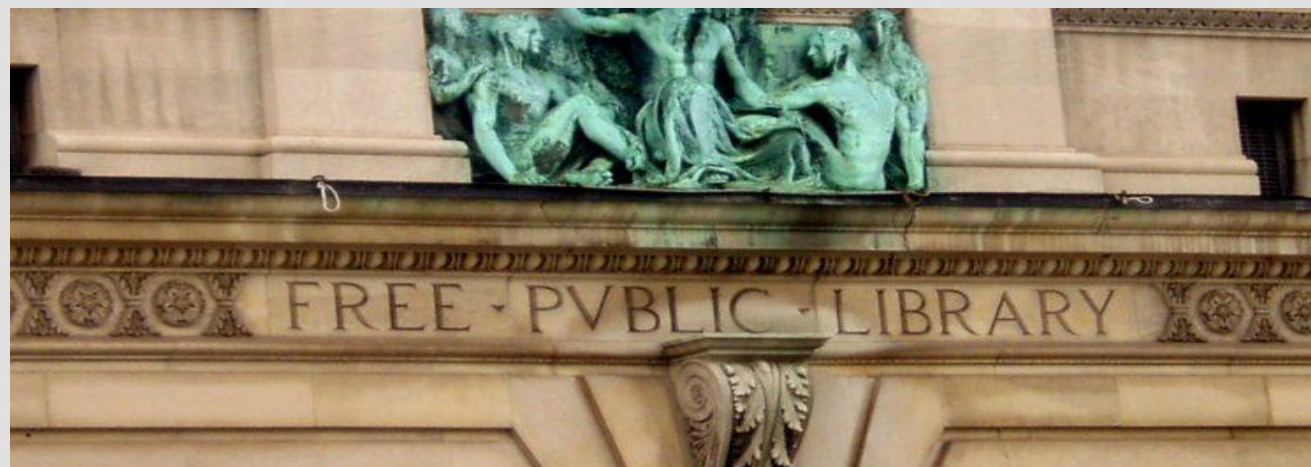
AT THE NEWARK PUBLIC LIBRARY  
NEWARK, NJ





# THE NEWARK PUBLIC LIBRARY

- Largest public library in NJ
- Federal Depository since 1906
- Regional Depository for NJ since 1963
- Joined the CRDP in May





# MARCIVE

- Marcive customer since 1997
  - Our ILS was Dynix at the time.
  - Using a grant, we purchased the full retrospective record set, which goes back to 1976.
  - Immediate increase in use of documents.
- Migrated to Ill Millennium in 2005.
- Ongoing records we receive: current bibliographic records, including online only items (now provided by the CRDP); name and subject authority records, which we will continue to purchase from Marcive; historic shelf-list records added when we joined the CRDP. We do not receive changed records, preliminary records, or smart barcodes.



# ILS AS SHELF-LIST

- We use the Marcive records as our shelf list.
  - This eliminated the labor intensive workflow required by our old Dbase IV shelf-list.
  - MARC records have more information than the typical in-house shelf-list, without staff having to type it in.
  - Being part of the Library's ILS protects the shelf-list with automatic back-ups & upgrades.
  - To serve as the shelf-list, however, each piece must be included in the catalog.
    - Monographs get an "item record" and barcode.
    - Each issue of a serial is checked in.





## WORKFLOW: RECORDS

- All depository cataloging is done by depository staff.
- We receive an email notification each month when records are ready. We download the files to a PC, then load them into the catalog.
- This procedure takes only a few minutes.



# WORKFLOW: PUBLICATIONS

- Once documents are unboxed and processed, they are divided between monographs and serials.
  - We divide all formats on this basis: print, microfiche, maps and posters, CDs, etc.
  - Cataloging different formats is not significantly different from cataloging a commercial book.



# ITEM RECORDS

- Monographs are barcoded, which requires looking up the bibliographic record for the piece and attaching an “item record.”
  - Item records are created using a template. The ILS administrator can create a template specifically for government documents. Filling in the template is easy and takes only a few minutes.
  - The item record contains information specific to a particular copy of a document: volume no., location, “item type” (reference/circulating, adult/juvenile, etc.), usage, etc.
  - Barcoding is not strictly necessary unless the item circulates, or there are several copies of it in the same location.



# ITEM RECORD

<b>Summary</b>		Record #10498128		0 Item-Level Holds		0 Bib-Level Holds	
10498128 Last Updated: 01-23-2003 Created: 10-14-1997 Revisions: 19							
BIB HOLD	0	LCHRM	01-15-2003 03:14PM	LOCATION	Haltom High School		
COPY #	0	INVA	- -	LOANRULE	0		
ICODE1	0	IN LOC	1	STATUS	CHECK SHELF		
ICODE2	-	# RENEWALS	0	INTL USE	0		
I TYPE	Book	# OVERDUE	0	COPY USE	0		
PRICE	\$8.00	ODUE DATE	- -	MESSAGE	NO MESSAGE		
OUT DATE	- - :	USESA	0	OPACMSG	RENTAL		
OUT LOC	0	RECAL DATE	- -	YDCIRC	4		
DUE DATE	- - :	TOT CHECKOUT	4	LYCIRC	0		
PATRON#	0	TOT RENEW	0	AGENCY	south		
LPATRON	1000172	LOUTDATE	01-15-2003 02:58PM				
3110001756394							



# SERIALS

- Navigating the serials module is more complex than barcoding monographs, but, once a serial is set up, checking in issues goes very quickly.
- There are three ways we use to add serial issues: check-in card, individual item, or holdings update.
- We use the check-in card for most serials.
  - The publication pattern of the serial - frequency, numbering (vol./no., continuous), etc. – and information on the starting issue are entered into a template.
  - From the template Millennium generates a check- in card similar to a paper check-in card.

# SERIALS CHECK-IN CARD

WHEN USING THE SERIALS CHECK-IN CARD, ITEM RECORDS AND HOLDINGS UPDATES CAN ALSO BE GENERATED AUTOMATICALLY

Summary	Record c10001141	Card c10001141	Holdings c10001141	Routing c10001141(0)	0 Bib-Level Holds
Check-in date <input type="text" value="Thu Jun 19 2003"/>		<input type="checkbox"/> Create item	<input type="button" value="Check In"/>	Update Holdings?	<input type="text" value="No"/> ▼
<b>Apr 8 2003</b> PARTIAL 06-19-2003 v.1 no.1 pt.1 2	<b>Apr 15 2003</b> ARRIVED 06-19-2003 v.1 no.1 pt.2 4	<b>Apr 22 2003</b> LATE 06-06-2003 v.1 no.1 pt.3	<b>Apr 29 2003</b> EXPECTED 06-13-2003 v.1 no.1 pt.4	<b>May 6 2003</b> EXPECTED 06-20-2003 v.1 no.1 pt.5	
<b>May 13 2003</b> EXPECTED 06-27-2003 v.1 no.2 pt.1	<b>May 20 2003</b> EXPECTED 07-04-2003 v.1 no.2 pt.2	<b>May 27 2003</b> EXPECTED 07-11-2003 v.1 no.2 pt.3	<b>Jun 3 2003</b> EXPECTED 07-18-2003 v.1 no.2 pt.4		





## OTHER METHODS

- Serial issues can also be added manually by creating item records as is done with monographs. We use this for some infrequent and/or irregular periodicals.
- Serial issues can also be added simply as ranges. Ill recommended this method for adding back issues, rather than entering them individually.



# HOLDINGS RECORD

Card c10017288	<b>Holdings c10017288</b>	Routing c10017288(0)	0 Bib-Level Holds		
Summary		Record c10017288			
<a href="#">Merge with Previous</a>		<a href="#">Add New Range</a>	<a href="#">Delete</a>		
<a href="#">Advanced Mode</a>					
OPAC View					
<a href="#">Issues</a> <a href="#">Supplements</a> <a href="#">Indexes</a>					
v6-10 (1980-1982), v.1-5 (1962-1964), v.6: no.1(1990)-v.10: no.12(1992)					
Selected Range					
<input type="checkbox"/> Gap break separator		<input type="checkbox"/> Open-ended			
From		To			
v. 6	no. 1	v. 10	no. 12		
Month/Season	Day	Year	Month/Season	Day	Year
		1990			1992
Note		Nonpublic Note			
<a href="#">View Textual</a>		<a href="#">Apply Changes</a>	<a href="#">Reset</a>		





# THE CRDP

and cataloging documents in general can:

- Increase public access to documents.
- Save time.
- Save money.



# CONTACT

Laura Sours  
The Newark Public Library  
5 Washington St.  
Newark, NJ 07102  
[lsours@npl.org](mailto:lsours@npl.org)  
973-733-7812





# Questions?

## Contact Information

- Jim Noël, Manager of GPO Services  
800-531-7678 or [jnoel@marcive.com](mailto:jnoel@marcive.com)  
<http://home.marcive.com/cataloging-record-distribution-project>
- Arlene Weible, State Library of Oregon  
503-378-5020 or [arlene.weible@state.or.us](mailto:arlene.weible@state.or.us)
- Liza Weisbrod, Auburn University Libraries  
334-844-0954 or [weisbel@auburn.edu](mailto:weisbel@auburn.edu)
- Laura Sours, Newark Public Library  
973-733-7812 or [lsours@npl.org](mailto:lsours@npl.org)

---

FDLP.gov reference: <https://www.fdlp.gov/project-list/cataloging-record-distribution-program>