TECHSR procedure in new item type environment

What is TECHSR?

TECHSR is a circulating item in the collection that does not have a fully cataloged record added to the library database. At check out, Access Services creates a brief title consisting of the title from the spine, a call number and barcode, with the notation TECHSR in the Item cat1 field. (The global properties for the Add Brief record wizard will now put TECHSR in the Item cat1 field.) The staff will also input a circulation note that states “Route to DTS.” The brief record is Shadowed. RUL Systems Department runs a weekly report of newly created brief titles by Item cat1 field TECHSR. The report is distributed to staff in Distributed Technical Services (DTS) to search for a fully cataloged record.

Distributed Technical Services (DTS) procedure for TECHSR books

1. Working from the weekly report DTS staff member searches in “Item Search and Display” wizard by index “title.” DTS may also search by call number with a specified library.
2. If a fully cataloged matching record is found:
   - Copy the barcode for transfer.
   - Call up the brief record by barcode in the “Call Number and Item Maintenance” wizard or the “Modify Title” wizard.
   - Unshadow the title if necessary.
   - Delete the TECHSR in the Item cat1 field.
   - Unshadow Call Number if necessary.
   - Edit the class scheme from AUTO to LC or SUDOC.
   - Unshadow item line if necessary.
   - Make sure the call number is displayed properly with caps and appropriate spaces.
   - Following the Transfer title procedure, transfer the brief record item line to the fully cataloged record. (Properties should be set to remove the cataloging record if you are removing the last item.)
   - Delete the “Route to DTS” circulation note.
   - The fully cataloged record may have a generic barcode. If the generic barcode is for this copy, after transfer delete the generic barcode.
3. If no match is found by searching index “title” look for the record in the “Item Search and Display” using the index “Call Number” The library must be specified for this search. If a fully cataloged matching record is found, follow the above procedure for transferring the brief item line to the fully cataloged record.

4. If no fully cataloged matching record is found nothing is done until the item is returned. Once the item is returned;

- Access Services will notice the circulation note that says “Route to DTS” and will discharge the item from the patron, and send it to DTS.
- It will be searched again by title and call number, since the brief record that Access Services enters is based on the spine, which may be slightly different from the title page.
- If a matching catalog record is found, the item is transferred to that record, as in number two above.
- If no matching catalog record is found, the item is immediately charged to the IP-User.
- Delete the “Route to DTS” circulation note.
- Monographic items are sent to Database Management for full cataloging with a DBM priority slip, and a copy of the brief record inserted. Home location will be the appropriate Sublocation.
- Serials items will be given to the Bib/Cat team for sending to Serials Cataloging.
- TECHSR will be deleted from the Item cat1 field.
- After cataloging, the item will be shipped to Access Services using the usual shipping procedure. It will be discharged from the I-P User by Acquisitions and put into In-Transit to the owning library just before shipment. When Access Services receives the item, it will be discharged from In-Transit and reshelved.

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