“See Also” Record Creation

These records will be used under the following two scenarios in order to direct patrons to a single course listing for the materials they require regardless of the professor or course they expect to find the material listed under:

- Courses cross listed; same course with multiple course numbers
- Multiple professors for the same course, one is primary.

Scenario#1  Same course with multiple course numbers:

1. Decide which course will be “primary”
2. Create courses for all course numbers associated with the list as needed.
3. For course or courses not carrying items, add one brief record, with the structure as follows:
   - Call Number: SEE ALSO
   - Title: SEE RESERVE LIST FOR ###.####.####.####(LIBRARY), Professor’s name
   - 856: NONE
4. The course number used under “title” in the see also record(s) will be the primary course that will carry the item records for all course numbers associated with this class.
5. Create reserve for this “see also” linking to NON primary course.
6. Reserves may then be processed as usual for this class under primary course.

Here we see the IRIS display for: same course name with different course numbers.
Here we see the IRIS display for: ‘See Also Record’ to primary course number.

Scenario#2 Multiple professors for the same course, one is primary:

1. Decide which professor will be “primary” (indicated by professor if possible)
2. Create course record for the class as needed.
3. Create item record with the following structure:
   - Call Number: SEE ALSO
   - Title: SEE RESERVE LIST FOR (PRIMARY PROFESSOR’S NAME, last name, first name / Course No)
   - 856: NONE
4. Create reserve for this “see also” item linking to non primary professor.
5. Process reserves as usual for class under primary professor’s user ID.
Here we see the IRIS display for: non-primary Professor linked to the primary professor’s name and course number.

| Title: SEE RESERVE LIST FOR POTTICK, KATHLEEN / 19:910:500:11(ALEX) |
|---|---|---|---|---|
| Archihald S. Alexander Library (College Avenue) | Copies | Reserve desk | Circ rule | Status |
| call number: SEE ALSO | 1 | Alexander Library undergraduate reserve | ONLINE IN-LIBRARY |