



## Traverse des Sioux Library System

1400 Madison Ave., Suite 622      PHONE: 507-625-6169  
Mankato, MN 56001-5488      Toll-Free: 800-450-6169  
FAX: 507-625-4049  
*tdslib.org*

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### Adding Brief Bibliographical Records

Adding a brief title can be a useful tool to manage items, like equipment (laptops, life jackets, kilo watt readers, CD/DVD players etc), single issues of a magazines, pamphlets and items you check out for in house use only. For books hardcover and paperback, newspapers, magazine subscription, audio books, DVDs etc., please continue to send those items to cataloging. If you are unsure whether to add a brief record or send in for cataloging check with the cataloger at TdS. Catalogers can further give you pointers for access points, item types for consistent and ease of retrieval.

**Before you get started consider what it is you want to add to the database, some questions to ask:**

1. Do you want the bibliographic record to display to patrons? Call TdS if you do want to display in public interface.
2. Do you want to circulate the item?
3. If yes to circulate for how long do you want to item to circulate, one hour, one day or several days?
4. What will the title be? The title needs to be obvious and easy for retrieval. If you, for example, have five laptops you do not need to add five bibliographic records, one bibliographic record will do but you will need to add one call number and an item for each laptop.
5. Does the item have an author, remember an author can be a person but also an organization or group, musical or otherwise.
6. Do you need a consistent phrase to find similar items and group them together?

#### **Symphony instructions on adding a brief record:**

- Go to the **Circulation Toolbar** along the top.
  - Click on **Item Information** along the left hand side.
  - Click on **Add Brief Title**. A work form displays in the bigger window pane.
  - Fill out the form:
- ❖ You need a 245/title field **ALWAYS** (for the most part you will need to come up with the title). If the title you assign starts with the word THE, use the third arrow button in that line and select the number 4. During searching the computer will know to skip the word

the. For a title starting with A, select the number 2, for a title starting with An select the number 3.

- ❖ If a person or a group is responsible for making/producing/providing the item put that information into the 100/author field.
- ❖ If you items have an ISBN on it, **DO NOT** make a brief bibliographical record for it, send it to cataloging instead.
- ❖ The 250/edition statement can be useful if you have the same item in different sizes and/or years, to differentiate between items that have the same title but are in format a little bit different.
- ❖ You can fill in the 260/publisher information, but it not necessary.
- ❖ The 300 the description is where you would fill in number of pages and size, also for brief records not necessary.
- ❖ If you want a brief summary or a unifying phrase for each bibliographic record, change the 300 to a 500 field and type in your summary/phrase.
  
- ❖ Below the title form, fill in your call number and item information.
  
- ❖ Click **Add Brief Title** along the bottom of the screen.

A caveat to consider is the fact that the brief title you added will be shadowed from the public catalog. If for some reason you want your brief record to display in the public online catalog call cataloging at TdS to un-shadow the bibliographic record or possibly make the brief title for you. For the most part there will be no need to send the item to TdS, cataloging can create the brief title for you quickly. At which point you would add your call numbers and items via the Call Number and Item Maintenance Wizard.

If you have five laptops, you will need to add additional items to the brief title you created, via the Call number and Item Maintenance Wizard.

Also remember that the minute you click save you will not be able to change the bibliographic record. Call cataloging if you made a mistake.