

MAIN Cataloging Request Submission Guidelines

February 26, 2018

Revised 4/11/22

New Requests

Before submitting requests for cataloging, search Polaris to determine if your item-in-hand already exists.

Beginning on April 1, 2020, GMDs (General Material Designation) will no longer be added to the title field in bib records.

Libraries can select any of the three submission methods below, depending on the type of material(s) to be cataloged:

Cataloging Form

- **Material types accepted:** Books, Media, Other
- The cataloging form can be found on the MAIN staff website at <http://staff.mainlib.org/cr/>
- The cataloging form is designed to provide a duplicate check. If the form states that a duplicate is found, it means that another library has already submitted a request for that item. It is now in the requests queue and will be added to the database; it is not necessary to submit another request for this title. **NOTE: the duplicate check validates against the form database only. It does not check Polaris. Therefore, an item may have been submitted for cataloging, but not yet added to Polaris.**

Browser Autofill

We encourage everyone to use their browser's autofill to complete the name/library/email section of the form. The autofill allows you to start entering the information and the browser will complete the rest for you. In the majority of cases, the autofill option is enabled by default in browsers. If it is not, instructions for enabling autofill are included at the end of this document.

Spreadsheet

- **Material types accepted:** Books, Media, Other
- Microsoft Excel, Google Sheets or other spreadsheet software can be used.

- Minimum required data elements: Title, Author, ISBN, UPC, Publisher, Publication Date.
- Preferred data elements: pages, illustrations (“Yes” or “No”), number of discs for media, narrator, format (large print, Playaway, widescreen, etc.), publisher number.
- Please separate books from media items.
- Please include any additional information available that will help find the best match or allow the best record to be created.
- Each spreadsheet may be attached to an email and sent to: catalogingrequests@mainlib.org.
- A sample spreadsheet is located at the end of this document.

MARC files

- Libraries that are approved as ON ORDER libraries may submit cataloging requests as a MARC file.
- **Material types accepted:** currently only book requests are accepted.
- Books must be published in the past 12 months or up to 6 months in the future.
- Before submitting a marc file, please check the Polaris ILS database to determine if any of the items submitted are duplicates. The Polaris dupe check flags potential duplicates. However, it’s very possible that bibs flagged as dupes are not in fact dupes, thus every record in the dupe file must still be opened and reviewed manually, which slows down cataloging for everyone.

Updates/Corrections/Duplicate Merges

Requests to update existing records, make corrections, or merge duplicates may be submitted using the Update Request form. The form is located under the Cataloging menu on the MAIN staff website, <https://staff.mainlib.org/update-request-form/>

If you have many update requests to submit at one time, you can email a spreadsheet to catalogingrequests@mainlib.org

Include a description of the requested change, and please supply the following information:

- ISBN*
- UPC (for media)*
- Title
- Author
- Data to be added or corrected such as title, page numbers, number of discs, etc.
- Polaris control number when requesting duplicate merges or corrections.

Examples of errors to report:

- Incorrect title or subtitle
- Incorrect author
- Date errors
- Missing or incorrect pagination
- Incorrect ISBN or UPC
- Improperly overlaid records
- Spelling errors and typos

This is not a complete list. It is a sample of common types of errors encountered in the database. When in doubt, please submit the correction.

If a major correction to a bib record is needed, please submit to catalogingrequests@mainlib.org. Examples of major corrections include records merged incorrectly, and errors with titles or authors that prevent staff and patrons from searching and retrieving a record or placing a hold on the correct item.

RECORD TO BE UPDATED/Short Records

Records labeled as RECORD TO BE UPDATED, or records containing minimal content are those for which data that is more complete was not available at the time the record was added to the database. This is often because the title has not yet been published or it has not yet been updated in SkyRiver or Baker & Taylor's Title Source.

When you receive the item, please submit a request to have the record updated in the database and supply the appropriate information as previously stated. Submit the request using the Update Request form or a spreadsheet.

Cataloging submission guidelines for specific material types

The goal is to make placing holds easier for patrons and to avoid confusion over formats.

Audiobooks

ISBNs from different publishers are added to an existing audiobook record when the title, author, number of discs, and narrator are the same. When available, include the number of discs and the narrator in your request submissions. This information will be used to determine whether to add your item to an existing record or import a new one.

Serials

Only the most recent ISBN for a serial record will be added to the database. If you have a serial item dated prior to the current year, the ISBN will not be added if a more recent ISBN already exists in the database.

Page numbers are not added to serial records. Multiple volumes are attached to a single bib record and pages may vary depending on the volume year. Typically the 300 tag for pagination will read 1 volume.

Paw Prints/Turtlebacks/FollettBound/Penworthy

ISBNs for Paw Prints, Turtlebacks and similar items are added to the existing record for the regular edition of the title. Indicate in your request if your item is a Paw Print or similar format so that a separate record is not imported unnecessarily. When present, please also provide the ISBN from the verso of the title page of the item. This is the original ISBN. It will be searched in Polaris and the Paw Prints/Turtleback, etc. ISBN will be added to this bib record.

Large Print

A separate record is created for large print formats of titles. However, ISBNs for regular and large print formats are often included in the same bibliographic record. Indicate in your request if your item is a large print so that the regular print ISBN can be removed from the record, or, a large print only record can be imported.

Blu-Ray and DVD Combos

Beginning on April 1, 2020, a separate record for Blue-ray/DVD combos will no longer be added to the system.

For each title needing cataloging, 1 Blu-ray record or 1 DVD record will be entered into Polaris at the time the cataloging request is made.

Libraries that purchase combos to circulate as a set:

- Link to the Blu-ray record
- Indicate in the item public note that there is also a DVD

If a Blu-ray record **does not** already exist in the system, submit a cataloging request for it and indicate that the UPC provided is for a combo pack.

If the Blu-ray record already exists in the system, link to that. Submit a cataloging request to have the combo UPC added to the existing Blu-ray.

Libraries with combos that circulate separately

If a DVD already exists in system, link to that and submit a cataloging request for the Blu-ray.

If a Blu-ray already exists in system, link to that and submit a cataloging request for the DVD.

Indicate that the UPC provided is for the combo.

UPCs submission and inclusion on media bibliographic records

For all media cataloging requests for Blu-rays and/or DVDs, **please** indicate if the UPC provided is for a combo pack, a standalone DVD, or a standalone Blu-ray. Central cataloging never sees item in hand, so it is important to ensure that the record entered correctly matches the item in hand. We want to limit confusion as to what format a UPC is associated with, so as to prevent potential linking errors, such that patrons place holds on the wrong format.

UPCs included in bib records will be qualified to indicate which format the UPC applies to:

(Blu-ray)

(DVD)

(Blu-ray/DVD combo)

Library of Things

- Check Polaris before submitting a request. There may already be a usable bib in the system.
- New requests can be submitted through the cataloging form, or if there are more than a few, with a spreadsheet.
- Information to include in the submission: title, type of item (ex. cake pans, concert ukulele), manufacturer, date, brand, basic description. Central Cataloging needs as much information as possible to double check against Polaris.
- Catalogers will enter a somewhat generic bib to the system.
- A “Library of Things” note specifying which library the item belongs to and what their loaning policy is will not be added.

- A 500 note that models and contents may vary will be added.

The public note and call number fields in the item record can be used to describe your specific item and circulation policy.

Jigsaw Puzzles

Jigsaw puzzles will be entered using the specific title of the puzzle. Requests should include:

- Title of puzzle
- Date
- Number of pieces
- ISBN/UPC if available
- Age range

The public note and call number fields in the item record can be used to describe anything specific to your puzzle and your circulation policy.

Processing Time

The goal is to add all new bib record requests to the database within **3 business days**.

If any additional information is needed in order to complete your request, you will be contacted by email.

You will not currently receive notifications when your request has been completed. Therefore, please check the database to see if your records have been added.

If you do not find your records after 3 business days, please send an email to catalogingrequests@manlib.org.

If you have any questions about how to submit requests or what data to submit, please do not hesitate to contact catalogingrequests@mainlib.org.

How to enable autofill in a web browser

Microsoft Edge users

1. **Open** the Microsoft Edge browser.
2. Select the More button in the upper right-hand corner of the screen.
3. Select **Settings**, and then scroll all the way to the bottom and select the **View advanced settings button**.

4. **Toggle the switch** next to **Save form entries** to **On**.

Internet Explorer users

1. **Open** the Internet Explorer browser.
2. Click **Tools** in the upper right-hand corner.
3. Select **Internet Options** from the drop-down menu.
4. Under the **Content** tab, in the **AutoComplete** section, click the **Settings** button.
5. Make sure the box next to **Forms** is checked.
6. Click **OK**.

Google Chrome users

1. **Open** the Google Chrome browser.
2. Click **Customize and control Google Chrome** in the upper right-hand corner of the screen.
3. From the drop-down menu, select **Settings**.
4. At the bottom of Settings, click **Show advanced settings...**
5. Under **Passwords and forms**, check the box next to **Enable Autofill to fill out web forms in a single click**.
6. Click **Manage Autofill settings**, located on the same line.
7. In the Autofill settings window, click the **OK** button.
8. Fill out all address settings you want saved and click **OK**, then **Done**.

Firefox users

Note: If you have never filled out a form before within Firefox, you need to manually input all of your information into a form the first time before autofill will begin to work.

1. Open the Firefox browser and navigate to the form you'd like to fill out.
2. Type the first few letters of the beginning entry in the form field.
3. Firefox displays a drop-down menu showing what you typed into a similar form previously.
4. Press the **down arrow key** to select the entry you want to use again.
5. Press **Enter** with the correct entry highlighted, or use the mouse to click on the entry.

Library	ISBN	Title	Author	Date	Publisher Name	Pages	Vol	Height	ILL	Binding	Notes/Special Instructions
PT	9781501160707	The economists' Diet	Christopher Payne & Rob Barnett	2018	Touchstone				No	Hardcover	
PT	9781328695277	Your Score: An Insider's Secrets to understanding...	Anthony Davenport	2018	Houghton Mifflin				No	Hardcover	
PT	9780525589273	Still Me [large print]	Jo Jo Moyes	2018	Random House				No	Large print	
Riverdale Public Library	None	Bake from Scratch (periodical)	Amazon	2017	Hoffman Media		6	28cm	No	Paperback	Adult Periodical Bi-Monthly with no author name & ISBN. Has varieties of baking recipes from all over the world.
Montville Township Public Library	9780765380593	Moon Hunt: a novel of North America's forgotten past	W. Michael & Kathleen O'Neal Gear	2017	Forge	414			No	Hardcover	
Library of The Chathams	9781783302475	Expert Internet Searching	Bradley, Phil	2017	Facet Pub	229			No	Paperback	Edit.5
Library of The Chathams	9781442254480	Encyclopedia of Great Popular Song Recordings	Sullivan, Steve/ Marsh, Dave	2017	Rowman & Littlefield Pub Inc		2		No	Hardcover	Volumes 3-4
East Hanover	9781101919071	Where Oliver Fits	Atkinson, Cale	2017	Tundra	none		29	Yes	Hardcover	
Pequannock	9780300218084	MONASTERY AND THE MICROSCOPE	WENDY HASENKAMP	2017	YALE UNIVERSITY PRESS	385	1	24	No	Hardcover	
Pequannock	9781591866862	ALL NEW ILLUSTRATED GUIDE TO EVERYTHING SOLD IN HARDWARE STORES	STEVE ETTLINGER	2017	COOL SPRINGS PRESS	239	1	23	Yes	Hardcover	