

Item Record

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Item Record

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General Information

The item record describes the physical piece, including location, barcode number, and item type. The purpose of the item record is to track physical pieces, either for circulation or movement to and from the Library Shelving Facility (LSF).

Multiple item records can be attached to a single holdings record (MFHD), and there is no limit to the number of item records. The number of item records attached to a MFHD corresponds to the number of individually-circulating physical components, and not necessarily to the bibliographic level. For example, a collection could be housed in one box or multiple boxes, and an unbound single manuscript, or a single manuscript with accompanying material, could be housed in one box or multiple boxes.

Creating Item Records

Before an item record is created, the bibliographic and holdings records must be created.

In the cataloging module, retrieve the holdings record. Click on the "New Items" button. An item record appears with some information already entered. The "Title" field has the title taken from the 245 field in the bibliographic record. The "Location" field is from the holdings record (subfield $\dagger b$ of the 852 field.) The "Call #" is also from the holdings record (subfields $\dagger h$ and $\dagger i$ of the 852 field.) The "Perm. Loc." and "Item Type" fields will be system-supplied according to a Voyager profile pre-determined by the department. If information in the holdings record is changed, review the item record to determine if related updates are required.

The cursor will be blinking in the "Barcode" field. Enter the first barcode. (This can be done either by typing in or wand reading the barcode.)

The "Enum:" and "Chron:" fields, while traditionally used for serials, can be used for item-specific information, such as box numbers, accession numbers, or any other identification.

(Example: Enum: Box 1 06/15/2004 2004-M-087)

Most repositories do not use any other fields in the item record.

Once the barcode and any other relevant information have been entered, click the "Save to DB" button.

If multiple item records are needed, you can copy the first record. With the current item record active, click "Record" from the menu and select "Make a copy" from the drop-down options. You will get a blank item record. Enter the new barcode and remember to change any information entered in the "Enum:" or "Chron:" fields so that it is specific to the item in hand. Click the "Save to DB" button.

Continue to follow the procedure until all the item records are created.

Modifying Item Records for Material Going to the Library Shelving Facility (LSF)

Before transfer to LSF, item records must include the following:

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Title, Location, and Call #

Barcode

Perm Loc = onsite location

Item Type = **Isfr**

Temp Loc and Temp Type = **blank**

If a large quantity of item records require manual updates in preparation for transfer to LSF, you can use macros, programming, and/or the Voyager "Pick and Scan" function. Contact a repository or cataloging unit using these methods for additional information.

When materials are transferred, MFHD 852 \pm b and Item record Perm Loc must be changed to Isf locations, usually by LSF during their accessioning process.

Contact LSF to schedule transfers and verify procedures.

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Source URL: <https://web.library.yale.edu/cataloging/manuscript/item-record>

Links

[1] <https://msu-cataloging-manual.beinecke.library.yale.edu/item-record> [2]

<http://web.library.yale.edu/cataloging/manuscript> [3] <http://web.library.yale.edu/cataloging/manuscript/appendix-single-manuscript-instructions> [4] <https://msu-cataloging-manual.beinecke.library.yale.edu/>