ALEPH/McGill Items Module
Items Record Management

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1. **ITEMS IN ALEPH**

What are the functions of item records?
- each item represents a physically separate borrowable unit of the libraries' collection
- provides information to the OPAC on the status of the item

Items are used to control the collection for:
- circulation
- inventory
- statistics

Item records are dependant records, each must belong to a bibliographic record (a title level record), and to a holdings record (a copy level record). Item records derive many of their fields from the Holdings record they are linked to. Each copy must have its own holdings record, even when there are multiple copies with the same call number belonging to the same library.

*Exception:* items made through reserves or circ-on-the-fly, do not have holdings records. It is assumed that those brief bibliographic records apply to only a single copy of the work.

**Relationship of records to each other:**

[Diagram showing the relationship between BIB, HOL, ADM, and Items]

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Items Record Management
October 25, 2000

Aleph/McGill Training
1.1 When and where are items created?

Items are created and updated via several modules: Items, Serials, and Acquisitions.

**Acquisitions**: In Aleph items are created in the first stage of the order/cataloguing process. When an order record is created for a monographic order, an item record will be created automatically with an ALEPH system generated barcode. When a serial or standing order is created, the item record is created separately by staff. This item is what provides the "on order" status in MUSE2.

**Serials**: Items are created based on patterns to allow for the check-in of expected issues.

**Items**: In the Items module, items are created and updated directly as needed. All items (both serial and non-serial) are visible from this module.

1.2 Who creates Holdings and Items?

**Holdings** records are always created and updated by cataloguing. For most materials that means Library Technical Services; Health Sciences Serials Cataloguing handles HLTH and OSLER serials.

Report any changes needed to a non-Health serials Holdings record to Brenda Stevenson in the LTS Serials Unit.

Report any changes needed to a non-serial holdings record to DMAS.

**Item** records are a shared record, they can be created and updated by LTS, and by Circulation, Reserves and Kardexing.

2. FIELDS IN THE ITEM FORM

The item form is the same whichever module you access it by.

The item form consists of three tabs: General Information (1), General Information (2) and Serial Information.
2.1 GENERAL INFORMATION (1)

**Barcode**: For fully catalogued material this will be a normal ("real") barcode (11 digits, starting with a 3). Beware that the system is not checking that this barcode is input correctly as to length and check-digit.

Item records created from the serials module have a temporary barcode based on the system number of the bibliographic record, which is eventually replaced with a real barcode.

(For migrated item records that had no barcode on NOTIS, mainly rare books and gdoc, the migration inserted a "CVB" barcode.)

If you leave this blank, the system will insert a temporary (B) barcode when you click or .
The next cluster of fields display to the OPAC information derived from the Holdings record to which the item is linked. If they are all blank, it is a sure sign that the link is missing:

**Sub-library**
**Collection**
**Call Number Type**
**Call Number**

Note the little box labeled "Temporary Location" beside the Call Number Type. Clicking in this box creates a check mark, and uncouples these 4 fields from their holdings record.

Why would anyone ever do such a thing?
- to put an item temporarily on reserves
- to put the latest volumes of a serial into reference

When sending the item back to its usual stacks location afterwards, be sure to remove the little check, and use "Refresh" to let the home location from the Holdings show again.

*(Hint: The Temporary Location box prevents any changes in the HOL from affecting the Item record. This includes updates to the call number. If a correction to a call number isn't taking effect, suspect the Temporary Location. To force a call number update: remove the check mark, use "Refresh" to replace the call number, click the box again, replace the temporary location information, update.)*

The next two fields are ones we never use, they must always be blank:

**2nd Call Number Type**
**2nd Call Number**

Misleadingly located between Volume and Part is another field we do not use for its documented purpose:

**Copy number**

It is intended for explicit copy numbers (which we stopped using when we barcoded), but in this release has been erroneously linked to the subscription number. Thus, it is always 0 for converted item records and most new items, but shows the subscription number for items created from a pattern.

*Note: the Copy field shows on spine labels, be sure to check before printing the label.*

The next three fields also display on the Serial Information tab. For non-serial multi-volume works, these are the only 3 fields that are used:
Volume
Part
Description

Only Description shows to the OPAC. It should be formatted according to the NISO Holdings Statements for Bibliographic Items format. It prints on spine labels.

NOTE: Because this field is easily visible in staff mode, it is used for some temporary acquisitions status messages, which are always removed before the item is sent to the stacks.

The next three fields are very important:

Material type: Choices are BOOK or ISSUE.

The whole function of the Material type is to control which sorting fields are used in the Items list. Unless the right type is used, the item records will not sort as expected on the Item List. See Section 4 for more information on sorting. Type BOOK is used for all non-serials, regardless of physical format.

Item status: This will determine the circulation rules and will become active whenever there is no Item process status filled in.

The item status text shows on the Item List, the Nav. Map, and in the OPAC. Not every item status is valid in each location. The list displayed here is sensitive to the value in the Sublibrary field above. If the Item List shows a code rather than a text for the Item status in the Status column, that value is not valid for that location.

When changing an item into and out of a Temporary location, be sure to check that the Item status is appropriate to the new location. It does not change by itself.

Items created by serial patterns use the default value from that pattern, it is important that that value be valid for the location in question, and consistent with the value used for the backrun of that serial.

Common values other than reserves are:
01 - Regular Loan, most circulating collections
02 - Journal Loan, most bound journals
03 - No Loan, an exception within a circulating collection (e.g. too fragile)
04 - In Library Use, for reference material, GDOC, etc.
05 - By Consultation, for rare materials
06 - Online, for electronic journals, web sites
07 - No Circ Info, for collections that don't use online circ: CDAS, ICC, MATH, POLISH, PRESC
**Item process status:** Although some Process statuses are created / modified automatically, you must remove this status manually when it is no longer needed. Filled in as OR at the ordering/acquisitions stage, it is changed to IP at the receipt stage by the system, may be altered in the cataloguing stage for specified circumstances and is changed to either TR or blank at the processing stage. The status TR is changed to blank when it arrives in the appropriate library.

This field is for a temporary status that overrides the normal Item status. It displays on the Item List and in the OPAC, but not yet in the View of the Item from the Nav. Map. Blank means the system will use the Item status field. Most Process statuses have to do with acquisitions and cataloguing. The serials module uses Process statuses in the predicting and claiming processes.

Use the status MS (Missing) when sending a lost record to LTS for deletion, DO NOT charge it out, or place any circ request on it. LTS cannot discharge items or undo requests, and they prevent the deletion of the item.

**Link to HOL record #:** Shows which HOL the item is linked to. All items must be linked.
2.2 GENERAL INFORMATION (2)

This is an under-appreciated tab that contains some useful notes fields:

**OPAC note:** The text entered here will appear in the OPAC for the user to read.

Appropriate for long-term notes that the public needs to see.

**Circ. note:** The text entered here will be displayed when an item is loaned or returned.

LTS will use this text to request a book after it is returned to circ, or to alert staff that a potentially missing book is wanted in LTS.

**Internal note:** The text entered here will appear only on this form and is intended for library staff.

You are welcome to use this field for notes.
Order number: The order number will be entered by the system. This links the item to the order record.

Inventory number: Contains the NRN for migrated records, but is otherwise blank.

Inventory date: Not used. Always 0000/00/00.

Price: This is filled in by the system. To compute the price, the system uses information that was entered in the Order form and divides the local price by the number of units.

Statistic: This has no real function in ALEPH but can be used for statistical purposes. The field is up to 10 characters long. During migration, the NOTIS Browses count from the active item subrecord was transferred here.

Open date: This is filled in by the system. The date the Item was created.

Update date: This is filled in by the system. The date the Item was last updated.
2.3 SERIAL INFORMATION

This tab is only used for serial items (Material type = ISSUE):

Schedule: This is the line number in the Publishing Schedule in the Serials module. It is filled in automatically by the system if the item was created in the Serials module.

Subscription no.: This is the sequence number on the Subscription List in the Serials module. The Serials module uses this to group its Item List.

The following fields are critical for sorting serial items in the Item List and in the OPAC, and are used in this order:

Year
Volume
Issue
Part
Pages
Description

The Description field (which displays also on tab 1), is what displays to the public. For serial issues, it will be filled in based on the pattern information.

The date fields are filled in by activity in the Serials module:

Issue Date
Exp. Arrival Date
Arrival Date

3. SORTING FIELDS

a) If the item is Material type = BOOK, only the fields Volume and Part will be used to determine the sort order, regardless of what other sort fields have been filled in. If both are blank, then the Description field will be used.

The Volume and Part fields have another use, they make the items of a multi-volume work, or of a text with accompanying material (CD-ROM, CD, diskette) unique for the purposes of placing requests in circulation. Since they need to be numeric, LTS is arbitrarily numbering the text as "1" and the accompanying item as "2", etc. These fields were only filled during migration when the Description field contained numbers. As encountered, fill them in for text and accompanying material items, or ask LTS for help.

b) If the item is Material type = ISSUE, the fields Year, Volume, Issue, Part and finally, Pages, will be used, in this order, to determine the sort order. The Description field will not be used. In Year, fill in the year portion of the serial's chronology. Consider the sequence Volume, Issue, Part, Pages as the hierarchical levels of the enumeration, regardless of the captions actually used by the serial.

During migration, the NOTIS MIDSPIINE provided the Year field, the ENUM/CHRON provided the Volume and Issue fields, so that a maximum of 3 levels of sorting were set up for bound journal volumes.
3.1 **Sample Item lists**

a) **Text + CD-ROMS**

There are multiple copies of this title, each with its own HOL record. The same volume in each copy is coded the same in Volume and Part. Note that only Volume shows in the Item List, but Part is used in the sorting.

![Sample Item lists - Text + CD-ROMS](image)

b) **Serial**

Note the sort order: in descending order using Year, Volume and Issue, although only Volume shows on the Item List. The items in v.27 have been received through the Serials module, and show the link to the subscription (Copy no. 201) and the Serial issue temporary barcodes.

![Sample Item lists - Serial](image)
To look at the HOL record linked to these items, use the "Retrieve HOL" button, the last one above Help. (Hint: if the window is too small, this button isn't visible). This results in the "List of Holding connections" window.

Now use "View":

The 866/867/868 fields are most of interest. The summary they give of the serial holdings should reflect all parts actually held. If they do not, report it to Brenda Stevenson in the LTS Serials Unit.

The call number as given in the 852 subfields h and i should match that on the Item List.
4. **CREATING NEW ITEMS**

To create a new ITEM record, one can choose *Duplicate* or *Add*.

4.1 **Duplicate ITEM record**

The *Duplicate* button creates an exact copy of the highlighted item record.

It is very important to remember what information has to be changed in the duplicated item record.

Especially useful for added volumes, where all the information is the same except the volume numbering. Remember to change Description, and the appropriate sorting fields (Volume and Part for Material type = BOOK, or those on the Serial Information tab for serial volumes).

Starting with the *Item list* window: highlight an existing Item record and choose *Duplicate* button.

Partially completed Item Form opens:
Barcode is blank; all other information is duplicated, including Link to HOL #.

As each copy has its own HOLDINGS record, duplicate an item record that has the right Link to HOL record #.
4.2 Add ITEM record

Usually **Duplicate** is the easier procedure, but when there is no clearly similar Item record to start from, and there is little information to enter, the **Add** item function can be used.

**To add a new ITEM record, you have to know to which HOLDINGS record the new ITEM record must link.**

Choose **Add** button on right side of the Item List.

A blank Item Form opens.

Move immediately to the **Link to HOL record #** field at the bottom
use the drop down menu to select the HOL record you want
use the Refresh button (4th from top, on top left corner)

This will fill in (from the HOL record):
- Sub-library
- Collection
- Call Number Type
- Call Number

Verify that these are as expected.
Finish filling in the rest of the record.

If applicable, fill in:
   Description whenever multi-volume or serial sorting fields

Always fill in (use drop-down menus when in doubt of values)
   Material type
   Item status

If using a scanner, fill in last:
   Barcode

5. **Helpful Web Sites**

General information about the ALEPH/McGill conversion:
http://www.library.mcgill.ca/aleph/

ALEPH/McGill Staff Mode Training site:
http://www.library.mcgill.ca/aleph/training/

Aleph Staff Mode Tips
including help about Application toolbar:
http://www.library.mcgill.ca/ALEPH/training/tips/clienttips.htm