

Add an ereader with multiple titles using the ereader Template

General points to keep in mind:

- You will be creating one record for each ereader with multiple titles. This is different from cataloging other items. Normally you would put multiple copies of the same title on the same record. However, if you have 5 identical ereaders, you will need 5 records. This will streamline your recordkeeping.
- This template has been designed to be used when cataloging ereaders with multiple titles. Using the appropriate template reduces the amount of information to be added.
- The templates are designed to be as detailed or brief as desired. All of the fields on the record need not be used. Any unwanted fields should be deleted with the Delete Field helper.

NOTE: If you prefer to catalog just the ereader without listing the contents in the record, delete the content related fields – 505, 650, 700.

- All fields on this record are searchable in Sirsi by doing a General Search.
- The Fixed Fields (leader) are already formatted. You only need to adjust the date.
- The first three fields on the record, 024, 037, and 092 are numbers specific to each item in addition to the barcode number; this will make it easy to locate them.
- Use the 500 tag for any additional notes, description, etc. This is a good place to list included pieces power adapter, cables, etc. This field is searchable, but not hyperlinked.
- Any information you put in the 690 local subject is hyperlinked. Use this field to add any
 information you want to be searchable and hyperlinked ex. permanent location, repaired
 2003, vendor name, etc.
- When deleting text, be careful that you leave any punctuation in place.
- If you have not done so already, set your properties to display descriptive labels. Right click on Modify Title > Click on Properties > Check Display descriptive labels.





Creating an ereader Record

- 1. Use SmartPORT TEMPLATE database to *locate* an ereader template record for your item. Perform a Title Search for the type of equipment. Ex. ereader
- 2. **Import** the record (See Handbook, Cataloging, Basic Cataloging/SmartPort guides for specific directions).
- 3. Modify Title Click

Click on Modify Title Wizard. The record should be "current title".

4. If you do not want your record to display in CAT, *check* Shadow Title.

5. **Make** the following changes:

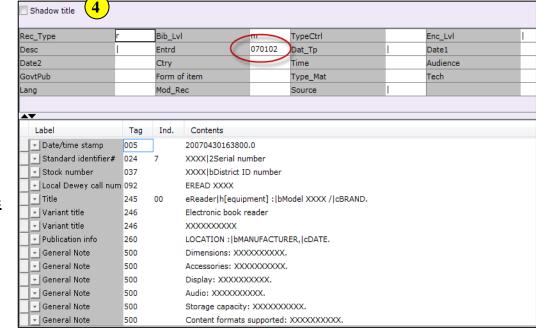
Fixed fields:

Entrd-change to current date in format YYMMDD

Bibliographic Info:

Replace
XXXX with serial no.

□ **037** Replace



XXXX with local number (school inventory, insurance number, etc.)

- Quantification 092 Leave the letters in the field. Use them as a prefix for the call number. Replace the XXXX with the unique part of your call number, ex NOOK or KINDLE.
- **245** Replace XXXX with the model number. Delete "BRAND" and replace with the brand name.
- □ **260** Replace the words with the appropriate information. Leave punctuation in place. Ex. New York :|b Barnes & Noble,|cc2010.
- □ **500** Enter any notes or delete the field.
- 505 Contents Note (Optional)

This field is used to list titles loaded on your ereader. Information in a 505 tag will come up in a title search. **Select** the one format that best fits your item and **delete** the other 505



tags. In all formats, titles are separated by space, dash, dash, space.

NOTE: If you want to include authors as in the 2^{nd} example below, they will not be searchable by author. You must enter the author's name in a 700 tag to search by author.

Examples:

- 505 The trappings of power -- Upon reflection -- Pot luck -- A time to dance.
- On my way to school / by Jim Smith -- It happened one time at lunch / by Angela Dime -- The day it snowed / by Laura Wilson.
- 505 v. 1. 1900-1945 -- v. 2. 1945-1996.

If you don't want titles listed on the ereader record, **DELETE** all the 505 tags.

- □ 6XX If you want to include subject headings for each title, please refer to document 12.6d Adding Subject Headings. Keep in mind, the subjects will be connected to the ereader and not to a specific title.
- □ 690 Replace XXXX with appropriate information or delete the field.
- □ **690** Repair: Fyxxxx leave this field as is, so it can be used in the future to enter repair year if desired. Repair specifics should be entered in the 500 tag or an item staff note.
- **710** Replace MANUFACTURER with the manufacturer of the ereader. Do not move this tag. It must display above the 700.
- □ **700** Added Author

Use this for specifically named authors of titles in a 505 tag. **Delete** AUTHOR and following text and **replace** with author's name - last name first. You should add a 700 tag for each author you include. Put your cursor in the 700 tag and click the Add a Field helper. You can add as many authors and 700 tags as you need.

Examples:

700 Steinbeck, John.700 Hemingway, Ernest.

If you don't want authors to display, delete the field.

- □ 989 Do not make any changes! DO NOT DELETE!
- 6. Click Save and Close.



Sample of a completed ereader record:

Shadow title			
Label	Tag	Ind.	Contents
Standard identimer#	024	7	101143BAN8060059 2Serial number
Stock number	037		020012 bDistrict ID number
Local Dewey call num	092		EREAD Nook 1
▼ Title	245	00	eReader h[equipment]: bModel BNRV100 / cNook.
▼ Variant title	246		Barnes & Noble Nook Wifi
Publication info	260		New York : bBarnes & Noble, c2010.
▼ General Note	500		Dimensions: 7.7 x 4.9 x 0.5 in.
▼ General Note	500		Accessories: power adapter + USB cable + battery (installed) + quick start guide ([16]) p.).
→ General Note	500		Display: 6" diagonal E-Ink@ Vizplex electronic paper display, 1024 x 600 pixel resolution at 169 ppi, 3.5 inch color touchscreen LCD, 6 fond sizes.
▼ General Note	500		Audio: universal 3.5 mm stereo headphone jack, built-in mono speakers, plays mp3 files of books or music.
General Note	500		Storage capacity: Holds thousands of books, songs, photos, & more; 8GB6 (up to 5,000 books) built-in memory; Expandable storage up to 32GB with microSD memory card7.
▼ General Note	500		Content formats supported: EPUB (including Non or Adobe DRM), PDB, PDF, graphics: JPG, GIF, PNG, BMP, audio: MP3; not supported: DOC, LIT, TXT, AMZ (Amazon), LRZ/LRX (Sony).
▼ General Note	500		Connectivity: Wireless connectivity via Wi-Fi@ (802.11b/g/n); FREE Wi-Fi@ in all Barnes & Noble stores.
General Note	500		Battery life with wireless off: Read for up to 8 hours.
Contents Note	505		"Just so" stores / by Rudyard Kipling. How the elephant got his trunk; How the camel got his hump; How the leopard got his spots; The beginning of the armadillos Stories / by Hans Christian Anderson. The leap-frog; The wild swans Dog stories. A dog's tale / by Mark Twain; Brown wolf / by Jack London Stories from "Queer Little Folks" / by Harriet Beecher Stowe. The squirrels that live in a house.
▼ Subject term	650		Electronic books xEquipment and supplies.



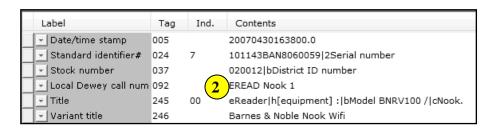
Adding Item information for ereader

Call Number/Item Maint

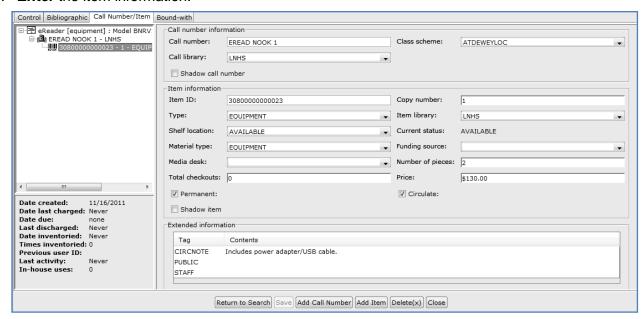
Click the Call number and Item Maintenance wizard. The record will be the current title. (See Handbook, Cataloging, Call Number/Item

Maintenance guide for detailed directions.)

2. **Enter** the call number from the 092 tag. Using the recommended prefix will make it easier to perform a call number browse or sort a shelflist by call number and have all similar items display together.



- 3. Click Save.
- 4. Click Add Item.
- 5. **Enter** the item information.



6. Click Save and Close.

HINTS:

- The Circ note will display at checkout and checkin in Sirsi. Enter things you want to check at those times such as "includes power adapter and USB cable", "cable at desk", etc.
- If the item has peripherals, be sure to adjust the number of pieces.
- Use Staff Note to keep repair history.



Adding multiple identical ereaders

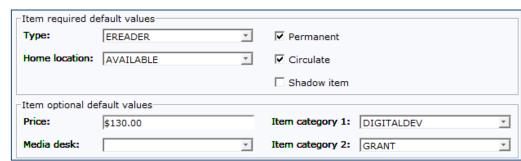
Scenario: You have 10 identical ereaders to catalog.

HINT: When cataloging multiple pieces of equipment, set your properties first.

Right click on Duplicate Title >

click on Properties.

- a. Make Type: EREADER.
- b. Make Item Category 1: DIGITALDEV.
- c. Set price and/or funding source if appropriate.



- 1. **Complete** the cataloging process for the first item.
- 2. Soluplicate Title Click on the Duplicate Title Wizard
- 3. **Locate** for the record you just completed. **Click** Duplicate.
 - □ **Change** the serial number in the 024 tag.
 - Change the local ID number in the 037 tag.
 - □ **Change** the call number in the 092 tag.
 - Make any other changes needed in the bib record. Click Save when done.
- 4. Click on the Call Number / Item tab.
- 5. **Complete** the item information screen.
- 6. Click Save.
- 7. Click on the XX call number and modify it.
- 8. Click Return to Search.
- 9. *Repeat* steps 3 8 until all ereaders have been cataloged. You should have 10 bib records with the same multiple items on each record.