

TEMPCAT PROCEDURE
Internal Procedures for Cataloging and Metadata Services Staff

- 1) Receive RUSH request: from Acquisitions or Access Services, by phone or email, etc.
- 2) Locate item, if necessary. Search OCLC. Catalog (fastcat), if possible; if not, continue with tempcat procedures.
- 3) For now, **ask before temp cataloging any books with accompanying non-book material, or anything else with a lot of loose pieces.**
- 4) **Update the brief bib record** in Innopac with the following information:
 - BIB STATUS = t
 - Call for labels (including date, since record has no cat date) :
(field group tag "y") 955 |u+l 040518
 - Your initials: **(field group tag "y") 998 |cdxd**
- 5a) **Attach an item record.** Add the following information to the item record:
 - Location**
 - Itype**
 - Barcode**
 - a) For bound books, affix barcode to the book; for unbound books and non-book materials, staple barcode to traveling slip
 - b) Add barcode to item record: **(field group tag "b") 950 |z**
 - Call number**
(field group tag "c") 950 04 |bBAKTEMP o[order #]

Note: Baker/Berry stacks titles need "BAK" before the temp number in order for the location to appear on the label. All other locations will pull from the Innopac item record location field, and will appear on the label automatically, so do not need to be input separately.

See examples below.

- 5b) **For all video materials that have been previously temped** (i.e., have "temp" spine labels already) and **materials pulled from the in-process area that have a goldenrod yellow (priority) flag**, if you can't fully catalog them, add the following non-public note to the item record. This note will alert the person who "untemps" the record to put an item back into the Priority workflow

(field group tag "z") 950 Attention CATMET staff: put in priority workflow when untemping

6) If the title you're cataloging has more than one piece that will be circulating (i.e., a two-volume MPI):

- attach one item record for each circulating piece** according to step #5a above
- add today's date in each piece item record** (950 |i 05/18/04) This is what generates the label for any title where there's more than one item record.
- barcode each item** and **supply a volume designation** to differentiate between the individual pieces. (See list of item record terms for unnumbered pieces).
- do not create a holdings record**

7) Insert traveling slip, with call number and your initials and the date, and a rush/hold flag with the name of the person requesting the item or course reserve number.

8) Interfile book on labels shelves to wait for label

9) Add a print-out of the record to the folder near the "rush" box in the center of the office, which gives the title of rush item, the requesting patron or class, your initials and the date.

UNTEMPING:

When tempcats are returned to Cataloging and Metadata Services from the circulation sites, follow the instructions below:

1. Read any notes in the item record, and follow the instructions there. Give items needing priority treatment to the staff person responsible for the Priority work flow.
2. Delete the item record
3. Change BIB STATUS to "--"
4. Search OCLC for copy and catalog if acceptable fastcat copy is found
5. If no acceptable copy is available, make a print-out of the innopac record to go with the piece, and reshelve in the backlog.

DO NOT cross out temporary location or call number on label.

If multiple tempcat circulation (excluding reserves) occurs, consider having item fully cataloged when returned, even if no fastcat copy is available. Ask a supervisor if you're unsure.

SM revised 071018

Baker/Berry tempcat example:

b37836924 Last Updated: 08-16-2006 Created: 08-04-2006 Revisions: 5
 LANG spaSpanish CAT DATE - - BIB STATUS t TEMP CAT
 SKIP 0 MAT TYPE -UNDEFINED COUNTRY sp Spain
 LOCATION multi SOURCE pOCLC EXPORT
 MARC Leader #####nam 22#####Mi 4500

LOCATIONS bakr ,yyba
 y 008 060117s2005 sp 000 0 spa d
 i 020 8481985244
 a 100 1 Peña Izquierdo, Antonio Ramón, |d1966-
 t 245 10 Entre Roma y Gotia :|blos orígenes de España /|c[Antonio Ramón Peña
 Izquierdo-Portocarrero].
 e 250 1. ed.
 p 260 Madrid :|bIncipit editores, |c2005.
 r 300 239 p. ;|c19 cm.
y 955 |u+1 060811
y 998 |cHW

i38297346 Last Updated: 03-16-2007 Created: 06-22-2006 Revisions: 7
 COPY# 1 LPATRON 0 TOT RENEW 0
 ICODE1 0 LCHKIN - - LOC bakr Baker Berry
 ICODE2 - # RENEWALS 0 LOANRULE 0
 I TYPE 0 monograph OVERDUE 0 STATUS -AVAILABLE
 PRICE \$0.00 ODU DATE - - INTL USE 0
 OUT DATE - - : IUSE3 0 COPY USE 0
 DUE DATE - - RECAL DATE - - IMESSAGE -
 PATRON# 0 TOT CHKOUT 0 OPACMSG

c 950 04 |bBAKTEMP o6392519
b 950 |z33311019561556

Example for locations other than Baker/Berry stacks:

b39354933 Last Updated: 06-07-2007 Created: 02-28-2007 Revisions: 5
 LANG engEnglish CAT DATE - - BIB STATUS t TEMP CAT
 SKIP 0 MAT TYPE -UNDEFINED COUNTRY xxcCanada (province not known)
 LOCATION multi SOURCE -NONE
 MARC Leader #####cgm 22#####Ia 4500

LOCATIONS yyba ,bajmv
 y 008 940128p19931990xxc054 vlang d
 t 245 00 SongoLoLo|h[videorecording] :|bvoices of change /|cTelefilm Canada ; MSK
 Productions ; produced by Marianne Kaplan & Cari Green ; directed by Marianne Kaplan ;
 written by Merrily Weisbord.
 p 260 [S.l.] :|bCinema Guild, |c[1993?]
 r 300 1 videocassette (VHS) (54 min.) :|bsd., col. with b&w sequences ;|c1/2
 in.
y 955 |u+1 060817
y 998 |cjpb

i38297346 Last Updated: 08-17-06 Created: 08-17-06 Revisions: 7
 COPY# 1 LPATRON 0 TOT RENEW 0
 ICODE1 0 LCHKIN - - LOC bajmv Jones Media Video tape
 ICODE2 - # RENEWALS 0 LOANRULE 0
 I TYPE 28 VHS videotape OVERDUE 0 STATUS -AVAILABLE
 PRICE \$0.00 ODU DATE - - INTL USE 0
 OUT DATE - - : IUSE3 0 COPY USE 0
 DUE DATE - - RECAL DATE - - IMESSAGE -
 PATRON# 0 TOT CHKOUT 0 OPACMSG

c 950 04 |bBAKTEMP o6392519
b 950 |z33311019561556

Example of item needing to be added to priority work flow when returned:

b30069798 Last Updated: 03-03-2006 Created: 06-13-2003 Revisions: 8
LANG engEnglish CAT DATE - - BIB STATUS **t TEMP CAT**
SKIP 0 MAT TYPE a TEXT COUNTRY
LOCATION multi SOURCE -NONE
MARC Leader #####ngm 22##### a 4500
LOCATIONS yypa ,padv
y 008 051213
y 998 |cdxd
y 955 |u+1 060213
a Miranda, Marlui
t Ihu, all of the sounds [videorecording] : excerpts
e VHS

i3756092x Last Updated: 02-21-2006 Created: 02-13-2006 Revisions: 7
COPY# 1 LPATRON 1013210 TOT RENEW 0
ICODE1 0 LCHKIN 02-21-2006 LOC **padv Paddock Video tape**
ICODE2 - # RENEWALS 0 LOANRULE 0
I TYPE **28 VHS videotape** # OVERDUE 0 STATUS -AVAILABLE
PRICE \$0.00 ODU E DATE - - INTL USE 0
OUT DATE - - : IUSE3 0 COPY USE 0
DUE DATE - - RECAL DATE - - IMESSAGE -
PATRON# 0 TOT CHKOUT 1 OPACMSG

z 950 |nATTN CatMet staff: put in priority workflow when untemping
c 950 0 4 |bTEMP o6126960
b 950 |z33311022226148