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
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.
example for locations other than Baker/Berry stacks:
Example of item needing to be added to priority workflow 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 , paddv
y  008  051213
y  998  cdxd
y  955  u+l 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 paddv Paddock Video tape
ICODE2 -  # RENEWALS 0  LOANRULE 0
I TYPE 28 VHS videotape  # OVERDUE 0  STATUS -AVAILABLE
PRICE $0.00 O DUE 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

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