

BOOK FIELDS MOST USED BY IGS

18-Nov-20

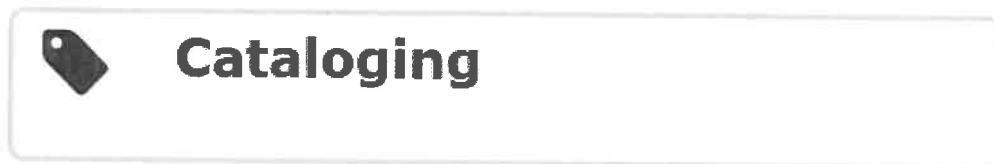
MARC		Tag	Subfield	Lib
20a	biblioitems.isbn	20	a	ISBN International Standard Book Number
82a		82	a	Dewey all Decimal call number
100a	biblio.author	100	a	Personal name
245a	biblio.title	245	a	Title
245b	biblio.subtitle	245	b	Remainder of title
250a	biblioitems.editionstatement	250	a	Edition statement
260a	biblioitems.place	260	a	Place of publication, distribution, etc
260b	biblioitems.publishercode	260	b	Name of publisher, distributor, etc
260c	biblioitems.publicationyear	260	c	Date of publication, distribution, etc
300a	biblioitems.pages	300	a	Extent
300b	biblioitems.illus	300	b	Other physical details
300c	biblioitems.size	300	c	Dimensions
500a	biblio.notes	500	a	General note
650a		650	a	Topical term or geographic name
650b		650	b	Following Topical term or geographic
650x		650	x	General subdivision
651a		651	a	Geographic name
651x		651	x	General subdivision
710a		710	a	Corporate name or jurisdiction name
852c	items.location	952	c	Shelving location - O for Oversize
8	items.dateaccessioned	952	d	Date acquired YYMMDDspubyr
852m	items.booksellerid	952	e	Source of acquisition - - Donation
852g	items.price- G not 9	952	g	Cost, normal purchase price
852i	items.stocknumber	952	i _{eye}	Inventory number --accession
852h	items.itemcallnumber	952	o _{oh}	Full call number -- full IGS Dewey
852p	items.barcode	952	p	IGS Barcode

IGS INSTRUCTIONS FOR ADDING BOOKS TO THE KOHA CATALOG THE EASY WAY WITH Z39.50

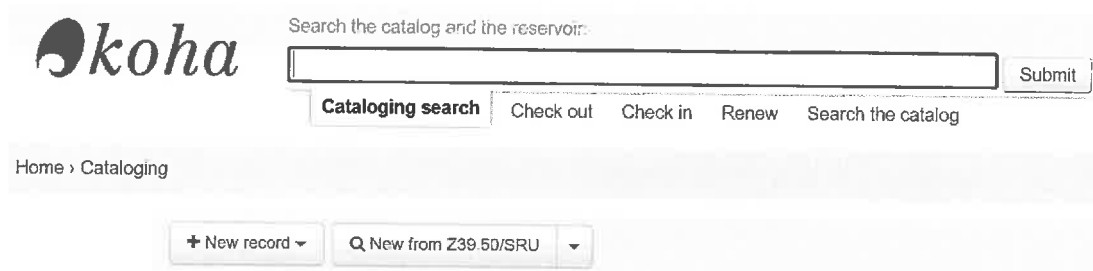
19 Nov 2020

You must be logged into the Koha STAFF site and have permissions to add books.
Use the Staff Catalog icon or <http://192.168.16.42:8080/>

Log in and from the STAFF home page, CLICK ON :

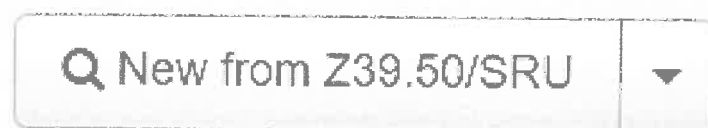


The Cataloging search page will load :



-OPTIONAL- Type in the title, or author, or ISBN to see if we already have it cataloged. -Optional-

For a new catalog entry, click "**New from Z39.50/SRU**". Do NOT click the down arrow. If you have an ISBN number, that should be your search. ISBN numbers are printed on the lower portion of the back cover of a book and on the copyright page at the front.



The Z39.50/SRU window will pop up with Library of Congress pre-selected. Type the ISBN number in the top box. **NO DASHES** or **SPACES**. Click on "search."

Z39.50/SRU search

ISBN:

ISSN:

Title:

Author:

Subject heading:

Search targets

✓ Select all | ✕ Clear all

LIBRARY OF CONGRESS

SMITHSONIAN INSTITUTION LIBRARIES

Search Cancel

In 30-60 seconds your results should appear.

Results

You searched for: /ISBN: 9783034301909

Showing 1 to 1 of 1 Search: [x] [gear] [download]

Server	Title	Author	Date	Edition	ISBN	LCCN	Actions
LIBRARY OF CONGRESS	Southern Ireland and the liberation of France :				9783034301909 (alkpaper)	2010040251	Actions

Showing 1 to 1 of 1

Showing page 1 of 1

Go to page: 1 Go

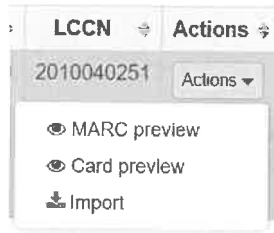
Try another search

An ISBN number should always have results if entered correctly.

If you do not have an ISBN number, search for Title, Subject, etc. There are many books in the Library of Congress without ISBN numbers. If

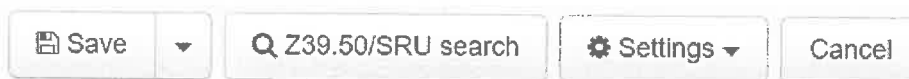
nothing is found in the Library of Congress, try a search for Title, Subject, etc in the Iowa State Library or other library.

Click the down arrow under “Actions” and select **IMPORT**. You may need to widen the popup, go down the page, or go full screen to see “**Actions**”.



A new window will appear with the header “Add Marc record:

Add MARC record



Use the down arrow on “Settings” to choose “Book” or what is appropriate.

Put the bar code label on the book now. Add **the IGS barcode** number in section **952\$p**

Add the accession number in section **952\$i** (eye)

If OVERSIZE put O (oh) in section **952\$c**

Click **SAVE** and choose one of the options.

Print the spline label and attach it.

Instructions for checking for un-cataloged books

Scan/enter the bar code in the Catalog Searching box and enter. If it returns a match, check the title to be sure the book matches.

If there is no match, enter the book as a new book as above and use the barcode on the book.

Print the spline label and attach it.

Notes on IGS call numbers:

Dewey Decimal has changed their call number system to all decimal with 4 or more digits after the decimal point. For consistency, we will continue to use our current system. The first field is the first characters including the decimal point and the FIRST digit after the decimal point. The second field is the first 3 letters of the author's last name capitalized. The major exception to this is for Iowa books which use the full county name for the second field. Example "Madison". Normal capitalization and the word "County" is NOT used. Iowa books also have the state county number for the third field. Example "77" for Polk. For all books the last field might be "q" for oversize. We determine what is oversize and what is not.

The exiting database was imported into field 952\$o (oh).

When importing books with Z39.50, the call number will need to be modified. This is usually found in MARC field 82\$a. This should be copied, but left in place. This is pasted into 952\$o (oh) and modified to IGS format as described above.

(Option that may help with spine labels: Copy the corrected entry from 952\$o (oh).)

(Paste this in 942\$k and leave only the first field; the prefix. Paste again in 942\$m and remove the first field leaving the suffix.)

Use the MARC Framework for IGS Books... which should appear first. We have set certain fields as mandatory and you will not be able to save your book entry without entering something in them:

005 DATE AND TIME OF LATEST TRANSACTION

040 CATALOGING SOURCE

100 MAIN ENTRY--AUTHOR NAME

245 TITLE

952 CALL NUMBER

952 BARCODE