

Cataloging and Processing Items Procedures

Barcodes

Barcode Placement

All barcodes are to be placed on the top half of the back cover of all circulating items.

Duplicate barcodes

When items are created with duplicate barcodes, please contact Technical Services to have the duplicate deleted. Setting the item to Collection discard and Status discard will not resolve the problem.

The problem can also be resolved by editing the incorrect item record. Delete the duplicate barcode and insert the correct barcode.

New items

In order to ensure that our libraries continue to receive new, popular items from distributors on a timely basis, we need to ensure that we are following release date restrictions. When items are sent to the libraries by publishers or distributors before their official release date, please observe the following restrictions:

- Items should not be checked out until their official release date
- Items should not be sent in delivery until their official release date

Multi-volume sets

VHS and DVDs that are sequential and sold as a packaged set, shall be circulated as a set.

Item Types

When assigning Item Types (Itypes), OWLSnet libraries will attempt to be as accurate as possible. Since all libraries share the same Itypes, accuracy in assigning these will help ensure that statistics for all libraries are as accurate and useful as possible.

Item locations

If changes are needed to the item locations for your library, please contact the OWLS office. Locations that are no longer used should be deleted from the system. Location codes can be renamed, and new locations can be created if necessary.

Deleting items

To delete items, please follow the *Discarding Items Procedure*.