

ADDITIONAL COPY PROCEDURE FOR MILLENNIUM

There are two types of additional copies.

1. Additional copy for a different location.
2. Additional copy for the same location.

See instructions below for both types of additional copies.

Additional Copy – Not for the Same Location

Search for title in Millennium. When the material in hand is an additional copy, there should be a cataloged Bib (.b) record with attached Item record, which may or may not have an order (.o) record attached for the additional copy.

If there is no cataloged Bib (.b) record, proceed to OCLC and catalog.

After finding a cataloged Bib (.b) record in Millennium:

Verify the material in hand is an **exact match** with the cataloged Bib (.b)

Check that all of the following fields in the Bib record are a match:

| | |
|--------------------------------------|---|
| Author, Corporate author, Conference | 100, 110 or 111 |
| Title | 245 |
| Edition | 250 |
| Publication Info. | 260 |
| Description | 300 (x, 319 p. : ≠b ill., maps ; ≠c 21 cm.) |
| Series | 490/830 |

When all information is an exact match:

Check if the call number in an existing Item (.i) record is a valid LC call number, i.e. some call numbers from the following locations are not valid LC:

tb, ig, ir, it, jo, qa, qc, qe, qn, wr

Add a new Item (.i) record to Millennium:

NEVER COPY AN EXISTING ITEM RECORD THAT HAS A NRLF LOCATION (nb----). We are not able to change the Item record after it is saved.

Open the existing Item (.i) record with valid LC call number then:

Click on EDIT>Copy Record

Verify/Correct following fixed fields in copied Item record:

Copy No. (1 is default.)

Item Type (1 will be used for most. Always double check the Item type reflects the type of material being added to Millennium.

Location (always change for additional copies for different location)

Change 4 letter label location for the new copy

Add barcode

Save edits

Write call number, date and initials on the item

Add a statistic to statistic sheet

Place material on the Incoming Marking truck

ADDITIONAL COPY PROCEDURE FOR MILLENNIUM

Additional Copy – for the Same Location (addl written on back of title page)

Search for title in Millennium. When the item in hand is an additional copy, there should be a cataloged Bib (.b) record with attached Item record, which may or may not have an order (.o) record attached for the additional copy.

If there is no cataloged Bib (.b) record, proceed to OCLC and catalog.

After finding a cataloged Bib (.b) record in Millennium:

Verify the material in hand is an **exact match** with the cataloged Bib (.b)

Check that all of the following fields in the Bib record are a match:

| | |
|--------------------------------------|---|
| Author, Corporate author, Conference | 100, 110 or 111 |
| Title | 245 |
| Edition | 250 |
| Publication Info. | 260 |
| Description | 300 (x, 319 p. : ≠b ill., maps ; ≠c 21 cm.) |
| Series | 490/830 |

When all information is an exact match:

Check that addl is written on the back of the title page.

When addl IS NOT written on the back of the title page:

1. MAIN: see the Main Duplicate procedure on the Wiki
2. Subject Specialty Library (branch):
Fill out the flag to send the material to the subject specialty library called: SEND TO: Branch Addl

Check that the location in the existing Item record in Millennium is for the same location.

Add a new Item (.i) record to Millennium:

Open the existing Item (.i) record with valid LC call number, then:

Click on EDIT>Copy Record

Correct the following fixed fields in copied Item record:

Copy No. (Change this to reflect the new copy number.)

Item Type (1 will be used for most. Always double check the Item type reflects the type of material being added to Millennium.

Verify Label location is the same for the additional copy in hand

Add barcode

Save edits

Write call number, adding the correct copy number as c.2 (for copy 2), and date and initial the item

Add a statistic to statistic sheet

Place material on the Incoming Marking truck