

Duplicate Procedure

CONTENTS

Part I. How to determine if material is a duplicate	1-2
A. <i>What is a Duplicate?</i>	
B. <i>Confirming Material is a Duplicate</i>	
Part II. MAIN Duplicates with Purchase Order (PO) Numbers	
A. <i>There is a PO Number and two Bib Records.....</i>	3-4
B. <i>There is a PO Number and one Bib Record.....</i>	5
Part III. Main Duplicates without Purchase Order Numbers.....	6
Part IV. Branch Duplicates.....	7

PART I. HOW TO DETERMINE IF AN ITEM IS A DUPLICATE

A. What Is a Duplicate?

A duplicate is a physical item intended to be cataloged for a specific location that is an **exact** match to material that has already been cataloged for that location *and* has not explicitly been designated an additional copy (i.e. addl. not written on back of title page).

Duplicates resulting from the MAIN replacement process are the one exception. These should be added to the MAIN collection as additional copies per a decision from the Public Services Council.

B. Confirming Material is a Duplicate

1. Login to Millennium
2. Search by **Title**. The search may return multiple results for the same title.
3. Click on the **View** button

The following fields must match exactly for the physical item to be considered a duplicate:

- 100/110/111 (whichever is present)
- 245
- 246 (when present)
- 250 (when present)
- 260
- 300
- 4XX (when present)
- 700 (when present)
- 830 (when present)

In addition to a fully cataloged Bib Record, to be considered a duplicate there must always be a complete Item Record –with a call number, barcode, and label location.

Some things to remember about Duplicates:

- If an item is already held at a location—a Subject/Specialty Library (SSL) for example—and the book in hand is for a different location, it is not a duplicate; it is an additional. If this is the case, create a new Item Record for the book in hand.
- PromptCat books have a Purchase Order Number that it is not written on the verso of the title page. The PO number can be found on the order slip inside the book. PromptCat books should always be processed following the instructions for duplicates with PO numbers.
- Look for “repl” or “addl” on the back (verso) of the title page; these are replacements or added copies, and are not duplicates.
 - a. For items with “addl” on the verso of title page: create a new Item Record.
 - b. For items with “repl” on the verso of title page: refer item to DCU
- Look for bookplates and/or flags indicating that material is part of a special project. This material should not be processed as a duplicate. If found, ask your supervisor for instructions on how to proceed.
- These procedures should only be followed when the duplicate material is in hand. Never assume that a duplicate will occur based only on what is found in Millennium.

PART II. MAIN DUPLICATES WITH PURCHASE ORDER (PO) NUMBERS

A. MAIN DUPLICATES WITH PO NUMBERS AND TWO BIB RECORDS:

Title search finds two Bib Records, one brief Bib record and one fully cataloged Bib record. The Order Record for the item in hand is attached to the brief Bib record and there is at least one complete item for MAIN attached to the fully cataloged Bib record.

1-2
*Verify the
Item is a
Duplicate*

1. Verify that the physical item in question matches the fully cataloged Bib Record exactly (click the **View button** to see full bib).
2. Verify that the PO Number in the physical item matches the PO Number in the Order Record attached to the brief Bib. In some cases, there will also be an Item record attached to the brief Bib. Make sure the barcode in this Item record matches the duplicate item in hand, and then delete Item record.

3-5
*Transfer
the
Attached
Records to
the Target
Bib*

3. Make sure both Cataloged (Target) and Not Cataloged (Source) Bib records are the **only** open records. Note the last 4 digits of Cataloged (Target) Bib Record number.
4. In the brief (Source) record, from the **Edit menu**, navigate to **Transfer attached** and select the Bib Record Number of the cataloged (Target) bib. A popup box with the following option will appear:

“Transfer all attached records, RETAIN source bib.”

5. Click OK. The summary screen of the Source bib will now say:

“No records of this type.”

6-10
*Mark the
Source Bib
for Deletion*

6. Click the **Edit button**
7. In the Fixed fields under **Bib Code 3** key: **d** DELETE REQUEST
8. Click the **Insert button**
9. Key **y** for Misc. A **999** field appears.
10. In the 999 field key the following:

%date DELETE RECORD: DUPLICATE; tsxx

(Continue on next page)

11-22
Add
internal
note to
Item
Record

11. Click OK. Then click Save.
12. The record will say Suppressed (in red) at the very bottom
13. Close the Bib Record after save
14. Return to the cataloged Bib (Target) Record. There should now be at least two records attached, an Item Record and the transferred Order Record.
15. Open the transferred Order Record
16. Copy the PO number from open transferred Order Record, this should be the same as the number written in the book (except for PromptCat, the PO number will come from the PromptCat order slip)
17. Click on the **Summary** tab
18. Open the **Item** record
19. Click the **Insert** button
20. Key **x** for **Internal note** and enter the following information:
Example: %date Dup copy recd on (PO# copied from Step 3) sent to Gift Div. tstm
 - a. Today's date (use the %date substitution phrase) followed by the phrase "Dup copy rec'd on," then
 - b. The PO Number you copied from step 3 followed by "sent to Gift Div.," and
 - c. Your Initials**Example: 20100831 Dup copy rec'd on o14746463 sent to Gift Div., tstm.**

For duplicate MVMs please use the following note: For multi-volume duplicates add the volume number after the date.

Example: 20100831 Vol. 2 dup copy rec'd on o14746463 sent to Gift Div., tstm.

21. Click OK.
22. Click Save.
23. Fill out the MAIN DUPLICATE FLAG
24. Remove all flags except for PromptCat flags
25. Place the material on the duplicate truck

23-25
Fill out the
MAIN
Duplicate
Flag and
place on
the
Duplicate
Truck

B. MAIN DUPLICATES WITH PO NUMBERS AND ONE BIB RECORD

Title search retrieves one fully Cataloged Bib Record. The order record for the physical item is already attached to this bib record and there is at least one complete item for MAIN.

1-2
*Verify the
Item is a
Duplicate*

1. Verify that the physical item in question matches the fully cataloged Bib Record exactly (click the **View button** to see full bib).
2. Verify that the PO number written in the physical item matches the PO number in the Order record. In some cases there will also be an Item record attached to the Bib record for the duplicate in hand. Make sure the barcode in the Item record matches the duplicate in hand and then delete Item record.

3-9
*Add
internal
note to
Item
Record*

3. Open the Order record and copy the PO number, this should be the same as the number written in the book
4. Click on the **Summary** tab
5. Open the **Item** record
6. Click the **Insert button**
7. Key **x** for **Internal note** and enter the following information:

Example: %date Dup copy recd on (PO# copied from Step 3) sent to Gift Div. tstm

- a. Today's Date (use the %date substitution phrase) followed by the phrase "Dup copy rec'd on," then
- b. The PO Number you copied from step 3 followed by "sent to Gift Div." and
- c. Your Initials

Example: 20100831 Dup copy rec'd on o14746463 sent to Gift Div., tstm.

For duplicate MVMs please use the following note: For multi-volume duplicates add the volume number after the date.

Example: 20100831 Vol. 2 dup copy rec'd on o14746463 sent to Gift Div., tstm.

10-12
*Fill out the
MAIN
Duplicate
Flag and
place
material on
the
Duplicate
Truck*

8. Click OK.
9. Click Save.
10. Fill out the MAIN DUPLICATE FLAG
11. Remove all flags except for PromptCat flags
12. Place the material on the duplicate truck

(Continued on next page)

Please note:

1. Especially with older material, it is possible for there to be a purchase order number written in the book and no corresponding order record in Millennium. If this is the case, process the duplicate as if it did not have a PO Number (**see Part III of this document**).

PART III. MAIN DUPLICATES WITHOUT PURCHASE ORDER NUMBERS

No Internal note is needed for duplicate material that does not have an Order Record/PO number in book

1. There should be only one matching Bib Record in Millennium. Verify that this record matches the physical piece in hand (click the **View button** to see full bib).
2. Confirm the presence of a complete Item Record for MAIN.
3. Fill out the MAIN DUPLICATE FLAG
4. Remove all flags except for PromptCat flags
5. Place the material on the duplicate truck

BRANCH/SSL DUPLICATES

When the physical item in question is a duplicate for the same location, and it has not been designated an additional copy do the following (depending on if there is one matching bib or two):

A. If there is only one Bib record do the following:

Insert a SEND TO: (BRANCH ADDL) flag

Fill out the flag with the following information:

Millennium Bib record number for corresponding title of duplicate

Initials and date

B. If there are two Bib records, one cataloged and one brief, transfer the brief record to the cataloged record following the instructions below:

1. Make sure both Cataloged (Target) and Not Cataloged (Source) Bib records are the **only** open records. Note the last 4 digits of Cataloged (Target) Bib Record number.
2. In the brief (Source) record, from the **Edit menu**, navigate to **Transfer attached** and select the Bib Record Number of the cataloged (Target) bib. A popup box with the following option will appear:

“Transfer all attached records, RETAIN source bib.”

3. Click OK. The summary screen of the Source bib will now say:

“No records of this type.”

4. Click the **Edit button**

5. In the Fixed fields under **Bib Code 3** key: **d** DELETE REQUEST

6. Click the **Insert button**

7. Key **y** for Misc. A **999** field appears.

8. In the 999 field key the following:

%date DELETE RECORD: DUPLICATE; tsxx

9. Insert a **SEND TO: (BRANCH ADDL)** flag

10. Fill out the flag with the following information:

Millennium Bib record number for corresponding title of duplicate

Initials and date