



## Traverse des Sioux Library

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# How to match a newly acquired item to bibliographic records

- Always perform your searches in Unicorn when matching newly acquired items to our database.

## Books

1. From the **call number and item maintenance** wizard.
  - First search by ISBN number (if the item has an ISBN).
  - Change the search index to **General** by using the arrow down on the right.
  - For all of these searches make sure the library is set to **ALL**.
  - Along the right side, select the radio button for **keyword**.
  - Click into the **search for** field, so that the cursor is blinking in the field.
  - Scan or type in the ISBN.
2. If a record displays, click the **bibliographic tab** above the call number, to display the bibliographic record. Before adding a call number and item record make sure that the following fields match your item in hand. Always use the title page and verso for your match points.
  - **100 line = author**
  - **245 line = title**
  - **260 line = publisher/date**
  - **300 line = page number** (within twenty pages is okay) and **size** (within two centimeters is okay. Common book sizes are:
    - 24/25 cm normal hardcover book
    - 22/21 cm trade market paperback book
    - 18/17 cm mass market paperback book
  - If the information matches, you can add your call number and item to this bibliographic record.
  - If you do not find a match, go to step three.

3. If no match is found using an ISBN search, search the item by title and/or author title combination, perform a title search in Unicorn.
  - Change the **index** to **Title**, by clicking on the arrow along the right and selecting title.
  - Make sure the **Library** is set to **All**.
  - Select the radio button for **keyword** in most cases (except if you have a one word title change the radio button to **exact**).
  - Click into the **search for** field and type in the title and click **search**. If you get a match a bibliographic record will display, match your item by the same criteria as in 2.
  - If you have common title and a list of titles displays in the middle field. Scroll through the list to see if you can find your title, click the title to highlight, click **modify** (this will display the call number), click over onto the **bibliographic tab** and use the same match criteria as in 2.
  - To search with a title/author combination. Type into the **search for** field, the title's first word and the author's last name. For example: Roberts and angels.
  - Change the **index** to **General**, select the **keyword** radio button and click **search**.
4. If you do not find a good match send the item to cataloging with a work slip. The work slip needs to include the title or at least beginning of the title. Information such as author or publisher is not necessary to put on the work slip. Cataloging staff fills out the work slip with our suggested call number and OCLC number.
5. If you are in doubt whether you have a good match, send the item to cataloging and write on the work slip that you were not sure if you had a match. This serves as a great clue to cataloging staff to look in SIRSI first before down loading a record from OCLC.

## **Audio-visual materials**

- Always perform your searches in Unicorn when matching newly acquired items to our database.
1. From the **call number and item maintenance** wizard.
    - First search by UPC/EAN number (if the item has the code on the back).
    - Change the search index to **General** by using the arrow down on the right.

- For all of these searches make sure the library is set to **ALL**.
  - Along the right side, select the radio button for **keyword**.
  - Click into the **search for** field, so that the cursor is blinking in the field.
  - Scan or type in the UPC/EAN code.
2. If a record displays, click the **bibliographic tab** above the call number, to display the bibliographic record. Before adding a call number and item record make sure that the following fields match your item in hand.
    - **245 line = title**
    - **260 line = publisher/date**
    - **300 line = number of discs/cassettes**
    - If the information matches, you can add your call number and item to this bibliographic record.
    - If you do not find a match, go to step three.
  3. If no match is found using an UPC/EAN search, search the item by title performing the title search in Unicorn.
    - Change the **index** to **Title**, by clicking on the arrow along the right and selecting title.
    - Make sure the **Library** is set to **All**.
    - Select the radio button for **keyword** in most cases (except if you have a one word title change the radio button to **exact**).
    - Click into the **search for** field and type in the title and click **search**. If you get a match a bibliographic record will display, match your item by the same criteria as in 2.
    - If you have common title and a list of titles displays in the middle field. Scroll through the list to see if you can find your title, click the title to highlight, click **modify** (this will display the call number), click over onto the **bibliographic tab** and use the same match criteria as in 2.
    - Some common instant recognizing features. For a DVD or Videocassette you will see [**videorecording**] in the title line, for a compact disc or cassette you will see [**sound recording**] in the title line.
  4. If you do not find a good match send the item to cataloging with a work slip. The work slip needs to include the title or at least beginning of the title. Information such as author or publisher is not necessary to put on the work slip. Cataloging staff fills out the work slip with our suggested call number and OCLC number.
  5. If you are in doubt whether you have a good match, send the item to cataloging and write on the work slip that you were not sure if you had a match. This serves as a great clue to cataloging staff to look in SIRSI first before down loading a record from OCLC.