

MHLS ACTION MEMO

#15-03

TO:	MHLS Directors
FROM:	Nina Acosta, MHLS Cataloging Department
DATE:	March 25, 2015
RE:	Magazine record clean-up

Background:

Magazines in our database have two records: one for attaching items, and the other for a holdings statement.

The item records (labeled with: **for linking items and placing holds*) are not visible in the OPAC. Library staff only have access to these records in Sierra to view individual issues and place holds for patrons.

The holdings statement is all patrons can see when searching for magazines in the catalog. This displays as a single line for each owning library, stating the range of issues that each library retains.

Issue: There are a high number of inaccuracies in our holdings statements throughout the catalog. In order for our shared catalog to function properly, and adequately serve our patrons, each library needs to maintain an accurate holdings statement and item record for each magazine title owned.

Included in this packet are lists of titles and record numbers for magazines that are missing either item records or holdings statements for your library.

For guidelines on adding and updating magazine records, see the included document **Linking Magazines / Adding or Editing Holdings Statement**. This information can also be found at <http://kb.midhudson.org/linking-magazines/>

Action: Update your library's magazine records as specified in the attached documents. Initial below and return this form to Nina at MHLS to let us know that this has been completed.

_____ I have completed the requested updates.

Please contact Nina Acosta with any questions.

nacosta@midhudson.org

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Deadline: April 8, 2015.