

## Procedures and Guidelines for Participation in the AspenCat Union Catalog

To make our union catalog, AspenCat, work as efficiently as possible for our patrons participating libraries agree to follow the cataloging and resource sharing procedures and guidelines. AspenCat runs the open source Koha integrated library system software hosted through a hosted third-party vendor. We are currently on PTFS Master version of Koha.

### **“RECOMMENDED GUIDELINES” for using AspenCat**

1. **REPORTING PROBLEMS:** Contact CLiC’s AspenCat team via email [librarian@aspencat.info](mailto:librarian@aspencat.info) or call the CLiC office at 303-422-1150 or 888-206-2695.
2. **BROWSER COMPATIBILITY:** We recommend you use Firefox for your browser. If you choose to use Internet Explorer, please use the latest version. However, even later versions of Internet Explore may not work as well as Firefox. You **should not** use Internet Explorer 6.0 or any earlier version.
3. **PATRON BARCODES:** Each library in AspenCat has a unique prefix for patron barcodes. The prefix may have been assigned to you unless you had existing 14 digit barcodes. Please contact CLiC if you intend to re-barcode, we can either assist you in purchasing barcodes or advise you on what type of barcodes or library cards to purchase yourself.
4. **PATRON BARCODES FOR LIBRARIES WHO DO NOT USE 14 DIGIT PATRON BARCODES.**  
Most circulation functions in AspenCat will work with a non-standard patron barcode (non-14 characters). You are not required to re-barcode your patron library cards. However, we have identified two areas where having non-14 digit barcodes will make things difficult for your patrons. They are:
  - a. When patrons connect remotely into the system, they will have to add your library’s prefix before their barcode number to successfully log in. You will have to find a way to get this prefix information to your patrons. Please check with CLiC if you are unsure of your prefix.
  - b. If you have external databases (such as the AIRS package), your patrons will have to add the library’s prefix to their barcode number to connect to external databases. Colorado State Library is providing AspenCat libraries with a connection through EZproxy into external databases, and EZproxy requires a 14 digit barcode to log in.**We recommend that you re-barcode patron records.** At this time, we have found no reason to re-barcode non-14 character item records
5. **HOLDS: You should only delete holds in specific circumstances.**  
Follow the instructions in the “Cancelling a Hold” Quick Guide found on the CLiC website (<http://www.clicweb.org/quick-guides-a-tutorials>)

**EMAIL NOTICES:** AspenCat is designed to alert patrons to many status changes such as overdue notices, item check-in status, proxy patron connections, hold pickups, and others by email.

**Please be aware that if you can get email addresses, AspenCat will work better for those patrons.** We recognize that many patrons are unwilling to give the library an email address or may not have email addresses. We can help you print overdue notices in letter format and are seeking ways of improving this functionality.

- ITEM BARCODES:** It is recommended that each library use 14 digit barcodes on items. The use of 14 digit barcodes will make union catalog holds less complicated for all AspenCat libraries. Each library in AspenCat has a unique prefix for item barcodes. The prefix may have been assigned to you unless you had existing 14 digit barcodes. Re-barcoding your collection is not required, however, using 14 digit barcodes for new materials would facilitate interlibrary lending in the future.

## CATALOGING PROCEDURES

Remember: All bibliographic records are shared, items are library specific.

- CRITICAL CONCEPT: When adding a new item to the catalog, always search for an existing, matching bibliographic record first, before downloading a new bibliographic record.** Union catalogs work best when there is only one bibliographic record for each specific item in the participating libraries collections.
- Do not remove fields from the MARC records.**
- You may add data to MARC fields to enhance the bibliographic records.
- You may add unlimited item notes for piece specific information.  
Examples – autographed copy, CD included, slight water damage, donated by  
Only use item record for these notes, not the bibliographic record.
- Notes on item records are searchable. Here is how they display:

Item type	Location	Collection	Call Number	Serial Data	Published	Go	Due
Book 3 week check out	Akron Public Library (C824)	NONFICTION	636.7 SA ( <a href="#">Browse Shelf</a> )			Available	
Other item not categorized	Akron Public Library (C824)	XXX	636.7 ( <a href="#">Browse Shelf</a> )			Available	this is valerie horton's test on how item notes display and search in koha

6. You cannot delete a bibliographic record if other libraries have items attached. Please remember, bibliographic records are shared by the consortium.
7. For original cataloging, libraries will use the AspenCat cataloging module. However, you probably will not be doing original cataloging. Most records are added to AspenCat by z39.50 downloads from our approved list of sources. For more information, please contact CLiC.
8. The AspenCat Cataloging Committee (formed in August 2010) is responsible for making decisions related to cataloging practices and display of bibliographic and item records.
9. For detailed information on cataloging, refer to the AspenCat Quick Guides and Tutorials on the CLiC website.  
(<http://www.clicweb.org/quick-guides-a-tutorials>)

## **RESOURCE SHARING PROCEDURES**

AspenCat allows patrons to place holds on items in their own libraries as well as items in other member libraries. When a patron places a hold for an item that is not in their library, it is called a Union Catalog Hold. Delivery time via the Courier should be 2 to 3 days, but can vary based on 1) distance, 2) weather, 3) number of stops per week for participating libraries, and 4) on when the item is placed in bins for pick up.

**You may reject any union catalog hold request from any library. Please follow the instructions in the “Cancelling a Hold” Quick Guide found on the CLiC website.**

(<http://www.clicweb.org/quick-guides-a-tutorials>)

Also, you can choose to make any individual item unavailable for a union catalog hold by giving it a “Local Library Checkout Only” item type. However, resource sharing works best when collections are freely available.

### **Holds Settings**

- You can place holds on items that are on the shelf
- Holds are cancelled 14 days after they are placed if they are not being filled. (Note that no notification is sent when holds are cancelled.)
- Held items will remain on the hold shelf for seven days.
- Holds Queue reports are generated once a day.
- Patrons that owe the library \$10 or more will not be able to place holds

For detailed information on Holds, refer to the AspenCat Quick Guides and Tutorials on the CLiC website.

(<http://www.clicweb.org/quick-guides-a-tutorials>)

## **Lost/ Damaged Policy**

AspenCat observes the American Library Association - Reference and User Services Association's *Interlibrary Loan Code* concerning lost or damaged items.

<http://www.ala.org/rusa/resources/guidelines/interlibraryloancode>

### ***4. Responsibilities of the Requesting Library - 4.8 Responsibility of the Requester***

The requesting library assumes an inherent risk when material is supplied through interlibrary loan. Although the number is small, some material is lost or damaged at some point along the route from the supplier and back again. The requesting library's responsibility for this loss is based on the concept that if the request had not been made, the material would not have left the supplier's shelf, and thus would not have been put at risk. This section clearly states that the requesting library is responsible for the material from the time it leaves the supplying library until its safe return to the supplying library.

If the requesting library asks for delivery at a location away from the library (such as to the user's home), the requesting library is likewise responsible for the material during this delivery and return process. In any case, a final decision regarding replacement, repair, or compensation rests with the supplying library.

Borrowed items should be returned in the condition in which they were received at the requesting library. In particular, adhesive labels or tape should not be affixed directly to any borrowed item.

It is the responsibility of the requesting library to pay invoices received or to notify the supplying library of any billing questions not later than six months from the billing date for the charges in question. The requesting library should also make every attempt to resolve billing questions within six months of notifying the supplying library of an apparent billing error.

Although the code stipulates that the requesting library is required to pay if billed for a lost or damaged item, the supplying library is not necessarily required to charge for a lost item. In the case of lost material, the requesting and supplying libraries may need to work together to resolve the matter. For instance, the library shipping the material may need to initiate a trace with the delivery firm.