

How to Move a Mountain: The Preparation and Transfer of One Million Volumes to an Off-Site Storage Facility

Anastasia Guimaraes, Jared M. Collins

Publication Date

14-10-1900

License

This work is made available under a Copyright Controlled by External Host license and should only be used in accordance with that license.

Citation for this work (American Psychological Association 7th edition)

Guimaraes, A., & Collins, J. M. (1900). *How to Move a Mountain: The Preparation and Transfer of One Million Volumes to an Off-Site Storage Facility* (Version 1). University of Notre Dame. <https://doi.org/10.7274/r0-bxb2-g510>

This work was downloaded from CurateND, the University of Notre Dame's institutional repository.

For more information about this work, to report or an issue, or to preserve and share your original work, please contact the CurateND team for assistance at curate@nd.edu.

Type of Problem	Explanation	Remediation
Unlinked items	Item records not linked to holdings/bib records	Identify full batch of unlinked items with system script; cleanup performed by Collections Prep or Catalog Maintenance
Uncataloged titles	Physical item does not match corresponding bib record or varying editions cataloged as duplicates	Collections Prep can import accurate copy from OCLC or route to Original Cataloging if original record is required
Serial title changes	Serial issues linked to wrong bib record	Route to Catalog Maintenance for cataloging and/or linking
Wrong/obsolete OCLC numbers	OCLC number logged in bib record (i.e. 035 match point) is wrong or obsolete	Collections Prep can find proper copy record in OCLC, apply holdings tag and update local bib record
Bound-with volumes	Distinct titles bound together resulting in volumes with multiple barcodes	Route to Catalog Maintenance; retain only one item record/barcode, use a linking field in successive title bib records to link to first title item record
Partially-analyzed titles	Serial issues with distinct monographic titles linked to a serial bib record	Route to Catalog Maintenance; import monograph copy records and use a linking field in mono bibs to link to corresponding serial item record