Guidelines for creating bibliographic records in the PINES Database

Creating bibliographic records in the PINES is restricted to records for ephemeral or temporary items. Ephemeral items have a limited, specific, circulation life and are not part of a library's permanent collection. Such items might be puppets for use in a children's program or a kit designed for a book club. Once the associated program is complete, the items and bibliographic record should be removed from the PINES database. Any item or kit intended to be part of a library's permanent collection should be cataloged first in OCLC, if no matching record is found, and then imported into the PINES database through the Z39.50 interface. If a matching record is found, it should be imported into PINES and your holdings attached.

Procedures for ephemeral items

* Search PINES for matching records and attach holdings if found. Once the associated program is complete, remove the items from the database.

- If no matching record is found in PINES, search OCLC and import the match into PINES and attach holdings. Once the associated program is complete, remove the items from the database.
- If no matching record for item is found in either PINES or OCLC, a K-level bibliographic record can be created in PINES.
- Creating K-level bibliographic records in PINES is a type of original cataloging. Each library is responsible for the quality of the records added to the database by their institution. Lead cataloger should check his/her own institution's K-records created by cat1s who have never done original cataloging before or should arrange for the library's original cataloger to check on work done by new original cataloger(s).
- Other libraries should avoid attaching holdings to an existing PINES K-level record input by another library. Subsequent library's items should also be temporary and should also match the K-level record. Records input directly into PINES will have the title control number prefix AUTOGENERATED_. Other records with the same prefix include acquisitions records and records brought into PINES during a migration.

PINES K level records should be removed as soon as the related program is complete.

If the owning library decides to retain the item(s) in their permanent collection after the completion of the program, the temporary record should be replaced with a matching OCLC record.

Creating records in Evergreen

Go to "Cataloging" – "Create New MARC Record" and select K_book format. Click on "Load" to display a MARC work form.

Title control numbers for bibliographic records created in the PINES database are machine generated at save and will have the prefix AUTOGENERATED_.

MARC Fields to Be Used for PINES K-level records

Fixed Fields:

Desc: a Required. Enc_Lvl: K Required. Appropriate codes for all other Fixed Fields (FFs) are required if applicable.

Variable Fields:

From:
https://pines.georgialibraries.org/dokuwiki/ - **PINES Documentation**

Permanent link:
https://pines.georgialibraries.org/dokuwiki/doku.php?id=cat:creating_bib_records_in_pines&rev=1568663621

Last update: **2019/09/16 19:53**