

Request for a new collection code

From Cannon Falls PL

Use this form to request new collection codes to be considered for addition to the current collection code table. Please fill out this form and return it to helpdesk@selco.info, or send it via delivery to the HelpDesk.

1. What type of physical location does the proposed collection have in your library?

Although we happen to shelve our newsletters in a section of the pamphlet file, their serial nature makes them unique from the other items we place in our pamphlet file. Typically, at least in this location, the “pamf” code is used to identify the CATEGORY FOLDER within the pamphlet file, not the individual items. We would utilize the “nl” code to identify the copy and items, each of which corresponds to a serials bib. record.

2. Where would the new collection be ordered in the list of collection codes?

I would suggest “nl” for “newsletter”, or alternately, “pamfn” for “pamphlet file – newsletter”. My recommendation would be for the first, simply because others may have a use for this code, but may not file the items in their pamphlet file.

3. What existing collection code(s) are closest to the code that you are requesting?

The closest existing collection codes are “pamf” for “pamphlet file” and “m” for “magazine”, neither of which really handles these well. The items are not magazines and are not shelved with the magazines.

4. If the requested code is not approved, how will that affect your library’s operations?

Given the cataloging standards for serials, it seems I should be creating copy records for all the serially-issued stuff we’re sticking in the pamphlet file. To this end, I am requesting a new collection code and corresponding BSTAT (JP – I think she means ISTAT) In terms of statistics, this is relevant, as well, as circulation of an “nl” item would be exactly that – circulation of an ITEM, whereas circulation of a “pamf” could be any number of items circulated at one time in a folder of items on a given topic.

Just a reminder that only an automation contact may request a new collection code.

SELCO staff will review requests and when indecisive about whether to add a code will ask the Bib Services Committee to help review certain requests. Thank you for filling out this form; we will contact you regarding the status of your request after it is reviewed.