Item Maintenance : Call Number Corrections

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These guidelines should be used to determine whether or not a call number "problem" requires fixing, by whom, and what procedures should be followed to achieve that goal.

A. Problem scenarios needing revision

1. Duplicate call numbers from top to bottom, including date (note that 1985 and 1985a would *not* be considered duplicate dates)

   a. If the titles differ, however, **send these for revision**.

2. Patron or staff initiated complaints about classification. These should be reviewed by a librarian, to determine whether an error has been made. If the librarian determines that an error has occurred, and a correction should be made:

   a. If the spine label on the item is incorrect, but on-line records are correct, **Circulation staff will fix the label**.

   b. If the call number is incorrect in the on-line records (bibliographic and / or holdings, **send these for revision**.

B. Problem scenarios not needing revision

1. Duplicate call numbers, distinguished only by date, with a final cutter beginning A … or Z …. Even if the titles differ, many areas of classification using A and Z cutters distinguish works only by date. **No revision needed.**

2. Other duplicate call numbers, distinguished only by date. Even if the title is different, as long as the classification is correct, these conflicts do not generally cause a problem for the user on the automated system. In general, **no revision needed.**

   a. However, if a reference librarian sees a problem in a particular case (e.g. different editions of the same work are separated by an intervening different title), he or she may choose to send both books to the Catalogue Division. The appropriate title to reclassify will be determined by the record involving the fewest copies, or the least on-line editing.

3. Duplicate copy numbers. These are not a problem, as they must be distinguished by different barcode numbers. Circ staff may fix these using the Circ module, but in general, **no revision needed.**

4. The same title has two different call numbers, one is a monographic number; the other has a volume number at the end, so that it sits with other volumes in the same series. These are not a problem, as many branches and divisions have a second copy of a given title in a series classified separately. **No revision needed.**

5. Two different editions of the same title have different call numbers. The Levels of Cataloguing Committee Report (1996) specified that call numbers in the LC and National Library of Canada records should be accepted, without question, regardless of whether we own the previous editions. This policy results in some editions of the same title separated from each other by more than a date at the end of the call number. **No revision needed.**

C. Sending books for revision

1. Each branch should be supplied with its own special bin for reclassifications. The bin will be labelled:

   Cataloguing Division: LPC   (ZONE 3)   ATTENTION REVISIONS

   "To" and "From" mailing labels should indicate that the bin is travelling back and forth between LPC and the branch.

2. Items placed in the revision bin should not be charged out, and should not be "routed out" to LPC. This will assure the most efficient handling of the revision while the item is in LPC. The revision bin will be sent to the Catalogue Division no more often than once a week.

3. High priority items (such as those needed for a course, or heavily used reference tools) should be flagged with a streamer marked "RUSH".

4. The Catalogue Division will make the necessary corrections and feed the revised items needing new labels into the regular queues for labelling that are in place for current materials.

5. Rush revisions will be fed into the rush cataloguing queues. This prevents delays by giving reclassified material the same priority as current cataloguing.

6. When a bin has been completed for a given location, the Catalogue Division will send the empty bin back to the original branch. This will signify that all the on-line work has been completed, and the material can be expected within the next few days on regular "new book" trucks from LPC.

7. The branch may then begin to consider another shipment of items.

8. Revisions will not overtake current cataloguing as a priority. Therefore, never send another bin for revision before the current bin is returned empty.