

TRLN Single Copy Archive Cataloging Procedures for NCSU Libraries

Objective: To indicate titles, summary holdings, and locations of items contributed to the TRLN Single Copy Archive by NCSU Libraries and to indicate the availability of additional volumes contributed by archive partners available to NCSU Libraries users through interlibrary loan. Indication of the availability of electronic access will also be noted to deflect unnecessary ILL requests.

Decisions to add NCSU Libraries titles and volumes to the TRLN Single Copy Archive will be made in the Collection Management Department. Requests to update catalog records to reflect these decisions will be directed to the Continuing & Electronic Resources Librarian for Metadata & Cataloging, who will facilitate the updating of these records.

Metadata & Cataloging Procedures:

1. Add to bibliographic record:

500__ \$a This title is in the TRLN Single Copy Archive.

The 500 note allows for keyword retrieval for public view of titles in the TRLN Single Copy Archive. If applicable, indicate availability of electronic access in the same note.

i.e.: 500__ \$a This title is in the TRLN Single Copy Archive. Electronic access also available.

2. Add to MARC holdings record:

On the existing holdings record (for archive volumes contributed by NCSU), add an additional summary holdings statement note (866 \$z) to identify the range of NCSU Libraries volumes contributed to the TRLN Single Copy Archive. If applicable, indicate availability of electronic access in the same note.

i.e.:866__80|zNCSU Libraries contributed v.1 (1974/1975)-v.54 no.1,3-6 (2007), v.55 no.1-4 (2007)-v.56 (2008) to the TRLN Single Copy Archive. Electronic access also available.

Or

866__80|80|av.1 (1950)-v.44 (1993)|zNCSU Libraries contributed all volumes to the TRLN Single Copy Archive. Electronic Access also available.

3. Add to the Call Number/Item record:

On the existing item record, change the ItemCat2 field to TRLNCOPY. Repeat this for every applicable item record, including item records for volumes or issues that may be bound with those not in the TSCA.