



OWWL LIBRARY SYSTEM

Holdings Maintenance Guidelines

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IMPORTANT:

- Differences between your item and the catalog record may indicate a new record is necessary.
- **Keyword searching** is your best strategy to find an existing record for your item.
- ISBNs may be different on various parts of your item. Remember to compare them to any found record(s).
- Send requests for new records (ISBN/UPC) to orders@owwl.org for processing
- Send requests for catalog management (record correction/clean-up/additional information) to cataloging@owwl.org
- Send all questions to cataloging@owwl.org

This reference sheet will help library staff determine if they should use an existing catalog record or request a new one.

Thorough examination of the item in-hand and any record(s) found in the catalog is the best strategy for providing all users with accurate information about the items held by our libraries.

Booklet by:

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Use Existing Catalog Record:

Books

- Hardcover and Trade paperback
 - Same/similar physical description
 - Identical or close-enough content
- Close enough content includes: previews and excerpts of upcoming titles, discussion questions, introductory material
- Children's books with reinforced binding
 - (Penworthy, Paw Prints, Turtleback, FollettBound, etc.)

Audiobooks

- Same narrator
- Same physical description
- Same format (CD, MP3, etc.)
- Library and Retail editions
- Same number of discs

Video recordings

- Same format (4K UHD, Blu-ray, DVD, 3D)
- Same/similar bonus content
- Same performer or cast
- Same coloring technique
- Same screen aspect
- Same film technique
- Same number of discs

Request New Catalog Record:

Books

- Mass-market Paperback vs Hardcover
 - Mass-market is much smaller
- **Significant** additional content
- Different author, illustrator, or editor
- Different edition
- Different accompanying material

Audiobooks

- Different narrator
- Different format (CD, MP3, etc.)
- Abridged vs Unabridged

Video recordings

- Different format (4K UHD, Blu-ray, DVD, 3D)
- Different performer/cast
- Color vs Black and white
- Animated vs Live action
- Different screen aspect
- Different number of discs
- Different accompanying material
- Bonus content significantly different

Music

- Different performer
- Different content (playlist)
- Explicit vs Clean edition (or other)
- Different format (CD, MP3, etc.)

Videogames

- Different gaming platform
- Different edition