

TANTUR PROJECT PROCEDURES

1. Each time you start to do a batch of Tantur records, set your item defaults to make the process go faster. With any record up in Items, select **New** to get a blank item form and then add the following values:

Sublibrary: **TANT**
Collection: **TGEN**
Material Type: **Book**
Item Status: **97**

Select **Save Defaults** and answer **Yes** when prompted. Then click **Cancel**. (When you're done working on Tantur books, repeat the steps to return the defaults to something more useful for your usual work, probably HESB GEN, Book, 01).

2. Look up the title in ALEPH. If at first you don't find it, look it up a different way (author, title, etc.). If you find a matching record, proceed to step 3 now. If you don't find a match, mark the title with **X ND** to indicate the title was not found in Notre Dame's catalog and go on to the next title, starting with step 2. If you think you may have a match, but there is some discrepancy (e.g. presence or absence of an edition statement; clarification needed on holdings for a multivolume; can't make out call number), mark the title with **Q** (for question) and add some notation to indicate where the problem is (if you can, just use a MARC tag: e.g. if the problem is with the edition statement, mark **Q 250**). Go on to the next title, starting with step 2.

3. If you find a clear match in ALEPH, click on **Items**. Click on **New** to add an item with the default values set above in step 1. The only time you will have to edit the item form is if you need to change the collection code to something other than **TGEN*** or in the case of a multivolume work, you will have to edit the **Description** and **Enum. Level 1** fields. Click **Add** to create the item.

4. To create the holdings record, select the **HOL Links** tab, click on **Create New**, then **Edit**.

5. The most important step in editing the holdings record is to set the first indicator of the 852 field to 1. This ensures that the call number will be sent to the Dewey call number and Dewey call number/title indexes. You can edit it manually, or use the Tantur holdings macro with activation **WIN + CTRL + T** to edit the 852 indicator and open the subfield h to accept the beginning of the Dewey call number.

6. Enter the class (subject) part of the Dewey call number in subfield h (usually the first line) and the item part in subfield i. The item part usually begins with a letter or letters and a number representing the start of the main entry, followed by a lowercase letter for the first word in the title.**

7. If the item is multivolume, do the usual editing of the LDR, 008, 852 and 866, making sure the first indicator of the 852 is a 1. Use the **Duplicate** function in items to create all the necessary items for a multivolume work.

8. Mark the printout with ✓ **ND** followed by the ALEPH bibliographic record system number to indicate that the item was found and added to the Notre Dame catalog. Count the appropriate number of pieces as added volumes for the Tantur location in the stats database program.

*Other valid collection codes for the **TANT** sublibrary are:

TREF if the item is marked Ref. or Reference

TMFIC if the item is marked MFCH for microfiche (skip these for now)

TPER if the item is marked Per. or Periodical(s) (skip these for now)

TRARE if the item is marked Rare Books

Ignore the designation **Str. (Stransky) Coll.** Just use the **TGEN** code for these.

****Examples of formatting for different kinds of Dewey call numbers**

852 10 \$\$a InNd MALONEY, George A.
\$\$b TANT Abiding in the Indwelling Trinity.
\$\$c TGEN
\$\$h 231
\$\$i M298a

852 10 \$\$a InNd BRUEGGEMANN, Walter.
\$\$b TANT Abiding astonishment.
\$\$c TGEN
\$\$h 223.206
\$\$i B832a

852 10 \$\$a InNd KLEIN, Aloys.
\$\$b TANT Glaube und Mythosbei Karl Jaspers.
\$\$c TGEN
\$\$h 193 J312z
\$\$i K672g

852 10 \$\$a InNd Abelard, Peter.
\$\$b TANT Opera theologica Petri Abelardi...(Corpus Christianorum. Continuatio
\$\$c TGEN Mediaevalis, 11/12)
\$\$h 281.308
\$\$i C817m v.11-12

852 10 \$\$a InNd JÜDISCHE Existenz.
\$\$b TANT
\$\$c TGEN
\$\$h 296.3872
\$\$i J930e