

FAQ: Catalog Cards

What tags are included on the catalog cards NHAIS Services prints for me?

All shelf list cards printed by NHAIS Services include the contents of the following MARC fields, if they are present in the NHU-PAC record:

1XX	author information
245	transcription of title page information
250	edition statement
260	publisher information
300	physical description information
500	general notes
7XX	added entry & linking entry fields

Additionally, there will be information on some catalog cards that depends upon the choices you made when you filled out your most recent *Cataloging Products Profile* form:

6XX subject access fields –

If you requested juvenile headings then you will get those headings with a second indicator of 1. Otherwise you will get those headings that have 0 as the second indicator.

5XX notes –

If you indicated that you did want 505s then your cards will include all available 5XX fields. Otherwise you will get only 500 & 520 notes on your cards.

What are the codes on the bottom of the cards?

Along the bottom edge of each card is the date the card was created by NHAIS Services, the ocm number of the record upon which the card is based, the HSA code of the library for whom the card was created, an indication of the type of card (sl = shelf list, for example), and a continuation note (“see card 2” for example) if there are additional cards available.

Where does the call number come from?

Prestamps, classification numbers, cutters, and poststamps are printed on the cards exactly as the holding library entered them into the holding record on the NHU-PAC.

How long can each line of the call number information be?

Each call number element (stamps, classification, cutter, etc.) can be no more than 8 characters (counting spaces and punctuation) long. Longer elements distort the spacing on the cards and may result in the truncation of some of the data.

Why do I need to complete a *Cataloging Products Profile* to get cards printed?

Cards cannot be printed directly from the New NHU-PAC. A combination of custom programming and existing DOS software allows us to generate catalog cards for NHAIS libraries at low cost. The DOS software contains specifications, such as what tags go on the cards, and which library they are for, which must be set up before cards can be printed. If card requests come in from libraries that are not included in the profiles within this software, then they will appear to the software as an error and no cards will be printed. Knowing ahead of time who will send card requests allows the NHAIS Services staff to have those libraries set up with profiles in the software so that their cards can be printed when they request them.