

## Hints for attaching item records

When you are searching for a bibliographic record to attach your item to, here are some things to keep in mind.

- Never attach a book, DVD, or audiobook to an [electronic resource] bib record.
- If you attach an item with a new ISBN or UPC to an existing bib record following the guidelines below, please e-mail Jeff at [jeff@llcoop.org](mailto:jeff@llcoop.org) with the new information so that the bib record can be updated.

### Fiction

- It's okay to attach paperback items to the hardcover record even if the publisher, copyright date and page numbering is different.

### Large Print

- Large print materials always need to be attached to a large print bib record, never to the regular print record.
- It's okay to attach paperback and hardcover fiction to the same record.

### Larger Print

- Items labelled "Larger Print" do not meet the standards set for Large Print, so they should not be attached to Large Print records. They should be attached to their own Larger Print records.

### Graphic Novels

- Many graphic novels are part of a series. Do a title search to see if there is a serial record available. These can be identified by looking at the date in the 260 field. If the date is followed by a dash (e.g. 2018-) then it's okay to attach the new item.

### Board Books

- If the publishers are different but the size and copyright date is the same, you can attach to the existing record.
- If the size is more than 2 cm different, you should create a new bib record.

## **Nonfiction**

- For nonfiction it is important to check the edition statement and the copyright date. If they match the bib record you can attach your item.
- Some nonfiction books that are published frequently such as travel guides, exam study guides, and price guides for collectibles have serial records. These can be identified by looking at the date in the 260 field. If the date is followed by a dash (e.g. 2018-) then it's okay to attach the new item.

## **Audiobooks**

- For audiobooks it's important to make sure you don't attach an abridged recording to an unabridged bib record and vice-versa.
- Check the number of discs and the narrator; if they are different, your item needs to be attached to a different bib record.

## **DVDs and Blu-rays**

- There may be full-screen and widescreen versions of the same movie, compare your item to the 538 field in the bib record.
- DVDs and Blu-rays should be attached to separate bib records.
- If you have a Blu-ray/DVD combo pack and are circulating both discs as a single item, that item should be attached to a bib record for the combo pack.
- If you are splitting up the combo pack and circulating the items separately, you can attach the items to separate bib records even if the UPC codes don't match.

## **Videogames**

- The most important thing to remember with videogames is to make sure you attach to the bib record for the correct videogame system. We use separate records for each system (e.g. Xbox One, PlayStation 4, Nintendo Switch, Xbox 360, etc.).
- There may be different editions of videogames as well. Each edition should be attached to a separate bib record.

## **Music**

- Some libraries have begun circulating record albums as well as CDs. Vinyl album records can be identified by this phrase in the title field: [sound recording (LP)].
- Some CDs have both explicit and edited editions and should be attached to the bib record for the correct edition. Check the 250 field and/or the 521 field for the words explicit, edited, or the phrase "Parental advisory: explicit content."