



Access PA: Update Procedures for SHAREit

Access PA / POWER Library
2016 Users Conference

Full File Replacement Process

Uploading Holdings

- Complete then email the profile document available on SHAREit documentation page
- FTP a full MARC record export of your holdings directly to Auto-Graphics server (directions will be sent when profile is received.)

Full File Replacement Process

What does the vendor do to your records?

- HSLC reviews profile, makes any necessary revisions, then forwards to Auto-Graphics.
- A-G staff create load profile for new library, then load file accordingly.
- Records that do not meet minimum requirements are placed in FAIL RECORDS folder.

Full File Replacement Process

FAILRECORDS Folder

- Instructions for logging in to see FAILRECORDS folder are sent with Record Load Acknowledgement email
- Libraries may use MarcEdit to convert file to mnemonic MARC for easier review of missing elements

Find the best matching record

- Search the Access PA SHAREit database or any other catalog for MARC records
- Compare the information on the piece in hand with the information in the record.
- Verify that you have found an exact match before you add your holdings to the record or select a record for download.

MARC fields to check

• Standard numbers

- 020 ** a 9781627891172
- 020 ** a 162789117X
- 024 10 a 841887022460
- 028 42 a MST64557 b PBS

• Author, creator, contributor

(RDA records include relationship designators in \$e)

- 700 1* a Whalley, Joanne, d 1964- e actor.
- 700 1* i Television adaptation of (work): a Mantel, Hilary, d 1952- t Wolf Hall.
- 710 2* a British Broadcasting Corporation, e production company.

MARC fields to check

- **Format, or Type of Material**

- Leader: cgm ii
- 007 ** vd cvaizs

- **Title**

- 245 00 a Wolf Hall / c a Playground Entertainment and Company Pictures production for BBC and Masterpiece in association with BBC Worldwide, Altus Media, and Prescience ; producer Mark Pybus ; adapted for television by Peter Straughan ; directed by Peter Kosminsky.

MARC fields to check

- **Edition statement, imprint and other publication source information**

- 257 ** a Great Britain 2 naf

- **Publisher, producer, distributor, manufacturer**

- 264 *2 a [Alexandria, Va.] : b Distributed by PBS Distribution, c [2014]

MARC fields to check

- **Date of production, publication, distribution, manufacture, or copyright notice**

- 264 *2 a [Alexandria, Va.] : b Distributed by PBS Distribution, c [2014]

- **Extent of item/Pagination**

- 300 ** a 3 videodiscs (approximately 360 minutes) : b sound, color ; c 4 3/4 in.
- 336 ** a two-dimensional moving image b tdi 2 rdacontent
- 337 ** a video b v 2 rdamedia
- 338 ** a videodisc b vd 2 rdacarrier
- 340 ** b 4 3/4 in. 2 rda
- 344 ** a digital b optical g stereo h Dolby Digital 2.0 2 rda
- 345 ** a widescreen b 24 fps 2 rda
- 346 ** b NTSC 2 rda
- 347 ** a video file b DVD video e Region 1 2 rda
- 380 ** a Television program

Multi-volume sets

Multi-volume sets may be cataloged as either:

- a set, with all volumes represented on one bibliographic record
- individually, with each volume cataloged separately under the volume title.

Follow your library's policies in regard to handling multi-volume sets.


Duplicates/ Multiple records

- In the Access PA SHAREit database, prefer records with a higher number in the Quality field.
- Prefer longer records to shorter records. Longer records generally include more descriptive fields and a greater number of access points.
- Prefer records with many holdings to records with few holdings. A higher number of holdings may indicate that more librarians have chosen one record over the other.
- Prefer OCLC records to non-OCLC records. In the MARC display, the 003 will contain the code "OCoLC" for records that originated from OCLC.

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