Local notes/ subject headings and copy notes

Local notes and subject headings are used for information that is specific to our school or our district. 'Local' information is relevant for all instances of a particular title. This information is in the MARC record and is visible in the OPAC.

Copy notes and copy alerts are used for information which is specific to the actual item you have in your hand. This information is in the copy record. Only copy notes are OPAC visible, if you choose them to be.

Local Notes and Local Subject Headings

Information that is relevant for all copies of a particular title. Include in the bibliographic (MARC) record.

595 Local Notes – searchable by keyword. Not visible in OPAC

Information that is specific to our school/ district.

Examples: Reading Power, Fast Reads, Red Cedar

=**595** \\$aReading Power$5BSD
=**595** \\$aFast Reads$5BSD

Use the $5BSD subfield so that the local note will be scoped to our district only and won't be seen by all Sitka libraries.

690 Local subject heading – searchable by subject. Visible in OPAC

Any subject headings that haven't been confirmed in an authority source

Examples: First Nations

=690 \\$aFirst Nations$5BSD

Use the $5BSD subfield so that the local note will be scoped to our district only and won't be seen by all Sitka libraries.

Copy Alert

Copy alerts pop up on the screen when the item is retrieved. There are a few types of copy alert that show up when the corresponding type of action is applied to the item. For example, you may add a checkin copy alert when you are checking out an item to a patron and notice that the spine label needs to be replaced. When the item is returned, on checking in, staff will see the message you left. You may create a checkout copy alert for items that have accompanying materials kept separately. When the item is checked out, the alert will pop up on the screen.

Copy alerts can be added when you create or edit a copy record.

1. Click **Copy Alerts**.
2. Choose a type from the dropdown list.
3. Type in the message, Click **OK**.
4. Back on the copy editor, click **Save & Exit**.
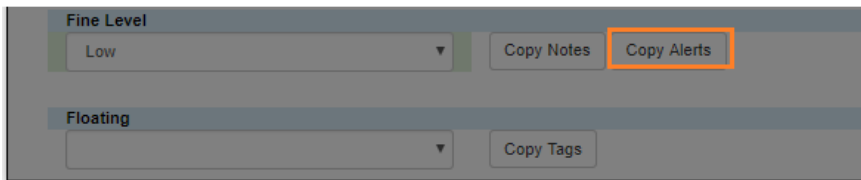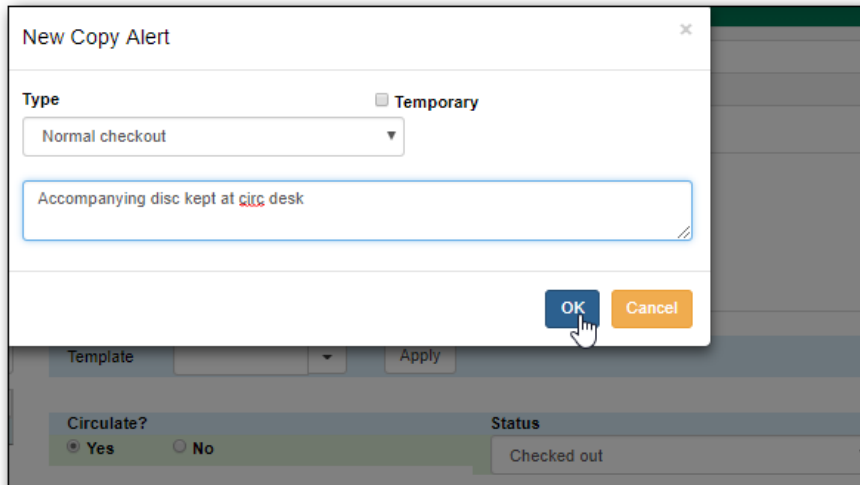
Copy Note

Notes can be added to copy records. Notes will not show up when items are retrieved, but they can be made public and displayed on the catalogue.

1. To add a note, go to the item record and click **Copy Notes**.
2. Enter the note content in the pop-up window.
3. Select **Public** to make it show up on the catalogue.
4. Once done, click **OK** to go back to copy editor.
5. Click **Save & Exit**.