CREATING A CAPS RECORD

Before a CAPS Record is created, a thorough search needs to be done. This is to assure no record exists in the catalog already and we are not adding a duplicate record. There are 4 types of searches to try before making a CAPS record. ALL 4 should be used before proceeding.

1. The quickest and most effective search is by using the ISBN. In Call Number and Item Maintenance, use Index: ISBN, Type: KEYWORD Library: ALL.

If you use any other format, even if an ISBN exists, it will NOT come up. It must be done exactly as stated above.
If no results, use the following procedure:

2. In Index: TITLE, Type: KEYWORD, Library: ALL (when I type my title here I type it in capital letters and copy it, in case I need to create a CAPS RECORD). We use KEYWORD on our first try because if a CAPS record was just created, you will not find it in BROWSE for 24 hours. Do not start your TITLE with an article (The, An, A) as no record will be found. An exception would be a title such as A is for Alibi, where A is not an article, but part of the title. If the title contains a subtitle such as JAB, JAB, JAB, RIGHT HOOK: HOW TO TELL YOUR STORY IN A NOISY SOCIAL WORLD, include subtitle but separate with a colon to indicate a subtitle. There are some words that trigger the following exception in a KEYWORD search:

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Error in query NEAR "AND\(\text{AND}\"
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In this example, I used the title AND THE BAND PLAYED ON. Whenever you see this error remove the word in question and try search in Keyword again.

3. Now if you do not come up with a record, try Index: TITLE, Type: BROWSE, Library: ALL.

4. If you still have not found a record, and you have a common title such as Betrayal, search by author: Index: AUTHOR, Type: KEYWORD, Library: ALL. The format for typing in an author is the surname then the first name. No comma is necessary between the two.
If after these 4 searches no record exists, it is time to create a CAPS RECORD.

Under Cataloging in Common Tasks go to Add Title:

The following screen will come up:
1. Type in the 13 digit ISBN number in ISBN field 020 under Contents—number only, no dashes or spaces. Example: 9781616494605. An ISBN is always 10 or 13 digits. The ISBN is clearly marked on the material as an ISBN. DO not use a UPC or ASIN from Amazon in this field. Adding 978 in front of a number will NOT make it a 13 digit ISBN nor will removing numbers make it a 10 digit ISBN.

2. If you have copied the TITLE, paste it in the TITLE field 245 or type it in. Follow the title with by author name: FIRST NAME, LAST NAME also all in capital letters. Example: CIDER HOUSE RULES BY JOHN IRVING.

3. These are the rules for the TITLE field:
   a) EVERYTHING should be typed in capital letters.
b) Do NOT include any leading articles (A, AN, or THE) as the first word of the Title. Using leading articles will cause these records to file incorrectly in the Title Browse index. As stated above, an exception would be a title such as A is for Alibi, where A is not a leading article, but part of the title. Use one author even if two appear on the title page.

If the item is anything but a standard book, you must include what kind of material it is. You should follow this format for all items:

**TITLE, ITEM, AUTHOR- THE ITEM SHOULD BE IN BRACKETS**

For Large Print material: CIDER HOUSE RULES [LARGE PRINT] BY JOHN IRVING

For a music CD: LET IT BE [CD] BY THE BEATLES

For an audiobook: CIDER HOUSE RULES [CD (UNABRIDGED) OR (ABRIDGED)] BY JOHN IRVING

For interactive media use the following format: GAME NAME [GAME TYPE]

Example: GEARs OF WAR 3 [XBOX360]

For DVD/BLU-RAY: CIDER HOUSE RULES [DVD] OR CIDER HOUSE RULES [BLU-RAY], if it is a combo, you MUST show it as a combo. CIDER HOUSE RULES [BLU-RAY/DVD COMBO]

4. Complete the PUBLICATION INFO field 260. This includes the Publisher and Copyright year.
CAPS CHECK LIST

1. Searched for record using all 4 methods

2. The ISBN is correct (13 or 10 digits) and is number typed correctly.

3. The TITLE field is all in CAPS following the procedure of TITLE BY AUTHOR (FIRST NAME, LAST NAME)

4. There are no leading articles in first position of title, except where a leading article is part of the title.

5. If the item is anything but standard book, the following method was used TITLE (ITEM TYPE) BY AUTHOR NAME. If item is interactive media has game type been used for ITEM TYPE in TITLE.

6. The PUBLICATION filed includes publisher name and copyright year.

7. The GENERAL note field includes any information that helps the cataloguer identify the item.