

# Leisure Reading Collection

## 1. BACKGROUND

The Leisure Reading Collection was created in response to a campus-wide survey of library users and is designed to meet the needs of users wanting some alternative, non-academic, and lighter reading.

Leisure Reading Collection consists of a small collection of popular fiction and nonfiction. The perpetual size of the collection is intended to be at a little over 300 titles, although the contents themselves will fluctuate as new titles are added and older and less popular titles are removed and returned to the vendor.

## 2. NEW SHIPMENTS

### 2.1 Frequency

Approximately 10-15 new titles are received every 8-12 weeks, and are delivered to the Metadata and Copy Cataloging Unit Team Leader for processing.

### 2.2 Appearance

The books arrive with a clear plastic cover over the dust jacket, both of which are kept on the book throughout its stay in the library. Each book also arrives with a green call number spine-label and a circulation check-out slip already affixed to the inside back cover. Each shipment also arrives with a packing slip listing author/title, but without individual vendor slips.

## 3. VERIFICATION AND LOADING

The Metadata and Copy Cataloging Unit Team Leader will first match the items in-hand against the packing slip before checking in Sirsi to determine whether any of the titles are duplicates.

## 4. PROCESSING

### 4.1 Cataloging

Leisure Books are not 'cataloged'. Subject headings (if any) and genre terms, along with all other information appearing in the bibliographic record, are left as is.

### 4.2 Marking

The barcode is attached over the plastic cover in the usual spot.

On the circulation check-out slip the publication date in the call number is blacked out with a marker.

### 4.3 Volume and copy

If title is new to Fondren's collection:

- a) go to Vol/Copy screen
- b) delete publication date in call number well
- c) scan barcode
- d) click on 'okay'

If title is a duplicate to a permanent item in Fondren's collection:

- a) add as Call Number (deleting the publication date in call number well)
- b) continue with steps c-d, as above

If title is a duplicate to a previously received Leisure Book:

return to appropriate Acquisitions Department staff, who will send the item back to the vendor

The 'leisurebooks' bibload report defaults to 'book', 'stacks' and 'new' in the 'type', 'home location' and 'item cat 1' wells. These should be updated (see below, section 5.3).

### 4.4 Post-processing disposition

Once processed, books are delivered directly to the Scatter Room (bypassing the Marking Table) and placed on the 'Leisure Books Shelf' located there.

## 5. WHAT DO LEISURE BOOKS LOOK LIKE IN SIRSI?

### 5.1 Control screen

Title control # begins with a small letter 'l', followed by the LCCN

'Date cataloged' remains 'NEVER'

### 5.2 Bib screen

Local holdings (049 field) appears as:

049 \_\_ |hFON-RENTAL

Along with 'JvFiction' subject headings and Genre index terms, there will typically be 2 521 fields, as follows:

Interest age level: 521 1\_ Adult.

Interest grade level: 521 2\_ Adult.

Again, the bib screen for Leisure Books requires no editing.

### **5.3 Vol/Copy screen**

Call number: (no publication date should appear)

Example: call number: PS3553 .O51165 E35

Location and Type information appears as:

**type: RENTAL**

**home location: LEISUREBKS**

**item cat1: RENTAL**

item cat2: [blank]

current location: LEISUREBKS

### **6. REMOVAL FROM COLLECTION**

On a periodic basis a Reference Librarian will select those items which are older or less popular and these will be removed from the Leisure Reading Collection. They are delivered to the DBM area for record/item deletion. They are then returned to the vendor via the Acquisitions Department.