

# BARC Tips for Tiny Libraries

Getting Started Using Biblionix' "Apollo" Integrated Library System

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## BARC Tips for Tiny Libraries

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# Table of Contents

<b>BEFORE YOU BEGIN</b> .....	4
Setup .....	4
Date to erase the practice records in BARC.....	4
Call Number Pattern .....	4
Supplies needed.....	5
Supplies recommended .....	5
Gathering volunteers .....	5
Desired skills.....	5
Training .....	5
Spine Labels.....	5
Where to find ISBNs.....	6
<b>SCANNING</b> .....	7
<b>PROBLEM PILE</b> .....	8
<b>ENTERING RECORDS MANUALLY</b> .....	9
<b>AFTER YOU SCANNED MOST EVERYTHING</b> .....	10
Deleting a duplicate scan/record ITEM.....	10
Merging BIB Records.....	10
Adding Copies .....	11
Printing/Reprinting labels: .....	11
<b>REPORTS</b> .....	12
“Titles with Zero Holdings” REPORT .....	12
“Subjectless Titles” REPORT.....	13
To Assign Subjects by Using the Subject Database.....	13
To Add Information to the Notes Field .....	14
“Materials” REPORT .....	14
<b>MISCELLANEOUS HINTS</b> .....	14

## BEFORE YOU BEGIN

### Setup

- Work with Biblionix to set up and get your passwords. Play around with the BARC module. Enter items, practice printing.

### Date to erase the practice records in BARC

- You need to set a date for Biblionix to clear out the practice data before the first entry of “real” records.

### Call Number Pattern

- See page 8 of Biblionix’s Manual.
- Apollo has pre-set call numbers for various material types. If you want different ones, you’ll have to change these.
- *Home >> Setup >> Material Types* will bring up the Material Type table.

Type	Name	Pattern	Priority	ILL Max Out	ILL Loan Days		
1	Unassigned	.*	-2			<a href="#">169</a>	Edit
2	"BOA" books	^BOA [A-Z\.\]{3,5}\$	0			<a href="#">146</a>	Edit
3	Audiobook	^AUDIO CD [A-Z]{3}\$ ^AUDIO CD \d{3}(\.\d+){0,1} [A-Z]{1,3}\$	0			<a href="#">11</a>	Edit
4	Biography	^BIO [A-Z]{3}\$	0			<a href="#">242</a>	Edit
5	DVD	^DVD [A-Z\.\]{3}\$	0			<a href="#">138</a>	Edit
6	Fiction	^F [A-Z\.\]{3,5}\$	0			<a href="#">2258</a>	Edit
7	Juv Biography	^J BIO [A-Z\.\]{3}\$	1			<a href="#">133</a>	Edit
8	Juv DVD	^J DVD [A-Z\.\]{3}\$	0			<a href="#">33</a>	Edit
9	Juv Easy	^E [A-Z\.\]{3,5}\$	0			<a href="#">1219</a>	Edit
10	Juv Fiction	^J [A-Z\.\]{3,5}\$	0			<a href="#">834</a>	Edit
11	Juv Non-Fiction	^J \d{3}(\.\d+){0,1} [A-Z]{1,3}\$	0			<a href="#">287</a>	Edit
12	Music	^MUSIC CD [A-Z\.\]{3,5}\$	0			<a href="#">1</a>	Edit
13	Non-Fiction	^\d{3}(\.\d+){0,1} [A-Z]{1,3}\$	0			<a href="#">827</a>	Edit
						6298	

- To make changes, you’ll need to click the “Edit” button on the right. For example, you may want your Board Books (#2 above) to have the call # BB instead of BOA. Or you may want the Fiction spine label to display 3 letters of an authors last name instead of 5.
- NOTE: These patterns are written in Perl “regular expressions” which means they can be tricky to edit. Contact Biblionix if you want to make changes to make sure you aren’t getting anything wonky.
- P.S. Looking at the Material Types table is also a quick way to see how many of each you have! You can even click on the link to find a list.

## Supplies needed

- Computers
- Internet access
- Laser jet printer
- Flash/thumb drives (for barc entry with more than one computer station)
- Barcode labels (avery 5160)
- Spine labels (avery 6570)
- Sticky notes
- Pens/pencils
- Trash cans/bags
- Extra tables for workspaces (holding stacks of items, labelling, problem piles, etc.)

## Supplies recommended

- Barcode scanners
- Barcode label protectors
- Spine label protectors
- Scissors

## Gathering volunteers

- Library Board
- Women's Clubs
- School district employees – librarians, library aides, teachers
- Students – honor societies, computer clubs
- Civic societies – Kiwanis, Rotary, etc.
- Colleges – fraternities/sororities, honor societies, student organizations

## Desired skills

- Attention to detail
- Basic knowledge of internet/desktop software (for those entering materials)
- 10-key data entry

## Training

- Have every volunteer watch the 5 minute BARC training video. They will need the password.
- *Home >> Training >> Recorded Sessions >> BARC Entering Materials (5:00)*

## Spine Labels

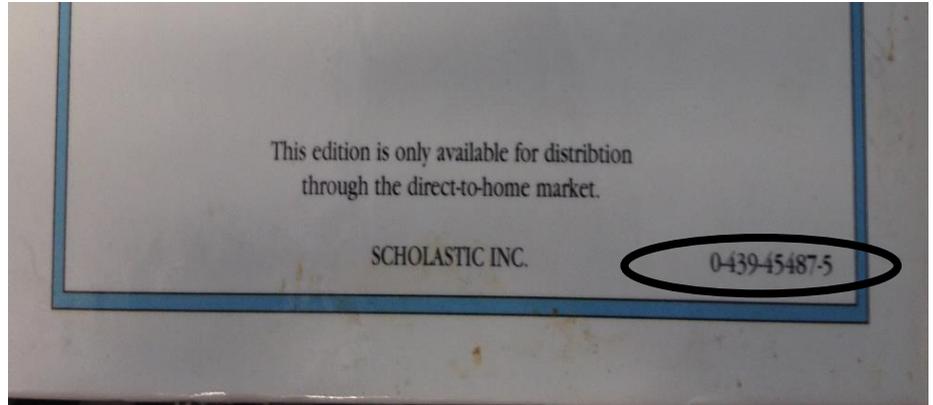
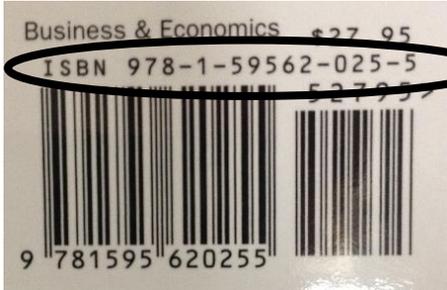
- Decide where to place them.
- Spine labels – Bottom of spine? One centimeter up? Top of spine? Etc.
- Barcodes – Inside? Outside? Back? Front? Top? Bottom? Etc.
- Create a dummy example (template) for your volunteers to follow

## Where to find ISBNs

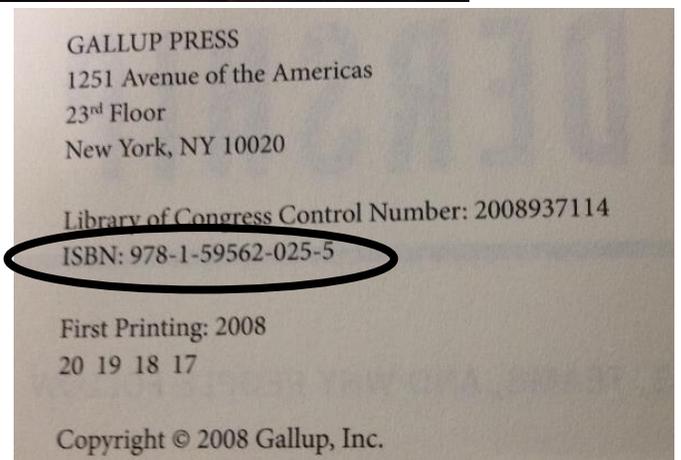
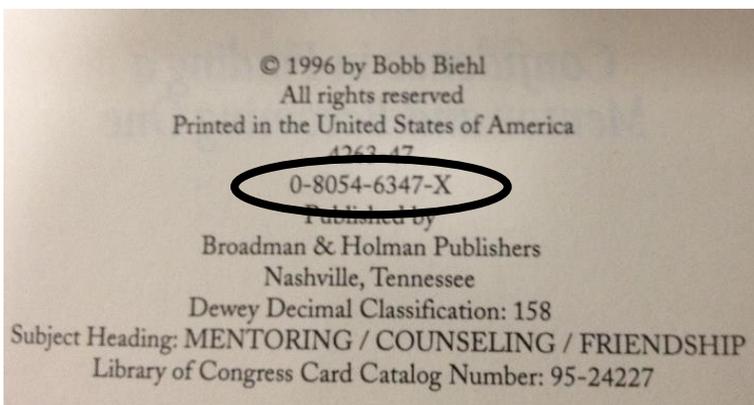
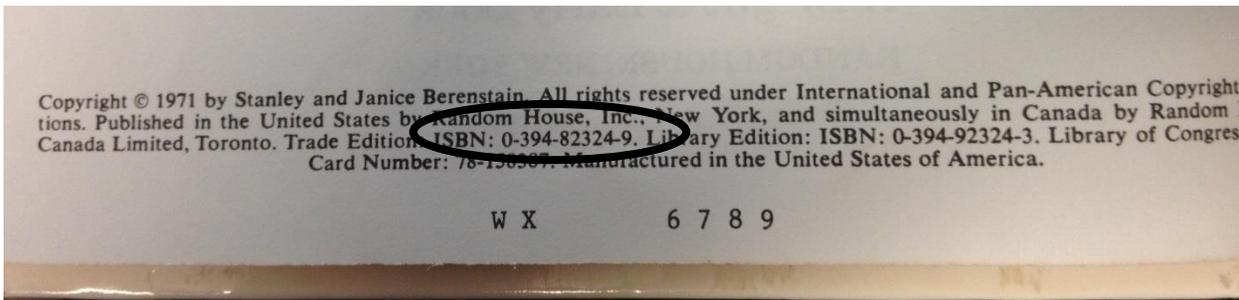
Books can have more than one ISBN listed on them. ISBNs can have 10 digits or 13 digits. Some books have more than one ISBN. You may have to try them all. DVDs can also have ISBNs, but most do not.

Scanning and Hand-entering – Some items have UPC barcodes on the back of the book. These may scan an ISBN, or they may scan another set of data, in which case you'll have to type-in the ISBN anyway.

### Back of book



### Inside of book



# SCANNING

- Recommended order of scanning:
  - Adult Fiction
  - Young Adult/Junior Fiction
  - Newer Adult Non-fiction (within past 15 years)
  - Easy picture books
  - Audiobooks
  - DVDs
  - Board-books
- The reason to go in this order is because the records are easier for BARC to find in fiction books, and importing those first will start to fill up the “subject database” that you will need later to assign subjects to nonfiction books that come in without assigned subjects. See “Subjectless Titles Report” below in the Reports section.
- Batch tasks! – To get materials INTO your system faster, scan scan scan. If you can make piles of 30 items with their labels, you can get another team to do labeling/processing somewhere else and get things back onto the shelves. Or, you can scan many things, then work on labeling another time (when computers are down/busy, when you need a break from the screen).

Home — Retrospective Conversion

Importing (0/30)

Call Number Pattern:

ISBN:

Home >> BARC Retrospective Conversion

1. Choose a **Call Number Pattern** from the drop down menu, depending on what type of materials you are working on.

Home — Retrospective Conversion

Importing (0/30)

Call Number Pattern:

ISBN:

- Adult Nonfiction
- Adult Fiction
- Adult Reference
- Adult Biography (non-Dewey)
- Juvenile Nonfiction
- Juvenile Fiction

2. Scan or type in the barcode. It should pull up a record like:

**Importing (0/30)**

Call Number Pattern:

ISBN:

**Title:**

**Call:**

**Medium:**

**Fund:**

**Price:**

**Year Added:**

3. If this information matches the book you are holding, click ACCEPT and move on until you have entered 30 items.

4. If nothing comes up, or if the information that does come up DOES NOT MATCH the book you are holding, set into a problem pile. Erase ISBN, don't click Reject. Scan next item.

5. After you've entered 30 items, you can print! Be sure to use the right labels.

## PROBLEM PILE

Have a station set up to deal with problems, or acknowledge that you will get to them when you can.

- **No ISBN?** Look the title up on Amazon, find something similar, try that ISBN.
- **Incomplete call # or no call # at all?** Look the title up on [www.worldcat.org](http://www.worldcat.org), find another public library that has that item, and use their call #.
- **ISBN pulling up the wrong item?** Don't ACCEPT the record! Instead, do your research on Amazon and WorldCat to get the information you need and enter a record manually.
- **Need to reprint a label?**
  - *Home >> Materials >> Labels*
  - Choose which type of label you are reprinting
  - Try to do this in batches of 30 (they you can just print one full sheet of labels) by entering the 30 barcode numbers in the "Selected Numbers" box.
  - If you aren't doing a bunch on a clean label sheet, you'll need to choose which "Row" and "Column" to start with.
  - Be sure you have the "Standard Paper" button checked, and enter the right type of labels (5160 for barcodes, 6570 for spine labels).
  - Click "Generate Labels" and print!

## ENTERING RECORDS MANUALLY

If you have to hand-enter a record, click the “No ISBN / Wrong Title” button. NOTE: This is not TRUE CATALOGING. There will not be subject headings for your user. Without subject headings, it is hard for your user to search and find content in the catalog. (What’s the use of having a nonfiction book if you don’t know what it’s about?) (See “Subjectless Titles” REPORT below.)

Home — Retrospective Conversion

Importing (0/30) [Print Now](#)

Call Number Pattern:

**No ISBN / Wrong Title**

ISBN:

You’ll get a form like this:

ISBN:

**Title:**

**Author:**  
(Last, First)

**ISBN:**

**Notes / Search Keywords:**  
(optional)

**Call:**

**Medium:**

**Fund:**

**Price:**

**Year Added:**

[Accept](#) [Reject](#)

\You MUST enter a **Title** and **Call Number**. That is very important. At your library, you’ll need to make decisions about how much other information you want.

For example, if you have a boardbook, are you okay with just a Title? If you can’t find an Author, is that ok? If you don’t have the subject headings on a Juvenile Fiction book, is that ok?

## AFTER YOU SCANNED MOST EVERYTHING

Deleting a duplicate scan/record ITEM

Home >> Materials >> Edit Records >> Type in Material Number (barcode #)

Home — Materials — **Edit Records** — Material Number

On the right side, under Holdings, click WEED:

**Holdings: 1**

Material:	<input type="text" value="200201"/>	<b>S</b> <b>a</b> <b>v</b> <b>e</b> <b>W</b> <b>e</b> <b>e</b> <b>d</b>
Call:	<input type="text" value="BIO LON"/>	
Type:	<input type="text" value="4 - Biography"/>	
Price/Fund:	<input type="text" value="Paid: \$0.00"/> <input type="button" value="Show All"/> <input type="text" value="List: \$0.00"/>	
Vendor:	<input type="text"/>	
Location:	<input type="text"/>	
Status:	<input type="text" value="Active"/> <input type="text" value="In"/> <input type="button" value="0 Problems"/> <input type="button" value="0 Reserves"/> <input type="button" value="0 Notes"/>	
History:	Added: 1-1-2015 Edited: 6-13-2015	
Usage:	<input type="text" value="0"/> <input type="button" value="Circ Log"/>	
<input type="button" value="Save"/> <input type="button" value="Weed"/>		

Confirm and you are done.

## Merging BIB Records

When you are using BARC, you may scan multiple copies of one item. Usually in a library automation system, this would be done as ONE bibliographic record with multiple item records attached. In BARC, however, it creates separate bibliographic records for each entry. To merge items, you'll need to verify which of the records you are merging is the "most complete". This means to use the one with the most subject headings/notes/information. Remember, if there are no holdings attached to a bib record, you can delete it.

- Home >> Materials >> Edit Records
- Enter the "Materials Number" of the item and lookup the record.
- If there are potential duplicates, you'll see red text in the "Numbers" section that says "Probable duplicate of #####" and a button that says "Merge."

ISBN: 978-0-89015-299-7 **Terms (price): \$5.95**

LCCN: 82165014

Numbers:

Probable duplicate of 200204

- Take a look at both records and decide which is best.
- When you click "Merge" you will be asked if you want to keep the current record or the other one.
- The system will remove the item/holdings from the record you are deleting and attach them to the record you are keeping.

## Adding Copies

**NOTE:** This will **NOT** generate labels to print automatically like scanning into BARC!!! You will have to manually generate barcodes and spine labels.

If you have multiple copies of one title, instead of scanning them in through BARC and then merging records, you can go into the record and add them very quickly AFTER you have entered one through the BARC system. Then do this:

*Home >> Materials >> Edit Records >> Type in Material Number (barcode #)*

On the right side, under Holdings, click the “Add Holding” button:

The screenshot shows a form titled "Holdings: 1" with an "Add Holding" button circled in black. The form contains the following fields:

Material:	200201
Call:	BIO LON
Type:	4 - Biography
Price/Fund:	Paid: \$0.00 List: \$0.00
Vendor:	
Location:	
Status:	Active In 0 Problems 0 Reserves 0 Notes
History:	Added: 1-1-2015 Edited: 6-13-2015
Usage:	0 Circ Log

Buttons: Save, Weed

It will automatically generate a second, identical record and assign a new barcode number. YOU WILL NEED THIS NUMBER TO RE-PRINT LABELS (see below).

You will see that a Holdings now says ‘2’ and that both items are listed above the form:

The screenshot shows a form titled "Holdings: 2" with a table of holdings circled in black. The table has columns for Material, Call, Usage, and Added. Below the table are the same form fields as in the previous screenshot.

Material	Call	Usage	Added
206394	BIO LON 0		6-22-2015
200201	BIO LON 0		1-1-2015

Buttons: Save, Revert, Weed

## Printing/Reprinting labels:

- *Home >> Materials >> Labels*
- Choose which type of label you are reprinting
- Try to do this in batches of 30 (they you can just print one full sheet of labels) by entering the 30 barcode numbers in the “Selected Numbers” box.
- If you aren’t doing a bunch on a clean label sheet, you’ll need to choose which “Row” and “Column” to start with.
- Be sure you have the “Standard Paper” button checked, and enter the right type of labels (5160 for barcodes, 6570 for spine labels).
- Click “Generate Labels” and print!

## REPORTS

There are some Reports you'll want to run to fix some errors and things that were overlooked.

*Home >> Reports >> Materials Reports*

"Titles with Zero Holdings" REPORT: These are bibliographic records with no items (holdings) attached. In the top right corner, you can export this list as a spreadsheet. You'll need to look up every item on the list (by title is easiest, I find) in the system and delete it:

- *Home >> Materials >> Edit Records*
- Change the drop-down menu to "Title Starts With" and type in the first few words.
- You may be asked to choose which record you are trying to view. A dead give-away is where the Status says "No holdings." Click that line.

Status	Call	Title	Author
	940.54 BEN	The fall of fortresses: a personal account of the most daring, and deadly, American air battles of World War II	Bendiner, Elmer
	F FOL	Fall of giants	Follett, Ken
No holdings.		The fall of Japan	Wheeler, Keith
	940.54 WHE	The fall of Japan	Wheeler, Keith
	F ROB	The MacKade brothers: Devin & Shane	Roberts, Nora
	J 222 MAT	Now you can read--the fall of Jericho	Matthews, Leonard

If you typed in the wrong information, you can click "Cancel" to get out of that window.

- When you are on the right record, double check the right-hand side of the window to make sure that there are no items attached to this record. It should say "Holdings: 0".
- If you are in the right spot, click the "Delete Record" button. Confirm and you are done.

Home — Materials — **Edit Records** — Title Starts With ▾ fall of |

New Biblio Record Import Biblio Record Undelete

Actions:	Save Record Copy Record <b>Delete Record</b>
Views:	MARC View Patron View
Status:	Active ▾ <b>Added: 6-21-2015 Edited: 6-21-2015 Usage: 0</b> Circ Log 0 Reserves
Medium:	Local: ▾ RDA: Add RDA media
Language:	English Edit Delete Add Language
	ISBN: 978-0-8094-3407-7 Edit Delete

“Subjectless Titles” REPORT: These are bibliographic records with no subject assigned to them. In the top right corner, you can export this list as a spreadsheet. You’ll need to look up every item on the list (by title is easiest, I find) in the system add information.

Without subject headings, it is hard for your user to search and find content in the catalog. (What’s the use of having a nonfiction book if you don’t know what it’s about?) For some things, like Easy picture books, Board Books, or feature film DVDs, you may be okay without a subject heading. For nonfiction and biographies, however, you’ll want to go into each item and assign some sort of subject headings.

The workaround for not knowing how to do “official library cataloging” in this regard is to use the “subject database” that you were building as you imported records to assign subjects, or to find information about the book and put it in the Notes field of the record. NOTE: This is not TRUE CATALOGING. This is a way to get information into the record that is searchable by the user.

If you are unsure about which subjects to assign, there may be hints in the synopsis of the book on the book jacket, or on the “Cataloging in Publication” data. Some books have this on the same page where you would find the ISBN. You can also go to Amazon ([www.amazon.com](http://www.amazon.com)) or WorldCat ([www.worldcat.org](http://www.worldcat.org)) and find subject information.

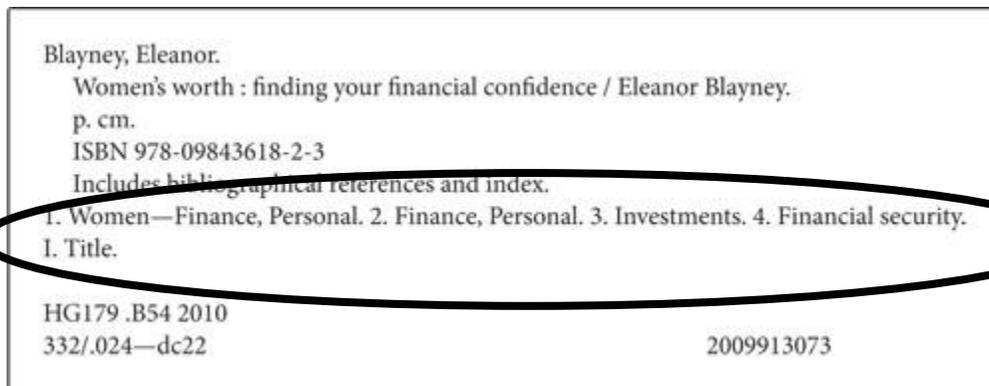
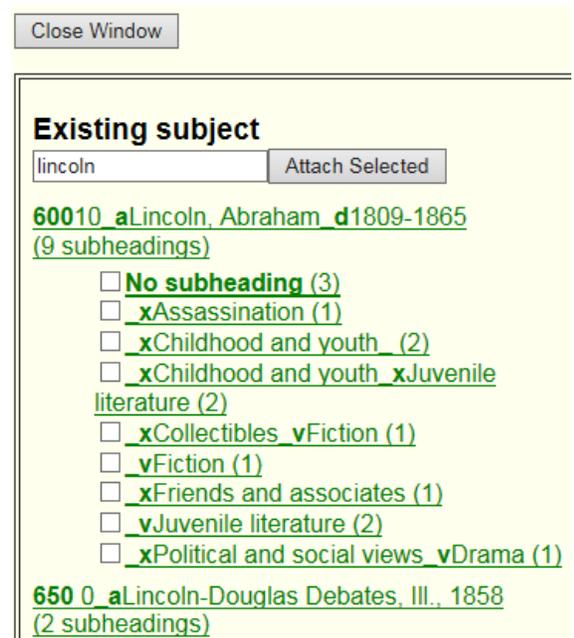


Image from: <http://www.highspotinc.com/blog/2011/01/cip-data-what-it-is/>

### To Assign Subjects by Using the Subject Database

- Home >> Materials >> Edit Records
- Enter the “Materials Number” of the item and lookup the record.
- Click “Add Subject” near the bottom of the record. A new window will pop up with the form for entering Subjects.
- Type in a keyword under the “Existing Subject” heading. If there is a related subject in your “subject database” then they will pop up underneath in green text. You can click on these subject headings to see subheadings, and then click the box next to the one you want. You do not have to use a subheading (click instead the box next to ‘No subheading’).
- Click “Attach Selected” and the item you are working on now has a subject assigned to it. The pop-up window will disappear.
- You can add more than one subject by repeating the process.
- NOTE: If you click on one of the green subject headings that has a number in parentheses, it will pull up a list of books that also have that subject heading.
- Click “Save Record” to save these additions.



## To Add Information to the Notes Field

- *Home >> Materials >> Edit Records*
- Enter the “Materials Number” of the item and lookup the record.
- Click “Add Note” near the bottom of the record. A new window will pop up with the form for entering Notes.
- Go to Amazon ([www.amazon.com](http://www.amazon.com)) or WorldCat ([www.worldcat.org](http://www.worldcat.org)) and find subject information. Copy and paste that into the Notes form text box.
- Click “Save Note” and the window will close.
- Click “Save Record” to save these additions.

Close Window

Tag: 500 - General ▼

Subfield: \_a General Note ▼

Subfield: None ▼

Save Note Cancel

“Materials” REPORT: This report gives an overall picture of everything in your system. It produces a table of your inventory that you can export and sort to fix various types of problem. In the top right corner, you can export this list as a spreadsheet. You may want to ‘uncheck’ some of the Columns that you don’t want to see.

- In Excel, sort the list by “Type.”
  - If the Type is “1:Unassigned” you need to look up that record (*Home >> Materials >> Edit Records*) and edit the Holdings information on the right side of the screen. Assign a “Type” and save the record.
  - If the Type is “#:NA” you need to explore and see if you can figure out a pattern, then edit the records.
- In Excel, sort the list by “Call #.”
  - If blank, you need to look up that record by the barcode (*Home >> Materials >> Edit Records*) and edit. You may need to pull the book to verify/look at spine label and barcode label.
  - Glance through and see if you see anything weird. When people are hand-entering things, there are bound to be mistakes.
- In Excel, sort the list by “Title.”
  - Do you see duplicates? You may need to merge records.

## MISCELLANEOUS HINTS

Clues for whether a book is youth or adult – take a peek inside and at the book jacket. If you see a subject heading that includes “Juvenile,” it should probably go in youth. If you see the words “young adult” or “teen” on the book jacket – probably youth.

If you are adding materials withdrawn from other libraries, mark out their identifying information and barcode with a marker.

Is the book by multiple authors? Can you not determine who the author is? You can use the first word (not “The” or “A” or those types of words...) in the title. Put that into the call number. For example: F FOUR would be the call number for a collection of four novellas in one volume, or 811 BEST could be the call number for a collection of the “Best Literature of 2011.”