MINERVA ON-ORDER RECORDS

revised 2025-12-05

Any bibliographical record that is saved in Minerva must be as accurate as possible, unless it is suppressed for some reason. Records with invalid information or without sufficient details cause confusion and can result in patrons not receiving the right material. Catalogers should include as much valid information as they are able to provide.

REQUIRED ELEMENTS:

- Title AND the author.
- Correct material type.
- Bib Code 3 must be '0' [MaineCat non-contribute].
- Physical descriptions of the item should reflect the actual material type.
- ISBN (020), UPC (024), and OCLC number, if known.
- Control fields such as the above that <u>do not</u> apply to the specific item on order <u>should not</u> appear in the on-order record.
- 500 field with the projected publication date.
- Access points (author & subject headings). When possible, these should be verified against the authority database.

REQUIREMENTS AND BEST PRACTICES:

- **Required:** Since an on-order record is often created without verified headings, **the title should be typed in ALL UPPER CASE LETTERS**. This will prevent the record from being sent for authority processing. Also, a title may change during publication.
- If an on-order record is nearly complete, with verified headings, the title may be typed in upper and lower case letters per usual.
- **Required: Do not create an on-order record for any item that is more than 6 months away from publication.**
- If a publication date is delayed and the new pub date is still fewer than 6 months in the future, change the date in the 500 field entry in the bibliographic record.
- If a publication date is delayed and the new pub date is more than 6 months in the future, notify the Standards Committee (minerva.cataloging@gmail.com) . The record will need to be deleted and all holds cancelled.

- **Required: Once the item is in hand and the bib record is complete, change Bib Code 3 to '—'.** This allows the record to be viewed and requested in MaineCat. Do not circulate an item without doing this step; it causes problems with holds. Your patrons' holds will be fulfilled first.
- When catalogers attach to on-order bib records, the bib should be examined for accuracy with respect to Minerva standards. Errors must be corrected and missing information should be completed as much as possible until the item is in hand.
- Once you have the actual item in hand, do not attach to a minimal bib record without improving it as needed. Do not leave this work for someone else to do.
- Notify the Cataloging Standards Committee (minerva.cataloging@gmail.com) if you suspect a merge is needed between a complete record and an incomplete on-order record.

Minerva Cataloging Standards Committee
5/21/2015, Rev. 08/20/2022, Rev. 12/05/2025