Minerva Local Short Term Materials Collection Policy

revised 2025-11

In order to add short-term local use materials to Minerva's shared catalog without creating confusion, bibliographic and item records must meet the criteria outlined in this policy.

Materials for local short term use may include: out of state ILL items, leased items, loaned items, temporary display/discussion items, bookmobile copies, items without dedicated barcodes. Also Library of Things items that must be picked up in person and/or only circulate locally.

Note: Once a master bibliographic record is created, staff can add items to it or delete items from it using a generic circulation login or level 1 cataloging permissions.

**Create a master bibliographic record for the collection.**
1. This requires a cataloger with Level 3 permissions to create a new bibliographic record.
2. The 245 title field should be the name of the overall collection. It should include the name of the library and be in ALL CAPITAL LETTERS to prevent it being submitted for authorities processing.
3. The title may also contain the material type. The fixed fields and 33x-34x fields may be coded.
4. Using the fixed field BIB CODE 3, the record may be suppressed or made visible via the OPAC.

Adding items

1) Log in using a generic circulation login or any cataloging login. Search for and view the master bibliographic record to verify it is the correct one. Open the Summary page.

2) From the View dropdown, choose i ITEM. From that screen select Attach New Item
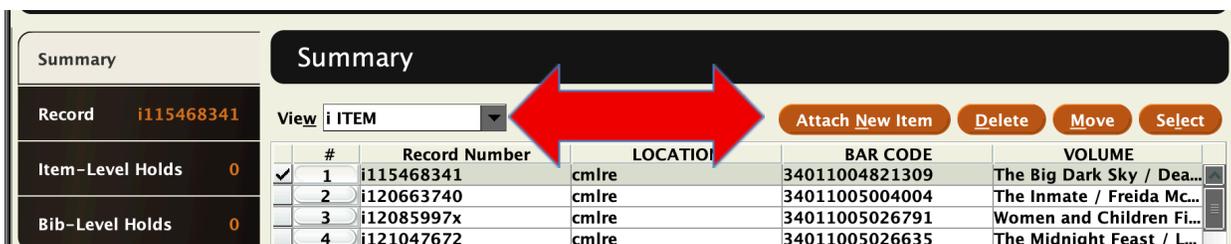
3) In the new item record fill in fields as appropriate:
  a. Price
  b. Location
  c. I Type - if local use only, choose one of these; varies by library
  d. Status - if local use only, choose one of these; varies by library

b4034454x

INPUT LIBR – –

TITLE NMCC LIBRARY BESTSELLER EXPRESS

LOCATIONS tcn

Summary	**Record**
Record i124285466	
Item-Level Holds 0	
Bib-Level Holds 0	

Not checked out and LOCAL USE ONLY
i124285466   Last Updated: 11-14-2025   Created: 11-14-2025   Revisions: 0

Field	Value	Field	Value	Field	Value
COPY #	1	LCHKIN	– –	LOCATION	tcndo NMCC Bestsellers
ICODE1	0	INVDA	– –	LOANRULE	0
ICODE2	n SUPPRESS	IN LOC	0 None	STATUS	5 LOCAL USE ONLY
I TYPE	162 Non-MaineCat Leased/Rental	# RENEWALS	0	INTL USE	0
PRICE	$30.00	# OVERDUE	0	COPY USE	0
OUT DATE	– –	ODUE DATE	– –	IMESSAGE	
OUT LOC	0 None	IUSE3	0	OPACMSG	– –
DUE DATE	– –	RECAL DATE	– –	YTDCIRC	0
PATRON#	0	TOT CHKOUT	0	LYCIRC	0
LPATRON	0	TOT RENEW	0		

CALL # 092   Author / Title
BAR CODE   39123000999999
NOTE   June order

i124285466 Not checked out and LOCAL USE ONLY   Edit Mode (INS)

4) Call number: Optional.

5) Volume: If patrons will be using the record, include the Title / Author (Becoming / Michelle Obama) or the Title / Director (The Mule / directed by Clint Eastwood). For LoT, use a brief descriptive term.

6) Barcode: May reuse a designated list of barcodes attached to the record, or add new ones for each item

Loan Rules for Local Short Term Collections
The owning library may establish a loan rule that is specific for their local use collection (different loan periods, number of renewals (if at all), overdue fees, etc.).
Loan Rules vary by library according to the I CODE, ITYPE, LOCATION and STATUS in the item record. Libraries should consult Maine InfoNet to configure these so they work as intended.

originally approved May 8, 2019; revision approved November 19, 2025 by Minerva Executive Board