

# MaineCat Embargo Process

*for Sierra and Polaris Libraries*

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The [MaineCat Materials Contribution Policy](#) was adopted December 5, 2022 and went into effect on January 1st, 2023. The policy allows for MaineCat participating libraries to embargo new materials for a period of three months. This embargo period is optional but is highly encouraged.

The complete list of MaineCat policies are located at:  
<https://www.maineinfonet.org/mainecat/mainecat-policies/>

## Polaris Leap non-contribute to MaineCat

### Non-contribute items to MaineCat -- Embargo period

When cataloging materials in Leap, please do the following in the saved item record to embargo materials:

1. Deselect the **Contribute to MaineCat** checkbox.
2. Enter **Embargo** in the **MaineCat New Item Embargo** field.

The screenshot displays a cataloging form with several fields and checkboxes. The 'MaineCat New Item Embargo' field is highlighted with a yellow box and contains the text 'Embargo'. A yellow callout box with an arrow points to this field, containing the text: 'Enter the word Embargo in the MaineCat New Item Embargo field.' Below this, the 'Contribute to MaineCat' checkbox is also highlighted with a yellow box and is unchecked. A yellow callout box with an arrow points to this checkbox, containing the text: 'Deselect the Contribute to MaineCat checkbox.' Other visible fields include 'Call Number Scheme\*' (Dewey Decimal), 'Cutter' (EVA), 'Volume', 'Prefix' (CD Fic), 'Suffix', 'Copy', 'Classification', 'Hold Limited To:', 'Pickup at', 'Patrons from this library and branches', 'Patrons from this branch only', and 'Preferred borrowers'.

## Update your item templates (Recommended):

The most consistent method is to update your item templates to deselect the **Contribute to MaineCat** field and add **Embargo** to the **MaineCat New Item Embargo** field. Item record templates can only be updated by Maine InfoNet at this time, so please [submit a ticket](#) to Maine InfoNet to have your item templates updated.

## When the Embargo Period Expires

Maine InfoNet (MIN) staff will periodically create record sets searching for item records with a creation date greater than or equal to 3 months and the word **Embargo** in the **MaineCat New Item Embargo** field. MIN staff will then update those records by selecting the **Contribute to MaineCat** field and removing the **Embargo** note in **MaineCat New Item Embargo** field.

## Non-contribute items to MaineCat -- Special circumstances

Items that are exempt from circulation (ie. restricted access online items, too fragile or cumbersome for delivery, or are local-use only), do not fall into the embargo category nor should they be contributed to MaineCat. So, to allow for these exceptions, we want to make sure they aren't inadvertently contributed to MaineCat. Please update these items as follows:

1. Deselect the **Contribute to MaineCat** checkbox.
2. Leave the **MaineCat New Item Embargo** field blank.

The image shows a screenshot of a library catalog form with several fields and checkboxes. Two yellow callout boxes provide instructions:

- A callout box with an arrow pointing to the **Contribute to MaineCat** checkbox (which is currently checked) contains the text: "Deselect the Contribute to MaineCat checkbox."
- A callout box with an arrow pointing to the **MaineCat New Item Embargo** text input field (which is currently empty) contains the text: "Leave this field blank."

The form fields include:

- Call Number Scheme\***: Dewey Decimal
- Cutter**: EVA
- Volume**: (empty)
- Prefix**: CD FIC
- Suffix**: (empty)
- Copy**: (empty)
- Classification**: (empty)
- MaineCat New Item Embargo**: (empty)
- Contribute to MaineCat**:
- Do not mail to patron**:
- Holdable**:
- Hold Limited To:** (dropdown menu)
- Pickup at**:
- Patrons from this library and branches**:  (with a sub-field for "days past first available")
- Patrons from this branch only**:
- Preferred borrowers**:

# Sierra non-contribute to MaineCat

## Non-contribute items to MaineCat -- Embargo period

When cataloging materials in Sierra, please do the following in the item record to embargo materials:

- Set icode2 to 'e' - **MaineCat 3 Month Embargo**.

Not checked out  
i102970403 Last Updated: 06-30-2022 Created: 02-22-2022 Revisions: 7

COPY #	1	LCHKIN	06-21-2022	LOCATION	bchr Bangor Pub. Lib. Children's Rm
ICODE1	0	INVDA	- -	LOANRULE	0
ICODE2	e MAINECAT 3 MONTH EMBARGO	IN LOC	510	STATUS	- AVAILABLE
I TYPE	1 book	# RENEWALS	0	INTL USE	0
PRICE	\$12.00	# OVERDUE	0	COPY USE	0
OUT DATE	- -	ODUE DATE	- -	IMESSAGE	- NOT CODED
OUT LOC	510	RECAL DATE	- -	OPACMSG	- -
DUE DATE	- -	TOT CHKOUT	1	YTDCIRC	0
PATRON#	0	TOT RENEW	0	LYRCIRC	1
LPATRON	1227408	LOUTDATE	06-04-2022 12:47PM		

CALL # 092 JUV L1588b.psf  
BAR CODE 949 3 3 35109007690223  
NOTE purchase order P/15687

**Update icode2 field to 'e' MaineCat 3 Month Embargo.**

## Update your item templates (Recommended):

The most consistent method is to update the icode2 field to 'e' in your item record templates.

1. In Sierra, select **Admin>Settings** in the upper navigation menu.
2. Select the **Record Templates** tab.

I TYPE  
LOCATION

Move Up  
Move Down

**Update icode2 to 'e' MaineCat 3 Month Embargo**

COPY #	1	LCHKIN	- -	LOCATION	
ICODE1	0	INVDA	- -	LOANRULE	0
ICODE2	e MAINECAT 3 MONTH EMBARGO	IN LOC		STATUS	- AVAILABLE
I TYPE	1 Book	# RENEWALS	0	INTL USE	0
PRICE	\$0.00	# OVERDUE	0	COPY USE	0
OUT DATE	- -	ODUE DATE	- -	IMESSAGE	
OUT LOC		IUSE3	0	OPACMSG	- -
DUE DATE	- -	RECAL DATE	- -	YTDCIRC	0
PATRON#	0	TOT CHKOUT	0	LYRCIRC	0
LPATRON	0	TOT RENEW	0		

CALL # 092  
BAR CODE  
NOTE

Edit Mode (OVR)

If you have any questions or need assistance with this step, please [submit a ticket](#) to Maine InfoNet to have your item templates updated.

## When the Embargo Period Expires

Maine InfoNet (MIN) staff will periodically create review files searching for item records with a creation date greater than or equal to 3 months and an icode2 field set to 'e'. MIN staff will then update those records by setting the icode2 field to '-' which will allow the items to contribute to MaineCat.

## Non-contribute items to MaineCat -- Special circumstances

Items that are exempt from circulation (ie. restricted access online items, too fragile or cumbersome for delivery, or are local-use only), do not fall into the embargo category nor should they be contributed to MaineCat. So, to allow for these exceptions, we want to make sure they aren't inadvertently contributed to MaineCat. Please update these items as follows:

- Set icode2 to 'z' - **MAINECAT NON CONTRIBUTE.**

Record					
<b>Not checked out and LIBR USE ONLY</b>					
i10554064x Last Updated: 01-02-2023 Created: 12-19-2022 Revisions: 2					
COPY #	1	LCHKIN	- -	LOCATION	mena1 Maine State Lib. Authors
ICODE1	0	INVDA	- -	LOANRULE	0
ICODE2	z MAINECAT NON CONTRIBUTE	IN LOC	0	STATUS	o LIBR USE ONLY
ITYPE	1 book	# RENEWALS	0	INTL USE	0
PRICE	\$0.00	# OVERDUE	0	COPY USE	0
OUT DATE	- -	DDUE DATE	- -	IMESSAGE	- NOT CODED
OUT LOC	0	RECAL DATE	- -	OPACMSG	- -
DUE DATE	- -	TOT CHKOUT	0	YTDCIRC	0
PATRON#	0	TOT RENEW	0	LYRCIRC	0
LPATRON	0	LOUTDATE	- -		
CALL #	092	OFFSITE J258is			
BAR CODE	35081003288619				
NOTE	AUTOGRAPHED				
NOTE	MAINE POET				

## FAQ

- **Why should I embargo my collection?**

The embargo period is strongly encouraged, so that individual libraries aren't unduly burdened supporting patron requests throughout the state for new and popular materials.

- **How will the embargo period affect walk-in borrowing?**

Items that are embargoed from MaineCat may not checkout to patrons from other system libraries. Patrons from your system will be able to check out materials through walk-in borrowing.

- **Is your library embargoing materials?**

Check with your library director.

- **Do the MaineCat policies take priority over my system's policies?**

The embargo is not designed to supersede the existing policies already in place within underlying systems or override any lending, requesting, or participation requirements in place at those systems. These policies will govern interactions between MaineCat participating libraries.

- **Do I need to embargo my materials the entire three month period?**

No. You can manually update an item at any time to contribute it to MaineCat. However, Maine InfoNet will only be updating items that have the icode2 set to 'e' and the creation date is greater than or equal to three months.