

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.

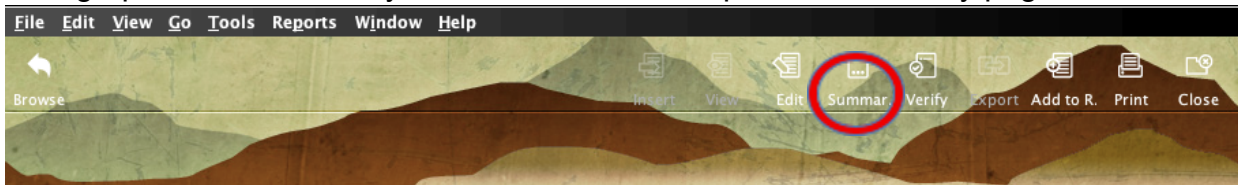
Note: Once a master bibliographic record is created, staff can add items to it or delete items from it using a generic circulation login or level 1 cataloging permissions.

Create a master bibliographic record for the collection.

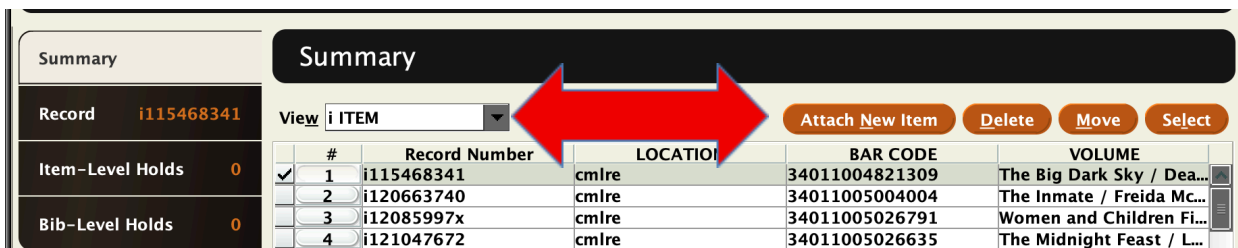
1. This requires a cataloger with Level 3 permissions to create a new bibliographic record.
2. The 245 title field should be the name of the overall collection. It should include the name of the library and be in ALL CAPITAL LETTERS to prevent it being submitted for authorities processing.
3. The title 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 "n SUPPRESSED" (won't show in the OPAC) or "0 MECAT NON CONTRIBUTE" (shows in 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. LOCATION
 - b. ICODE2 = z MAINECAT NON CONTRIBUTE
 - c. I TYPE = if local use only, choose one of these; varies by library
 - d. PRICE
 - e. STATUS = this code will change when checked out and checked in

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

| | | | | | |
|----------|--------------------------------|------------|--------|----------|------------------------|
| 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 ICODEs, 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