

YOTO Cards and Players

March 2026

Note: Libraries may catalog all their YOTO cards on a Local Short Term Materials Collection record. See those separate instructions under Minerva Specific Cataloging.

Individual YOTO cards which are a single title and checked out individually need their own bibliographic record, the same as any MP3 player- or Playaway-dedicated title. These individual YOTO cards are being classified as "3D objects" in the OPAC (In Sierra fixed fields: MAT TYPE r).

Collections of YOTO cards being circulated as a group should be cataloged on one bibliographic record and should circulate together as one item. (Same as the set of DVDs for one season of a Netflix series.)

Some libraries are cataloging collections of YOTO cards as a Kit (in Sierra fixed fields, MAT TYPE o), with or without the player.

We want to avoid patron confusion as to when they have to place an item level hold instead of a bib level hold. Therefore:

When cataloging a YOTO collection on a shared record, do not use volume fields for each different title. Use a note in your item record to indicate how many pieces are part of your set.

If your YOTO cards circulate to local patrons only, please do the following:

In your bibliographic record, set BIB CODE 3 to "n SUPPRESS" or, if you want it to show in the catalog and items to be holdable by your patrons, use "0 MECAT NON CONTRIBUTE".

In the item record, set ICODE2 to "z MAINECAT NON CONTRIBUTE"

Note: Setting the item STATUS to "5 LOCAL USE ONLY" is temporary; it will change to "- AVAILABLE" when the item is checked in.

Adding "local use" to your call number is most helpful, as this shows in the OPAC.