

Draft instructions for Multi-part DVD retrospective cataloging

These instructions provide information to guide libraries who choose to re-package older multi-part DVD TV series discs into one set. *Repackaging older TV series is optional!*

Choosing sets to re-package

1. When choosing TV series to repackage, please keep the following guidelines in mind:
 - a. Don't repackage sets with many holds.
 - b. If possible, please repackage different seasons of the same TV series at the same time. This is more efficient for the Madison catalogers.
2. Run the on-demand report to find sets eligible for repackaging. [<Add link to report instructions>](#)
 - a. This report will display records that have been in the system for at least six months and will display the number of holds and items. The report excludes items with statuses other than available.
3. Select titles from the report
 - a. Only select titles for which you have a complete set

Submitting sets for retrospective cataloging

1. Search Bibliovation for existing matches and link to an existing full set bib record, if one exists.
2. Check the list of titles that have been submitted but not yet cataloged: [<add link>](#)
3. If no bib record exists, and the title has not already been submitted, fill out the form to notify catalogers that the item is ready for new cataloging: <https://forms.gle/zD2rxLZstAcjL97G7>
 - a. Libraries are limited to 5 sets per month per library.
 - b. Catalogers will catalog the full set and notify the library when finished.
 - c. During busy times, catalogers may not be able to do retrospective cataloging. This will be noted on the form. Titles submitted during this time will be cataloged as time permits.

Linking re-packaged sets

1. Gather discs and re-package discs into one set.
2. For the item records for Discs two and beyond, mark the items as Withdrawn or delete the item records.
3. Link the new set using the item record for Disc one of the set.
 - a. Libraries may re-use the item barcode if possible or can enter a different barcode.
 - b. Make any necessary changes to the item record.
 - c. Use a problem status such as Mending or AV Repair while the retro work is completed.
4. Move the updated item record for your full set to the newly cataloged bib record.
 - a. See the [Linking Manual, Section XIV](#) (page XIV-6), for instructions on moving item records from one bib record to another.
5. Checkin the item to trap holds and make the item available for circulation.