**(draft) Instructions for Multi-part DVD retrospective cataloging**

Updated 9/6/23

These instructions provide information to guide libraries who choose to re-package older multi-part DVD TV series, mini-series, and documentaries (both fiction and non-fiction) into one set. These are general instructions that can be used by any LINKcat library. Some libraries may want to create more specific instructions that are unique to their library. Please feel free to download and change these instructions for your own use.

*Repackaging older TV series is optional!* There is no requirement that libraries re-package older sets.

# Choosing sets to re-package

1. When choosing TV series to repackage, please keep the following guidelines in mind:
	1. Don’t repackage sets with many holds.
	2. Ensure that you have all discs in the set, and that the discs are part of the same original set. For example, all discs should have the same audio & subtitle language options, closed captioning options, aspect ratio, etc.
	3. Review condition of discs and discard any discs that are no longer usable.
	4. 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>
	1. 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.

# Submitting sets for retrospective cataloging

1. Search Bibliovation for matches and link to an existing full set bib record, if one exists.
2. Check the [list of titles that have been submitted](https://docs.google.com/spreadsheets/d/1Kmj7UVylPvOMGurOpU-kTUfvfMwf8aicbXQGH4u1EhU/edit?usp=sharing).
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>
	1. Libraries are limited to 5 sets per month per library.
	2. Catalogers will catalog the full set and notify the library when finished.
	3. During busy times, catalogers may not be able to do retrospective cataloging. This will be noted on the submission form. During these busy times, titles submitted will be cataloged as time permits.

# Linking re-packaged sets

1. Gather discs and re-package discs into one set. Choose an existing item record to use for the full set (most of the time, this will likely be the item record for the first disc). Re-using an existing item record allows you to retain statistics.
	1. Make any necessary changes to the item record.
		1. Use a problem status such as Mending or AV Repair while the retro work is completed.
		2. For the unused item record: mark the items Withdrawn or delete the item records.
	2. When re-packaging the discs, make appropriate changes to the artwork and physical items. This includes tasks such as changing content labels, item barcodes, spine labels, etc.
		1. Please follow any appropriate ILS policies when repackaging materials (see the policies at <https://www.scls.info/ils/policies/cat>).
	3. Make changes to RFID tags, if necessary.
		1. You can only have one RFID tag for the entire set. If you have hub tags on each disc you can either cut the antenna, or remove the hub tags completely.
		2. The item barcode must correspond to the barcode written to the RFID tag. If you use a different item barcode then you will have to re-write the RFID tag using the new barcode.
			1. NOTE: Older RFID tags may have been “locked” and cannot be re-written. If you run into locked tags, please replace the locked tag with a new tag, and do not lock the new tag.
2. Move the updated item record for your full set to the newly cataloged bib record.
	1. See the [Linking Manual, Section XIV](https://www.scls.info/sites/www.scls.info/files/linking-sxiv-update.pdf) (page XIV-6), for instructions on moving item records from one bib record to another.
3. Checkin the item to trap holds and make the item available for circulation.