TYPICAL ERRORS

Spacing Issues: A space before the call number or extra spacing in between characters. (These errors will be handled by Systems staff.)

No Title Entered: These records were probably added in error – delete or update to a full MARC record.

Patron Barcode: Please replace the barcode with an item barcode (begins with 3).

Textbook Barcode: Please replace the barcode with an item barcode (begins with 3).

Barcode: Locate the item and rescan the barcode into the copy record.

Location Error: Item listed has the wrong location code. Verify the item belongs to the school.

Temporary: These records need to be updated or deleted.

No Call Number: A call number needs to be added to the copy record.

Call Number: Incorrect or missing prefix
Use of non-alpha numeric characters (e.g., ~ ! @ # $ % ^ & * () _ = + [] \ | ; : , <> / - ?)
Incomplete call numbers – only a prefix /dewey number is listed (e.g., F, E, 579.256)
Non-standard call numbers (Consult Cataloger)
Suffix designation – these need to be removed (e.g., PB or GN found at the end of the call number)
Double prefix (e.g., PB F Smi  should be either PB Smi or F Smi)
Prefix is in lower case (all prefixes are upper case)
Missing three characters to denote author/title (398.25 _ _ _)
Numerals in the ending portion of the call number

<table>
<thead>
<tr>
<th>Call Number</th>
<th>Description</th>
<th>Call Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>F 123</td>
<td>No Author</td>
<td>F One</td>
<td></td>
</tr>
<tr>
<td>F 123</td>
<td>No Author / Title: 1, 2, 3 go</td>
<td>F Go</td>
<td></td>
</tr>
<tr>
<td>F S567</td>
<td>Author – John Smith</td>
<td>F Smi</td>
<td></td>
</tr>
</tbody>
</table>
# Typical Errors

## Call Numbers (cont):

- **Names with apostrophes**
  - O’Br will now be Obr
  - F Obr
- **Names with spaces**
  - La Salle, Christopher
  - F Las
- **Title entries that begin with a, an, the use the next word in the title.**
  - The beginning of time (no author)
  - F Beg

## Cutter Numbers:

- Alpha numeric characters used to arrange items in alphabetical order on the shelf (e.g., 598.2 A7351). *Please call Systems for assistance.*
- Volume/Book/Part designations that appear in the call number area need to be moved into the volume area of the holdings record.
- Videos – Many retain the old numbering system – please review these titles for removal from the collection.

## Publication Date:

- Items have no copyright designation (260 subfield c or 264 subfield c) or publication information has been entered incorrectly.
- **[date of publication not identified]**
  - No information found regarding date of publication when item was cataloged. This item will remain on exception report.