

Public Notes to the Rescue!

Connecting Resources,
Services, and Practices
in the Library Catalog



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Public Notes : What are they?

- In cataloging, notes fields are used to provide detailed information to the user about the item they are viewing.
- These fields can provide general or specific information pertaining to the piece.
- It is the catalogers judgement as to which fields to use, therefore there are no note fields that are required in a record.
 - Examples of public note fields in a bibliographic record are:
 - 500 - general note
 - 505 - formatted contents note
 - 520 - summary note
 - 590 - local note
 - Examples of fields with a subfield for public notes in Holdings records are:
 - 852 - Location \$z
 - 866 - Textual Holdings, Basic Bibliographic Unit \$z
- To know when and how to use the Notes fields, catalogers use a resource called [Bibliographic Formats & Standards](#).

Public Notes: How do you use them?

- In a bibliographic record, the notes fields are entered when creating or updating a record.
- Some note fields are used more often than others, like a general note (500), the content note (505) or a summary note (520).
- Other fields that may not be used as often maybe the Cumulative Index/Finding Aids (555), or the Awards note (586).

Bibliographic Formats and Standards

5xx Fields

- 500 General Note
- 501 With Note
- 502 Dissertation Note
- 504 Bibliography, Etc. Note
- 505 Formatted Contents Note
- 506 Restrictions on Access Note
- 507 Scale Note for Graphic Material
- 508 Creation/Production Credits Note
- 510 Citation/References Note
- 511 Participant or Performer Note

5xx Fields

5xx Introduction

5xx fields Use 5xx fields for notes about the resource identified by the record. Use [field 500](#) for general notes and fields 501-588 for more specialized notes. Use fields 590-599 for notes of local interest only. Use a separate 5xx field for each note.

Under RDA, notes are not required to justify authorized access points. However, under RDA instruction 5.9.1.3, they are allowed if considered important for clarification or justification. According to AACR2 rule 21.29F, notes may be required to justify added entries.

If you are inputting full-level records, enter all applicable notes related to the manifestation according to RDA instructions 2.17.1-2.17.14 or AACR2, chapters 1-12, rules x.7. If you are inputting minimal-level records, most notes are optional. If you are following BIBCO or CONSER standard record practice, include those notes that support identification of the item.

Display constants Local system and other bibliographic displays may supply display constants for some 5xx fields. The 1st indicator value determines the display constant for the field. Do **not** include display constants in the text of the fields.

Display constants may vary for current versus older cataloging instructions. Use the codes in fixed-field element [Desc](#) and [field 040 subfield #e](#) to determine or indicate the cataloging instructions used.

Bibliographic Notes

| | |
|-------|---|
| 511 0 | ‡a Read by Jim Dale. |
| 520 | ‡a "During his third year at Hogwarts School for Witchcraft and Wizardry, Harry Potter must confront the devious and dangerous wizard responsible for his parents' deaths"--Title page verso. |
| 586 | ‡a ALA Notable Children's Book, 2000. |
| 586 | ‡a Whitbread Children's Book of the Year, 1999. |
| 521 | ‡a Middle School. |
| 500 | ‡a "Year 3"--Spine. |
| 500 | ‡a "Sequel to: Harry Potter and the Chamber of Secrets"--Title page verso. |
| 500 | ‡a Sequel: Harry Potter and the goblet of fire. |
| 526 0 | ‡a AR ‡c 6.7 ‡d 18.0. |
| 526 0 | ‡a Accelerated Reader ‡c 18.0. |
| 526 8 | ‡a Accelerated Reader AR ‡c 6.7 ‡d 18.0 ‡z 32082. ‡b MG. |
| 526 8 | ‡b 3-5 ‡c 5.9 ‡d 22.0 ‡z 17112. ‡a Reading Counts RC. |
| 505 0 | ‡a Owl Post -- Aunt Marge's Big Mistake -- The Knight Bus -- The Leaky Cauldron -- The Dementor -- Talons and Tea Leaves -- The Boggart in the Wardrobe -- Flight of the Fat Lady -- Grim Defeat -- The Marauder's Map -- The Firebolt -- The Patronus -- Gryffindor Versus Ravenclaw -- Snape's Grudge -- The Quidditch Final -- Professor Trelawney's Prediction -- Cat, Rat, and Dog -- Moony, Wormtail, Padfoot, and Prongs -- The Servant of Lord Voldemort -- The Dementor's Kiss -- Hermione's Secret -- Owl Post Again. |

Master record after creation in OCLC

Patron's view in catalog during search process.



| | | |
|----------------|---------------------|--|
| TOP | Audience | Middle School > Children > |
| SEND TO | Contents | Owl Post -- Aunt Marge's Big Mistake -- The Knight Bus -- The Leaky Cauldron -- The Dementor -- Talons and Tea Leaves -- The Boggart in the Wardrobe -- Flight of the Fat Lady -- Grim Defeat -- The Marauder's Map -- The Firebolt -- The Patronus -- Gryffindor Versus Ravenclaw -- Snape's Grudge -- The Quidditch Final -- Professor Trelawney's Prediction -- Cat, Rat, and Dog -- Moony, Wormtail, Padfoot, and Prongs -- The Servant of Lord Voldemort -- The Dementor's Kiss -- Hermione's Secret -- Owl Post Again. |
| GET IT | Summary | "During his third year at Hogwarts School for Witchcraft and Wizardry, Harry Potter must confront the devious and dangerous wizard responsible for his parents' deaths"--Title page verso. |
| DETAILS | General Note | "Year 3"--Spine. "Sequel to: Harry Potter and the Chamber of Secrets"--Title page verso. Sequel: Harry Potter and the goblet of fire. ALA Notable Children's Book, 2000. Whitbread Children's Book of the Year, 1999. Series: Harry Potter Series ; 3 |
| LINKS | | |
| VIRTUAL BROWSE | | |

Bibliographic Notes

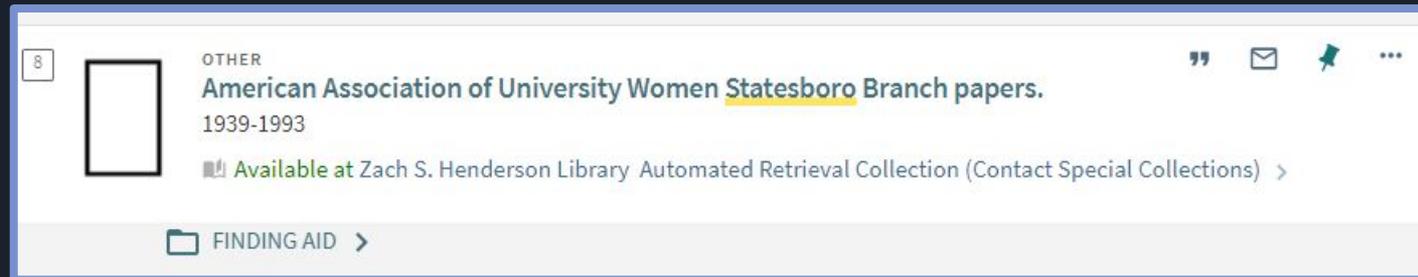


| | |
|-------|--|
| 520 8 | ‡a The collection consists of 14 scrapbooks containing programs, newspaper clippings, |
| 555 8 | ‡a Finding aid available in repository. |
| 555 0 | ‡3 Finding aid: ‡u https://digitalcommons.georgiasouthern.edu/finding-aids/75 |
| 524 | ‡a Statesboro-Georgia South Symphony Guild scrapbooks, 1972-1997. Special |
| 590 | ‡a Gift of Mrs. Alawayne Nessmith, 1996. |

Master record after creation in OCLC and export to catalog.



Patron's view in catalog during search process.



8

OTHER
American Association of University Women Statesboro Branch papers.
1939-1993

Available at Zach S. Henderson Library Automated Retrieval Collection (Contact Special Collections) >

FINDING AID >

Holdings Record Notes

- In a holdings record, the utilized subfield is used when the cataloger, or institution's policy, determines that there is information the patron should have that is unique to that institution.
- The 866 and 852 fields in a holdings record allow the use of public notes in subfield z.
- Notes in \$z will be displayed on the public facing record of the catalog for patrons to view. This note can have any information determined to be necessary by the library.

Holdings Working on - Statesboro-Georgia S (22119702470002950), Created by System (08/24/2018 03:50:11 PM EDT), Modified by System (12/22/2020 09:05:12 PM EST)

| LDR | 00393nx##a22000974##4500 |
|-------|---|
| 001 | 761604 |
| 004 | 739607 |
| 005 | 20201222210512.0 |
| 008 | 0501074u#####1001uu###0901128 |
| 852 8 | ‡b GASOUTH ‡c ARCSpecial |
| 866 | ‡z <p> </p><p>Request an appointment to view Special Collections here.</p> |

REQUEST OPTIONS: [Request Book via Interlibrary Loan \(ILL\) - Georgia Southern University Only](#)

Year All Volume All Description All

[Zach S. Henderson Library](#) > [Automated Retrieval Collection \(Contact Special Collections\)](#) >
SPEC COLL F294.S7 P74 2003

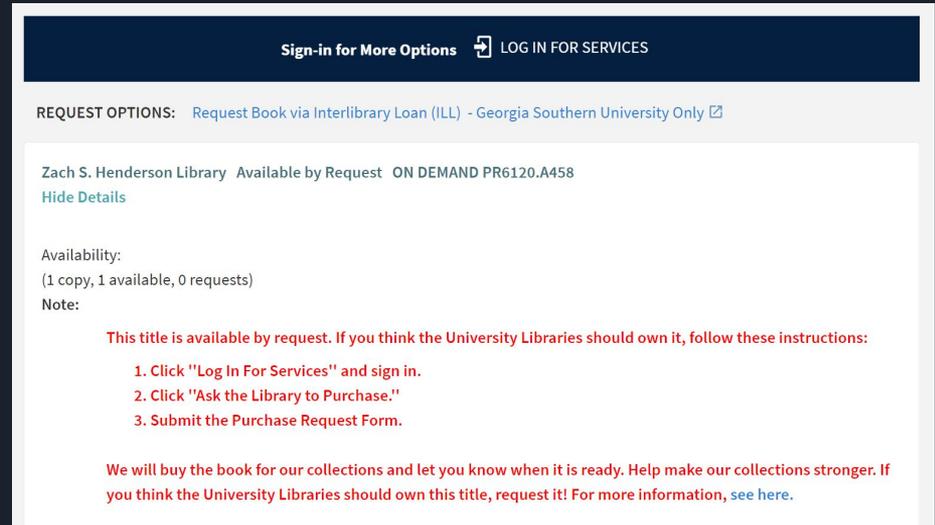
Holdings:

[Request an appointment to view Special Collections here.](#)



Print Demand Driven Titles

- Requesting PDDA titles requires that patrons log into their personal accounts. Many have never logged in or don't know how.
- Working with our liaisons, we developed brief instructions with a linked FAQ for more information.
- ExLibris Primo supports HTML formatted holding notes (852 ‡z), which we use to structure and draw attention to the text.



Sign-in for More Options  LOG IN FOR SERVICES

REQUEST OPTIONS: [Request Book via Interlibrary Loan \(ILL\) - Georgia Southern University Only](#) 

Zach S. Henderson Library Available by Request ON DEMAND PR6120.A458
[Hide Details](#)

Availability:
(1 copy, 1 available, 0 requests)

Note:

This title is available by request. If you think the University Libraries should own it, follow these instructions:

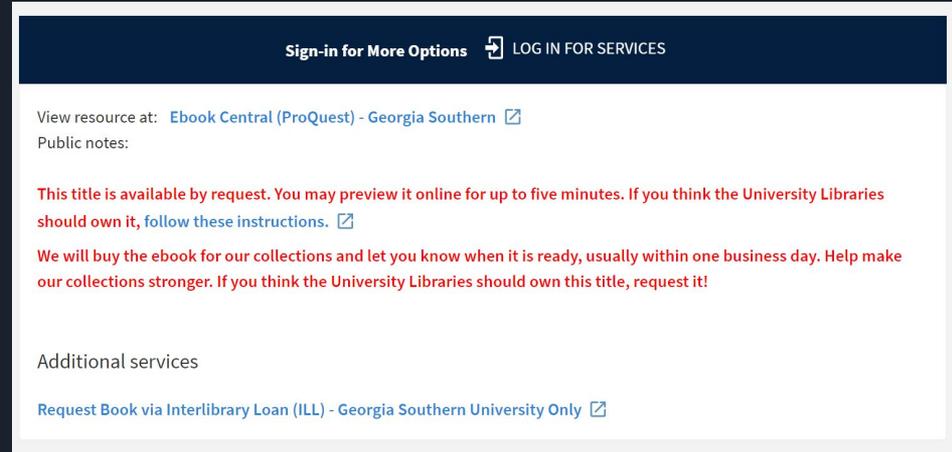
1. Click "Log In For Services" and sign in.
2. Click "Ask the Library to Purchase."
3. Submit the Purchase Request Form.

We will buy the book for our collections and let you know when it is ready. Help make our collections stronger. If you think the University Libraries should own this title, request it! For more information, [see here](#).



Electronic Demand Driven Titles

- Similarly, our EDDA titles allow a 5-minute preview but then require patrons to log into Ebook Central to request the title.
- For electronic resources, we add the HTML formatted note to the note field on the “portfolio” record, which displays like the 852 ‡z.
- By linking to FAQ posts, we can update instructions without updating the holdings records.



Sign-in for More Options  LOG IN FOR SERVICES

View resource at: [Ebook Central \(ProQuest\) - Georgia Southern](#) 

Public notes:

This title is available by request. You may preview it online for up to five minutes. If you think the University Libraries should own it, follow these instructions. 

We will buy the ebook for our collections and let you know when it is ready, usually within one business day. Help make our collections stronger. If you think the University Libraries should own this title, request it!

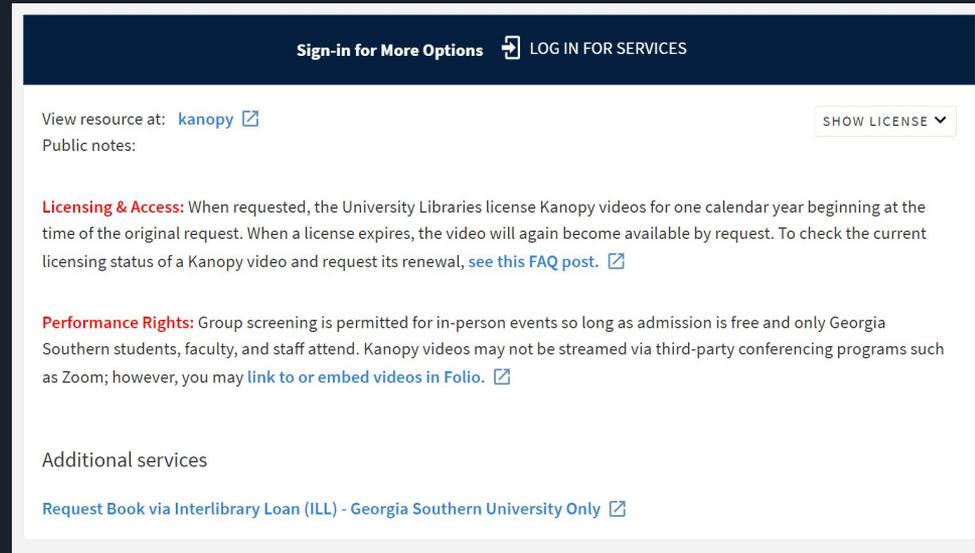
Additional services

[Request Book via Interlibrary Loan \(ILL\) - Georgia Southern University Only](#) 



Kanopy License Renewals

- Kanopy records don't address performance rights, when current licenses are set to expire, or how to embed videos in our LMS.
- Our liaisons were getting lots of questions from faculty about all three.
- In this case, we broke out support topics into multiple headings, creating a “proto” FAQ post.



Sign-in for More Options  LOG IN FOR SERVICES

View resource at: [kanopy](#) 

Public notes: SHOW LICENSE ▾

Licensing & Access: When requested, the University Libraries license Kanopy videos for one calendar year beginning at the time of the original request. When a license expires, the video will again become available by request. To check the current licensing status of a Kanopy video and request its renewal, [see this FAQ post](#). 

Performance Rights: Group screening is permitted for in-person events so long as admission is free and only Georgia Southern students, faculty, and staff attend. Kanopy videos may not be streamed via third-party conferencing programs such as Zoom; however, you may [link to or embed videos in Folio](#). 

Additional services

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Example Public Notes

Minimized; double quotation marks removed to accommodate Alma's normalization rules.

852 ‡z

‡b GASOUTH ‡c PDDA ‡k ON DEMAND ‡z

This title is available by request. If you think the University Libraries should own it, follow these instructions:

- Click "Log In For Services" and sign in.
- Click "Ask the Library to Purchase."
- Submit the Purchase Request Form.

We will buy the book for our collections and let you know when it is ready. Help make our collections stronger. If you think the University Libraries should own this title, request it! For more information, [see here](https://georgiasouthern.libanswers.com/faq/97760 target=_blank).

‡h PR6120.A458

Portfolio Note

>

This title is available by request. You may preview it online for up to five minutes. If you think the University Libraries should own it, [follow these instructions](https://georgiasouthern.libanswers.com/faq/332504 target=_blank).

We will buy the ebook for our collections and let you know when it is ready, usually within one business day. Help make our collections stronger. If you think the University Libraries should own this title, request it!

Thank You!

Oh, wait... What are y'all doing with public notes?

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