

## **COURSE RESERVE STANDARDS ARTHUR CLUSTER**

### **1. NAME**

Using upper case letters, enter the faculty person's name in the last name, comma, first name format. If middle initial exists., it should be entered as a capital letter followed by a period with only a space separating it from the first name.

If in doubt, the payroll/personnel files should act as an authority file for input of the correct name format. Library staff can choose to enter a faculty member's name using a person's common first name instead of using the legal name retrieved from payroll/personnel files.

After entering the name, space once, and then enter the campus code in upper case enclosed in parentheses after the faculty person's name.

Campus codes are:

- CC – Columbia College
- LU – Lincoln University
- SC – Stephens College
- WC – Westminster College
- WW – William Woods University

Example:

- HESSLER, ANNE (CC)
- TERRY, JAMES (SC)

Enclosing the campus in parentheses following the faculty person's name will help differentiate instructors who teach at more than one location and/or have the same name. The code will make the cluster-wide listings easier to use when searching the index.

### **2. COURSE NUMBERS**

Enter course numbers as they appear in the campus class schedule or catalog with a space between the department abbreviation and number. Use upper case letters. Follow the entry with a space and then the campus code in upper case enclosed in parentheses.

Example:

- ENGL 112 (CC)
- REL 201A (SC)

### **3. COURSE NAMES**

Using upper case letters, enter the name of the course as it appears in the campus catalog. Follow the course name with the campus code in upper case enclosed in parentheses.

Example:

ORGANIC CHEMISTRY (CC)  
RELIGION ACROSS CULTURES (SC)

#### **4. MORE THAN ONE COURSE OR PROFESSOR**

Include all courses and instructors for an item in order for web PAC searches on those fields to accurately reflect materials on reserve.

Enter only one entry (faculty name, course number, or course name) per line.

#### **5. ACADEMIC DEPARTMENT OR LIBRARY RESERVES**

Use for items that are placed on reserve for or by a department by that do not relate to any specific course or instructor.

Enter the department name in upper case letters followed by the campus code in upper case enclosed in parentheses.

Example:

EDUCATION DEPARTMENT (CC)  
EDUCATION FACULTY (CC)  
THEATRE (SC)

The course number and course name fields would not have to be used if they are not applicable. If they were used they would follow the standards outlined earlier in this document.

#### **6. PERSONAL COPIES OR PHOTOCOPIES**

Enter short bibliographic records for faculty members' personal copies of books or for photocopies with the title and author information in upper case letters. Enter n for BCODE3 and ICODE2 for these short bibliographic records to suppress the record from showing in the Arthur and MOBIUS catalogs.

Use this guideline for library owned items without a barcode, such as magazine issues that are not normally barcoded.

If a personal copy is an exact copy of a library owned item, make a short bibliographic record for the personal copy. Do not add personal copy information to the bibliographic record of the library owned item.

#### **7. ITEMS BELONGING TO OTHER LIBRARIES**

Other library's books will not be borrowed for reserves. Libraries who already share books are not prohibited from doing so.