ReCAP SCSB - Alma coding for items and holdings

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General information

The changes noted below are made by batch processes when at least one item on a holding has been committed for permanent retention.

- Large batch changes were performed in 2018 when HL first committed items to the shared collections. Details at Shared Print Retention Notes - 2018 project
- Prospective commitments are expected to be handled via Import Profiles for collaborative collection development agreements with partners

For items stored at ReCAP that are private (not shared with partners), there will be no 583, Item statistic or item provenance field.

Staff may have to manually code (or uncode) holdings and items for exceptional processes such as when items are damaged.

Holding fixed field 008, and 583 Action Note (commitment information)

- Fixed field 008/12 = 8 (permanent retention)
- Field 583: 1# $a committed to retain $c 20181001 $d in perpetuity $f ReCAP Shared Collection $5 HUL
- The date in the 583 will vary depending on when the commitment was made for the first committed item on a holding

Alma Item fields

For formal definitions of the values referred to below, please consult the Collections and Content Development Standing Committee Shared Collections Frequently Asked Questions.

Statistic Note 2 field

Any item that has been committed for permanent retention will have:

- committed to retain - ReCAP

Or a variation, if committed to through multiple partnerships, e.g:

- committed to retain - ReCAP, Hathi

Provenance field

The item provenance field is used to retain ReCAP "Collection Group Designation", in cases when we have NOT committed the item to permanent retention because they are ReCAP duplicates, but there are still part of the Shared Collection. Values are defined in a dropdown list and will be supplied by the system. They include:

- ReCAP - Open
- ReCAP - Uncommittable

Mapping Alma item policy to SCSB use restrictions

<table>
<thead>
<tr>
<th>Alma item policy</th>
<th>SCSB use restriction</th>
</tr>
</thead>
<tbody>
<tr>
<td>blank</td>
<td>Regular loan</td>
</tr>
<tr>
<td>01</td>
<td></td>
</tr>
<tr>
<td>61</td>
<td></td>
</tr>
</tbody>
</table>
Special note on Countway (MED) and Yenching (HYL) items

Some items in the MED and HYL collections are owned by the Boston Medical Library (BML) and the Harvard Yenching Institute (HYL), respectively. The Library is the custodian for these items, but since we are not the owners, we cannot commit to permanent retention of relevant items as part of ReCAP. The Library is in the process of confirming which items are owned by BML and HYL. Until this work is finalized, MED and HYL items that are in the scope of the ReCAP agreement, will be handled as follows:

- **In Alma:**
  - Items will have Stat Note 2 for ReCAP retention
  - Holdings will have 583 retention statement
- **ReCAP facility items:**
  - Items will be accessioned as Private in SCSB. (Will not be shared with partners.)
- **HD facility items:**
  - Not accessioned in SCSB. (Will not be shared with partners.)

After BML and HYL items have been identified:

- **In Alma:**
  - BML/HYI items: marked as Uncommittable (i.e. lendable to partners, not committed for permanent retention). The 583 field in holdings will be removed and the State Note 2 removed.
  - MED and HYL items owned by Harvard: marked as Shared (lendable, permanent retention), provided they are unique copies in SCSB. The 583 in the holdings will remain.
- **ReCAP items in SCSB:**
  - BML/HYI changed to Uncommittable
  - MED/HYL changed to Shared
- **HD items:**
  - BML/HYI items: accessioned in SCSB as Uncommittable (i.e. lendable, no commitment to retain)
  - MED/HYL items owned by Harvard: accessioned in SCSB as Shared

Until the BML/HYI items have been identified, no ongoing metadata updates for MED/HYL will be sent to SCSB. (SCSB “Submit collections” process).

**UPDATE:** in December 2021, HYL decision is to convert all Shared commitments to Uncommittable. Therefore:

- Stat Note 2 with ReCAP were removed
- 583 holdings notes were removed
- Provenance = Uncommittable was added
- HD HYL with Uncommittable were accessioned into SCSB

Moving holdings and items

If an item moves to a new holding ID and bib ID (as in the case of a serial title change), it will not affect the item request process, but it will mean that metadata updates for that item record can no longer be sent via our weekly Submit Collections process, which updates bib data in SCSB. When/if our partners ingest our data into their discovery systems, the bib will reflect the old metadata. The only way to correct this is to use the SCSB API to transfer the item. At this time we are not doing this, nor is it expected that staff keep track of their changes for this purpose.

```json
{
    "itemBarcode": "FL1HAL",
    "message": "Failed record - Owning institution bib id mismatch - incoming owning institution bib id 990073742870293941, existing owning institution bib id 990073742870203941, existing owning institution holdings id 222028060200003941, existing owning institution item id 232028060180003941"
}
```