

Reorganization - Round 1

December 1 – January 16

Round 1 Item Type Changes

The following Item Types are being phased out of the Montana Shared Catalog system. These items are either little used or there is another Item Type in the MSC that they can be combined with. Most of these changes should be quite easy for libraries to adapt to.

If your library wants to move these items manually to new Item Types, you have until January 16 to do so. Otherwise, all items will be moved in batch to the recommended Item Type on January 16. Please be aware that Item Types control circulation. If you move your own items, please inform the MSC staff if you do not already use that Type so that they can add a new circulation rule for you. If your items are moved in batch on January 16 to the recommended Type, the MSC will convert your circulation rule for you.

NO action is needed from you if:

- you do not see your library listed in the “Libraries Affected” column
- moving your items to the recommended new Item Type will work for your library

Action IS needed from you if:

- the items are in error and you do not want to use the recommended Item Type. Please correct the Item Type before the January 16 deadline.
- the items no longer exist. Please discard or delete items using normal discard procedures.
- items cannot be changed for some reason. If you feel that the Item Type should be retained or have questions about how these changes may affect your system, please [Open a Help Desk Ticket](#).

How do I find these items?

- Follow the link below to a report of these items in Directors Station. Find the number associated with your library and the Item Type and choose Show Shelflist. If you cannot access the DS report, [Open a Help Desk Ticket](#) and we can send you list of Item IDs.

Directors Station report: <http://mscds.mt.gov/DirectorsStation/reporting.aspx?id=00ab96ef499f4584af023a1ba5001715>

LINK WILL GO HERE

Item Type -# of items in MSC	Description	Recommendation/Note	Libraries Affected
2KIT - 97	Long Circulating Kit	Item Type KIT (& use special due date as necessary)	BOZEMAN, HGEL2, MSL
BRAILLE - 14	Braille Book	Item Type BOOK and Item Cat 1 of CH-BRAILLE	PLUK
BRIEF - 13	Legal Brief	Discard/move: items appear to be in error	KAL-HOSP, GPL, MT-LAW
CAMERA - 90	Camera	Item Type ACCESSORY & Item Cat 1 of CAMERA	MCPS Schools
CDBOOK-NR - 37	Non-renewable CD book	Item Type BOOK-NR [will be renamed NR] & Item Cat 1 of CD	LOLO, MSLA, REDLODGE, SCCL
CD-ROTATE - 2	Rotating CD collection	Item Type CD-CIRC	MISSION, SGHS
DVD-NR - 32	Non-Requestable DVD	Item Type BOOK-NR [will be	MSLA-MAIN

		renamed NR] & Item Cat 1 of DVD	
DVD-OS - 5	Oversize DVD	Item Type DVD	MSLA-MAIN
AV-EQUIP - 940	Audio-visual equipment	Item Type EQUIPMENT	ABSKEL, BCCHS, BFHS, BOZEMAN, DARBY, DRUMMONG, FRENCHHS, HGEL2, HGEL3, LCHS, LOLO, MANHATTAN, MCC, MSLA-MAIN, PCL, POLSON, ROSEBUD, ROUNDUP, SCCL, WYK12
FLOAT-BOOK - 52	Floating book	FLOAT-NB [will be renamed FLOAT-BK]	MCPS Schools
HOT - 2	Hot items	Item Type NEW-BOOK	PHLP
ILL-MATNCP - 35	NCIP created ILL	Item Type ILL-MAT	DILLON, HFL, POLSON
LAPTOP - 76	Laptop	Item Type COMPUTER	ALBK12, BOZEMAN, DARBY, GCL-CB, HFL, MSLAINTL, NVPL, SSIS, THOM-HICK
LEG-DOC - 2	Legal document	Item Type REFERENCE	MT-PSC
LIB-USE - 3	Library usage	Item Type EPHEMERAL	MSLA-MAIN, RCL-MAIN, ROSEBUD
NETLIBRARY - 1	NetLibrary	Item Type DIGITAL	SGIC
NEW-AUDIO - 3	New audiorecording	Item Type NEW-BOOK [will be changed to NEW] & Item Cat 1 CD	YELLOW
PA - 1	Playaway Audio Device	Item Type MEDIA-EQUP and Item Cat 1 PLAYAWAY	BLC
PUZZLE - 2	Puzzle	Item Type ACCESSORY & Item Cat 1 of PUZZLE	SHERIDAN, TWIN
SCRIPT - 1	Script	Item Type ARCHIVE (no circ rule rt now)	SHERIDAN
SLIDE - 2	Slide	Item Type ACCESSORY & Item Cat 1 of SLIDE (no circ rule rt now)	ROUNDUP
SOFTWARE - 1	Software	Item Type REFERENCE & Item Cat 1 of SOFTWARE (no circ rule rt now)	PWOOD
TEMP-CD - 2	CD rotation	Item Type CD-CIRC	LPL, TFEL
TEMP-CDROM - 35	CD-ROM rotation	Item Type CD-CIRC & Item Cat 1 of CD-ROM	RCL-MAIN
TOY - 16	Toy	Item Type ACCESSORY & Item Cat 1 of TOY	HPPS, MISSION, PCL, POLSON, YELLOW
TOY2 - 7	Toy-Circulates for a shorter period	Item Type ACCESSORY & Item Cat 1 of TOY	POLSON
VCR - 6	VCR	Item Type Equipment & Item Cat 1 of VCR	HAVREHS, MEAGHER, MISSION, TFHS
VHS-NR - 1	Non-renewable VHS	Item Type BOOK-NR [will be changed to NR] & Item Cat 1 of VHS	MT-BIBLE, PLAINSK12, SCCL, SSIS

Removal of Unused Item Types

The following Item Types and Locations are not currently in use by any MSC library and will be removed from the system in late December/early January. Please [Open a Help Desk Ticket](#) if you have concerns about any individual policy.

Item Types to Remove:

AUD-CASSFL	STEREO
BLU-RAY	STUDYRM1
BROWSE	STUDYRM2
CALCULATOR	STUDYRM3
CAMCORDER	SUMMARY
DIG-MUSIC	SUPPLIES
DIG-VID	TEMP-DVD
DOLL	TEMP-TAPE
FLOAT-CD	TRI-POD
FLOAT-DVD	TURNTABLE
FOUNDATION	TV
GUIDE	TYPEWRITER
ILL-NR	VDP
JUV-AUDREC	VID-CASSFL
LCD-PROJ	VID-ED
LECTURN	VID-NOCIRC
MDT-ONLY	
MOVIE-PROJ	
MSLA-ROOM	
NEW-MICRO	
NEW-ONLINE	
NEW-REF	
NEW-RES	
NEW-VIDEO	
NO_ITEM	
OPAQUE	
ORG	
OVERHEAD	
PARTNERVID	
PHOTOCOLL	
PUPPET	
REF-QUEST	
RESERV-VID	
ROOM1	
ROOM2	
SAT-REC	
SCREEN	
SHORT-VID	
SLIDE-PROJ	

Locations to Remove:

ACCESSORY
ADD-TS
BANNED
BFELOD
BFHSOD
BRANCHES
BRIDGE
CLAIMNEVHD
EASY-FL
ELEM-CL
ELEM-HO
ELEM-MAP
ELEM-MB
ELEM-MF
ELEM-MFC
ELEM-MG
ELEM-MT
ELEM-MY
ELEM-NB
ELEM-OV
ELEM-RD
ELEM-SF
ELEM-SS
ELEM-WE
GRANTS
HIGH-CL
HIGH-EY
HIGH-HO
HIGH-MAP
HIGH-MB
HIGH-MF
HIGH-MFC
HIGH-MG
HIGH-MY
HIGH-OV
HIGH-RO
HIGH-WE
HMB-STORAG
HOLIDAY-NH
INFOTRAC
INSHIPPING
JUVCASSBIO
JUV-KIT
JUV-PROG
JUVREFHOLD

KEEP
LEWIS-CLAR
MANUSCRIPT
MCGEE
MCNAU-YA
OFFSITE2
ORG
PUPP-RACK
RECREATE
REF-QUEST
RESDIRECT
R-O-WAY
SARAH-MIKE
SCANONDM
SHAD-SCRIPT
STORY-CD
SUMMER
TEMP-CDROM
TEMP-TAPE
TRANS-HOLD
TRAVEL
TRUE-CRIME
UNPROC-PHO
VID-OSBIO
WILDABOUT
WORKBOOKS
YACASSBIO
YADVDBIO
YA-SERIES
YAVIDBIO