

NWLN Best Practice On order and Pre-publication records

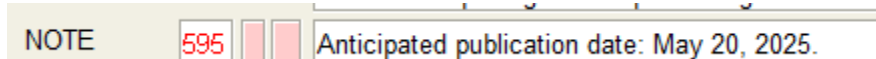
September 2024

NWLN attempts to provide opportunities for patrons to place holds on items as soon as possible. **On order** records are a tool for providing this service. Sometimes the uncertainty of the publishing industry and the competitive nature of streaming services delay title availability or cancel availability entirely. Though collection development and cataloging staff strive to order only items that will be available, this best practice document will guide staff through placing an **On order** record.

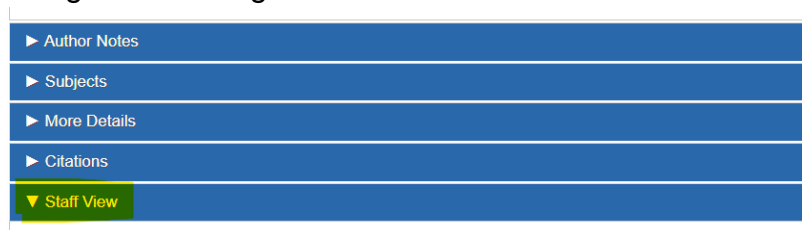
NWLN recommends the following procedures:

When ordering library items with dates of publication or release less than the next six months:

1. Centralized Catalogers will add a publication date to the bibliographic record in a 595 field if a date can be determined.



2. Patrons can see release date information in the public catalog by clicking on Staff View and scrolling down through the MARC Record to see the 595 field.



490	1	a North of the tension line series ; v 5
520		a A discovery on Washington Island brings new controversy among the locals, and Emily Martin has plans that will annoy all concerned. Meanwhile, Nancy is in love, Nelsen's is for sale, and Fiona's resignation from local government creates an opening that reopens old grievances. Even among the bickering, though, when bad news reaches the island, the shocked community forgets its animosities and rallies to offer support.
595		a Anticipated publication date: May 20, 2025.

3. The date field will be removed after publication.

When release/publication dates are delayed beyond six months:

1. Centralized Catalogers will modify the release date in the bibliographic record 595 field and Centralized Cataloging spreadsheet
2. Centralized Catalogers will add information to the title field of bibliographic record sharing extended expected publication. For example, Throwing bears for George - Expected publication May 20, 2025.
3. Patron holds will be extended by system staff if needed.

Throwing bears for George - Expected publication May 20, 2025

(Book)



Author: Bierdan, J.F.
Series: *North of the tension line series.*; volume 5.
Format: Book

Place Hold

When release/publication dates are canceled:

1. NWLS Staff will cancel all patron holds and delete the bibliographic record.
2. NWLS Staff will notify directors that patron holds have been canceled and the bibliographic record has been deleted.

When the publication date of an order record arrives or recently passes:

1. Centralized Catalogers will fully catalog and remove release date from bibliographic record.