Memorandum

TO: Harvard Libraries

FROM: HOLLIS/Aleph Steering Committee - Standing Subcommittee on Bibliographic Standards and Policy, Ann Sitkin, chair, and
HOLLIS/Aleph Steering Committee - Standing Subcommittee on Serials, Series and Continuations, Ruth Haas, chair

SUBJECT: RLN fields in the HOLLIS/Aleph holdings records

Background

The RLN field in Aleph contains data converted into HOLLIS/Aleph from R-Lines on the HOLLIS/O/P/R screen; converted RLN data are also in the Order Log.

RLNs were added as a bridge to ensure that HULPR receipt data was carried over into Aleph at the time of conversion. Recently it has come to the attention of the Standing Subcommittee on Bibliographic Standards and Policy and the Standing Subcommittee on Serials, Series, and Continuations that:

♦ RLN fields are not always deleted when the paired fields are updated, resulting in a confusing and out-of-date display of holdings information to the patron.

♦ In some cases, RLNs are incorrectly being used to record new holdings information, instead of using the paired fields.

HOLLIS/Aleph training emphasizes that these fields should be deleted as holdings information is updated. Staff are asked to move RLN information into appropriate 853/863, 854/864, and 855/865 fields, deleting the RLN field(s) as holdings records are being updated.

Recommendation

In consultation with the three Aleph advisory teams — the OPAC Team; the Acquisitions Team and the Cataloging Team — we recommend that RLN data cease to display in the OPAC at the end of June 2005.

Consequently, any unit updating and reviewing holdings information must take necessary steps to include in its workflow a procedure to move RLN data into the paired fields and to delete the RLN field(s).

cc: HUL Technical Services Managers List
    HULINFO
    Kathleen Anderson, Aleph System Manager, Office for Information Systems

April 26, 2004