Updating SCF items (barcodes, bibliographic records, etc.)

As detailed in the Metadata Infrastructure in the SCF IZ page, every item that resides in the WRLC's Shared Collections Facility (SCF) has two records in our Network Zone; one copy that resides in the owning Institution's IZ, and a second copy that resides in the SCF IZ.

Because of this, certain updates made to an SCF item in the owning Institution Zone are NOT automatically pushed out to the SCF catalog. Because of this discrepancy, the WRLC needs to be notified if certain changes are made to an SCF item.

Barcode

If the barcode of an SCF item is changed, please open a WRLC Service Desk ticket (servicedesk@wrlc.org) so that the SCF copy can be updated.

Without this necessary step, the SCF publishing app will create a separate item record in the SCF IZ containing the new barcode. This will result in two item records in the SCF IZ for the same item ; one with the old barcode, and one with the new barcode. WRLC must be notified of a barcode change in order to prevent this.

Bibliographic Record

I**f an SCF item is moved to a different bibliographic record**, please open a WRLC Service Desk ticket (servicedesk@wrlc.org) so that the SCF copy can be updated.

Without this necessary step, requests for this item may fail. WRLC must be notified of a bib record change in order to prevent this. Please keep in mind, this policy applies to both items attached to an NZ record AND items attached to an IZ-only record.

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