

Utilizing Item Fields to Optimize Reports in BCA and the Enterprise OPAC



MSC Quarterly Webinar | Oct. 20, 2026

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“It is incredibly frustrating
for catalog users (and librarians!)
when a search for a known item fails.”

Jennifer A. Liss, Head of Cataloging at
Indiana University

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Today's Agenda

Purpose

Knowledge

Action

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Purpose

Because the ultimate product of cataloging is the public access catalog, it is imperative that the system's shared bibliographic database reflects standards that promote the most usability and impose the least confusion to library patrons in all of the MSC member libraries.

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Purposes of Item Fields

- What purpose does that field serve?
 - Rules
 - Circ or Non Circ, Holds or No Holds, Local or Transitable
 - Searching
 - Enterprise Facets and Kids Catalog
 - Reports
 - Collection composition, areas of circulation

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Item Field: Circulation Type

- Conversion by Nov. 2027
- How Item Circulates
 - Checkout length
 - Holds
 - Fines
 - Renewals
 - Limit circ type on checkouts

Examples

14DAY

14LOCAL

14LOCNR

28DAY

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Item Field: Home Location

- Enterprise - Shelf Location
- Availability - can display for holds shelf wizard (staff)
- Visibility - Shadow status (patron)
 - Title does not show up in OPAC searches
- Home location vs Collection
- BCA
 - Shared Reports>Clean-up Reports>Catalog Clean-up Reports

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“It is incorrect to view cataloging’s objective as the production of bibliographic records. Doing so has led to mistaken perceptions and actions [...]. Cataloging’s objective is to provide a service to our patrons.”

Daniel CannCasciato, former Head of Cataloging at Central Washington University

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Cataloging Map

Item Description	Circ Type	Location	Cat1 (Format)	Cat2 (Audience)	Cat3 (Collection)	Cat4/5
Adult fiction	28DAY	STACKS	BOOK	ADULT	FICTION	
Adult non-fiction	28DAY	STACKS	BOOK	ADULT	NON-FICT	
Biographies	28DAY	STACKS	BOOK	ADULT	BIOGRAPHY	
Board games	14DAYLOCAL	STACKS	GAME	ADULT		
Bookclub kit	28DAYNH	REFERENCE	BOOKCLUB	ADULT		
Books on CD Fiction	28DAY	STACKS	CD	ADULT	FICTION	
DVD - adult non-fic	14DAY	STACKS	DVD	ADULT	NON-FICT	RATING
DVD feature films	14DAY	STACKS	DVD	ADULT	FICTION	RATING
Easy books	28DAY	STACKS	BOOK	EASY	FICTION	
Equipment: Projectors, laptops, mice, etc.	3HOUR	REFERENCE	EQUIPMENT	ADULT		
Adult Graphic novel/it collection	28DAY	STACKS	GRAPHIC	ADULT	FICTION	
Juvenile biography	28DAY	STACKS	BOOK	JUVENILE	BIOGRAPHY	
Juvenile comics, fiction	28DAY	STACKS	GRAPHIC	JUVENILE	FICTION	
Juvenile DVDs	14DAY	STACKS	DVD	JUVENILE	FEATURE	RATING
Juvenile fiction	28DAY	STACKS	BOOK	JUVENILE	FICTION	
Juvenile holiday - easy	28DAY	STACKS	BOOK	EASY	HOLIDAY	
Juvenile non-fiction	28DAY	STACKS	BOOK	JUVENILE	NON-FICT	
Large print fiction books	28DAY	STACKS	LT	ADULT	FICTION	
Montana Room nonfiction	NONCIRC	MONTANA	BOOK	ADULT	NON-FICT	
Reference Material	NONCIRC	REFERENCE	BOOK	ADULT	NON-FICT	
Telescope	7DAYLOCNR	REFERENCE	LOT	ADULT		
Young adult fiction	28DAY	STACKS	BOOK	YA	FICTION	

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Item Category 1 – Physical Format

- MSC Collection: 3.62 million
Items with Cat 1: 3.5 million
- Required selection
- Enterprise Facet: Format Type
- Most Common
 - Book, DVD, LOT
- Cataloging Map
 - Ex 1: CD, Music, Audio Recording
 - Ex 2: Graphic Novel, Picture, Book, Hardcover, Paperback

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Item Category 1 – Physical Format

- BCA
 - Stats on a collection:
Shared Reports>Circulation Statistics>Circulation Stats
by Item Collections>Circulation Stats - Item Cat 1
 - List of a collection:
Shared Reports>Cataloging>Collection Information
>Item Cat 1 - List

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Item Category 2 - Audience

Policy Name		Policy Display
ADULT		Adult
EARLY	KC	Early
EASY	KC	Easy
JUVENILE	KC	Juvenile
MIDDLE	KC	Middle
YA		Young adult

**KC = Kids
Catalog**

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Item Category 2 - Audience

- Note: Special Libraries have alternate options for Cat 2
- MSC Collection: 3.62 million
Items with Cat 2: 3.36 million
- Required selection
- Enterprise Facet: Audience
- Most Common
 - Adult (1.49 million) and Juvenile (1.2 million)

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Item Category 2 - Audience

- BCA
 - Stats on a collection:
Shared Reports>Circulation Statistics>Circulation Stats
by Item Collections>Circulation Stats - Item Cat 2
 - List of a collection:
Shared Reports>Cataloging>Collection Information
>Item Cat 2 - List

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Item Category 3 - Collection

"Catalogers ought to be put near the catalog;
they have continual reason to refer to it."

*-Charles Cutter,
Librarian at Harvard and creator of Cutter Codes*

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Item Category 3 - Collection

- MSC Collection: 3.62 million
Items with Cat 3: 2.49 million
- Optional field - consistency
- Enterprise Facet: Collection
- Cataloging Map
 - Ex 1 - Romantasy: Romance, Fantasy, Fiction
 - Ex 2 - CJ Box: Mystery, Suspense, Western, Fiction

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Item Category 3 - Collection

- BCA
 - Stats on a collection:
Shared Reports>Circulation Statistics> Circulation Stats
by Item Collections>Circulation Stats - Item Cat 3
 - List of a collection: Shared Reports>Cataloging>
Collection Information>Item Cat 3 - List

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Item Category 4 – Ratings

- MSC Collection: 3.62 million
Items with Cat 4: 0.2 million
- Optional field – consistency
- Enterprise Facet: Ratings
- Most Common
 - Movie and TV ratings

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Item Category 4 – Ratings

- BCA
 - Stats on a collection:
 - Shared Reports>Circulation Statistics> Circulation Stats by Item Collections> Circulation Stats - Item Cat 4
 - List of a collection – Shared Reports>Cataloging> Collection Information>Item Cat 4 - List

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Item Category 5 – Origin, Fund, or Vendor

- MSC Collection: 3.62 million
 - Total Items with Cat 5: 0.8 million
- Optional selection – consistency
- Not in Enterprise
- BCA
 - Stats on a collection - Shared Reports> Circulation Statistics>Circulation Stats by Item Collections>Circulation Stats - Item Cat 5
 - List of a collection – Shared Reports>Cataloging> Collection Information>Item Cat 5 - List

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Cataloging is rarely “one and done”.
Cataloging is never done because standards
continue to evolve [...]. Catalog records
require long-term maintenance!

(emphasis added)
Jennifer A. Liss, Head of Cataloging
Indiana University

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Questions?

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Survey Details



- Date of Training:
10/20/2026
- Title of Training:
MSC Quarterly Webinar: Utilizing
Item Fields to Optimize Reports
in BCA and the Enterprise OPAC
- Link:
<https://forms.office.com/q/ffUuzbA8gn>

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