

## Options for Titles Not Found in Smartport

When a title cannot be found in our catalog or in Smartport, there are **two options**.

1. Email item information to [support@superiorlandlibrary.org](mailto:support@superiorlandlibrary.org) , and we will find or produce a record for you. Helpful information to include with your request:
  - Title (from the cover)
  - Author
  - ISBN or UPC (no dashes or spaces – use your scanner for speed and accuracy)
  - Publication date
  - Number of pages
  - URL with product information for oddball items (Library of things)If we need more information, we will ask.
2. Create a brief record with a local note that alerts Superiorland staff to finish the record. If you choose to create a brief record, the record needs to have enough information to identify the title. Include the following (refer to screen shot):
  - ISBN (020) or LCCN (010) or UPC (024)
  - Author (100)
  - Title (245)
  - Publication date (264)
  - **Page count** and/or number of discs (300)
  - **590 tag with “upgrade”**

An acceptable brief record:

..	Tag	Ind.	Contents
	010		
	020		9781234567890
	040		
	082		
	100	1	Mittens, Mindy
	245		Cataloging is fun
	264	1	Marquette, MI: bSLC Publishing House, c2023
	300		37 pages: c27 cm
	336		
	337		
	338		
	500		
	505		
	590		Upgrade (optional additional information)

This example contains enough information for a patron to be able to look up the title by keyword, and for the item to circulate. The 590 tag will notify co-op staff to complete the record.

This bare bones record does not have any of the other information that enhances searching—series information, contents summary, subject headings, genre or format tags. This record won't sort properly by date or title.

We check every week or two for “upgrade” notices (no quotation marks) in the 590. We can then expand those records to make them function better. But, in the meantime, the title is in the catalog and somewhat findable. If you have patrons eager to check it out ASAP, it's ready to go.

*(information updated 10/31/25 eem)*