

Home Location Policies

Created by Cataloging Executive Committee and Adopted by Directors May 1, 2008

HOME LOCATION POLICIES

Definition:

- Unicorn defines home location as, “This field shows where the item belongs in the owning library. Home location names usually correspond to the various collections in the library....”
- Identifies physical location in the library

General Guidelines:

- Max. of 10 characters in home location name
- Max. of 40 characters in home location description
- Not library specific unless they are needed to control holdability
- Highlight/Identify locations that are library specific so other libraries do not use them
- The following items work together to affect circulation and holdability:
Item type, home location, item category 1, and item category 2
- Collection size should be a minimum of 50 items within new home location
- Once the home location is created, the name is permanent and cannot be modified or deleted

Naming Standards:

- Age identifiers are Juvenile and Teen
- If identifying by age group, start home location name with age identifier (ie: Juvenile = JUVEASY not EASYJUV), then add genre
- For non-age specific locations, put format first and genre last (ie: PBWEST, PBROMANCE, PBBEST, PBBIO, etc)