

Recording Donor Names (LTS Procedure #97)

Scope: This procedure addresses the automated and manual use of the [BIB 902 field](#) to record information about donors who provide funding to support the purchase of individual titles.

The "Donor Name" guided keyword search in the OPAC looks for items acquired with funds contributed by certain persons and organizations or in honor of particular people. It will not retrieve records for books and other items donated directly to the library by individuals or organizations.

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Unit: Batch Processing

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[Automated Process](#)

[Manual Process](#)

A. Automated Process

- Once a month, a scheduled batch maintenance job (cron) is run to map donor information into BIB 902 fields. For 902 information supplied in batch, the value "pfnd" will be included in the 902 \$a:
 - 902 ## \$a **pfnd** \$b [donor name]

B. Manual Process

- LTS Physical Processing staff historically input BIB 902 information whenever they inserted plates for specially funded material. Occasionally LTS continues this practice as an *exception* and is done not by physical processing. When inputting donor name data manually, do not include a 902 \$a, except for honorees (in memory of, in celebration of). 902 field should contain only personal names or organizational names. Do not include dates or degrees.
 - 902 ## \$b [donor name]
 - Examples:**
 - 902 ## \$b Doe, John
 - 902 ## \$b Doe, J & S
 - 902 ## \$b Richardson
 - 902 ## \$b Addams, Morticia
 - 902 ## \$a hntree \$b Fester
 - 902 ## \$b Cho, Il Hwan and Soon Ja Cho
 - 902 ## \$b Mann Library Excellence Fund for Agriculture and Life Sciences