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Uploading Records to the COE Database: Easy as 1,2,3!

Sandra McAninch  
*University of Kentucky, mcaninch@uky.edu*

Julene L. Jones  
*University of Kentucky, julene.jones@uky.edu*

Mary Clark  
*The Library of Virginia*

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Uploading Records to the COE Database: Easy as 1,2,3!

January 14, 2016
USING THE WEBINAR SYSTEM

- Audio for all participants is automatically muted.
  - You may speak freely with colleagues.

- You can ask a question in two ways:
  - Enter text in “Questions” or “Chat” boxes.
  - Raise your hand; moderator will temporarily un-mute your audio connection.
Recordings & PPT slides at

www.aserl.org/archive

Suggestions for future programs?

Email me at ccole-bennett@aserl.org
Sandra McAninch, Regional Depository Librarian, University of Kentucky Libraries
Julene Jones, Head, Database Integrity Unit, University of Kentucky Libraries
Mary Clark, Director, Acquisitions and Access Management, The Library of Virginia
The ASERL COE Database is comprised of brief cataloging records that indicate holdings for all Center of Excellence (COE) libraries. We hope to allow other non-COE depository libraries in the Southeast to contribute records in 2016. It serves as a tool for analyzing the completeness of COE collection(s) and to identify gaps. This ASERL collaborative effort is designed to distribute collection development and permanent retention for all Federal agencies across the entire Southeast.

We will describe how UK and the Library of Virginia harvest records from their online catalogs and upload them to this collection analysis database.
SO, WHAT DOES THE COE DATABASE DO FOR A COE?

- Produces an Owned vs. Available Report--compares what we own to other libraries’ holdings for our agency; tells us what we can acquire elsewhere that we do not own.

- Produces an Owned vs. Universe Report--compares what we own to all known titles for our agency; tells us what we are missing whether it is available or not.

- Matched Holdings Report--compares what we own to other libraries’ holdings for our agency; tells us where we might acquire better or extra copies.
HOW IS THE ASERL COE DATABASE BUILT AND USED?

- COE’s must add cataloging records to the ASERL COE database for their agency
- Records may include both owned and not owned titles for each COE
- Other ASERL libraries may be able to add records for COE agencies in the near future
- Allows all ASERL libraries to compare collections, analyze differences, acquire materials or surrogates
UK’S LOCAL CATALOGING PRACTICES FOR ASERL COE RECORDS
EXAMPLE
MARC BIB RECORD IN
UK’S WPA COLLECTION
(CURRENTLY EX LIBRIS
VOYAGER)
LOCAL PRACTICE:

ADD A 909
LOCAL PRACTICE:
ADD A 590
LOCAL PRACTICE:
ADD 583(s), WHEN NEEDED
3 STEPS TO ADD BIBLIOGRAPHIC RECORDS TO THE ASERL COE DATABASE

1) EXPORT FROM LOCAL CATALOG
2) CUSTOMIZE RECORDS
3) IMPORT INTO ASERL COE DATABASE
STEP 1: EXPORT BIBLIOGRAPHIC RECORDS FROM CATALOG

Possible methods for exporting records

- Access query to identify BIB IDs, use our institution’s file loading/exporting system
- Global Data Change scan job to identify BIB IDs, use our institution’s file loading/exporting system
- Search and export directly from OPAC
- Search and export a set directly from Alma
2534 results found
Keyword Anywhere(ase) NOT Keyword Anywhere("electronic resource")

Real property description manual, instructions for preparing assessment rolls, correcting erroneous descriptions and constructing tax maps.
Michigan, State Tax Commission.
1945
HD260.M5 A5 1945
-available, Young Library - 4th Floor

WPA guide to Tennessee / compiled and written by the Federal Writers' Project of the Work Projects Administration for the state of Tennessee; with a new introduction by Jerrold Hirsch and a foreword by Wilma Dykeman.
1986
F436 .T47 1986
-available, Spec Coll Research Center

Georgia State Planning Board
1938
JK4841 .A5 1938
-available, Young Library - 4th Floor
To export this result, choose the desired format and click Export

Export Format: Raw MARC

Title: Real property description manual, instructions for preparing assessment rolls, correcting erroneous assessments / Michigan State Tax Commission.
Author: Michigan State Tax Commission.

Title: Tennessee, a guide to the state The WPA guide to Tennessee /
Author: WPA guide to Tennessee /

Title: Government manual State planning board cooperating with Works progress administration. /
Author: Georgia State Planning Board

Title: Index of the Official register of the officers and men of New Jersey in the Revolutionary War /
Author: Index of the Official register of the officers and men of New Jersey in the Revolutionary War /
Customizations required for ASERL COE Database

- 909 should be *CFDP([agency code]) *CFDP(WPA)
- 902 with link to record in OPAC
- 049 with three letter OCLC institution code KUK
- 001 with OCLC number, all text and leading zeros removed
USE MARCTOOLS TO “BREAK” THE FILE
“BREAK” THE FILE
Input File: browse
\libstaffsn\UserDocs\tmjhoff1\Desktop\exportRecord.do

Output File: browse
\libstaffsn\UserDocs\tmjhoff1\Desktop\exportRecord.mrk

Functions
- MarcBreaker
- MarcMaker
- MARC => MARC21XML
- MARC21XML => MARC

XML Conversions:
- Dublin Core => MARC

Results:
2534 records were processed in 0.249600 seconds.
Voyager
583 $3 archival copy spine $a condition reviewed $c 2015 $l torn $2 pda $5 KyU.

MarcEdit
=583 $3 archival copy spine$a condition reviewed$c2015$l torn$2 pda$5 KyU.
LDR 01497cam 2200313 4500
=001 66669
=005 20160430092008.0
=008 8560101945\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\n=100 \$a Michigan. \$d State Tax Commission.
=245 \$a Real property description manual, instructions for preparing assessment rolls, correcting erroneous descriptions and constructing tax maps.
=260 \$a [Lansing] \$b Michigan State Tax Commission \$c [1945]
=300 \$s 4 p. l., 60 p. incl. tables, forms, charts. \$c 23 cm.
=500 \$s "Prepared ... with the assistance of the Research unit, Assessment record project division of the Work projects administration." -- Pref.
=500 \$s Reproduced from type-written copy.
=500 \$s UK holds archival copy for ASERL Collaborative Federal Depository Program libraries.
=550 \$a Real property \$z Michigan.
=550 \$a Real property tax \$z Michigan.
=710 \$a United States. \$d Work Projects Administration (Mich.)
=776 Online version \$a Michigan. State Tax Commission. \$d Real property description manual, instructions for preparing assessment rolls, correcting erroneous descriptions and constructing tax maps. \$d [Lansing] Michigan State Tax Commission [1945].\$d (DLC) 450373203\$wOCoL.C 577441000
=909 \$a ASERLWPA
=909 \$a338.329 M5929z Reclass kg.
MARC EDITOR: EDIT MENU
1) EDIT 909

MarcEditor: exportRecord.mrk

Find/Replace:

Find what: =909 \n\s=ASERL_WPA

Replace with: =909 \n\s=CFDP(WPA)

Search Options:
- Match case
- Use regular expressions

Replace
Replace All
Close

tax maps, 8d, [Lansing], Michigan State Tax Commission (1945?) [Sw(DLC)]
CONFIRMATION
MESSAGE: ALL 909s EDITED
2) REMOVE LOWERCASE “ocm” AND “ocn” FROM OCLC NUMBER
3) **TOOLS**

**MENU/ADD/DELETE FIELD**
DELETE ALL 049s
ADD NEW 049s TO ALL RECORDS
4) ADD 902s CONTAINING PERMALINK TO ALL RECORDS
SWAP
FIELD
DATA
FROM 001
TO 902
5) CUSTOMIZE 001 TO CONTAIN THE OCLC NUMBER

5A) DELETE EXISTING 001s
5B) CLICK ON SWAP FIELDS
MIGRATE 035 DATA TO 001 FIELDS
5C) FORMAT

001s

Find/Replace:

Find what: 001 Y(OCoLC)0*

Replace with: 001

Search Options:
- Match case
- Use regular expressions
SUMMARY OF EDITS FOR ASERL COE DATABASE

=LDR 01370pam 2200349 a 4500
=001 13095953
=005 20150430082908.0
=008 860106r19861939ntua\\\\b\\\\00110\leng\\
=010 \a 85031507
=020 \a0870493841 (pbk. : alk. paper) :$c(dollar)12.95
=020 \a0870493833 (alk. paper) :$c(dollar)26.95
=035 \a(OCaN)13095953
=035 \aAAK2577LM
=040 \aDLC$cDLC$dKUK
=043 \aan-us-tn
=049 \aKUK
=050 01\aF436$bT47 1986
=082 01\a917.68/04528219
=130 01\aTennessee, a guide to the state.
=245 148aThe WPA guide to Tennessee /$ccompiled and written by the Federal Writers' Project of the Work Projects Administration for the state of Tennessee ; with a new introduction by Jerrold Hirsch and a foreword by Wilma Dykeman.
=260 \aKnoxville : $bUniversity of Tennessee Press, $cc1986.
=300 \aixviii, 558 p. : $bstill ; $s21 cm.
=600 \aincludes index.
=604 \abibliography: p. 529-535.
=690 \aUK holds archival copy for ASERL Collaborative Federal Depository Program libraries.
=690 \aBert T. Combs Appalachian Collection.
=651 08\aTennessee$xGuidebooks.
=651 08\aTennessee.
=710 2\aFederal Writers' Project (Tenn.)
=909 \a*CFDP(WPA)
=902 \a*CFDPhttp://infokat.uky.edu/vwebv/holdingsInfo?&bibld=85013
SAVE FILE, THEN USE MARCTOOLS TO “MAKE” THE FILE
“MAKE” THE FILE
Input File: C:\Users\user\Dropbox\aserl webinar\exportRecord.mrk

Output File: C:\Users\user\Dropbox\aserl webinar\KUK WPA12_13_15.mrc

Functions
- MarcBreaker
- MarcMaker
- MARC=>MARC21XML
- MARC21XML=>MARC

XML Conversions:
- Dublin Core => MARC
- EAD => HTML
- EAD => MARC
- FGDC => MARC

Translate to MARC-8
Translate to UTF8

Results:
2534 records were processed in 5.959210 seconds.
STEP 3: IMPORT RECORDS INTO ASERL COE DATABASE

- Note: File size should be under 4 MB

- Using Google account registered for ASERL databases, log into the ASERL COE database at http://apps.uflib.ufl.edu/CFDP/
IMPORT
FILE INTO
ASERL COE DATABASE

CFDP - Collaborative Federal Depositories Program
ASERL COE Database

WELCOME, University of Kentucky - William T. Young Library (KUK)

Reports | Import MARC Records | Search Records | Shared Documents

Import MARC Records

To import a MARC data file, please do the following:

- Add an Agency code value in the text box below that will be applied to the 909 field in each record in the data file, unless the record already contains a value for the 909 field.
- One or more Agency code values can be assigned to each record by separating the values with a comma, e.g., ED,PCZ,WPA
- Click the Browse button to select the file to import and then click the Import File button.

Agency codes (optional):

Select a file to upload: Browse... No file selected.
CFDP - Collaborative Federal Depositories Program
ASERL COE Database

WELCOME, University of Kentucky - William T. Young Library (KUK)

Import MARC Records

To import a MARC data file, please do the following:

- Add an Agency code value in the text box below that will be applied to the 909 field in each record in the data file, unless the record already contains a value for the 909 field.
- One or more Agency code values can be assigned to each record by separating the values with a comma, e.g., E, D, P, C, Z, W, P, A
- Click the Browse button to select the file to import and then click the Import File button.

Agency codes (optional): 

Select a file to upload:  KUK WPA 12_13_15.mrc  

Import File  

Cancel
### Import MARC Records

To import a MARC data file, please do the following:
- Add an Agency code value in the text box below that will be applied to the 999 field in each record in the data file, unless the record already contains a value for the 999 field.
- One or more Agency code values can be assigned to each record by separating the values with a comma, e.g., "ED,PCZ, WPA".
- Click the *Browse* button to select the file to import and then click the *Import File* button.

**Agency codes (optional):**

<table>
<thead>
<tr>
<th>Agency codes (optional):</th>
</tr>
</thead>
</table>
| [Browse... No file selected. Import File] | **Cancel**

#### Records with Errors (Page 1 of 1)

<table>
<thead>
<tr>
<th>OCLC Number</th>
<th>Title</th>
<th>Holding Library</th>
<th>Placeholder ID</th>
<th>Agency Filter</th>
<th>Error Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>108488156</td>
<td>Community activities in public housing</td>
<td>KUK</td>
<td>KUK</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Export To File**
- **Error Message**
  - Agency Filter (Field 500) is missing from the data record and no agency codes were submitted in the Agency codes text box.

#### Imported Records (Page 1 of 29)

<table>
<thead>
<tr>
<th>OCLC Number</th>
<th>Title</th>
<th>Holding Library</th>
<th>Placeholder ID</th>
<th>Agency Filter</th>
</tr>
</thead>
<tbody>
<tr>
<td>52351640</td>
<td>Community activities in public housing</td>
<td>KUK</td>
<td>KUK</td>
<td>WPA</td>
</tr>
<tr>
<td>24833116</td>
<td>Annals of Cleveland</td>
<td>KUK</td>
<td>KUK</td>
<td>WPA</td>
</tr>
<tr>
<td>12354639</td>
<td>The 1939 relief population in 13 cities</td>
<td>KUK</td>
<td>KUK</td>
<td>WPA</td>
</tr>
<tr>
<td>4017094</td>
<td>Abstract and check list of statutory</td>
<td>KUK</td>
<td>KUK</td>
<td>WPA</td>
</tr>
<tr>
<td></td>
<td>requirements for county records</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>610224671</td>
<td>Acquisition of excess land</td>
<td>KUK</td>
<td>KUK</td>
<td>WPA</td>
</tr>
<tr>
<td>496810964</td>
<td>Acquisition of sites for low rent housing</td>
<td>KUK</td>
<td>KUK</td>
<td>WPA</td>
</tr>
<tr>
<td>81408632</td>
<td>Act II.</td>
<td>KUK</td>
<td>KUK</td>
<td>WPA</td>
</tr>
<tr>
<td>5531540</td>
<td>Action program</td>
<td>KUK</td>
<td>KUK</td>
<td>WPA</td>
</tr>
</tbody>
</table>

- **Export To File**
The Library of Virginia uses the Z39.50 protocol to export records from our Aleph catalog to MarcEdit.

You can also extract records from OCLC using Connexion.

MarcEdit is really fun to work with!
Challenges

- Beware of Marcive temp records in the =001. These should be removed from your MarcEdit (*.mrk) file.
- You will want to add =901 placeholder data where OCLC numbers are not available.
- Watch out for LC call numbers masquerading as SuDocs.
Successes

- The COE gap database has identified missing items and helped build complete collections.
- The more records in the database, the more likely that gaps will be identified.
- Selective libraries should not hesitate to add their records. You could have the magic document that completes a COE collection!
Additional tools and hints

http://www.aserl.org/programs/gov-doc/

- **ASERL COE Database**
  - Sign-in Page for the ASERL COE database
- List of MARC Fields and Formatting Requirements
- List of 909 Agency Filters
- LibGuide - describes the program and how the software works
THANK YOU!

If you have questions, enter them into Chat, or email us:

mcaninch@uky.edu
julene.jones@uky.edu
mary.clark@lva.virginia.gov