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

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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 unmute your audio connection.
Recordings & PPT slides at

www.aserl.org/archive

Suggestions for future programs?

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The ASERL COE Database <http://apps.uflib.ufl.edu/CFDP/cfdpHome.aspx> 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
<table>
<thead>
<tr>
<th>Title</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>Real Property Description Manual, Instructions for Preparing Assessment Rolls, Correcting Error</td>
<td>Michigan State Tax Commission</td>
</tr>
<tr>
<td>Tennessee, a guide to the state / The WPA Guide to Tennessee /</td>
<td></td>
</tr>
<tr>
<td>Government Manual State Planning Board Cooperating with Works Progress Administration. /</td>
<td>Georgia State Planning Board</td>
</tr>
<tr>
<td>Index of the Official Register of the Officers and Men of New Jersey in the Revolutionary War /</td>
<td></td>
</tr>
</tbody>
</table>
Customizations required for ASERL COE Database

- 909 should be "*CFDP([agency code])")
- 902 with link to record in OPAC
- 049 with three letter OCLC institution code
- 001 with OCLC number, all text and leading zeros removed
MARCEDIT
USE MARCTOOLS TO “BREAK” THE FILE
“BREAK” THE FILE
MARCEDIT SYNTAX

- Voyager

  583 $1 $3 archival copy spine $a condition reviewed $c 2015 $l torn $2 pda $5 KyU.

- MarcEdit

  =583 $1\$3archival copy spine$accondition reviewed$c2015$l torn$2 pda$5 KyU.
MARC EDITOR

LDR 01497cam 2200313 4500
=001 66659
=005 20160430092008.0
=008 8560101945\1\ln\u\1\1\n\00010\leng
=010 \1\a 45087230
=035 \1\a(OCoLC)ocm12138337
=035 \1\9AAK3432LM
=035 \1\a885883
=040 \1\aDLC$ck:UK
=049 \1\aKKK
=050 00ah:D266,M68bA5 1945
=082 \1\a338:292
=110 1\$aMichigan.$aState Tax Commission.
=245 10\$aReal property description manual, instructions for preparing assessment rolls, correcting erroneous descriptions and constructing tax maps.
=260 \1\sq[Lansing]$bMichigan State Tax Commission$[19457]
=300 \1\sa4 p. 1., 60 p. incl. tables, forms, digr. $c23 cm.
=500 \1\sa"Prepared ... with the assistance of the Research unit, Assessment record project division of the Work projects administration."--Pref.
=500 \1\saReproduced from type-written copy.
=590 \1\saUK holds archival copy for ASERL Collaborative Federal Depository Program libraries.
=850 10\$aReal property.$zMichigan.
=850 10\$aReal property tax.$zMichigan.
=710 1\$aUnited States.$dWork Projects Administration (Mich.)
=909 1\$aASERLWPA
=909 1\$a338:29 M5922$zReclass kg
MARC EDITOR: EDIT MENU
1) EDIT 909
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
MarcEditor: exportRecord.mkr

- LDR 0149?cam 2200311 4500
- 001 88663
- 005 20150430082908.0
- 008 886010619661039999\{\nuiaa\}\{\w00010\wong\}9
- 010 $a 46037230
- 035 $a(OCoLO)12193897
- 035 $a(AKUG)4342LM
- 035 $a(858585
- 040 $aDLG8cKUK
- 049 $aKUK
- 050 $dHarD266.M53bAs 1946
- 082 $s388.202
- 110 105Michigan.\$tState Tax Commission.
- 245 100aReal property description manual, instructions for preparing assessment rolls, correcting erroneous descriptions and constructing tax maps.
- 260 $a[Lansing]\$aMichigan. State Tax Commission\{1948\?
- 300 $a4 p. l., 60 p. incl. tables, forms, dias, 9c23 cm.
- 500 $aPrepared ... with the assistance of the Research unit, Assessment record project division of the Work projects administration."--Pref.
- 500 $aReproduced from type-written copy.
- 500 $aUK holds archival copy for ASERL Collaborative Federal Depository Program libraries.
- 650 $vReal property\$aMichigan.
- 710 105United States.\$tWork Projects Administration (Mich.)
- 776 085Online version:\$aMichigan. State Tax Commission.\$aReal property description manual, instructions for preparing assessment rolls, correcting erroneous descriptions and constructing tax maps.\$a[Lansing]\$aMichigan State Tax Commission \{1947\}$d(DLC) 46087230897\{OCoLO\}577441600
- 820 $sCFDP\(WPA\)
- 822 $sCFDP\(WPA\)
- 890 $sCFDP\(WPA\)

Find/Replace:

Find what: 8bibli=8s
Replace with: 8bibli=

Search Options:
- Match case
- Use regular expressions

Replace All

Close
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
SAVE FILE, THEN USE MARCTOOLS TO "MAKE" THE FILE
“MAKE” THE FILE
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.  

Import File  

Cancel
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.
Import MARC Records

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

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- 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. Import File

File Name: KUK WPA/12_f13_15.mk
Results: The number of records processed: 2634 / Records saved: 2248; Records with errors: 1

Records with Errors (Page 1 of 1)

- Export To File
- Error Message
  - Agency Filter (Field 509) is missing from the data record and no agency codes were submitted in the Agency codes text box.

Imported Records (Page 1 of 29)

- Export To File

- OCLC Number | Title | Holding Library | Placeholder ID | Agency Filter
- 52351640 | Community activities in public housing / | KUK | WPA
- 2433116 | ... Annals of Cleveland | KUK | WPA
- 12354639 | The 1936 relief population in 13 cities | KUK | WPA
- 4183894 | Abstract and check list of statutory requirements for county records | KUK | WPA
- 610224671 | Acquisition of excess land / | KUK | WPA
- 496810964 | Acquisition of sites for low rent housing projects / | KUK | WPA
- 81460632 | Act II | KUK | WPA
- 5531540 | Action program / | KUK | WPA

REVIEW FOR ERRORS
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:

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