

# Cataloging Module Panel



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# Topics



1. Loading brief vendor records in Aleph
2. Deleting items in Aleph

# Loading brief vendor records in Aleph



- Issue 1: Patrons need to be able to place hold requests on items that are On Order
  - Over 3000 hold requests on a given day
- Issue 2: Diverse selection responsibilities
  - 18 selectors; 3 locations; 3 primary vendors; approximately 80 different vendor carts each month
- Previously, data for each individual title in each vendor cart was manually entered in Acquisitions > Orders > Catalog Orders
- “There has to be a better way” moment



# Aleph ODIN Custom Record Loading



- Step 1: Notified of vendor cart order submission
- Step 2: From vendor website, download cart of MARC records to desktop as .mrc file
- Step 3: On ODIN website, use Library File Upload to load .mrc file to server
- Step 4: In Aleph Circulation module, move .mrc file
- Step 5: In Aleph Cataloging module, load .mrc file

# Deleting items in Aleph



- **CREW method**
  - Continuous Review Evaluation and Weeding
  - <https://www.tsl.state.tx.us/ld/pubs/crew/index.html>
  - Materials weeded generally equivalent to materials added
  - Weed 5% per year
- Run Aleph reports by sublocation and collection, then sort on
  - ✦ Date of Last Circulation
  - ✦ Number of Circs
  - ✦ Open Date

# Deletion Scenarios



- Barcode item is to be deleted where item is the **only** item attached to holding, but other holdings and items exist and are attached to bibliographic record.
  - Action: Retain bibliographic record > Retain other holdings > Delete item > Delete related holding
- Barcode item is to be deleted where item is **not** the only item attached to holding, but other items exist and are attached to shared holding, and other holdings and items exist and are attached to bibliographic record.
  - Action: Retain bibliographic record > Retain shared holding > Delete item only
- Barcode item is the last item and holding attached to the bibliographic record.
  - Action: Capture OCLC # from bibliographic record to remove holdings in WorldCat > Delete barcode item > Delete holding > Delete bibliographic record.

# Aleph Deletion Process



- Previously, items were weeded one barcode at a time in order to capture OCLC#s when necessary
- “There has to be a better way” moment
- Aleph Services > Items > Delete Item Records (item-11)



# Aleph Delete Item Records (item-11)



- Step 1: Generate list of items to be deleted using Aleph Services > Items > General Retrieval Form (ret-adm-01)
- Step 2: Use Output File name from Step 1 as Input File Name for Aleph Services > Items > Delete Item Records (item-11)
  - Select 035 Tag options to capture OCLC #s of Last Items
  - Select “No” to Update Database and “None” for Record Management to review report before action and capture OCLC#s of Last Items



# Aleph Delete Item Records (item-11)



## Step 3: Copy and Paste data from Deleted Items Report to Excel spreadsheet

- Sort data by column “Last Item”
- For those indicated as Yes for “Last Item”, copy OCLC #s from column “035 Tag” to delete in WorldCat

## Step 4: Use Output File name from Step 1 as Input File Name for Aleph Services > Items > Delete Item Records (item-11)

- Select 035 Tag options
- Select “Yes” to Update Database and “Delete” for Record Management to take action