

CATALOGING CORNUCOPIA



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Cataloging Cornucopia

- ▶ Local Templates
- ▶ Holding Record as the Master
- ▶ Deleting Items
- ▶ Deleting Items in Batch
- ▶ OCLC Loader Setup

Templates in Cataloging

- ▶ Templates can be used as an easy way to insert common information into a bibliographic or holding record - such as NUC code or Sublibrary code in an HOL record
- ▶ Creating templates:
 - ▶ Create a record with the fields you wish to have inserted into records (Cataloging | New Record)
 - ▶ Save the record as a template (Cataloging | Create Template on Local Drive)
 - ▶ Apply the template as pertinent (Cataloging | Open Template, then select the template to be applied)
 - ▶ If a field/subfield is already in the record it WILL NOT be overwritten
 - ▶ Indicators WILL be overwritten
 - ▶ Full documentation is available at <http://www.odin.nodak.edu/training/cataloging>
Creating Local Templates

Templates in Cataloging

- ▶ Templates are only valid on the pc where they are created
- ▶ Templates are stored in and can be deleted from the Template folder found at AL500 XXX PROD V22 | Catalog | Template

Holding Record as Master

- ▶ The holding record is considered a ‘master’ record, and therefore dictate several fields within the item record
 - ▶ Sublibrary
 - ▶ Collection
 - ▶ Call Number
- ▶ Attempts to update any of these fields in the item record will be unsuccessful; the fields must be updated in the holding record in order to take effect in the item record
- ▶ Exception: If the Temporary Location box in the item record is checked, changes can be made to any field in the item record, regardless of what information is contained in the holding record. Unchecking the temporary location box reverts the information in these fields back to the values in the holding record. Temporary Location should only be used in cases where the location is indeed temporary - such as placing items on course reserve or on display.

Deleting Items

- ▶ Deleting item records (and subsequent bibs and holdings), when done properly, will create a history record so deletes can be counted at a later date.
- ▶ Deleting item records as part of the Total Delete process (which deletes all components of a record - bib, holding, item, and ADM) does **not** create a history record for items, and in that case, statistics are not available for the number of items deleted in a specified period.
- ▶ When conducting a delete, first delete the item record, then conduct a 'total delete' in order to eliminate the other records associated with the item - of course, in cases where it is the last item of a record that has been deleted.
- ▶ Documentation is available at <http://www.odin.nodak.edu/training/cataloging>
Deleting Records in Aleph

Deleting Items in Batch

- ▶ Deleting item records (and subsequent bibs and holdings), can be done in batch using the services Delete Item Records (item-11).
- ▶ A file of barcodes can be uploaded into Aleph, pushed through the service Retrieve Record Keys (manage-70) to retrieve formatted record numbers that can be used in Delete Item Records (item-11).
- ▶ Delete Item Records should ALWAYS be run in non-update mode first in order to retrieve a listing of OCLC numbers to be used when deleting holdings on OCLC. This service can then be run in update mode to delete not only the item, but also the associated bib and holding record if it is the last item attached to those records.
- ▶ Documentation is available at

OCLC Loader

- ▶ The OCLC Loader allows for automatically loading of records (bib, holding and item) from OCLC Connexion into Aleph.
- ▶ One time set-up of three Aleph tables needs to occur
 - ▶ Tab_loader - determines how imported records are processed - such as if items or holdings should be created
 - ▶ Tab_mapping - determines how holding records should be created
 - ▶ Tab_loader_def - determines how item records should be created
- ▶ Set-up is available for OCLC using either the Connexion Client or Connexion via a browser.
- ▶ Documentation is available at <http://www.odin.nodak.edu/training/cataloging>
OCLC Loader - Connexion setup, tab_loader, tab_loader_def and tab_mapping