Scratch It

Ellen Kotrba / ODIN / 777-4865

ellen.kotrba@ndus.edu

Library Types – data within Input Files

ODIN	CODE	LIBRARY TYPE
ODN01	– BIB	– BIBliographic library
ODN60	-HOL	- Holdings Library
XXX50	– ADM	– ADMinistrative library

- Each library has a SCRATCH directory to store files

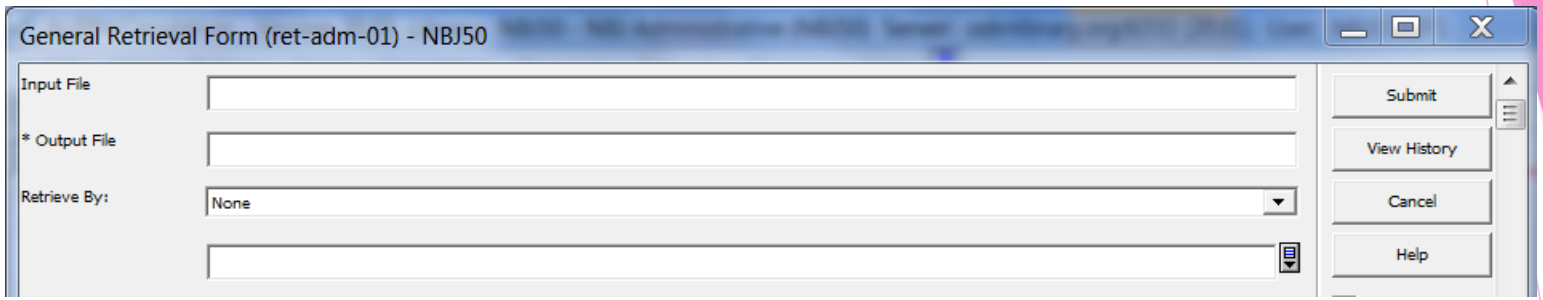
- XXX is the library code – ex. LEA or MPS or NBJ, etc.
- It's important because some input files need to be in xxx50/scratch
  - Most often though it's alephe/scratch, ODN01 or ODN60 that are used

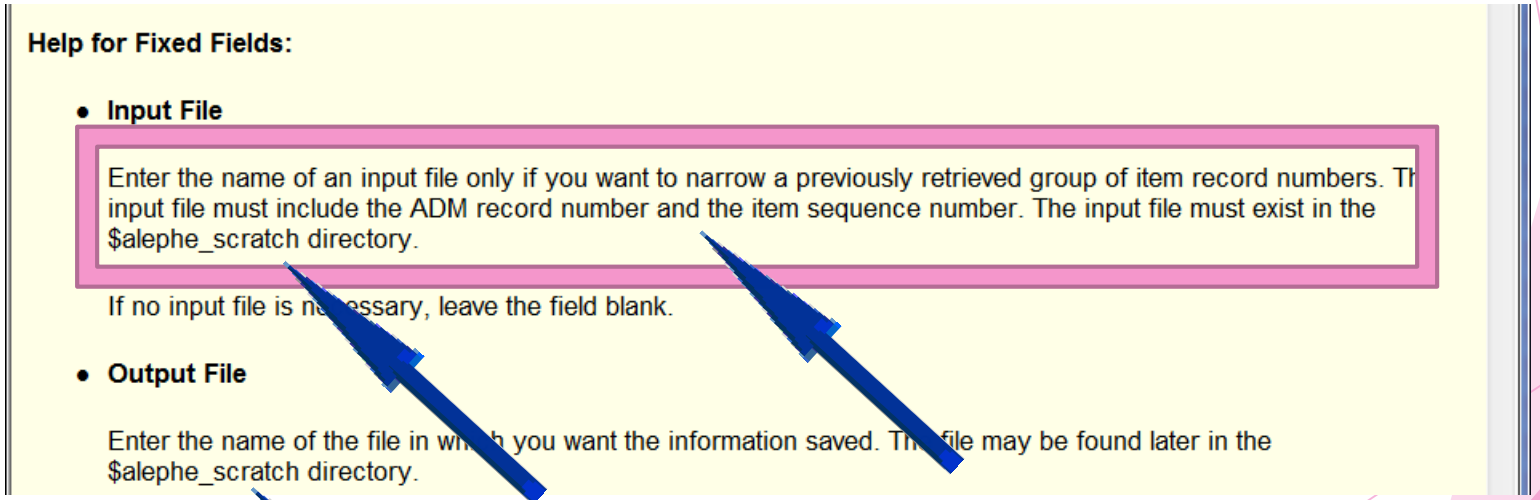
SCRATCH directory – where Input Files reside

- alephe/scratch (system)
- odn01/scratch
- odn60/scratch
- xxx50/scratch

- Input & Output filenames should always be lower case
  - No Spaces Allowed - Acceptable characters (underscore & dash)
  - May use numbers
  - Including library code in filenames is encouraged

-- Input files need to contain “correct” data in “correct” format
and reside in “correct” scratch directory
-- again, Input & Output filenames need to be all lower-case,
no spaces & may contain space/underscore/numbers
-- Most services do “not” require an input file

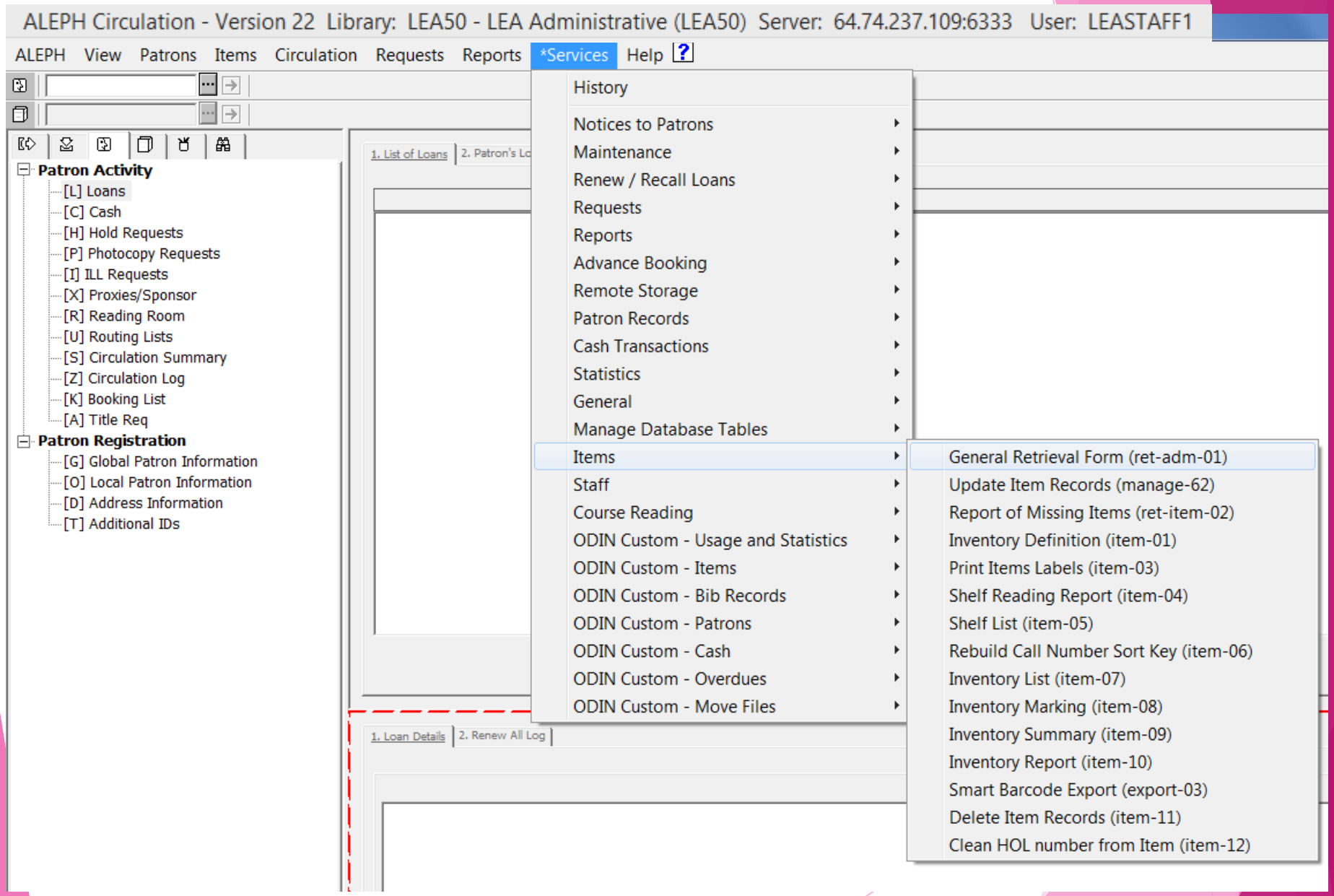




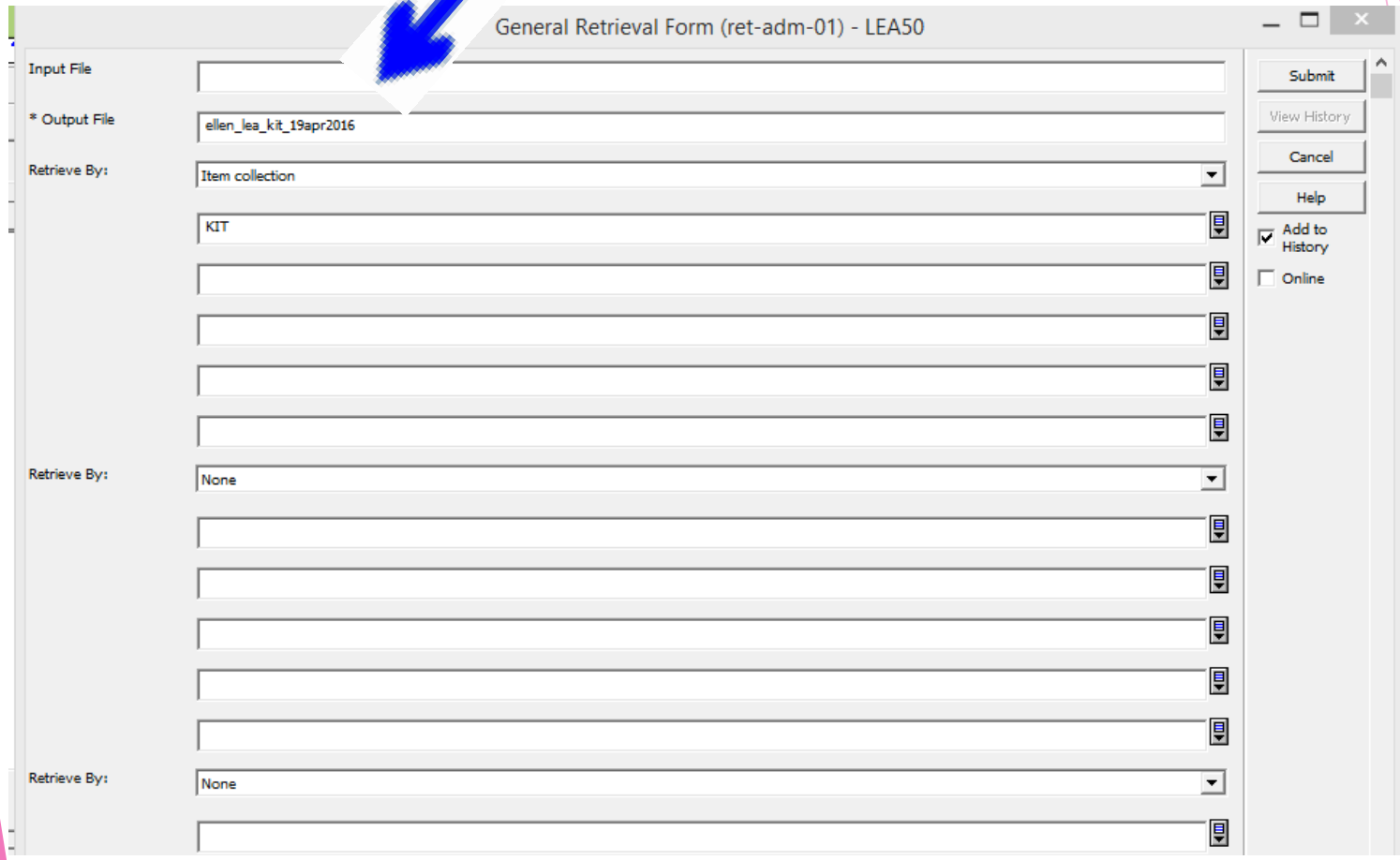
Help Files for Services usually identify where input files need to reside!

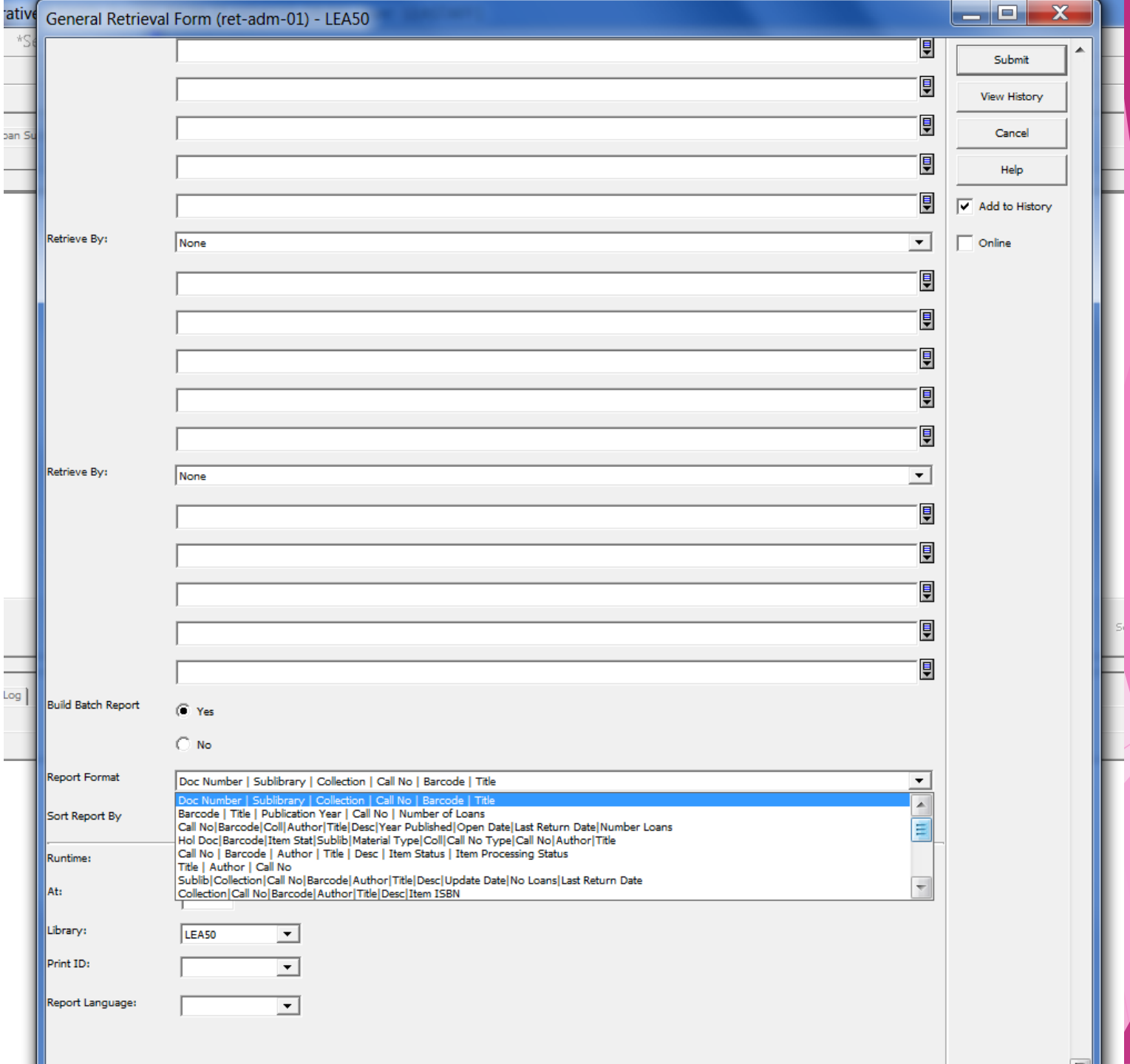
CREATING

an input file!


ALEPH Circulation - Version 22 Library: LEA50 - LEA Administrative (LEA50) Server: 64.74.237.109:6333 User: LEASTAFF1
ALEPH View Patrons Items Circulation Requests Reports *Services Help
Patron Activity
[L] Loans
[C] Cash
[H] Hold Requests
[P] Photocopy Requests
[I] ILL Requests
[X] Proxies/Sponsor
[R] Reading Room
[U] Routing Lists
[S] Circulation Summary
[Z] Circulation Log
[K] Booking List
[A] Title Req
Patron Registration
[G] Global Patron Information
[O] Local Patron Information
[D] Address Information
[T] Additional IDs
1. List of Loans
2. Patron's Lo
1. Loan Details
2. Renew All Log
History
Notices to Patrons
Maintenance
Renew / Recall Loans
Requests
Reports
Advance Booking
Remote Storage
Patron Records
Cash Transactions
Statistics
General
Manage Database Tables
Items
Staff
Course Reading
ODIN Custom - Usage and Statistics
ODIN Custom - Items
ODIN Custom - Bib Records
ODIN Custom - Patrons
ODIN Custom - Cash
ODIN Custom - Overdues
ODIN Custom - Move Files
General Retrieval Form (ret-adm-01)
Update Item Records (manage-62)
Report of Missing Items (ret-item-02)
Inventory Definition (item-01)
Print Items Labels (item-03)
Shelf Reading Report (item-04)
Shelf List (item-05)
Rebuild Call Number Sort Key (item-06)
Inventory List (item-07)
Inventory Marking (item-08)
Inventory Summary (item-09)
Inventory Report (item-10)
Smart Barcode Export (export-03)
Delete Item Records (item-11)
Clean HOL number from Item (item-12)

will become input filename




General Retrieval Form (ret-adm-01) - LEA50
Submit
View History
Cancel
Help
Add to History
Online
Retrieve By:
None
Retrieve By:
None
Build Batch Report
Yes
No
Report Format
Doc Number | Sublibrary | Collection | Call No | Barcode | Title
Doc Number | Sublibrary | Collection | Call No | Barcode | Title
Barcode | Title | Publication Year | Call No | Number of Loans
Call No|Barcode|Coll|Author|Title|Desc|Year Published|Open Date|Last Return Date|Number Loans
Hol Doc|Barcode|Item Stat|Sublib|Material Type|Coll|Call No Type|Call No|Author|Title
Call No | Barcode | Author | Title | Desc | Item Status | Item Processing Status
Title | Author | Call No
Sublib|Collection|Call No|Barcode|Author|Title|Desc|Update Date|No Loans|Last Return Date
Collection|Call No|Barcode|Author|Title|Desc|Item ISBN
Sort Report By
Runtime:
At:
Library:
LEA50
Print ID:
Report Language:

Print Preview

02/12/2014
general-retrieval-form-00

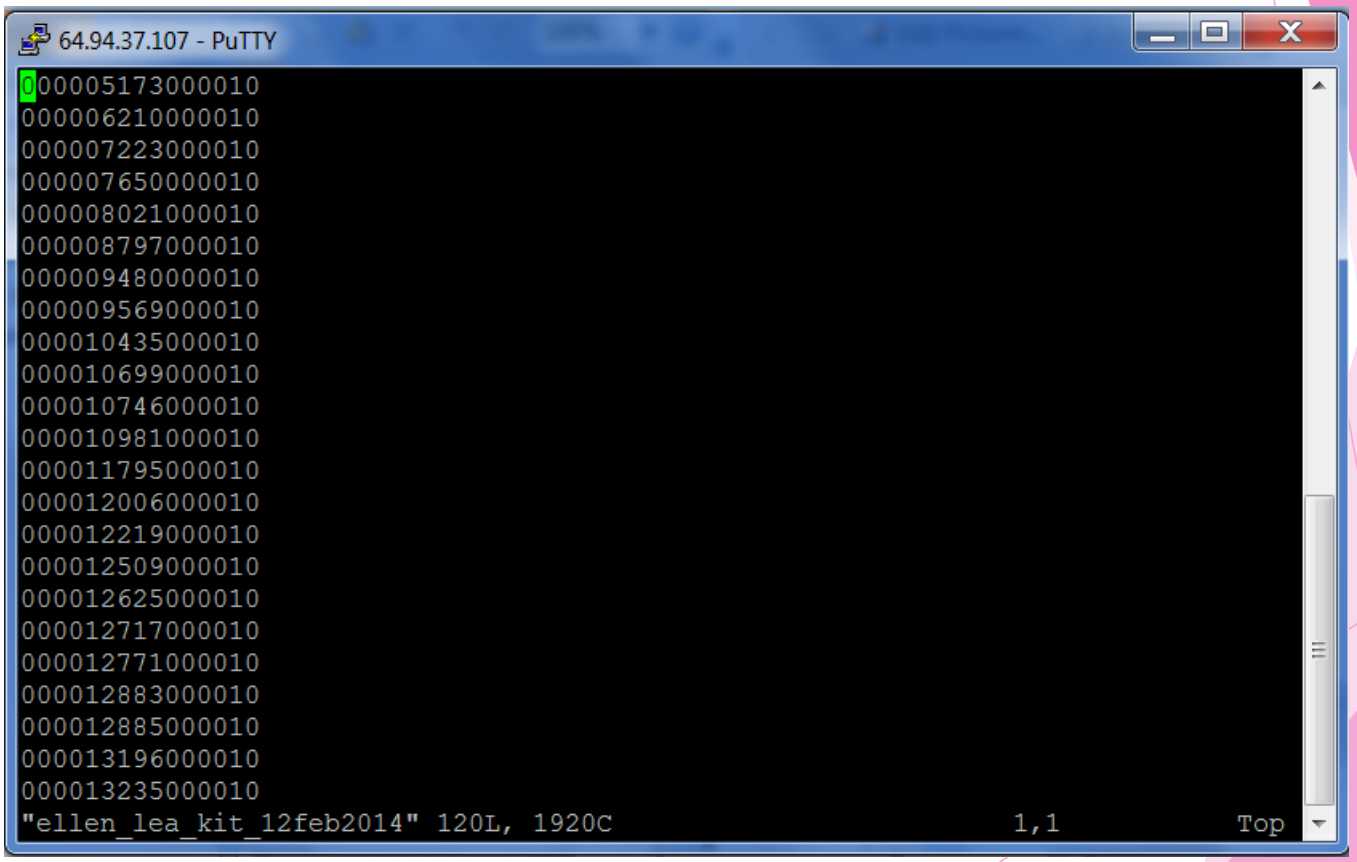
General Retrieval Form

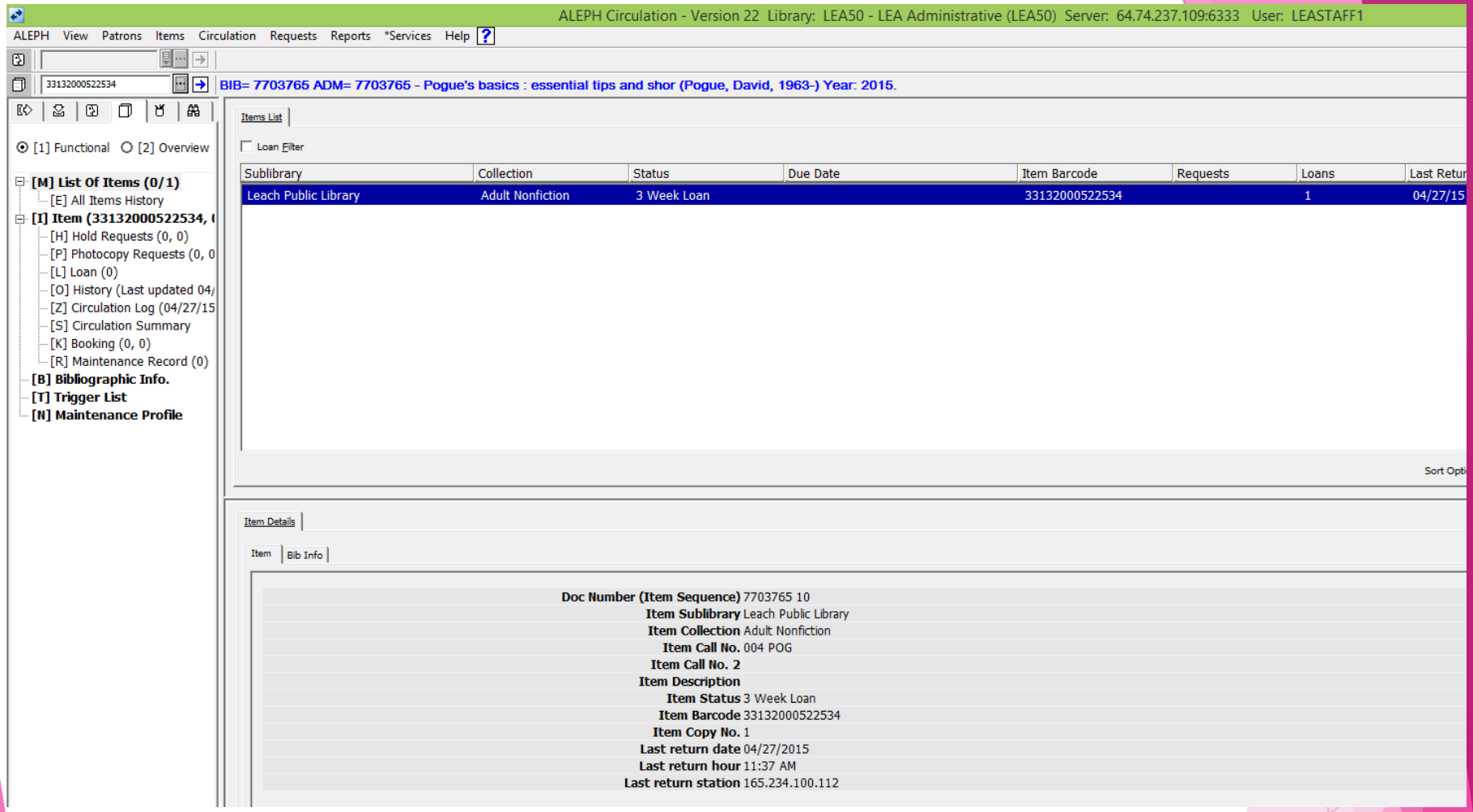
Sorted By: Title

Doc Number	Item Sequence	Title	Item Process Status	Sublibrary	Collection	Call No.	Barcode	Item Update Date
6422535	10	Alphabet rescue		Leach Public Library	Juvenile Kits	KIT WOO	33132000366981	02/25/2009
6210	10	Animals at the zoo		Leach Public Library	Juvenile Kits	KIT GRE	33132000208886	07/12/2004
6422538	10	Anything for you		Leach Public Library	Juvenile Kits	KIT WAL	33132000366973	10/08/2008
6422312	10	Apple-picking day!		Leach Public Library	Juvenile Kits	KIT BRO	33132000366619	04/28/2010
6435125	10	Apple trouble!		Leach Public Library	Juvenile Kits	KIT SCA	33132000367518	02/13/2008
6138823	10	April foolishness		Leach Public Library	Juvenile Kits	KIT BAT	33132000335762	03/28/2011
19582	10	Arthur's baby		Leach Public Library	Juvenile Kits	KIT BRO	33132000208738	06/02/2010
13772	10	Arthur's Christmas cookies		Leach Public Library	Juvenile Kits	KIT HOB	33132000208159	12/27/2004
18066	10	Arthur's tooth		Leach Public Library	Juvenile Kits	KIT BRO	33132000208720	03/02/2009
6113957	10	Bear stays up for Christmas		Leach Public Library	Juvenile Kits	KIT WIL	33132000330763	03/08/2006
13235	10	The Berenstain Bears' moving day		Leach Public Library	Juvenile Kits	KIT BER	33132000210007	07/17/2001
6113963	10	Best Thanksgiving ever!		Leach Public Library	Juvenile Kits	KIT SLA	33132000330789	11/16/2007
19971	10	Biscuit		Leach Public Library	Juvenile Kits	KIT CAP	33132000208167	11/13/2009
6113960	10	Bumposaurus		Leach Public Library	Juvenile Kits	KIT MCK	33132000330771	09/19/2007
6863766	10	The carnival of the animals /		Leach Public Library	Juvenile Kits	KIT PRE	33132000422917	09/07/2010
16943	10	The Cat in the hat		Leach Public Library	Juvenile Kits	KIT CAT	33132000211294	05/18/2010
6138396	10	Chameleon's colors		Leach Public Library	Juvenile Kits	KIT TAS	33132000336034	03/14/2006
6113812	10	Christmas in the barn		Leach Public Library	Juvenile Kits	KIT BRO	33132000330839	12/05/2011
6085256	10	Click, clack, moo cows that type /		Leach Public Library	Juvenile Kits	KIT CRO	33132000327017	03/29/2006
12717	10	Clifford takes a trip ; Clifford's travels		Leach Public Library	Juvenile Kits	KIT BRI	33132000208126	09/12/2007
10699	10	Clifford the small red puppy		Leach Public Library	Juvenile Kits	KIT BRI	33132000210171	09/13/2007
10435	10	Clifford's Christmas		Leach Public Library	Juvenile Kits	KIT BRI	33132000211245	12/05/2011
10981	10	Come back, Amelia Bedelia		Leach Public Library	Juvenile Kits	KIT PAR	33132000209249	11/13/2009
6441693	10	The cow who clucked		Leach Public Library	Juvenile Kits	KIT FLE	33132000367377	11/13/2008
6634261	10	THE CRANKY DAY		Leach Public Library	Juvenile Kits	KIT CRA	33132000394314	08/02/2011
18064	10	Curious George flies a kite		Leach Public Library	Juvenile Kits	KIT REY	33132000209884	10/11/2004
6782177	10	CURIOUS GEORGE GOES TO A MOVIE		Leach Public Library	Juvenile Kits	KIT CUR	33132000409682	02/09/2010
14346	10	Curious George visits the zoo		Leach Public Library	Juvenile Kits	KIT REY	33132000209140	03/02/2009
8021	10	Days with Frog and Toad		Leach Public Library	Juvenile Kits	KIT LOB	33132000208985	05/07/2010
13196	10	Disney's Beauty and the beast	Lost	Leach Public Library	Juvenile Kits	KIT BEA	33132000211252	11/03/2004
6138388	10	Down on the farm		Leach Public Library	Juvenile Kits	KIT KUT	33132000335721	08/03/2010
11795	10	Dr. Seuss's ABC		Leach Public Library	Juvenile Kits	KIT SEU	33132000208993	10/08/2008
12509	10	Dumbo		Leach Public Library	Juvenile Kits	KIT WAL	33132000311367	10/07/2004
16679	10	Father bear comes home		Leach Public Library	Juvenile Kits	KIT MIN	33132000209314	06/25/2003

Print Close Close All

Over in the alephe/scratch directory, the file looks like this – also called an input file





Doc Number (Item Sequence) – in above example:
7703765 10 translates to…. Doc number 007703765000010

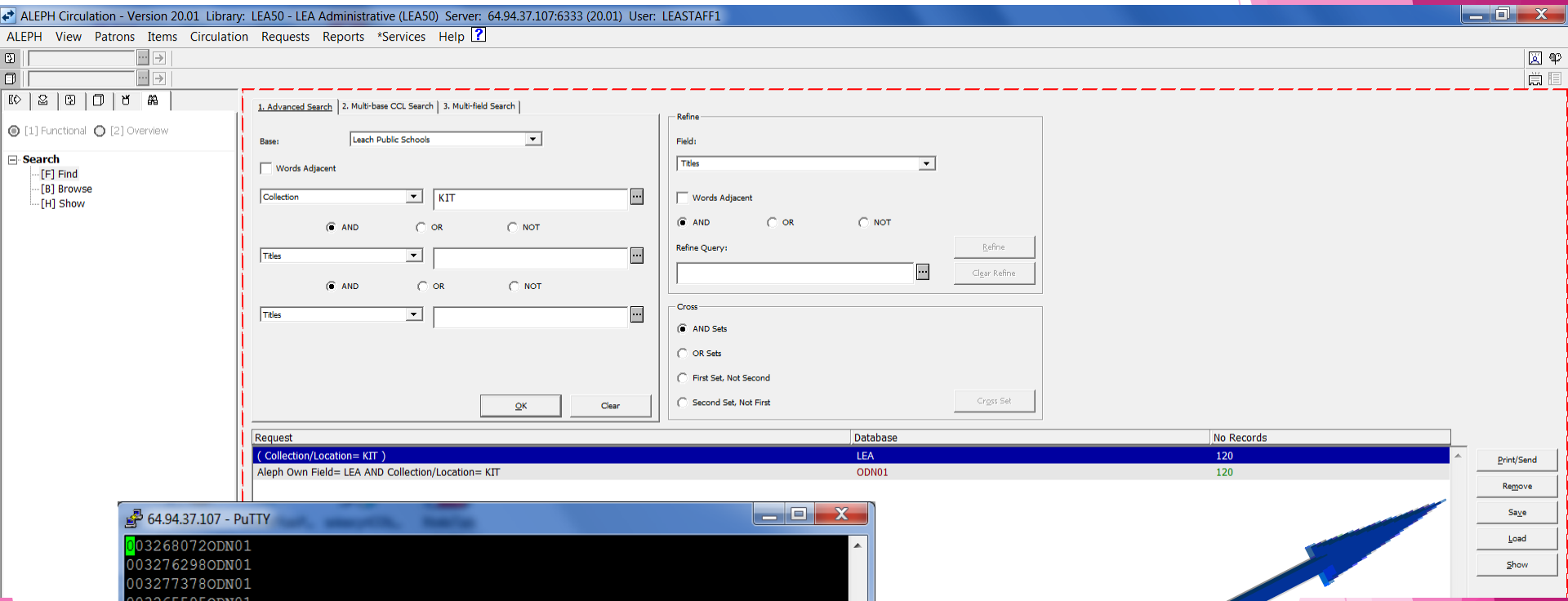
There are Other Options to get an input file

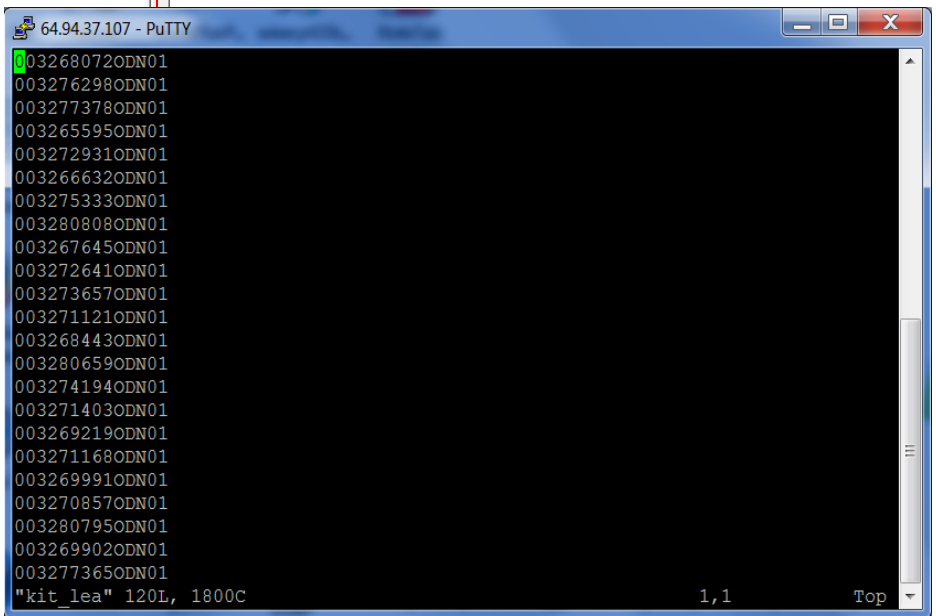
- Binoculars search in the client & then save results
  - Need to visualize what's in the file
- Manage-70 – can take one file such as Doc No's and create another file with other needed input
  - Examples
    - Doc No to ODN01 (ADM-to-BIB)
    - Barcode to ODN01 (BARCODE-to-BIB)
    - ODN01 to Barcode (BIB-to-BARCODE)
    - Etc.

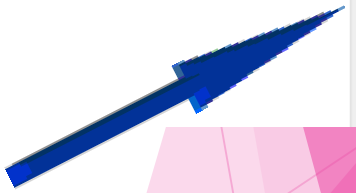
EXAMPLES

using Binoculars Search/Save

Leach Public binoculars search yields an input file with ODN01



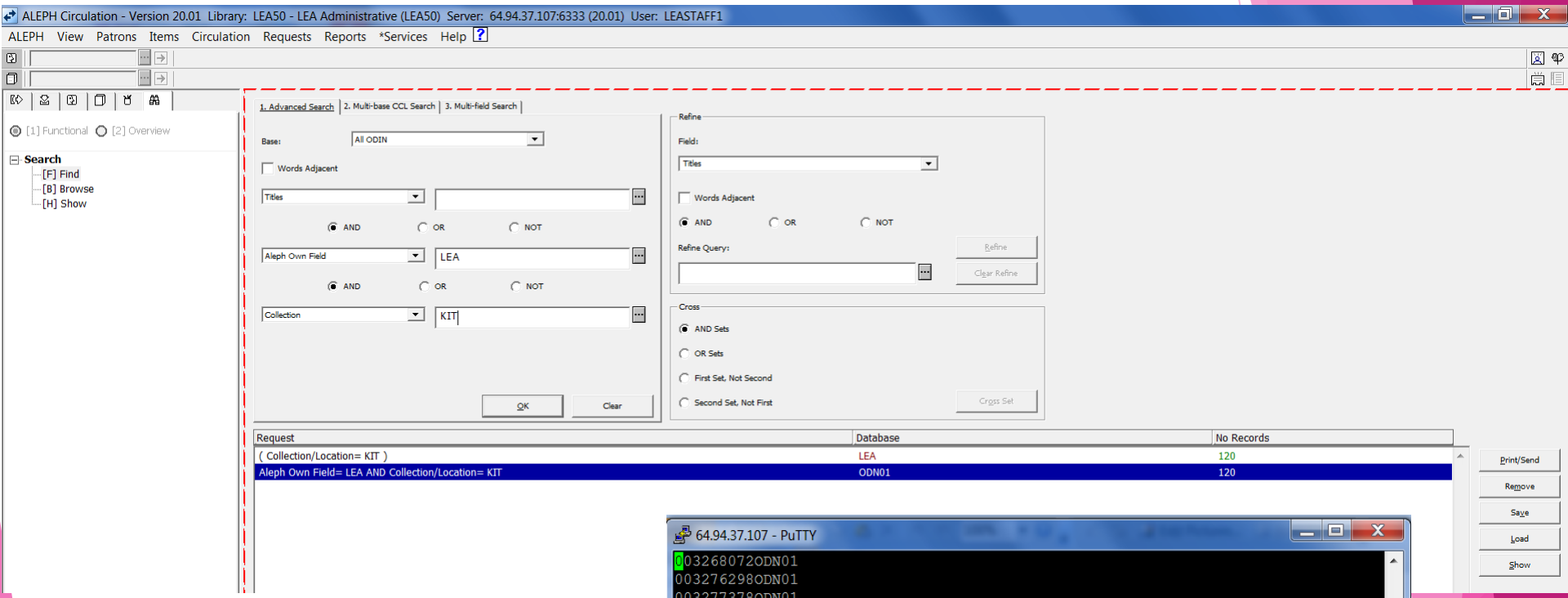


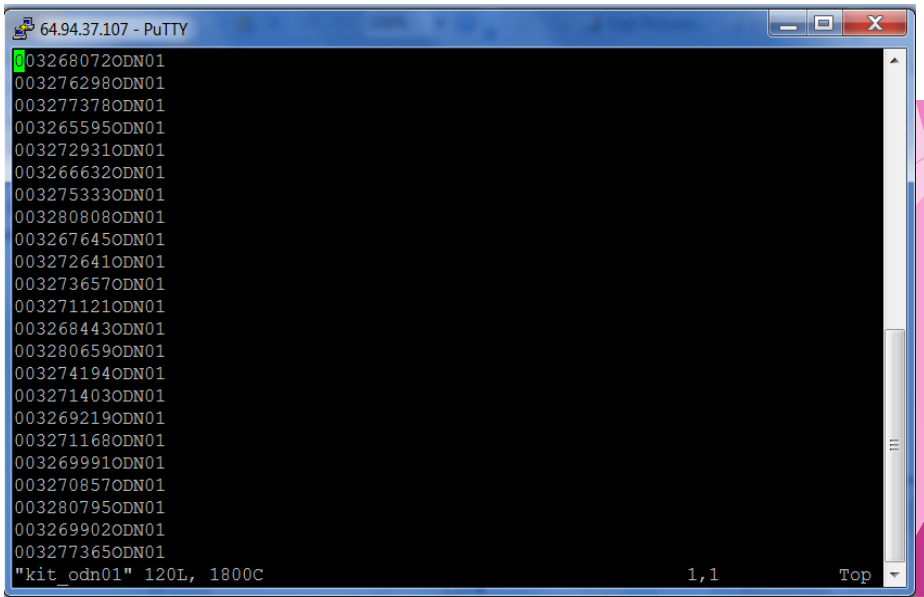


Click Save to
Save File to Server –

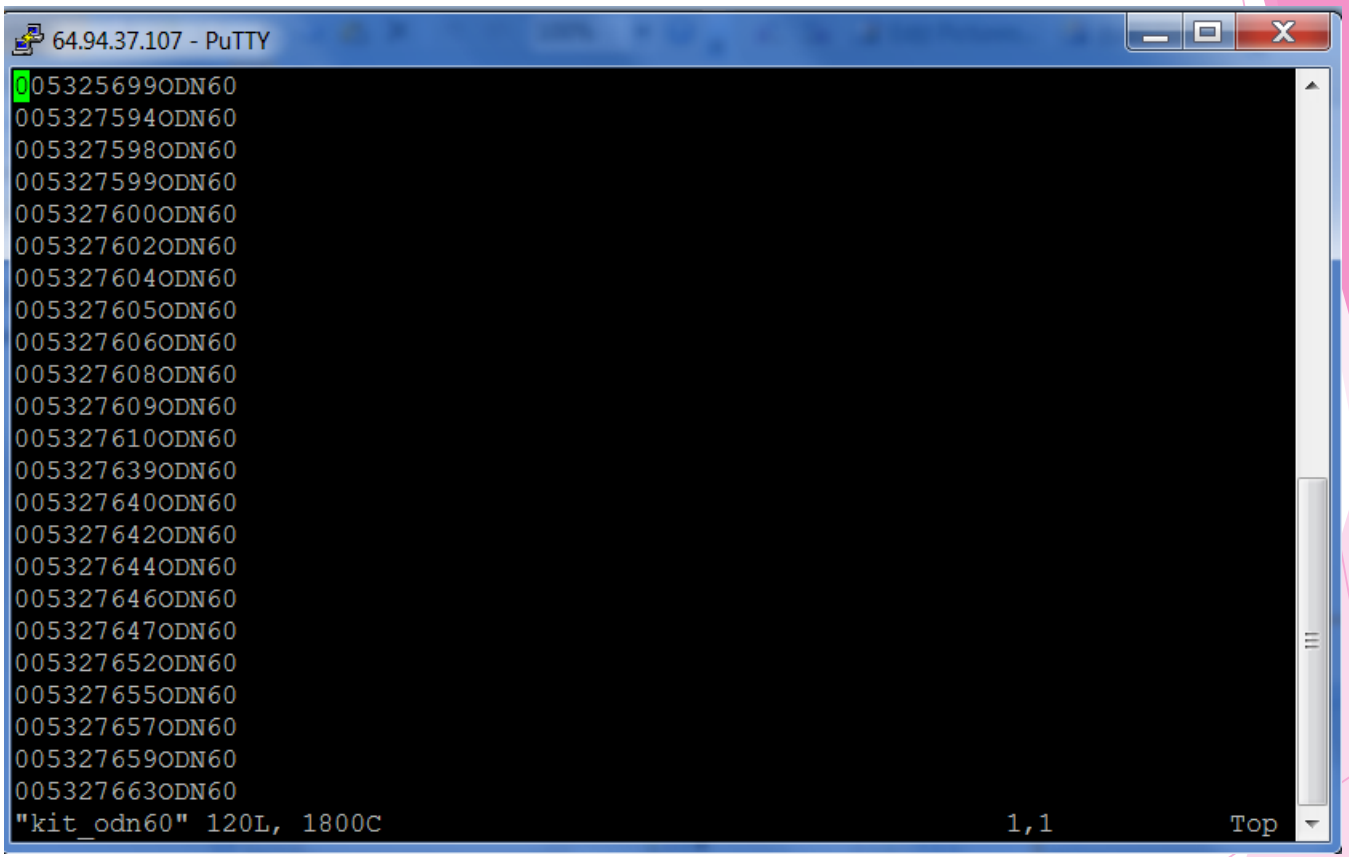
Filename shows upper-case
but is really lower-case
on server

All ODIN binoculars search yields an input file with ODN01





ODIN Holdings binoculars search yields an input file with ODN60

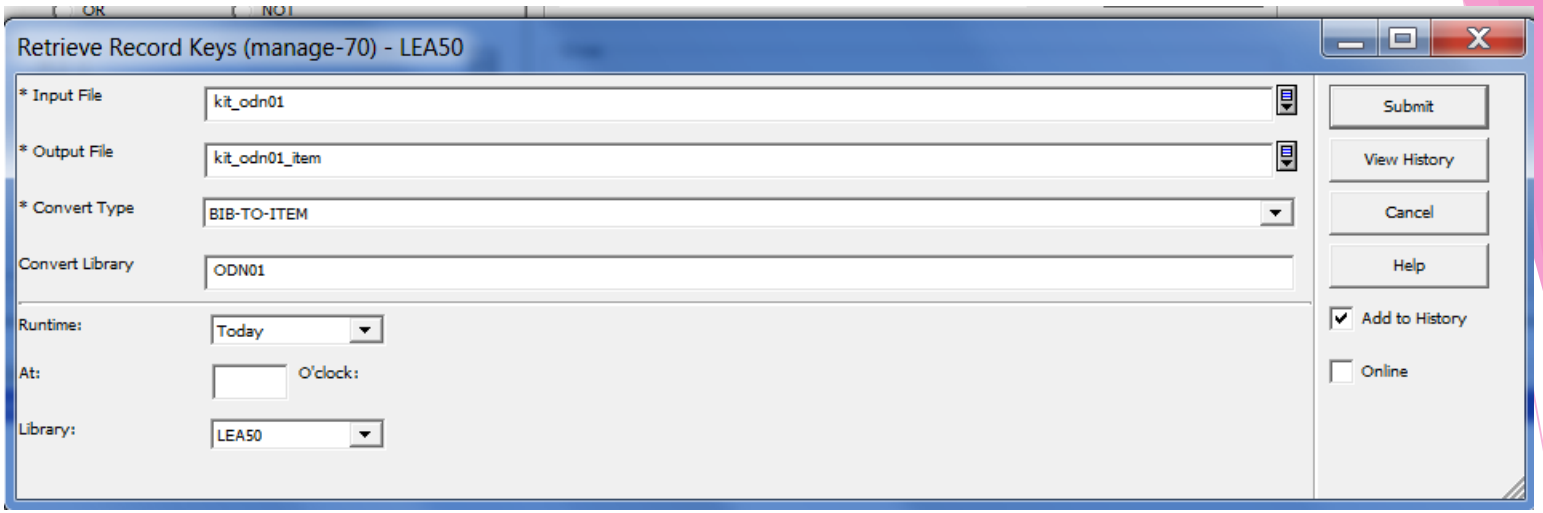


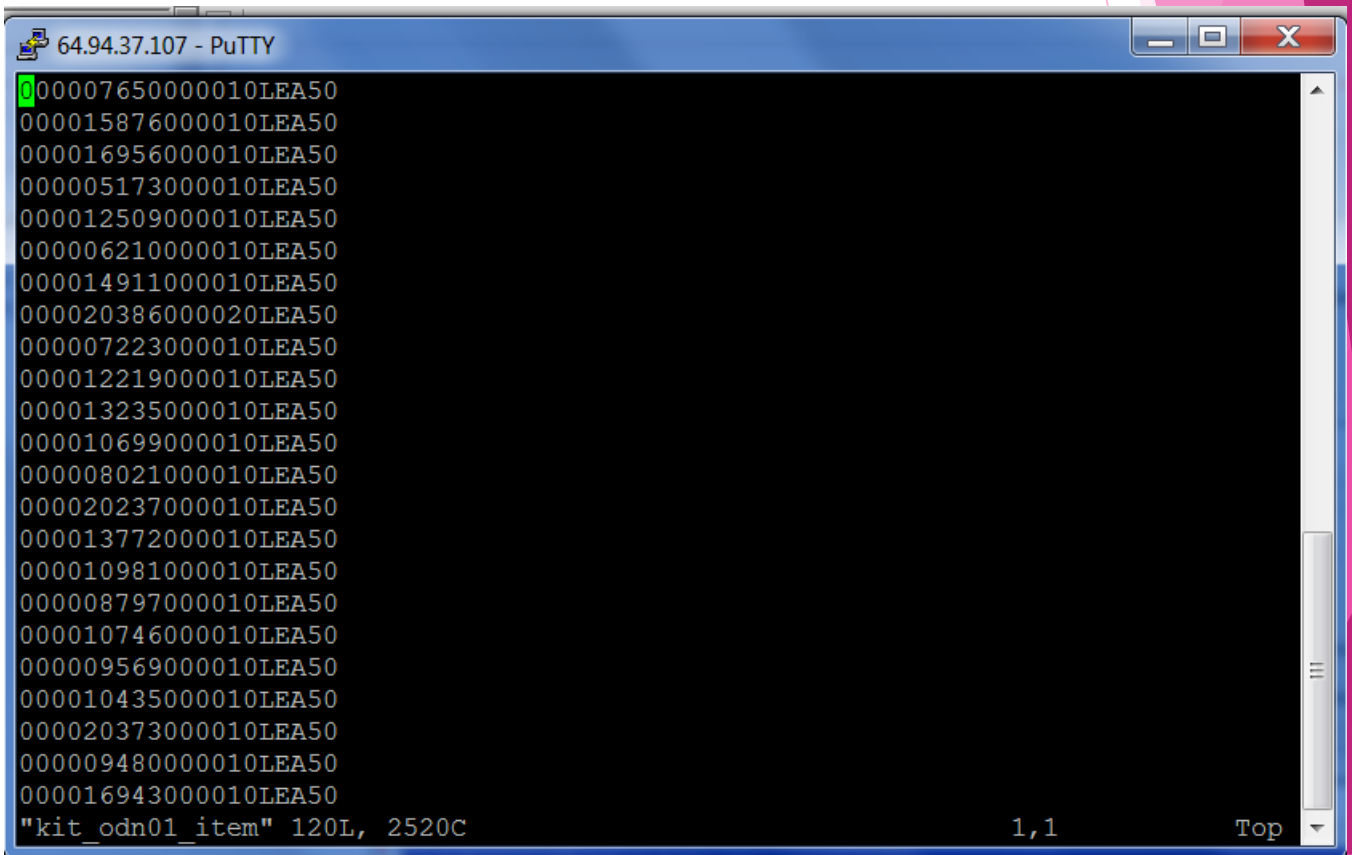
EXAMPLES

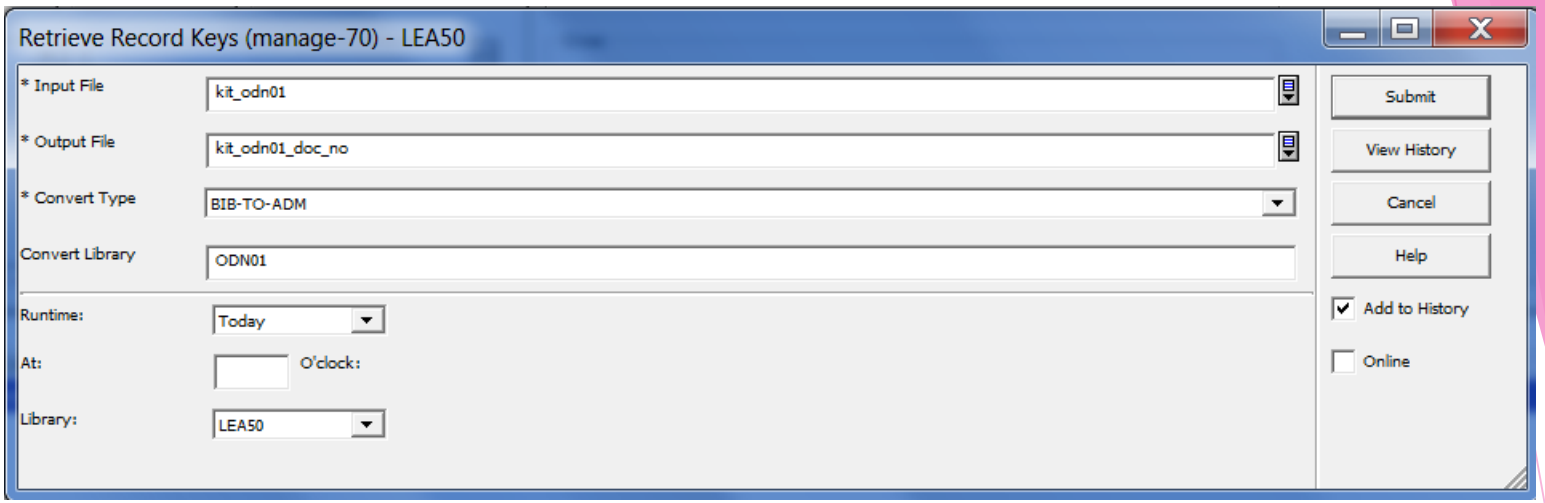
using manage_70

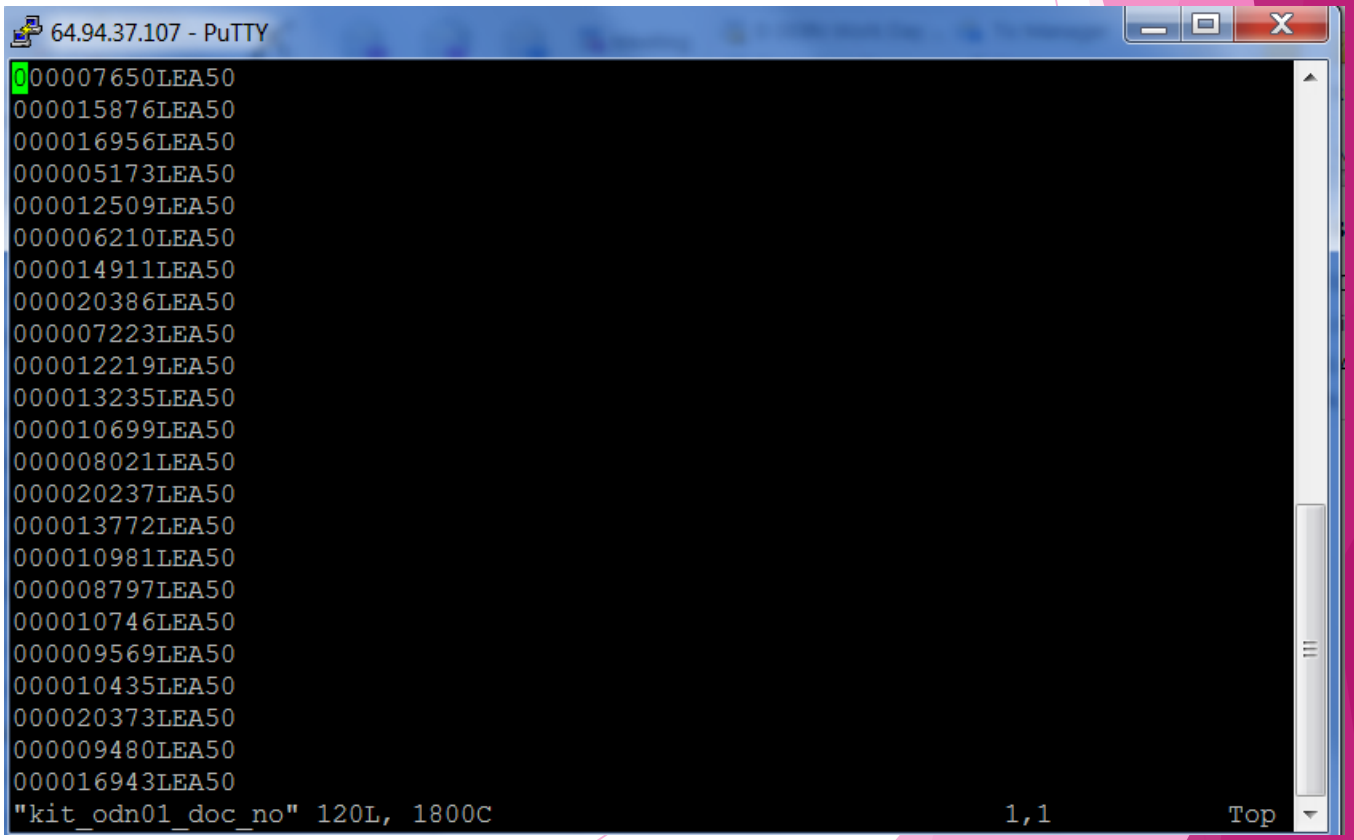
manage-70

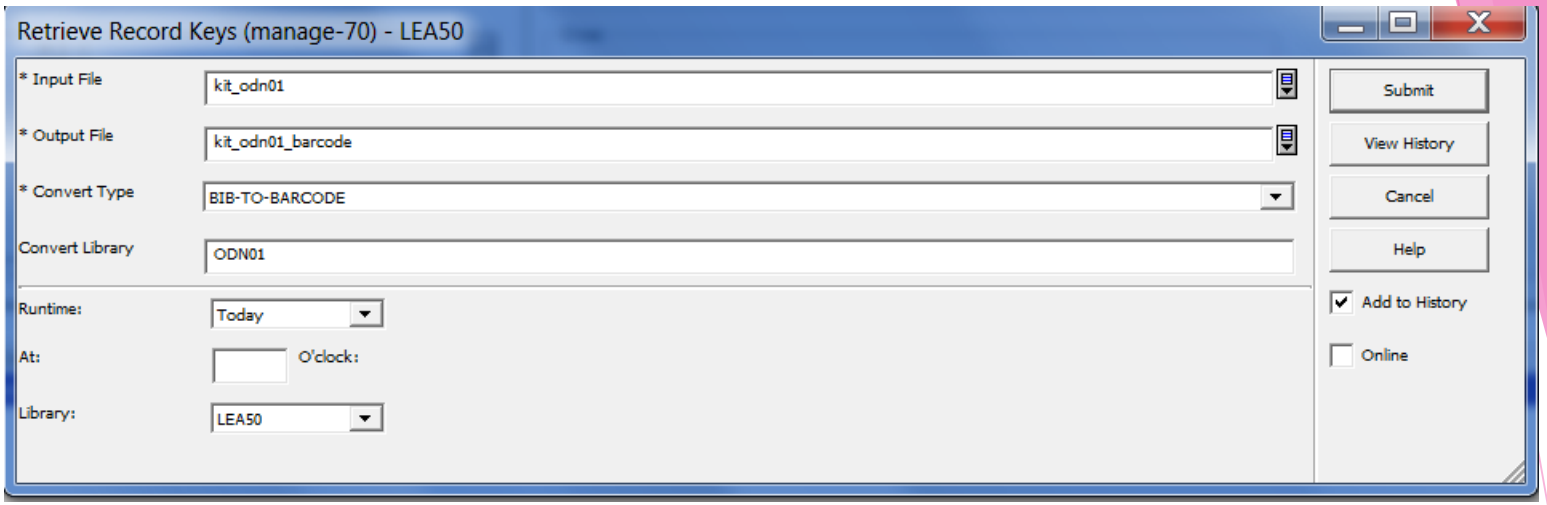
- Used when you already have an input file from another library type (odn01, odn60, xxx50, etc) yet you need a different set of numbers as an input file for the service you want to run

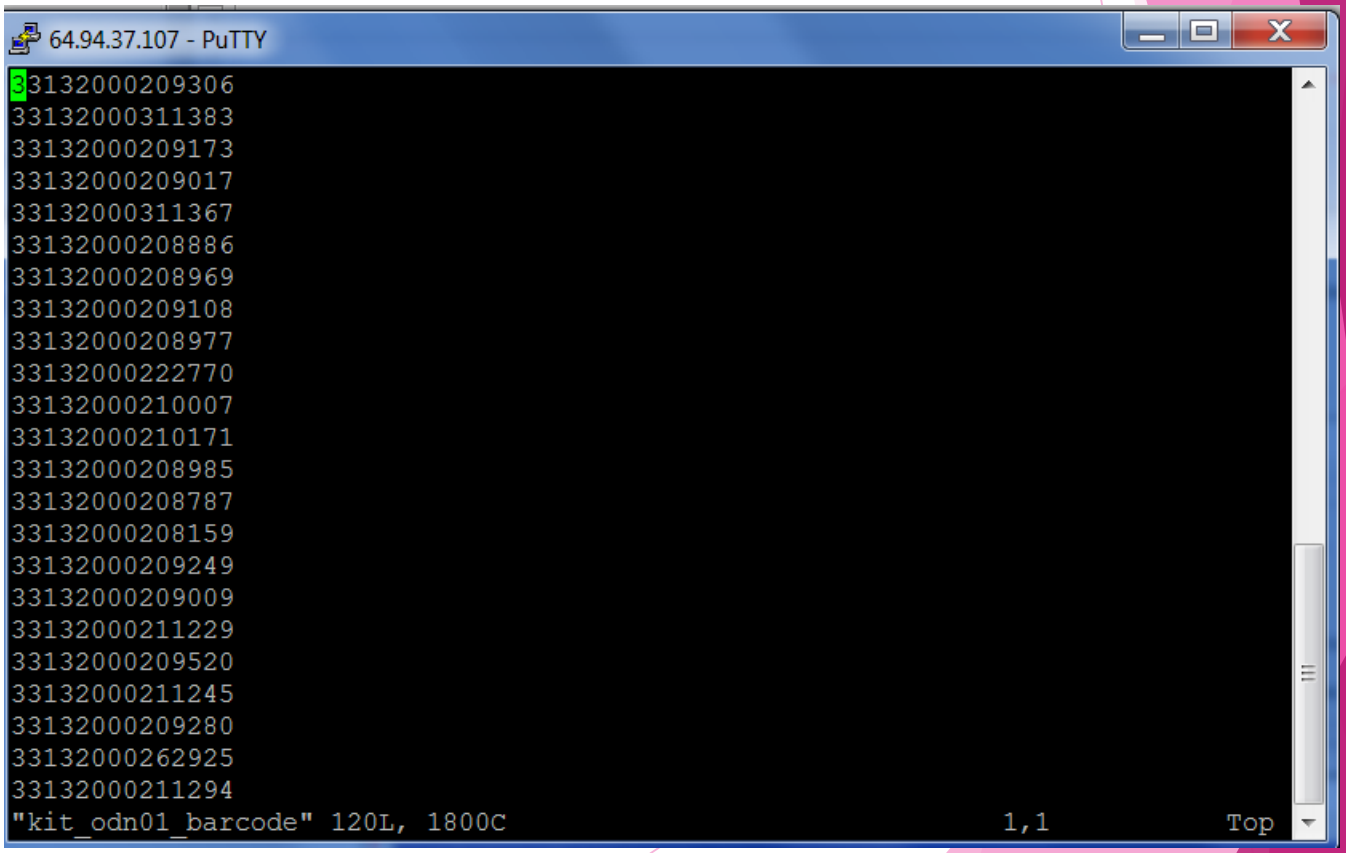

Retrieve Record Keys (manage-70) - LEA50
* Input File
kit_odn01
* Output File
kit_odn01_item
* Convert Type
BIB-TO-ITEM
Convert Library
ODN01
Runtime:
Today
At:
O'clock:
Library:
LEA50
Submit
View History
Cancel
Help
Add to History
Online


64.94.37.107 - PuTTY
0000076500000010LEA50
0000158760000010LEA50
0000169560000010LEA50
0000051730000010LEA50
0000125090000010LEA50
0000062100000010LEA50
0000149110000010LEA50
0000203860000020LEA50
0000072230000010LEA50
0000122190000010LEA50
0000132350000010LEA50
0000106990000010LEA50
0000080210000010LEA50
0000202370000010LEA50
0000137720000010LEA50
0000109810000010LEA50
0000087970000010LEA50
0000107460000010LEA50
0000095690000010LEA50
0000104350000010LEA50
0000203730000010LEA50
0000094800000010LEA50
0000169430000010LEA50
"kit_odn01_item" 120L, 2520C
1,1
Top


Retrieve Record Keys (manage-70) - LEA50
* Input File
kit_odn01
* Output File
kit_odn01_doc_no
* Convert Type
BIB-TO-ADM
Convert Library
ODN01
Runtime:
Today
At:
O'clock:
Library:
LEA50
Submit
View History
Cancel
Help
Add to History
Online


64.94.37.107 - PuTTY
000007650LEA50
000015876LEA50
000016956LEA50
000005173LEA50
000012509LEA50
000006210LEA50
000014911LEA50
000020386LEA50
000007223LEA50
000012219LEA50
000013235LEA50
000010699LEA50
000008021LEA50
000020237LEA50
000013772LEA50
000010981LEA50
000008797LEA50
000010746LEA50
000009569LEA50
000010435LEA50
000020373LEA50
000009480LEA50
000016943LEA50
"kit_odn01_doc_no" 120L, 1800C
1,1
Top


Retrieve Record Keys (manage-70) - LEA50
* Input File
kit_odn01
* Output File
kit_odn01_barcode
* Convert Type
BIB-TO-BARCODE
Convert Library
ODN01
Runtime:
Today
At:
O'clock:
Library:
LEA50
Submit
View History
Cancel
Help
Add to History
Online


64.94.37.107 - PuTTY
33132000209306
33132000311383
33132000209173
33132000209017
33132000311367
33132000208886
33132000208969
33132000209108
33132000208977
33132000222770
33132000210007
33132000210171
33132000208985
33132000208787
33132000208159
33132000209249
33132000209009
33132000211229
33132000209520
33132000211245
33132000209280
33132000262925
33132000211294
"kit_odn01_barcode" 120L, 1800C
1,1
Top

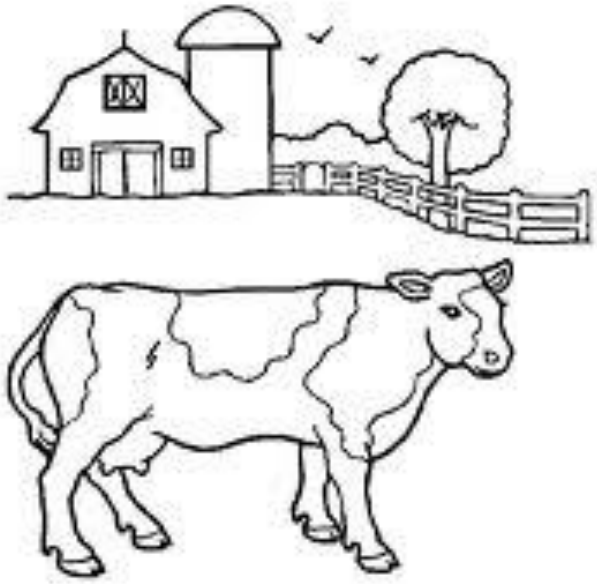
Once you have the right file, it needs to be in right scratch directory

- alephe/scratch
  - Most services use this directory
- adm/scratch (xxx50)
  - item-11 (delete item records)
    - However, if file is not in xxx/scratch, Aleph will look in alephe/scratch
- odn60/scratch
  - manage-37 (fix catalog records)
- Alephe/scratch or odn01/scratch or odn60/scratch
  - manage-21 (global changes)

How do you know which scratch?

- HELP files for Services
- Common sense

- Let’s examine some HELP files



ret-adm-01 General Retrieval Form

- **Input File**

  Enter the name of an input file only if you want to narrow a previously retrieved group of item record numbers. The input file must include the ADM record number and the item sequence number. The input file must exist in the $alephe_scratch directory.

  If no input file is necessary, leave the field blank.

- **Output File**

  Enter the name of the file in which you want the information saved. The file may be found later in the $alephe_scratch directory.

manage-62 Update Item Records

- **Input file & Item Record Number**

  There are three options:

  - You can enter the name of the file that contains the Item record numbers that were previously retrieved by the "General Retrieval Form" and saved in a file which is located in the $alephe_scratch directory. In this case, you would leave the ADM Record Number field blank.
  - You can enter a single ADM number in "ADM Record Number", and leave the Input File field blank. Substitutions will be made for all copies that are registered under the ADM number.
  - You can leave both fields blank, in which case ALL ITEM RECORDS WILL BE CHANGED.

ret-01 Retrieve Catalog Records

- **Input File**

  Enter the name of an input file only if you want to narrow a previously retrieved group of document numbers. The input file must exist in the $alephe_scratch directory. If no input file is necessary, leave the field blank.

- **Output File**

  Enter the name of the file in which you want the information saved. The file can be found later in the $alephe_scratch directory.

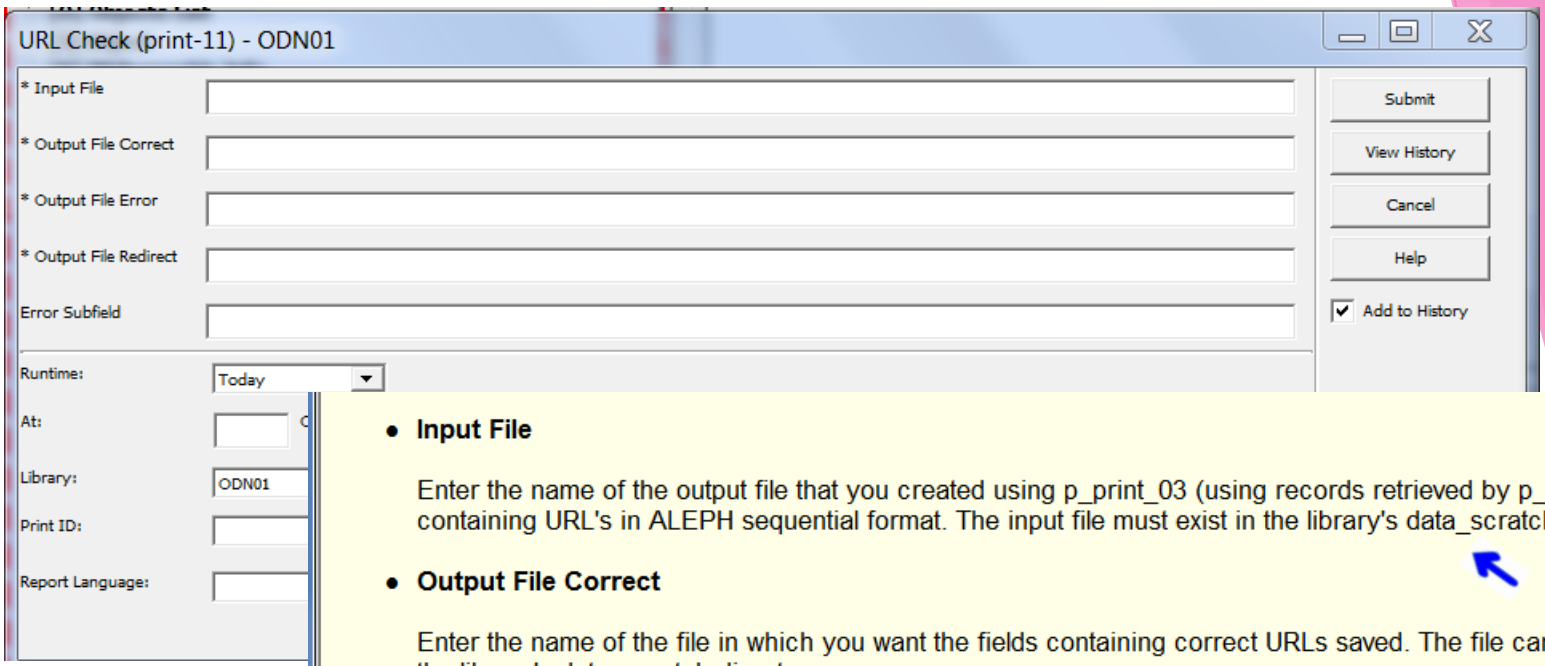
print-08 Print Catalog Records

- **Input File**

  Enter the name of the output file that you created using the "Retrieve Catalog Records" service or the "Sort Catalog Records" service, or that you saved in the Search module or Web OPAC using the "Save on Server" function. The input file must exist in the $alephe_scratch directory.

- **Output File**

  Enter the name of the file in which you want the bibliographic records saved. The file can be found later in the library's PRINT directory.



- **Input File**

  Enter the name of the output file that you created using p_print_03 (using records retrieved by p_ret_01) with fields containing URL's in ALEPH sequential format. The input file must exist in the library's data_scratch directory.

- **Output File Correct**

  Enter the name of the file in which you want the fields containing correct URLs saved. The file can be found later in the library's data_scratch directory.

- **Output File Error**

  Enter the name of the file in which you want the fields containing incorrect URLs saved. The file can be found later in the library's data_scratch directory.

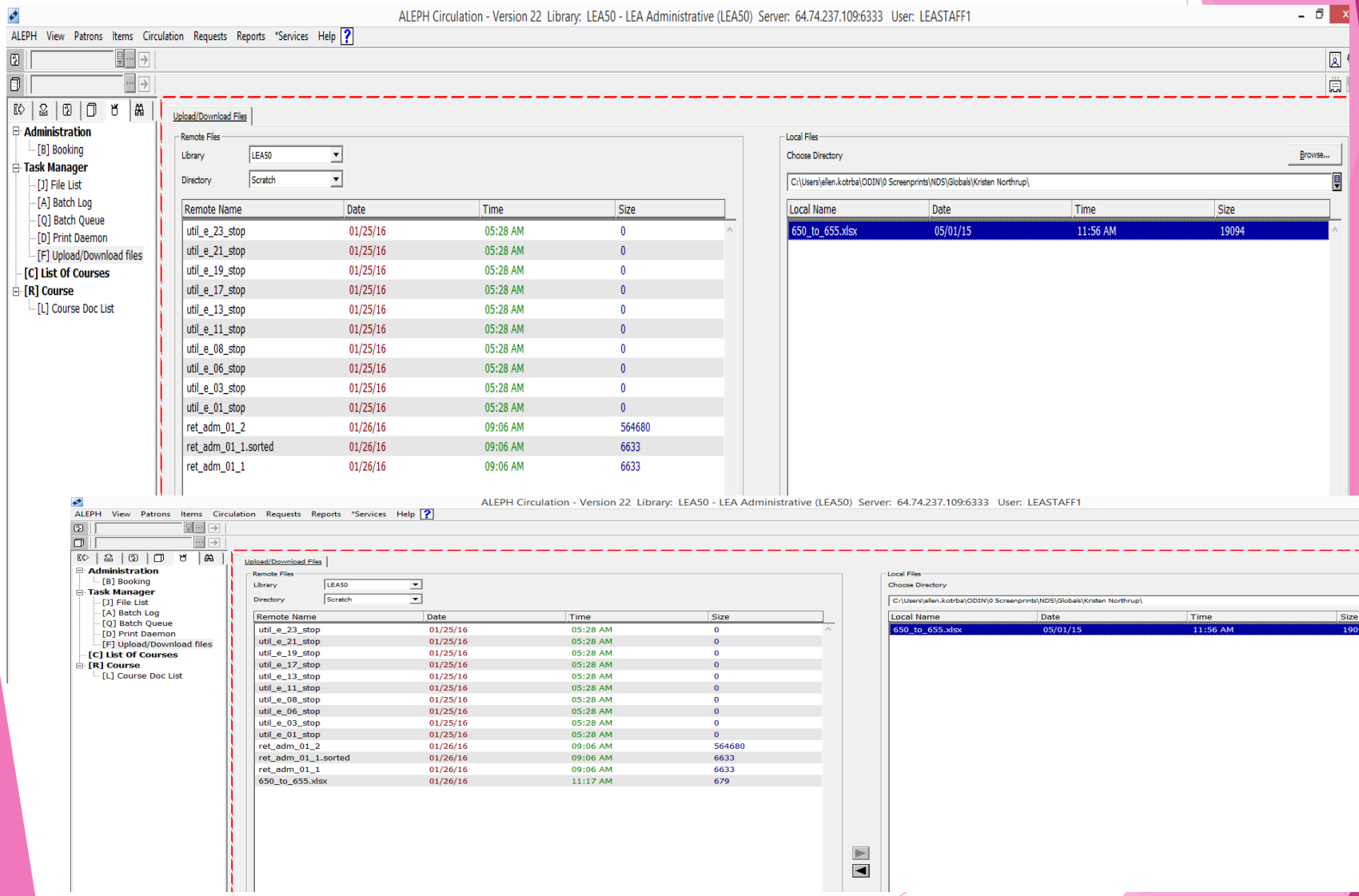
- **Output File Redirect**

  Type the name of the file in which you want the fields containing redirected URLs saved. If the file name is left empty, then the file name will be the "Output File Correct" name concatenated with "_redirected". The file can be found later in the library's data_scratch directory. Note that the redirected URLs are considered correct URLs and they reside also in the output file of correct URLs.

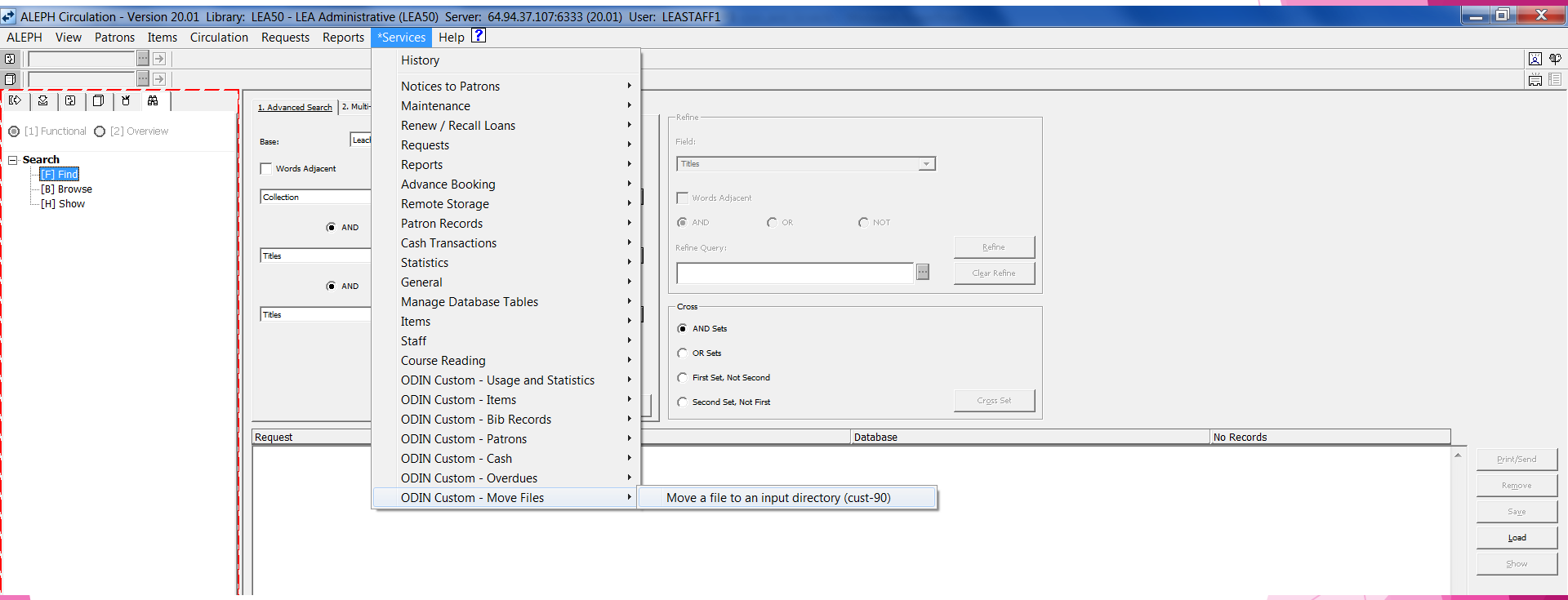
print-11 URL Check

MOVING FILES

Upload/Download Files

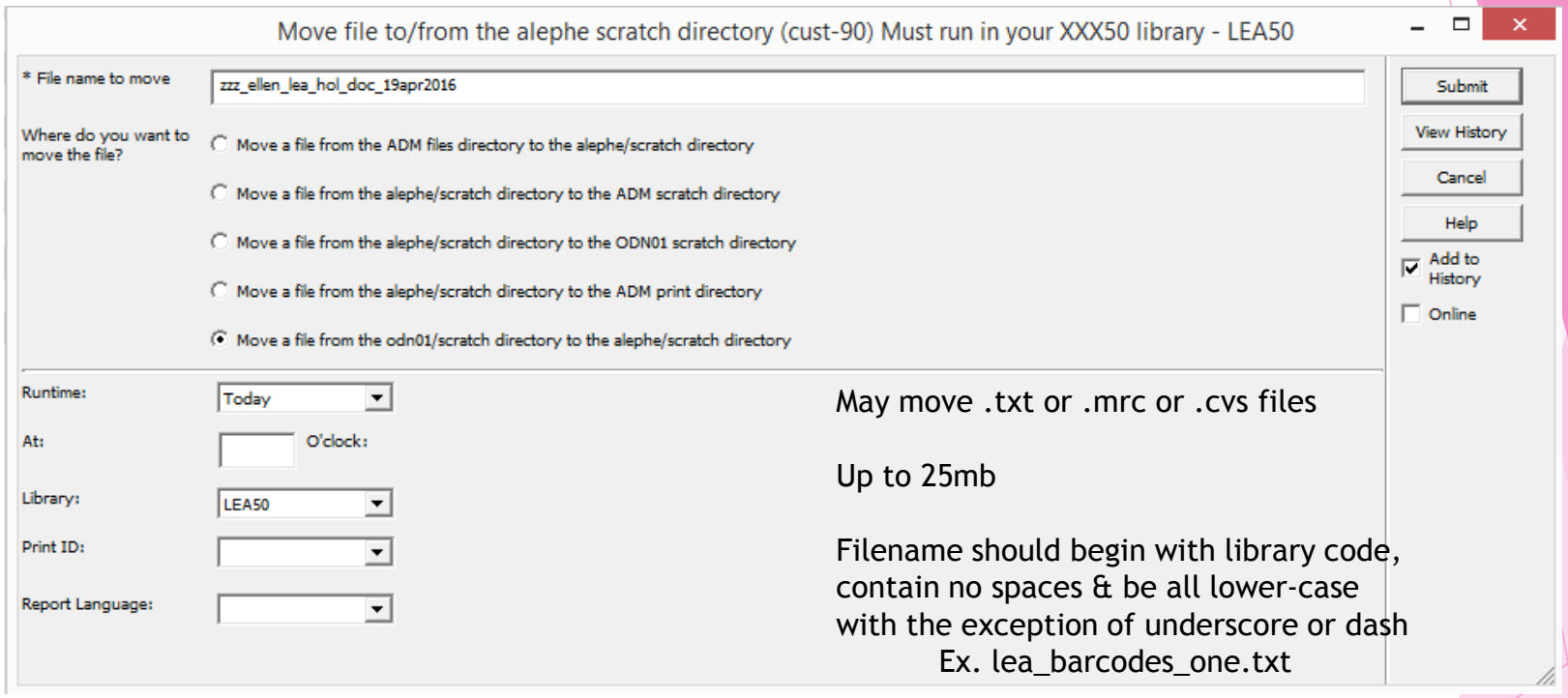


cust-90 exists to move a file from one input directory to another IF NECESSARY – do not use unless needed



If file is already on the server, this service moves a file to where the file needs to reside!

filename example: zzz_ellen_lea_hol_doc_19apr2016



May move .txt or .mrc or .cvs files

Up to 25mb

Filename should begin with library code, contain no spaces & be all lower-case with the exception of underscore or dash
Ex. lea_barcodes_one.txt

File retention on server is minimum 30 days

Move to alephe/scratch

Special Characters & Wildcards

WILD CARDS & RESTRICTED CHARACTERS

* - used in place of words [referred to as a truncation mark]

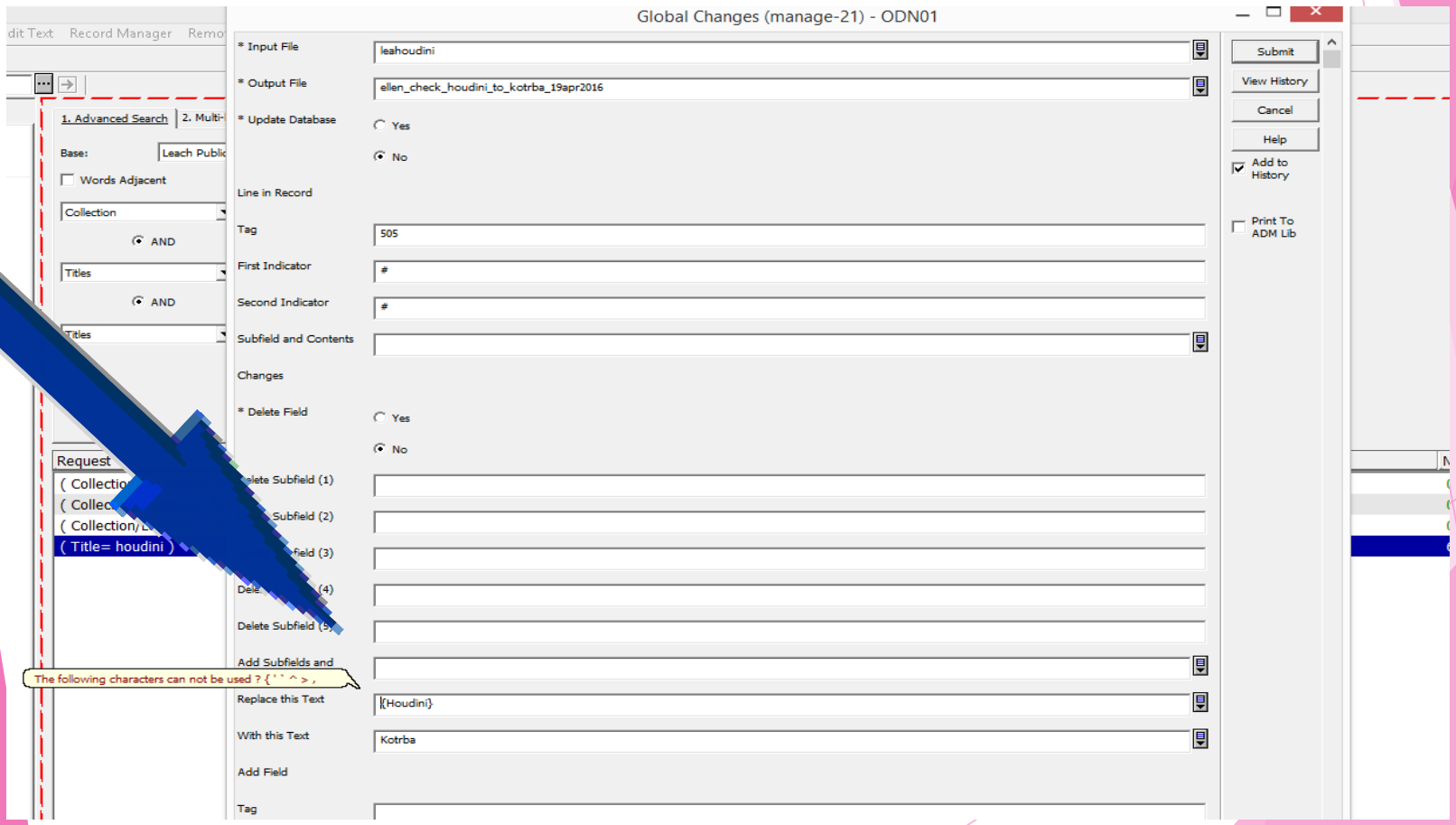
Restricted Characters:
http://lcweb2.loc.gov/diglib/codetables/42.html

enter \% followed by 2-character UTF-8 column value - examples:

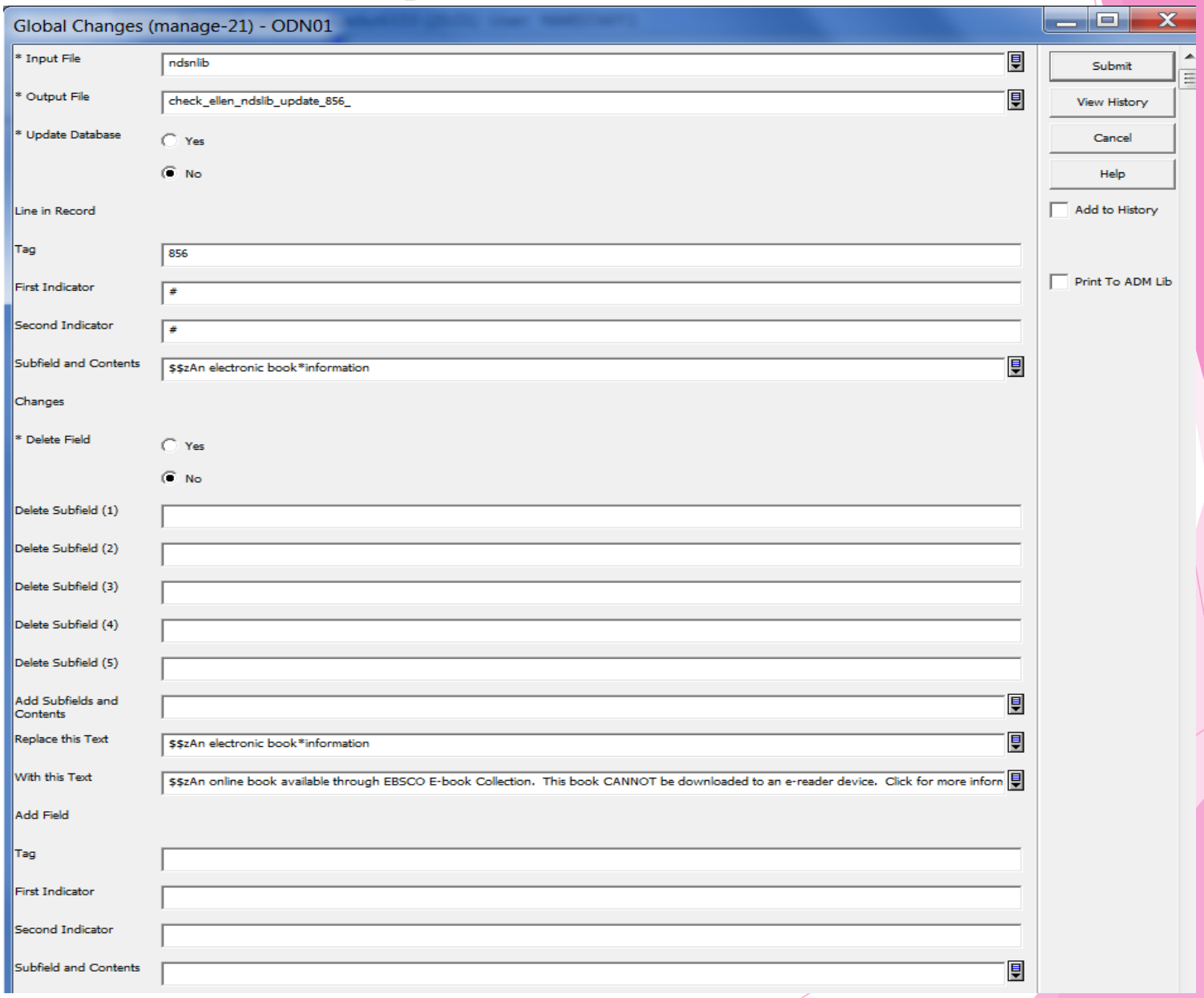
For { (opening curly bracket) -- enter \%7B
For } (closing curly bracket) -- enter \%7D
for ? (question mark) -- enter \%3F
for , (comma) -- enter \%2C
for ' (apostrophe) -- enter \%27
for & (ampersand) -- enter \%26
for % (percent) -- enter \%25
for ! (exclamation) -- enter \%21
for ^ (circumflex) -- enter \%5E
for > (greater than) -- enter \%3E
for @ (at sign) -- enter \%40 (that's a zero)

Example of Special Characters

Would enter as:
\%7BHoudini\%7D



Example of *


Global Changes (manage-21) - ODN01
* Input File
ndsnlib
* Output File
check_ellen_ndslib_update_856_
* Update Database
Yes
No
Line in Record
Tag
856
First Indicator
#
Second Indicator
#
Subfield and Contents
$$zAn electronic book*information
Changes
* Delete Field
Yes
No
Delete Subfield (1)
Delete Subfield (2)
Delete Subfield (3)
Delete Subfield (4)
Delete Subfield (5)
Add Subfields and Contents
Replace this Text
$$zAn electronic book*information
With this Text
$$zAn online book available through EBSCO E-book Collection. This book CANNOT be downloaded to an e-reader device. Click for more inform
Add Field
Tag
First Indicator
Second Indicator
Subfield and Contents
Submit
View History
Cancel
Help
Add to History
Print To ADM Lib

REAL LIFE EXAMPLES

Example – a library in May 2015

- Had a file with ODN01 system numbers
- Wanted to use manage-62 or manage-63 – both need an input file with adm system numbers/sequence
- Used Manage-70 to convert ODN01 sys numbers to Item/Sequence numbers
- Converted file went to alephe/scratch
- Ran manage-62 or manage-63

Example – another library in August 2014

- Had a file with barcode numbers on their PC
- Wanted to print bib records - which needs an input file with ODN01 system number and ODN01 suffix
- Earlier, the librarian had used Upload/Download – to upload file from their PC to the server into lea50/scratch
- Used Manage-70 – Convert File
  - Used Convert Type of BARCODE-TO-BIB (new file goes into alephe/scratch)
- Print-08 (file needs to be in alephe/scratch)

Downsizing Project – 2015

- Scan books to be discarded
- Save file as a text file
- Uploaded saved file to xxx50/scratch
- Used Manage-70 to create new files - used convert type: BARCODE-to-ITEM & for other file – used convert type: BARCODE-to-HOL
  - both files will save to alephe/scratch
- Updated Item Records (Manage-62) – to change item status – used new file created with BARCODE-to-ITEM
- Updated Holding Records (Manage-21) - ODN60 to change collection codes – used new file created with BARCODE-to-HOL
- Deleted Item Records (item-11) – use original barcode file

OPEN DISCUSSION

Questions

ODIN Help Desk ticket

- http://www.odin.nodak.edu/webticket
  - One issue per ticket
  - Reaches all ODIN Office staff
- Follow up on tickets if no answer or resolution is received in a timely manner
- You should receive email after you initially submit ticket
- You might receive email as your ticket is being worked on
- You will see an email when ticket is resolved and should come with a resolution answer

THANK YOU !