Deleting records globally saves time and increases accuracy when compared to a manual workflow. This instructional sheet illustrates how to:

- 1. Utilize ALEPH reports to create a set of OCLC control numbers
- 2. Delete holding symbols in OCLC Connexion using batch processes
- **3.** Delete bibliographic and related ADM/HOL records from ODIN using the manage-33 service

1. <u>Utilize ALEPH reports to create a set of OCLC control numbers</u>

- Use the ALEPH GUI to search records being deleted. Combine results using the Boolean "OR" operator. Name the resulting set and save it to the server. You can combine additional search results with the saved set. You'll be asked to override the original set when saving.

🌠 ALEPH Cataloging - Version 20.01 Library: ODN01 - ODIN Bibliographic (ODN01) Server: libserv4.odin.nodak.edu:6333 (20.0	1) Use 🗖 🗖 📈
ALEPH View Cataloging Items EditActions EditText Record Manager Remote *Services Help ?	
Barcode →	I
Image: Search and Sea	
O [1] Functional O [2] Ov Base: UND Health Sciences Librar ▼ Field:	
Titles	•
Search	
[H] Show @ AND COR CNOT CAND COR	C NOT
Titles	
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System number	
C AND Sets	
(• OR Sets	
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Ok Clear Clear	
Request Database No Records	
(Barcode= 33102000189196) UNF 1	<u>Print/Send</u>
(Barcode= 33102000189055) UNF 1	Remove
(Barcode= 33102000321773) UNF 1	Save
(Barcode= 33102001972459) UNF 1	
(Barcode= 33102000769484) UNF 1	Load
(Barcode= 33102001195382) UNF 1	Show
(Barcode= 33102001908701) UNF 1	
(Barcode= 3310200189196) OR (UNE 9	
Barcode= 33102000189055) OR (Barcode=	
33102000321773) OR (Barcode=	-
	•

	ок
Enter File Name:	Cancel
UNF_WD0328	Help

 Use "RETRIEVE CATALOG RECORDS" (ret-01) – ODN01 and "PRINT CATALOG RECORDS – CUSTOM FORMAT" (print-01) – ODN01 in the cataloging module to obtain a printout of records in your set.



- For the ret-01, enter the name of your saved set as the input file. Add an extension to the name and enter it as the output file. No other parameters need to be adjusted. Submit the form.

	Retrieve Catalog Records (ret-01) - ODN01						
	Input File	unf_wd0328	Submit				
ļ	* Output File	unf_wd0328_o	View History				
	From Document	000000000	Cancel				
	Number (up to 9 digits)		Help				
	To Document Number (up to 9 digits)	999999999	Add to History				

- Once the ret-01 has finished running, create a custom format print-01 report using the output from the ret-01. Select "MARC Tags" as the format.

Print Catalog Recor	rds - Custom Format (print-01) - ODN01		
* Input File	unf_wd0328_o	Submit	
* Output File	unf_wd0328_o_p	View History	
* Format	MARC Tags	Cancel	
		Help	
Runtime:	Today	History	
At:	O'clock:	Conline	
Library:	ODN01	ADM Lib	
Print ID:			
Report Language:			
			-

- Preview the custom print-01 report and highlight its contents using "CTRL-A". Copy and paste data into an Excel spreadsheet.

🧇 Print I	Preview 🗖 🗖 💻	
02/15/2 catalog	1012 -records-custom-001	- III
	Catalog Records - MARC Tags	
MARC Tag	Data	
FMT	BK	
LDR	00000nam 22002171 45	
005	20110516170141.0	
008	810815s1959 paua b 00000 eng d	
0359	0014622011	
035	a ocm14622011	
040	a NLM c NLM d UNF	
049	[a UNFA[21234]	
0600	a WE 880 b L672f 1959	
10010	la Lewin, Philip, d 1888-	
24514	a The foot and ankle; jb their injuries, diseases, deformities and disabilities.	Ŧ
12610		
	Print Close Close All	

- Delete rows appearing above headers "MARC Tag" and "Data". Highlight all cells under column headers. Sort by the header in column A and then by the header in column B.

	📙 🌖 • (× -				-		-	Book1 -	Microsoft Excel	
F	ile Ho	me Inser	t Pagel	Layout	Formulas	Data R	eview	View			
光 Fro Acc	m From ess Web	From From Text Sou Get External	Other rces ▼ Co Data	Existing nnections	Refresh All + Conr	Connections Properties Edit Links nections	ž↓ A	AZA Sort Filter	Clear Reapply Advanced	Text to Remove Columns Duplicates	s Vali
	A2	-	0	<i>f</i> ∗ FM1	Г						
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1	MARC Tag	Data	Sort							? ×	<u> </u>
2	FMT	BK	⊉ _A j <u>A</u> dd	Level	Collete Leve	el 🕒 Copy	Level		ions	📝 My data has <u>h</u> eade	ers
		m	Column			Sort On			Order		
	LDR	22002171	Sort by	MARC Tag		✓ Values			 Smallest to I 	argest	-
3	1	45 2574272	Then by	Data		✓ Values			 A to Z 		-
4	5	2.01E+13									
6	8	810815s1 959 paua b 00000 eng d									
7	359	14622011 la								K Cancel	
	35	ocm14622									

- Find field 035 (i.e., 35 in the spreadsheet). Cells in column B will contain the OCLC control numbers. Highlight the cells and use the "FIND AND REPLACE" function to replace "|a ocm" with the required pound sign for use in OCLC searches. Select "REPLACE ALL".

42	20	a 0815102186	
43	35	a ocm08764489	Find and Replace
44	35	a ocm14622011	
45	35	a ocm17302588	
46	35	a ocm29765912	Find what: a ocm
47	35	a ocm31319324	Replace with: #
48	35	a ocm31650258	
49	35	a ocm34475320	Op <u>ti</u> ons >>
50	35	a ocm35991097	
51	35	a ocm54894275	Replace <u>All</u> Replace Find All Find Next Close
		Ib American Academv	

43	35	#08764489	Find and Replace				
44	35	#14622011					
45	35	#17302588	Microsoft Excel				
46	35	#29765912					
47	35	#31319324	Excel has completed its search and has made 9 replacements.				
48	35	#31650258					
49	35	#34475320	OK IS >>				
50	35	#35991097					
51	35	#54894275	Replace All Replace Find All Find Next Close				
	27	b American					

- Copy and paste the OCLC control numbers into a text file and save the file.

<u> </u>	ntitled	- Notepa	d
File	Edit	Format	View
#087	76448	9	
#140	52201	1	
#173	30258	8	
#297	76591	2	
#313	31932	4	
#310	55025	8	
#344	47532	0	
#359	99109	7	
#548	89427	5	

2. Delete holding symbols in OCLC Connexion using batch processes

- Content in the text file can be imported into OCLC's Connexion client using the programs batch search feature. Select "BATCH" from the menu and choose "ENTER BIBLIOGRAPHIC SEARCH KEYS". Choose "IMPORT" and browse for the file you saved.

Enter Bibliographic Batch Search Keys			— ×-
Local File:			Local File Manager
C:\Users\msafrat\AppData\Roaming\OCLC\Co	onnex\Db\ODIN Instruction	onal Sh	eet.bib.db 💌
Search Keys			
Query:	Total Entered:	9	
			Enter Diacritics
, Use default index:			
None	•		Add
#31319324		*	Delete
#31650258			Replace
#34475320			Періасе
#35991097		=	Import
#54894275		-	Сору

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 Set "DELETE HOLDINGS" in the Connexion file for the records you wish to delete by choosing "ACTION" > "HOLDINGS" > "DELETE HOLDINGS" from the menu. Then Select "BATCH" from the menu and choose "PROCESS BATCH". Select the appropriate file. Then check "ONLINE RECORD ACTIONS" and click on "OK". This will delete your symbols in OCLC for selected records.

Process Batch			x
Local Files:	Enter Search Key	/s Local File Manager	
Path		File Name	*
C:\Users\msafrat\AppData\Roaming\OC	LC\Connex\Db	ODIN Instructional Sheet.bib.db	Ŧ
•		- F	
Process ☐ Online Searches ☑ Online Record Actions ☐ Check date in Replaced ☐ La	ports bel Printing	Retain file selection	
Bibliographic Processing Order:	Authority Processing (Date/Time Added	Drder:	
Search Optio	ons OK	Cancel Help	

3. Delete bibliographic and related ADM/HOL records from ODIN using the manage-33 service

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 Use the "DELETE BIBLIOGRAPHIC RECORDS INCLUDING RELATED ADM/HOL RECORDS" (Manage-33) – ODN01 in the catalog module to delete bibliographic and associated records from ODIN.

*Services Help ?		
History		
Retrieve Catalog Records Load Catalog Records	•	
Catalog Maintenance Reports	<u> </u>	
Catalog Maintenance Procedures	•	Fix and Check Catalog Records (manage-25)
Items	•	URL Check (print-11)
Manage Database Tables	•	Copy Tags to Linked Records (manage-55)
Publishing	•	Global Changes (manage-21)
General	•	Update Catalog Records (file-95)
Staff	•	Delete "CAT" Fields (manage-13)
ODIN Custom OPAC	•	Update Indexes for Selected Records (manage-40)
02/14/12	\rightarrow	 Delete Bibliographic Records Including Related ADM/HOL Records (manage-33)
02/14/12		Delete Unlinked Headings (manage-15)

- Enter the name of the set you saved in the GUI as the input file. Add an extension to the name and enter it as the output file. Be sure to highlight "NO" under "UPDATE DATABASE" in the initial run so that you can review output before updating the database.
- Note: All records (e.g., items, orders, loans, holds, etc.) linked to the bibliographic records to be deleted are also deleted by this service.
 - You can set up Aleph so that when this service attempts to delete each record, the system will check if there are any links from the record to another record, or if there are any associated items, subscriptions, or orders. Contact the ODIN Office in order to set up these checks.
- Upon completion of the check, records that have links to other records are not deleted and the report produced will include the system number of these records and a message regarding the associated records.

Delete Bibliographic Records Including Related ADM/HOL Records (manage-33) - ODN01		
* Input File	unf_vxd0328	Submit
* Output File	unf_wd0328_gdun	View History
* Update Database	C Yes	Cancel
	(° No	Help Add to
		History
Runtime:	Today	Print To
At:	O'clock:	ADM Lib
Library:	ODN01	
Print ID:		
Report Language:		

- Rerun the service with "UPDATE DATABASE" set to "YES". This will remove selected records from the database.

Delete Bibliographic Records Including Related ADM/HOL Records (manage-33) - ODN01			
* Input File	unf_wd0328	Submit	
* Output File	unf_wd0328gduy	View History	
* Update Databuse		Cancel Help Add to	
Runtime:	Today Victor:	Print To ADM Lib	
Library:			
Print ID: Report Language:			