

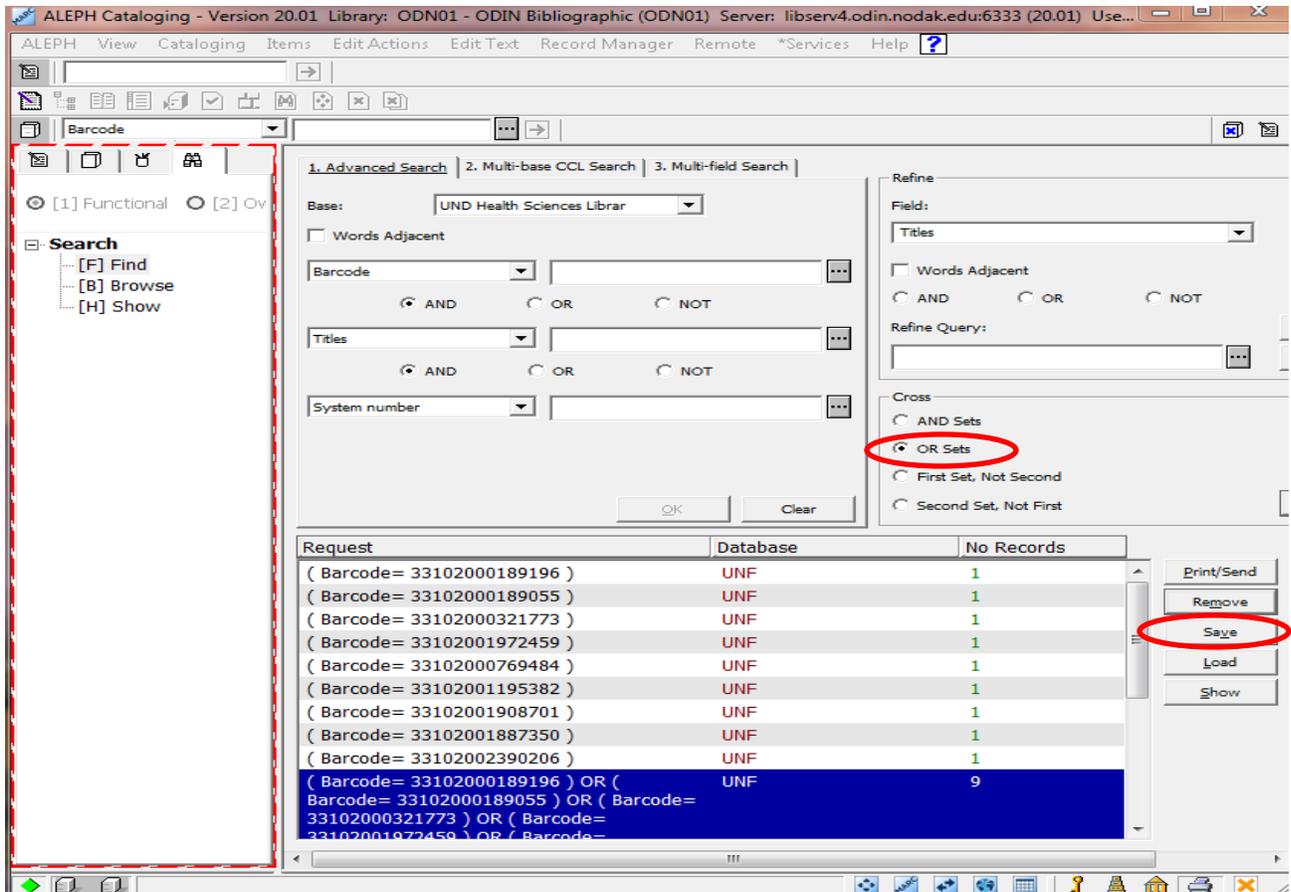
Streamlining Record Deletions Using ALEPH Reports – Mike Safratowich/UNF

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

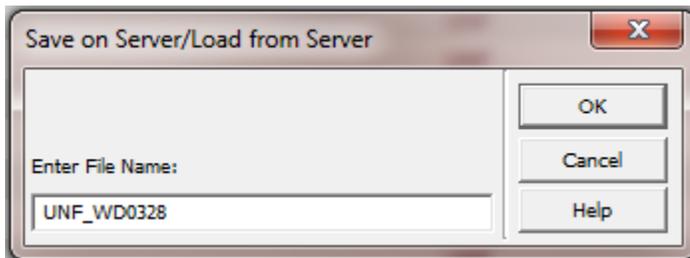
1. Utilize ALEPH reports to create a set of OCLC control numbers
2. Delete holding symbols in OCLC Connexion using batch processes
3. Delete bibliographic and related ADM/HOL records from ODIN using the manage-33 service

1. Utilize ALEPH reports to create a set of OCLC control numbers

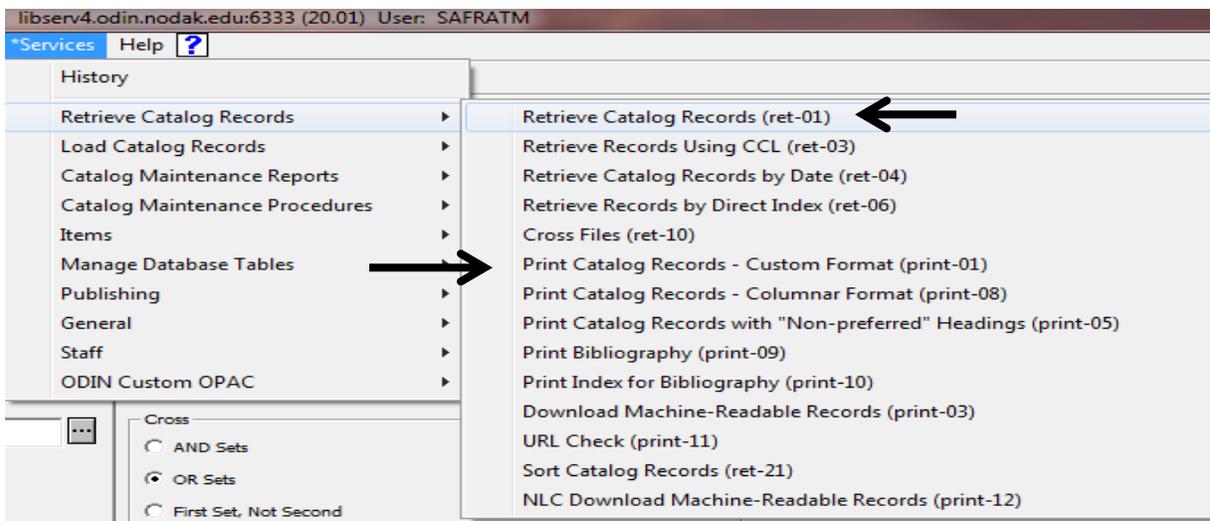
- Use the ALEPH GUI to search records being deleted. Combine results using the Boolean “OR” operator. Name the resulting set and save it to the server. You can combine additional search results with the saved set. You’ll be asked to override the original set when saving.



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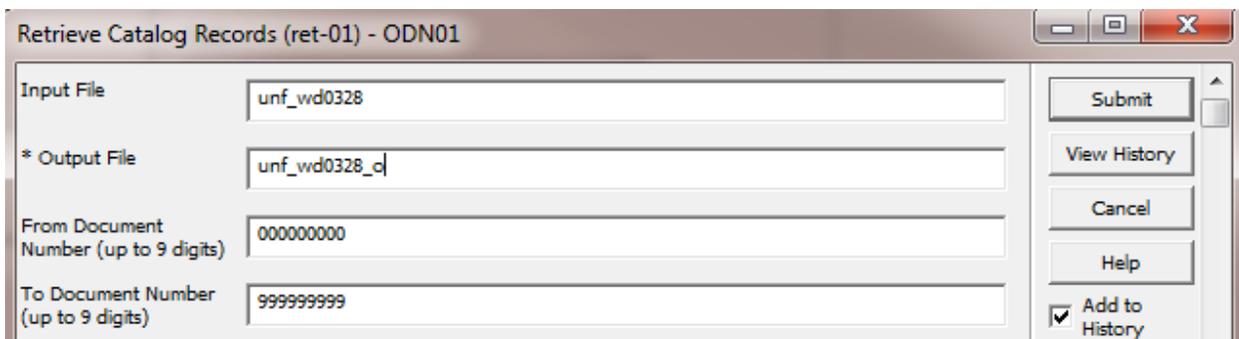


- Use "RETRIEVE CATALOG RECORDS" (ret-01) – ODN01 and "PRINT CATALOG RECORDS – CUSTOM FORMAT" (print-01) – ODN01 in the cataloging module to obtain a printout of records in your set.



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- 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.



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- 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 Records - Custom Format (print-01) - ODN01

* Input File: unf_wd0328_o

* Output File: unf_wd0328_o_p

* Format: **MARC Tags**

Runtime: Today

At: O'clock:

Library: ODN01

Print ID:

Report Language:

Submit, View History, Cancel, Help, Add to History, Online, Print To ADM Lib

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

Print Preview

02/15/2012
catalog-records-custom-001

Catalog Records - MARC Tags

MARC Tag	Data
FMT	BK
LDR	00000nam 22002171 45
001	002574272
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	[a Lewin, Philip, d 1888-
24514	[a The foot and ankle; b their injuries, diseases, deformities and disabilities.
250	[a 4th ed. thoroughly rev.

Print, Close, Close All

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- 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.

The screenshot shows the Microsoft Excel interface with the 'Data' ribbon selected. The 'Sort' button is circled in red. The 'Sort' dialog box is open, showing the following configuration:

Column	Sort On	Order
Sort by: MARC Tag	Values	Smallest to Largest
Then by: Data	Values	A to Z

The background spreadsheet shows the following data:

	A	B
1	MARC Tag	Data
2	FMT	BK
3	LDR	00000nam 22002171 45
4	1	2574272
5	5	2.01E+13
6	8	810815s1 959 paub b 00000 eng d
7	359	14622011
	ja	35 ocm14622

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- 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”.

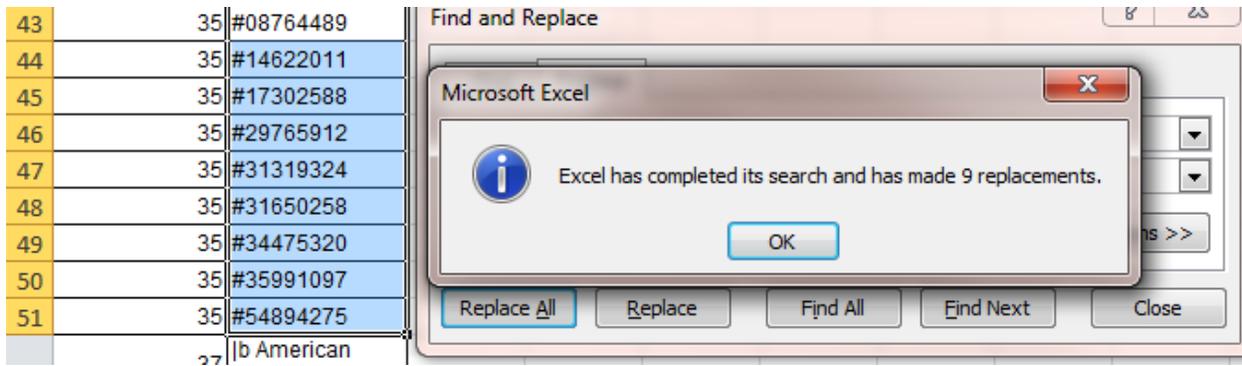
The screenshot shows the 'Find and Replace' dialog box with the following configuration:

Field	Value
Find what:	a ocm
Replace with:	#

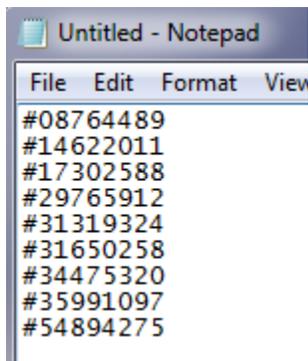
The background spreadsheet shows the following data:

42	20	a 0815102186
43	35	a ocm08764489
44	35	a ocm14622011
45	35	a ocm17302588
46	35	a ocm29765912
47	35	a ocm31319324
48	35	a ocm31650258
49	35	a ocm34475320
50	35	a ocm35991097
51	35	a ocm54894275

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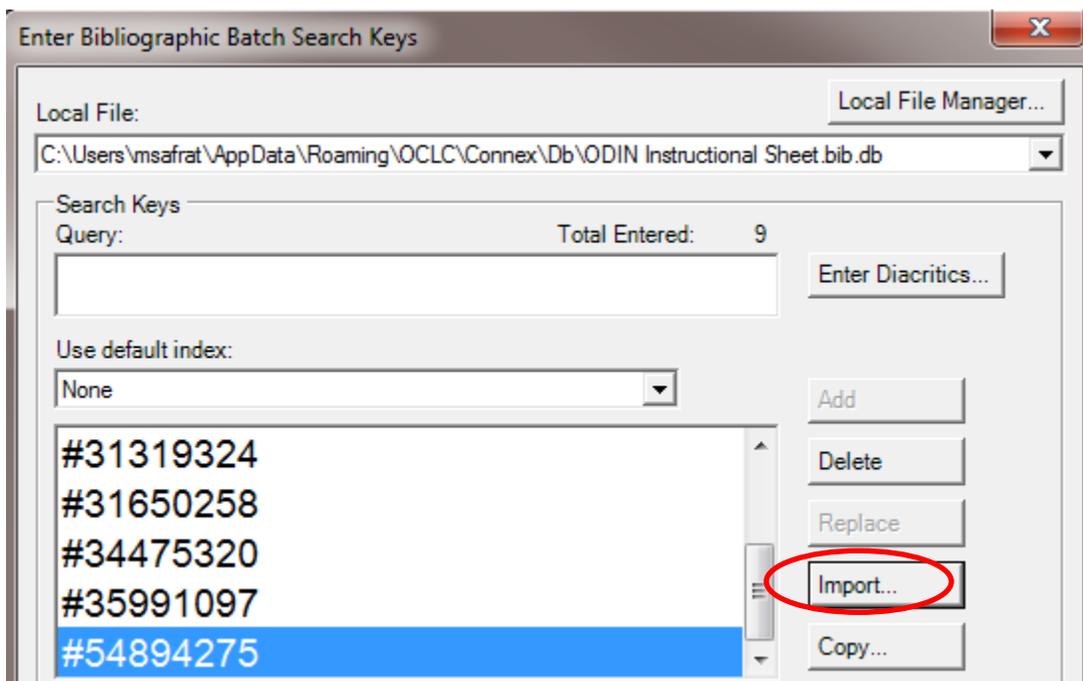
- Copy and paste the OCLC control numbers into a text file and save the file.



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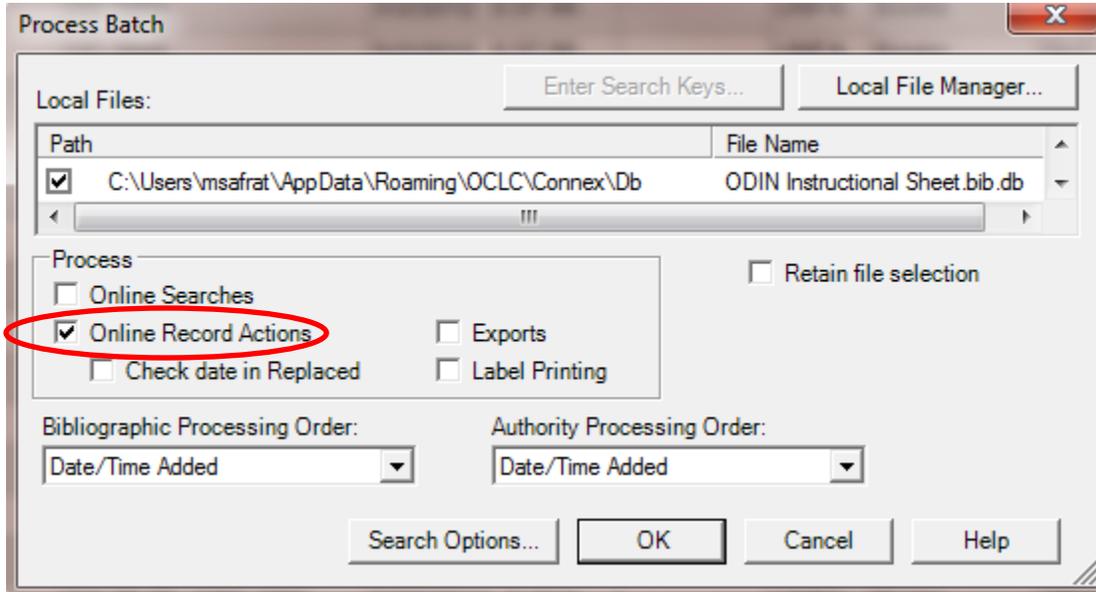
2. Delete holding symbols in OCLC Connexion using batch processes

- 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.



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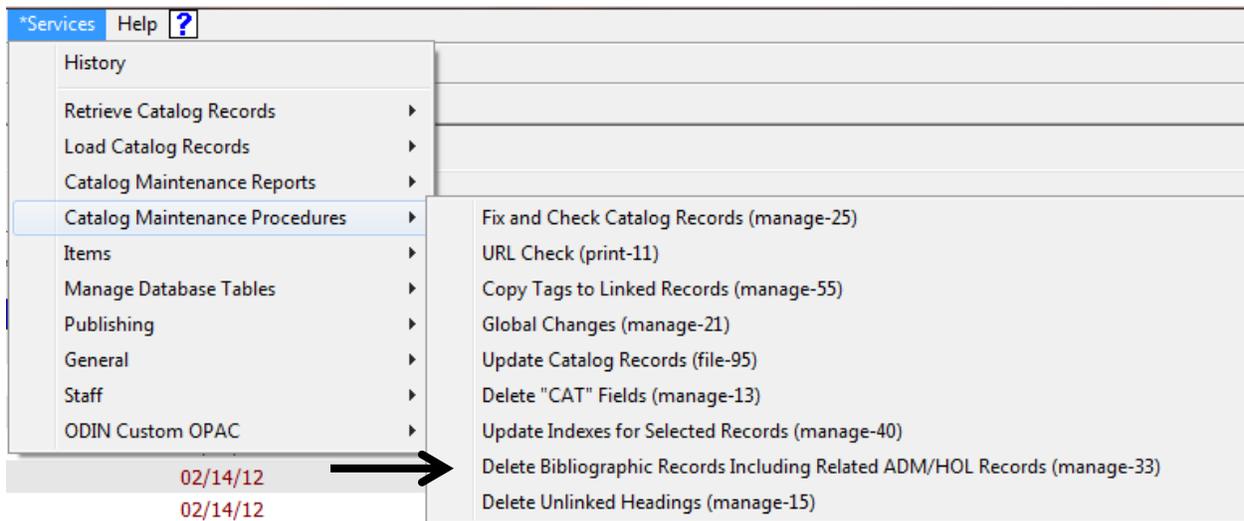
- Set “DELETE HOLDINGS” in the Connexion file for the records you wish to delete by choosing “ACTION” > “HOLDINGS” > “DELETE HOLDINGS” from the menu. Then Select “BATCH” from the menu and choose “PROCESS BATCH”. Select the appropriate file. Then check “ONLINE RECORD ACTIONS” and click on “OK”. This will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



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

- 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.



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- 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.
 - o 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.

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Delete Bibliographic Records Including Related ADM/HOL Records (manage-33) - ODN01

* Input File: unf_wd0328

* Output File: unf_wd0328_gdun

* Update Database: No

Runtime: Today

At: O'clock

Library: ODN01

Print ID:

Report Language:

Submit, View History, Cancel, Help, Add to History, Print To ADM Lib

- 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

* Output File: unf_wd0328gduy

* Update Database: Yes

Runtime: Today

At: O'clock

Library: ODN01

Print ID:

Report Language:

Submit, View History, Cancel, Help, Add to History, Print To ADM Lib