Extracting records from ALEPH catalog for inclusion in the ASERL CFDP database.
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Overview:

This process creates a file in XML format of bibliographic records. Two steps are involved. Both steps are performed from the Cataloging ALEPH module under the Services pull down menu. The first step creates a file of ALEPH system numbers. The second step uses this file of system numbers from step one to create a file of catalog records in XML format.

Step one:

Create a file of system numbers using the Retrieve Catalog Records (ret-01) in the Services => Retrieve Catalog Records pull down menu while connected to the main bib library. The process, ret-01, requires several fields to be filled. The Help function is very useful in finding explanations for these fields. In this step the important fields are: Output File, Tag, "From" Text and "To" Text. The name of the Output File should be something you can remember as it will be needed in step 2. Try to keep the name simple with no "special" characters. In the Library of Virginia's catalog for Tag we used the 086 with any subfield, so our entry was 086##. The "From" and "To" fields may take some finagling depending on your data as this determines a range which includes the records you need. Using "z" at the end of the "To" field can sometimes be helpful. When everything looks good click on the Submit button. When this process finishes the output file can be found in the $alephe_scratch directory. It would be wise to check the first few and the last few system numbers by viewing the catalog record to make sure they include what you are expecting. If you mess up do not worry. This does not update the database, so you can do it as many times as needed until you get it right.

Step two:

Create a file of catalog records in XML format using the Download Machine Readable Records (print-03) in the Services => Retrieve Catalog Records pull down menu while connect to the main bib library. The help function once again is very useful in determining the meaning of the fields that need to be filled in for this step. In this situation the fields needed are: Input File, Output File, Field 1 and Format. For the Input File use the name that you used as the output file from step one. For the Output File use a name that is suitable for the file that will contain the catalog records. Once again do not use any "special" characters and do not use the same name as you used in step one. This will be the final file. In the Field 1 field enter #####. The five "#"s mean all fields. In the Format field use the pull down menu and select the MARC xml format. When everything is correct click on Submit. When this step completes the output file can be found in the library's scratch directory (data scratch). This is file can then be edited in MarcEdit to meet the ASERL database field guidelines.