

Instructions for editing ASERL-CFDP project records (SUC Locations)

Requirements:

Access to Mill Cat

Access to MarcEdit available at <http://people.oregonstate.edu/~reaset/marcedit/html/downloads.html#current>

1. In Create Lists, run the file with the 049 has SUCD and 086 starts with ED and item location starts with ccd or cad
2. Sort by 001
 - a. On Bib MARC Tag 001
3. In Global Update, Copy 001 to 003
 - a. Copy Variable Length Field
 - b. Match Whole Field
 - c. Find MARC Tag MARC Tag 001, Add MARC Tag 909
4. In Data Exchange, output the file
 - a. Using "Out MARC Records (out)" using "Create C"
 - b. Export the Records from Millennium "Put PC"
5. Break into MARC edit
 - a. File MARC Tools Marc Breaker Execute Edit Records
 - b. Go to Tools Add/Delete Fields
 - i. Delete the 001
 - ii. Copy Field Data 003 to 001 (check box for "Delete source field")
 - iii. Remove 945s
 - iv. Remove 049s
 - v. Add 049 with SUC (Ex: \\\$aSUC)
 - vi. Add a 902 \\\$a*CFDPhttp://libcat.csd.sc.edu
 - vii. Delete 907, 998
 - viii. Add a 909 \\\$a*CFDP(ED) close
 - ix. Tools Sort by... Sort by all fields
 - x. File Compile File into MARC Save
6. Back in Millennium, delete the 909 using Global Update
 - a. Select records from review file Command "Delete variable-length field" "Match Whole Field" any MARC Tag =909 Preview Process
7. Load the records to the project database
<http://extra.lyrasis.org/sites/aserl/CFDP/default.aspx>
Your username is: lyrasis\SUC
Your password is: Welcome1