Uploading Records to the COE Database: Easy as 1,2,3!

January 14, 2016
Audio for all participants is automatically muted.

- You may speak freely with colleagues.

You can ask a question in two ways:

- Enter text in “Questions” or “Chat” boxes.
- Raise your hand; moderator will temporarily un-mute your audio connection.
Recordings & PPT slides at
www.aserl.org/archive

Suggestions for future programs?
Email me at ccole-bennett@aserl.org
Sandra McAninch, Regional Depository Librarian, University of Kentucky Libraries

Julene Jones, Head, Database Integrity Unit, University of Kentucky Libraries

Mary Clark, Director, Acquisitions and Access Management, The Library of Virginia
The ASERL COE Database <http://apps.uflib.ufl.edu/CFDP/cfdpHome.aspx> is comprised of brief cataloging records that indicate holdings for all Center of Excellence (COE) libraries. We hope to allow other non-COE depository libraries in the Southeast to contribute records in 2016. It serves as a tool for analyzing the completeness of COE collection(s) and to identify gaps. This ASERL collaborative effort is designed to distribute collection development and permanent retention for all Federal agencies across the entire Southeast.

We will describe how UK and the Library of Virginia harvest records from their online catalogs and upload them to this collection analysis database.
SO, WHAT DOES THE COE DATABASE DO FOR A COE?

• Produces an Owned vs. Available Report--compares what we own to other libraries’ holdings for our agency; tells us what we can acquire elsewhere that we do not own

• Produces an Owned vs. Universe Report--compares what we own to all known titles for our agency; tells us what we are missing whether it is available or not

• Matched Holdings Report--compares what we own to other libraries’ holdings for our agency; tells us where we might acquire better or extra copies
HOW IS THE ASERL COE DATABASE BUILT AND USED?

- COE’s must add cataloging records to the ASERL COE database for their agency
- Records may include both owned and not owned titles for each COE
- Other ASERL libraries may be able to add records for COE agencies in the near future
- Allows all ASERL libraries to compare collections, analyze differences, acquire materials or surrogates
UK’S LOCAL CATALOGING PRACTICES FOR ASERL COE RECORDS
EXAMPLE MARC BIB RECORD IN UK’S WPA COLLECTION

(CURRENTLY EX LIBRIS VOYAGER)
LOCAL PRACTICE:
ADD A 909
LOCAL PRACTICE:
ADD A 590
LOCAL PRACTICE:
ADD 583(s), WHEN NEEDED
3 STEPS TO ADD BIBLIOGRAPHIC RECORDS TO THE ASERL COE DATABASE

1) EXPORT FROM LOCAL CATALOG
2) CUSTOMIZE RECORDS
3) IMPORT INTO ASERL COE DATABASE
**STEP 1: EXPORT BIBLIOGRAPHIC RECORDS FROM CATALOG**

Possible methods for exporting records

- Access query to identify BIB IDs, use our institution’s file loading/exporting system
- Global Data Change scan job to identify BIB IDs, use our institution’s file loading/exporting system
- Search and export directly from OPAC
- Search and export a set directly from Alma
OPAC SEARCH
<table>
<thead>
<tr>
<th>Title</th>
<th>Availability</th>
<th>Shelf Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Real property description manual, instructions for preparing assessment rolls, correcting erroneous descriptions and constructing tax maps.</strong></td>
<td>Available, Young Library - 4th Floor</td>
<td>HD266.M5 A5 1945</td>
</tr>
<tr>
<td><strong>WPA guide to Tennessee / compiled and written by the Federal Writers' Project of the Work Projects Administration for the state of Tennessee ; with a new introduction by Jerrold Hirsch and a foreword by Wilma Dykeman.</strong></td>
<td>Available, Spec Coll Research Center</td>
<td>F436 .T47 1986</td>
</tr>
</tbody>
</table>
Customizations required for ASERL COE Database

- 909 should be *CFDP([agency code])
- 902 with link to record in OPAC
- 049 with three letter OCLC institution code KUK
- 001 with OCLC number, all text and leading zeros removed
USE MARCTOOLS TO "BREAK" THE FILE
“BREAK” THE FILE
MARC Tools

Input File: browse
\Libstaff\UserDocs\mjhoff1\Desktop\exportRecord.do

Output File: browse
\Libstaff\UserDocs\mjhoff1\Desktop\exportRecord.mrk

Functions
- MarcBreaker
- MarcMaker
- MARC=>MARC21XML
- MARC21XML=>MARC

Translate to MARC-8
Translate to UTF8

XML Conversions:
- Dublin Core => MARC

Results:
2534 records were processed in 0.249600 seconds.

Execute Edit Records Close
**MarcEdit Syntax**

- **Voyager**
  
  583 1 $3 archival copy spine $a condition reviewed $c 2015 $l torn $2 pda $5 KyU.

- **MarcEdit**
  
  =583 1\$3archival copy spine\$acondition reviewed\$c2015\$ltorn\$2pda\$5KyU.
MARC EDITOR

LDR 0197cam 2200313 4500
=001 66569
=005 20160430092908.0
=008 856610s1945
=010 \sa 45037230
=035 \sa(OCoLC)ocm12138337
=035 \saAAK3432LM
=035 \sa885883
=040 \saDLC$cKUK
=049 \saKJK
=050 00a0465650SbA5 1945
=082 \sa338.292
=110 10$aMichigan.$sState Tax Commission.
=245 10$aReal property description manual, instructions for preparing assessment rolls, correcting erroneous descriptions and constructing tax maps.
=260 \s[q]Lansing\dMichigan State Tax Commission\s[1945]
=300 \sa4 p. l., 60 p. incl. tables, forms, diagrams.\s23 cm.
=500 \sa"Prepared ... with the assistance of the Research unit, Assessment record project division of the Work projects administration."--Pref.
=500 \saReproduced from type-written copy.
=590 \saUK holds archival copy for ASERL Collaborative Federal Depository Program libraries.
=850 10$aReal property\szMichigan.
=950 10$aReal property tax\szMichigan.
=710 \sUnited States.$sWork Projects Administration (Mich.)
=909 \saASERLWFA
=909 \sa338.29 M582$zReclass kg
MARC EDITOR: EDIT MENU
MARC EDITOR: TOOLS MENU
1) EDIT 909
CONFIRMATION MESSAGE: ALL 909s EDITED
2) REMOVE LOWERCASE "ocm" AND "ocn" FROM OCLC NUMBER
3) TOOLS

MENU/
ADD/DELETE
FIELD
ADD NEW 049s TO ALL RECORDS
4) ADD 902s CONTAINING PERMALINK TO ALL RECORDS
SWAP FIELD DATA FROM 001 TO 902
Real property description manual, instructions for preparing assessment rolls, correcting erroneous descriptions and constructing tax maps.

Prepared ... with the assistance of the Research unit, Assessment record project division of the Work projects administration. —Pref.

Reproduced from type-written copy.

holds archival copy for ASERL Collaborative Federal Depository Program libraries.

Real property tax Michigan.

United States $10,000 Work Projects Administration (Mich.)

Real property description manual, instructions for preparing assessment rolls, correcting erroneous descriptions or constructing tax maps.

CFDP http://infokat.uky.edu/web/holdings/info?bibid=8a85653

Reclass kg
5) CUSTOMIZE 001 TO CONTAIN THE OCLC NUMBER

5A) DELETE EXISTING 001s
5B) CLICK ON SWAP FIELDS
MIGRATE 035 DATA TO 001 FIELDS
5C) FORMAT

001s
SUMMARY OF EDITS FOR ASERL COE DATABASE

=049 $aKUK

=050 01$aF436$bT47 1986

=082 01$a917.68/04528219

=130 01$ATennessee, a guide to the state.

=245 148$aThe WPA guide to Tennessee /$ccompiled and written by the Federal Writers’ Project of the Work Projects Administration for the state of Tennessee ; with a new introduction by Jerrold Hirsch and a foreword by Wilma Dykeman.


=300 $axixviii, 568 p. :$bill. ;$c21 cm.


=601 $anIncludes index.


=690 $aUK holds archival copy for ASERL Collaborative Federal Depository Program libraries.

=690 $aBert T. Combs Appalachian Collection.

=651 08$aTennessee$xGuidebooks.

=651 08$aTennessee.

=710 2$aFederal Writers’ Project (Tenn.)

=909 $a*CFDP(WPA)

=902 $a*CFDP$phrase://infokat.uky.edu/vwebv/holdingsinfo?&bibId=85013
SAVE FILE, THEN USE MARCTOOLS TO “MAKE” THE FILE
“MAKE” THE FILE
Input File: C:\Users\user\Dropbox\aserl\webinar\exportRecord.mrk
Output File: C:\Users\user\Dropbox\aserl\webinar\KUKWPA12_13_15.mrc

Functions
- MarcBreaker
- MarcMaker
- MARC=>MARC21XML
- MARC21XML=>MARC
- Translate to MARC-8
- Translate to UTF8

XML Conversions:
- Dublin Core => MARC
- EAD=>HTML
- EAD=>MARC
- FGDC=>MARC

Results:
2534 records were processed in 5.959210 seconds.
STEP 3: IMPORT RECORDS INTO ASERL COE DATABASE

- Note: File size should be under 4 MB

- Using Google account registered for ASERL databases, log into the ASERL COE database at [http://apps.uflib.ufl.edu/CFDP/](http://apps.uflib.ufl.edu/CFDP/)
IMPORT FILE INTO ASERL COE DATABASE

CFDP - Collaborative Federal Depositories Program
ASERL COE Database

WELCOME, University of Kentucky - William T. Young Library (KUK)

Import MARC Records

To import a MARC data file, please do the following:

- Add an Agency code value in the text box below that will be applied to the 909 field in each record in the file, unless the record already contains a value for the 909 field.
- One or more Agency code values can be assigned to each record by separating the values with a comma, e.g., ED, PCZ, WPA.
- Click the Browse button to select the file to import and then click the Import File button.

Agency codes (optional):

Select a file to upload: Browse... No file selected.

Import File
To import a MARC data file, please do the following:

- Add an Agency code value in the text box below that will be applied to the 909 field in each record in the data file, unless the record already contains a value for the 909 field.
- One or more Agency code values can be assigned to each record by separating the values with a comma, e.g., ED, PCZ, WPA.
- Click the Browse button to select the file to import and then click the Import File button.

Agency codes (optional): [Input Field]
Select a file to upload: [Browse... KUK WPA 12_13_15.mrc] [Import File] [Cancel]
### Import MARC Records

To import a MARC data file, please do the following:

- Add an Agency code value in the text box below that will be applied to the 999 field in each record in the data file, unless the record already contains a value for the 999 field.
- One or more Agency code values can be assigned to each record by separating the values with a comma, e.g., ED,PCZ,WPA.
- Click the Browse button to select the file to import and then click the Import File button.

#### Agency codes (optional):

<table>
<thead>
<tr>
<th>Agency codes (optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

#### File Name: KUK WPA 12_13_15.xml

Results: The number of records processed: 2634 / Records saved: 2249 / Records with errors: 1

### Records with Errors (Page 1 of 1)

<table>
<thead>
<tr>
<th>OCLC Number</th>
<th>Title</th>
<th>Holding Library</th>
<th>Placeholder ID</th>
<th>Agency Filter</th>
</tr>
</thead>
<tbody>
<tr>
<td>108488156</td>
<td>Community activities in public housing</td>
<td>KUK</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Error Message:**
- Agency Filter (Field 509) is missing from the data record and no agency codes were submitted in the 'Agency codes' text box.

### Imported Records (Page 1 of 29)

<table>
<thead>
<tr>
<th>OCLC Number</th>
<th>Title</th>
<th>Holding Library</th>
<th>Placeholder ID</th>
<th>Agency Filter</th>
</tr>
</thead>
<tbody>
<tr>
<td>52351640</td>
<td>Community activities in public housing</td>
<td>KUK</td>
<td></td>
<td>WPA</td>
</tr>
<tr>
<td>24831118</td>
<td>Annals of Cleveland</td>
<td>KUK</td>
<td></td>
<td>WPA</td>
</tr>
<tr>
<td>12356439</td>
<td>The 1935 relief population in 13 cities</td>
<td>KUK</td>
<td></td>
<td>WPA</td>
</tr>
<tr>
<td>4017894</td>
<td>Abstract and check list of statutory...</td>
<td>KUK</td>
<td></td>
<td>WPA</td>
</tr>
<tr>
<td>610224671</td>
<td>Acquisition of excess land</td>
<td>KUK</td>
<td></td>
<td>WPA</td>
</tr>
<tr>
<td>496810964</td>
<td>Acquisition of...</td>
<td>KUK</td>
<td></td>
<td>WPA</td>
</tr>
<tr>
<td>81488632</td>
<td>Act II</td>
<td>KUK</td>
<td></td>
<td>WPA</td>
</tr>
<tr>
<td>5531540</td>
<td>Action program</td>
<td>KUK</td>
<td></td>
<td>WPA</td>
</tr>
</tbody>
</table>
The Library of Virginia uses the Z39.50 protocol to export records from our Aleph catalog to MarcEdit.

You can also extract records from OCLC using Connexion.

MarcEdit is really fun to work with!
Challenges

- Beware of Marcive temp records in the =001. These should be removed from your MarcEdit (*.mrk) file.
- You will want to add =901 placeholder data where OCLC numbers are not available.
- Watch out for LC call numbers masquerading as SuDocs.
Successes

- The COE gap database has identified missing items and helped build complete collections.
- The more records in the database, the more likely that gaps will be identified.
- Selective libraries should not hesitate to add their records. You could have the magic document that completes a COE collection!
Additional tools and hints

http://www.aserl.org/programs/gov-doc/

- **ASERL COE Database**
  - Sign-in Page for the ASERL COE database

- List of MARC Fields and Formatting Requirements

- List of 909 Agency Filters

- **LibGuide** - describes the program and how the software works
THANK YOU!

If you have questions, enter them into Chat, or email us:

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julene.jones@uky.edu
mary.clark@lva.virginia.gov