Batchloading Serials and Other E-resources

An Introductory Workshop

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About this workshop

• Geared toward batchloading novices
• Covers common situations and workflow
• Assumes knowledge of
  – MARC 21
  – AACR2
  – characteristics of electronic resources (both serial and monograph)
  – Provider Neutral practices
Agenda

• Intro to E-resources and challenges
• Keys to success
• Breakout discussion – Communication
• Batch processing examples
• Summary
• Questions
Common Types of E-resource Content

- E-journals
- Reference books
- Technical books
- Content from multiple publishers/aggregator databases
- Streaming media
Record Sources

Bibliographic records for electronic resources come from a variety of sources:

- Vendor/publisher
- OCLC Product Services
- Third-party bib record service
- Created locally
Challenges

• Editing batches of bibliographic records
• Duplicate detection and merging
• Tracking updates, additions, deletions
• Staffing
• Skill sets
Four Keys to Success

• Communication
• Workflow
• Documentation
• Training
Communication

• Vendors
• Staff
• User community
Communication : Vendors

• Quality control
  – Metadata integrity - good quality records facilitate discovery!
    • The better the records, the less staff time involved
  – Timeliness of record delivery
  – Customization
  – If your library is using OCLC, do the records include OCLC # ?
    • Consider partnerships to enhance quality:
      – Vendors + OCLC
      – Vendors + your library (or consortium)
Communication: Staff and Community

- Public Services
- Technical Services
- Users
- Faculty
Exercise

You’re in negotiations with a vendor regarding availability of MARC records for the packages under consideration.

What questions do you ask the vendor?
Workflow

• Who is responsible?

• Checklists
  – Tracking
  – Consistency
  – Facilitates documentation
Sample E-resources Workflow Checklist

SAMPLE ELECTRONIC RESOURCES WORKFLOW CHECKLIST

___ Serial     ___ eBook      ___ Streaming Video     ___ Streaming Audio

Vendor/Package: __________________________________________________________

Number of records: _________  Future updates? Y / N  If yes, frequency: ____________

URL for record sets: _______________________________________________________

Steps to be completed

<table>
<thead>
<tr>
<th>E-order updated</th>
<th>Initial/date when completed</th>
</tr>
</thead>
</table>
| E-checkin updated
| License agreement |
| IP ranges registered |
### Sample E-resources Workflow Checklist

<table>
<thead>
<tr>
<th>Task</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>IP ranges registered</td>
<td></td>
</tr>
<tr>
<td>Access verified</td>
<td></td>
</tr>
<tr>
<td>Serials Solutions*</td>
<td></td>
</tr>
<tr>
<td>Proxy/WAM*</td>
<td></td>
</tr>
<tr>
<td>Cataloging completed</td>
<td></td>
</tr>
<tr>
<td>Holdings updated</td>
<td></td>
</tr>
<tr>
<td>ERM</td>
<td></td>
</tr>
<tr>
<td>LHR creation*</td>
<td></td>
</tr>
</tbody>
</table>

**Special instructions:**
Documentation

• An ongoing process
• Keep it current!
• Document your successes and failures
• Screen shots are your friend
Training

• Current cataloging standards
  – Provider neutral records
  – CSR, BSR
• Authority control
• Working with vendor records
• Upgrading skill sets
• Batch processing
  – Tools (MARCEdit, basic scripting, macros)
  – Setting holdings
  – Addressing duplicate records
Training: Current Cataloging Standards

Continuing resources (e-journals):
• Trend is toward separate bibliographic records. Batchloading bibliographic records is much easier when following a separate-record approach
• Records should follow CONSER Provider Neutral Record guidelines
• Prefer CONSER Standard Record (CSR)
Training: Current Cataloging Standards

Monographs (ebooks, streaming media)
• Separate bibliographic records
• Records should follow Provider-Neutral E-Monograph Record guidelines
• Prefer BIBCO Standard Record (BSR)

Other Considerations

• Local data retention and customization
• Update schedule
• Do you want to create item records?
• Deletions
Now What?

You know the basics:

• Questions to ask your vendors/providers

• 4 Keys to success
  – Communication
  – Workflow
  – Documentation
  – Training

Let’s get to work!
Batch Processing Examples Using MARCEdit

It’s free!
Download it here:
HEY GIRL,

I FEEL YOUR PAIN. ALL E-RESOURCE PACKAGES SHOULD COME WITH DECENT MARC RECORDS.
Worst Case Scenario

No MARC Records?

No Problem!
Batch processing examples: Creating MARC Records From Text Files

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
<th>Item#</th>
<th>Copyright</th>
<th>RunTime</th>
<th>DateAdded</th>
<th>TitleURL</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adam Smith: The Wealth of Nations</td>
<td>&quot;In 1776, Adam Smith published The Wealth of Nations, a treatise that would forever change...&quot;</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Karl Marx</td>
<td>&quot;In the fullness of time, his failings have become obvious. Yet, even after the collapse of...&quot;</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Global Resources: Management and Competition</td>
<td>&quot;What is the relationship between a country's natural assets and its economic power?&quot;</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Global Exchange: Free Trade and Protectionism</td>
<td>&quot;Did protectionist tariffs initiate the Great Depression? Will free trade across...&quot;</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Global Capital Market: Risks and Rewards</td>
<td>&quot;What are the mechanisms that drive international finance? Does worldwide capital...&quot;</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Looking Ahead: Exiting Your Business</td>
<td>&quot;It might seem contradictory, but decisions about how to end a company are just as important...&quot;</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data Mining: Big Data’s Increasing Challenge and Payoff</td>
<td>&quot;Just as raw materials buried in the Earth yield the occasional gem, raw...&quot;</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Person-to-Person Customer Service</td>
<td>&quot;One shopper wants a price quote, another needs something that’s shelved too high. Two more...&quot;</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone Customer Service</td>
<td>&quot;We’ve all experienced it—the frustration of dealing with a company or organization over the telephone...&quot;</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Filename: OLAC.txt
Batch processing examples: Creating MARC Records From Text Files
Batch processing examples: Creating MARC Records From Text Files

- Open MARCEdit
- Click Add-ins
- Click Delimited Text Translator → Next
Batch processing examples: Creating MARC Records From Text Files

- Click on folder button to locate the txt file
- Click on folder button to the right of the save file box and name the output file. You will be prompted to save in .mrk format.
- Check that the delimiter is Tab
- Input a quote mark (”) as the Text Qualifier
Batch processing examples: Creating MARC Records From Text Files

If you’re working with visual materials (like streaming media files):

- Click on Edit LDR/008 and select Visual materials.
- You can make edits that apply to all of your records here!

  e.g. fixed field **Lang**: eng (if all your films happen to be English language)

Otherwise, you can skip this step!
Batch processing examples: Creating MARC Records From Text Files

- Code each of the fields beginning with Field 0.
- Fields are derived from column headings (first line of .txt file)
Batch processing examples: Creating MARC Records From Text Files

• After you map your fields to the correct MARC tag, click finish. Your file will be saved with a .mrk extension. E.g.: OLAC.mrk

• The next step is to open the .mrk file in the MARCEditor
Batch processing examples: Creating MARC Records From Text Files
Batch processing examples:
Find and Replace

Common use: creating custom URL

Base URL: http://digital.films.com/
Batch processing examples: Find and Replace

Replace with http://0-digital.films.com.clark.up.edu/
Batch processing examples:
Find and Replace
Batch processing examples: Find and Replace

Other uses:
Ejournals (see Quick Reference Guide to PN E-serials)

500 “Description Based On” note /Source of Title

replace 500 field with

588

776 1# $t

replace with

776 08 $i Print version: $t

Then delete the 530 field using Add/Delete
Batch processing examples:
Prepend to beginning of field

• 300 $a

=035 \$a35426
=245 00$aKarl Marx
=260 \$bFilms for the Humanities & Sciences,$c2006.
=300 \$a22
=500 \$a3/5/2009
=520 \$alIn the fullness of time, his failings have become obvious. Yet, even after the collapse of global C
Marx stands undiminished as one of history’s most influential thinkers. This program chronicles Marx’s life
development, including the publication and impact of his major writings. Beginning with his birth and religious
childhood in Prussia, the video traces Marx’s student years and his early affinity for Hegel, outlines his rad
Bauernrecht and describes his friendships, his work with Friedrich Engels, and provides insightful
Batch processing examples: Prepend to beginning of field

We want to turn

300 \ $a

Into

300 \ $a 1 streaming video file (xx min.) : $b digital, sd., col.
Batch processing examples: Prepend to beginning of field

Step 1: use regular expression ^b to add content to the beginning of a field
Batch processing examples: Prepend to beginning of field

Result after step 1:

```
=245 00$aKarl Marx
=260 $bFilms for the Humanities & Sciences,$c2006.
=300 $a1 streaming video file (22
=500 $a3/5/2009
=520 $aIn the fullness of time, his failings have become obvious
```

And now on to step 2 ...
Batch processing examples:
Append to end of field

Step 2: use regular expression ^e to add content to the end of a field
Batch processing examples:
Append to end of field

Result after step 2:

```shell
=008 121016s9999\xx\\\\\\\\\\\\\\\\\0\und\d
=035 \$a33446
=245 00\$aAdam Smith: The Wealth of Nations
=260 \$bFilms for the Humanities & Sciences,$c2004.
=300 \$a1 streaming video file (19 min.) :$bdigital, sd., col.
=500 \$a3/5/2009
=520 \$a1n 1776. Adam Smith published The Wealth of Nations, a treatise that
```
Batch Processing Examples: Add/Delete Field

- See Quick Reference Guide for E-serials and E-monograph records
  - 533: Remove except in case of DLF Registry of Digital Masters/ other digital preservation projects
  - 538: same
Batch Processing Examples: Add/Delete Field

Common serials function: Remove specific package/provider names from PN records!

710 2# $aJSTOR (Organization)
710 2# $aKnovel (Firm)
Batch Processing Examples: Add/Delete Field

Other common Add/Delete functions:

- Add an 006 for electronic resource
  Edit → Insert/Edit 006 → Electronic Resource

- Edit the existing 008 fields
  Edit → Insert/Edit 008 → Electronic Resource
Batch Processing Examples: Add/Delete Field

Loading Records Into Your ILS*

* Varies from library to library
Batch Processing Examples: Add/Delete Field

• University of Portland is a III library, and we use a 949 to load records into our local system.

• Example of our load command for e-books:

949 \$a*recs=b;ins=bparks;bn=oweb;b2=y;i=/i1=0/loc=oweb/sta=-/ty=201/;

=520 \$aIn 1776, Adam Smith published The Wealth of Nations, a treatise that would forever


=949 \$a*recs=b;ins=bparks;bn=oweb;b2=y;i=/i1=0/loc=oweb/sta=-/ty=201/;
Batch Processing Examples: Upload Holdings to OCLC

Goal:
create a text file with nothing but OCLC numbers (#809017398)
• You can do this within your ILS
  or
• You can use MARCEdit

Important:
You want to make sure that your OCLC record number is in its own field. This can be 001, 035, basically any field that isn’t repeated in the record.
**MARC 21 Record Display**

LDR 02381nam 22n00433 a 4500
001 9781780348636
003 Credo
005 20120905808080.0
006 m d
007 cr|zn|********|
008 120831s2012 nyuab ob 000 0 eng d
020 ||$a9781780348636 (online)
035 ||$a(CaBNVSL)s1c00230475
035 ||$a(Credo)cia2012
035 ||$a(OCoLC)809017398
040 ||$aCaBNVSL$cCaBNVSL$dCaBNVSL
050 |4$aG123$b.U56 2012eb
082 04$a910$d222
110 1|$aUnited States.$bCentral Intelligence Agency.
245 14$aThe CIA world factbook 2012-13$h[electronic resource] /$cCentral Intelligence Agency.
246 3|$aCentral Intelligence Agency world factbook 2012-13.

- OCLC number is in 035
- ISBN is in 001
- ISBN is repeated in 020

*What’s your strategy?*
Batch Processing Examples: Upload Holdings to OCLC

One strategy:

• Delete the existing 001 with the duplicate ISBN.

• Find and replace the 035 $a(OCoLC) with either 001 or another unused field (depends on local preferences).
Batch Processing Examples: Upload Holdings to OCLC

Example: Using III’s Create List function

I create a list of bibliographic records and select MARC Tag → MARC Field 001
After I create the list, I sort by the 001 tag so the OCLC numbers are in order. I do this to ensure there aren’t any errors (leading 0’s) in the OCLC numbers.
Batch Processing Examples: Upload Holdings to OCLC

I then export the 001 fields and save the information as a .txt file.
Batch Processing Examples: Upload Holdings to OCLC

- I open the file in Word and it looks like this:
  
  “001”
  “608631734”
  “608631737”
  “595320691”
  “595320671”
  “595320679”
  “595320693”
  “595320688”
  Etc.

- Using Find/Replace, I get rid of the quotes
Batch Processing Examples: Upload Holdings to OCLC

Next you will need to place # in front of each number. Again, use Find and Replace for this. Press **CTRL + H** again and in the **Find what:** box, type in ^p and in the **Replace with:** box type in ^p# and click on **Replace All.**

![Find and Replace dialog box](image)

This will put a # in front of each number **except** for the first one. You must add that manually.

608631734
#608631737
#595320691
#595320671

the very last number will have a # after it that must be deleted.
Batch Processing Examples: Upload Holdings to OCLC

- Save file as .txt
- Now go to OCLC Connexion and click Batch at the top of the window. In the drop down menu, click on Holdings by OCLC Number.

You will get a popup window that allows you to select the file. Click the Browse button and choose your file.

- Select Update Holdings.
Batch Processing Examples: Upload Holdings to OCLC

Make sure that the “Set holdings if already held” box is **not** checked and click the **Import** button.

You will see a popup window that asks, “Do you want to delete your original import file?” Click **No**.

Your OCLC numbers should appear in the box as below. Click on the **OK** button and wait for the process to finish.
Batch Processing Examples: Upload Holdings to OCLC

- When the update is complete, you will receive a report from OCLC.

**Batch Holdings by OCLC Number Report**

<table>
<thead>
<tr>
<th>Control #</th>
<th>Title</th>
<th>Record Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>065164358</td>
<td>The A to Z of corporate social responsibility (electronic resource)</td>
<td>Update Holdings</td>
</tr>
<tr>
<td>065164357</td>
<td>Historical encyclopedia of American labor (electronic resource)</td>
<td>Update Holdings</td>
</tr>
<tr>
<td>065164350</td>
<td>Encyclopedia of consciousness (electronic resource)</td>
<td>Update Holdings</td>
</tr>
<tr>
<td>065164374</td>
<td>Learning in adulthood (electronic resource)</td>
<td>Update Holdings</td>
</tr>
<tr>
<td>065164379</td>
<td>The Penguin dictionary of mathematics (electronic resource)</td>
<td>Update Holdings</td>
</tr>
<tr>
<td>065164393</td>
<td>The Penguin dictionary of physics (electronic resource)</td>
<td>Update Holdings</td>
</tr>
<tr>
<td>065164856</td>
<td>BCS glossary of computing and ICT (electronic resource)</td>
<td>Update Holdings</td>
</tr>
<tr>
<td>065164871</td>
<td>The Penguin dictionary of psychology (electronic resource)</td>
<td>Update Holdings</td>
</tr>
<tr>
<td>065164783</td>
<td>The encyclopedia of tourism and recreation in marine environments (electronic resource)</td>
<td>Update Holdings</td>
</tr>
<tr>
<td>065164877</td>
<td>The essentials of philosophy &amp; ethics (electronic resource)</td>
<td>Update Holdings</td>
</tr>
<tr>
<td>065164891</td>
<td>The dictionary of human geography (electronic resource)</td>
<td>Update Holdings</td>
</tr>
<tr>
<td>065164894</td>
<td>An African biographical dictionary (electronic resource)</td>
<td>Update Holdings</td>
</tr>
<tr>
<td>065164888</td>
<td>A financial history of modern U.S. corporate scandals (electronic resource)</td>
<td>Update Holdings</td>
</tr>
</tbody>
</table>

**That’s it!**
This is Just the Beginning!

Recommendations:

• Understand your local ILS capabilities

• Learn MARCEdit

• Learn basic scripting
  – MARCEdit Script Wizard
  – Textbooks (Safari Books Online!)
  – CodeYear
Remember the Four Keys to Success

• Communication
• Workflow
• Documentation
• Training
In Conclusion

• Batch cataloging adds value
• Greater visibility of resources
• Maintain large numbers of records
• Automate processes
• Most important: Users!
Resources

• CONSER Standard Record (CSR) Documentation
  http://www.loc.gov/aba/pcc/conser/issues/CSR.html

• CONSER Cataloging Manual (CCM) Module 31: Remote Access Electronic Serials

• Provider Neutral Serials
  http://www.loc.gov/aba/pcc/conser/issues/agg-neutral-recs.html

• Provider Neutral E-Monograph Record Guide

• Best Practices for Cataloging Streaming Media

• MARC Record Guide for Monograph Aggregator Vendors
  www.loc.gov/aba/pcc/sca/documents/FinalVendorGuide.pdf
Questions?
Thank You!

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