Searching and Distribution of CalDocs

Draft: June 19, 2008
Updated: September 23, 2008
[Please note: This procedure should be viewed as one still being developed]

The following procedure outlines the detailed steps necessary for SCP to gather MARC bib records from OCLC and distribute them to the campuses. By running these two searches on a regular basis, SCP should be able to capture a good proportion of very current CalDocs cataloging with a minimal amount of effort. Note that the process described below will not retrieve every CalDoc record cataloged in OCLC for a given time period. Note also that with this streamlined model, the value-added work traditionally done in SCP, e.g., BibPurl creation and bibliographic review is eliminated. Only some very specific batch edits that can be handled in a constant data record, e.g., adding 793 hooks, that are needed for the effective ongoing management of CalDocs, will be performed. The procedure involves a dual search strategy.

Preparation in OCLC Connexion
- Create two local files—one for completely new records and the other for updated records.
- Create six macros (three each for local and CDL requirements. Each will contain the appropriate 793 0 field for CalDocs (monograph, serial, database), 949 fields for item records and branch location, and a 936 field for tracking purposes (e.g., 936 CalDocs 200807).

Preparation in MacroExpress
- Create seven repeat loop macros – two each for the different material types for local and CDL requirements and one to export the records. MacroExpress enables Connexion macros to repeat a pre-defined number of times.

File sorting
- Batch Harvest the new and updated CAX and non-CAX titles for the preceding month using the searches:
  - CAX – *mt:url and cs=cax and mt:sgp and up:200807??*
  - Non-CAX - *mt:url not cs=cax and mt:sgp and pl:sacramento and ll:eng and up:200807??*
- Save all of the results in the **New** file initially. Sort by OCLC record number to aid in identifying and moving the updated records to the Update file.

File processing – New records
- In the **New** file sort results by title - give a cursory glance to make sure there are no obvious records that shouldn't be there. If you find differing format records with the same 856 field, delete one of the records (priority order is: print, online, CD-ROM).
- Sort results by format.
- Apply in batch the local macros to all monographs, serials, and databases.
- Batch export all records to the local ILS.

- Depending on the load table used, this process creates the bibliographic and item records for the monographic titles and the bibliographic, item, and checkin records for the serials.
- Using the same records in Connexion, apply in batch the CDL macro and re-export all of the records again.
- Empty the **New** save file.

File processing – Updated records
- The procedure for the **Updated** file is similar to the **New** file except that serials and databases will not be processed in batch. Instead we will rely on other campuses to notify us when they create/update a serial record.
- Sort results by title - give a cursory glance to make sure there are no obvious records that shouldn't be there. If there are differing format records with the same 856 field, delete one of the records (priority order is: print, online, CD-ROM).
- Look at each record. Focusing on the 856 field, delete any records with BibPurls in them that **do not have CUS, CLU, or CUI** in the 040 field subfield "a" or "c".
- Sort results by format.
- Apply in batch the local macro to all monographs.
- Batch export all records to the local ILS – note that not all the updated records will export. The exporting record is rejected if there are already local and CDL records present. These rejected records will not be redistributed to the campuses. Because the rejection occurs on our end it still displays as a successful export from Connexion.
- In order to identify which titles were exported, run a review file in Millennium searching on the >936 note (e.g. CalDocs 200807) and download a list of OCLC#s from the resulting records. Using this list batch search the records in Connexion, apply a macro adding all relevant CDL data, and export the records.
- This process creates the bibliographic and item records for the monographic titles.

Post-Cataloging Processing
- With all of the gathering and cloning of records being done in Connexion, the post-cataloging processing is limited to the distribution of the records.

Note: The reason any records with BibPurls in them that don't have CUS, CLU, or CUI are deleted is because these records were either batch loaded into OCLC, or they are records with the same content with a differing format created by other libraries.

The five contributing libraries of original cataloging would get the records back as duplicates the next month. Because of this they may not want to export them at the time of cataloging unless they didn't mind getting duplicates.