

Downloading and preparing records from an electronic book cataloguing source

**MELI Cataloguing Day
June 24, 2009**

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Retrieving the records

1. Go to the site from which you will retrieve the record data (example : APA Psycnet)

Librarian's Reference Desk - Windows Internet Explorer

http://psycinfo.apa.org/library/refdesk/

File Edit View Favorites Tools Help

Links HUJ01 NNL-500 HDB01 YBZ01 EXL-Pivotal MARC 21 MARC Unicode TestServerOPAC ALEPH Staff Menu gmail

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New APA PsycNET

We launched an all-new platform on June 28, 2007. We're migrating customers to this new platform this fall. Check out the details in the [APA PsycNET Special Issue of the PsycINFO News](#) or [FAQ](#) tailored specially to APA PsycNET.

TAKE A TOUR

Coming Soon!

[Shibboleth Authentication SUSH!](#)

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2. Locate specific records

Librarian's Reference Desk - Windows Internet Explorer

http://psycinfo.apa.org/library/refdesk/index.cfm?action=ShowDownloads

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Download PsycBOOKS MARC Records

- [APA MARC Documentation](#)
- [PsycBOOKS MARC Base File - September 12, 2006](#)
- [PsycBOOKS MARC Update - October 6, 2006](#)
- [PsycBOOKS MARC Update - November 13, 2006](#)
- [PsycBOOKS MARC Update - December 8, 2006](#)
- [PsycBOOKS MARC Update - January 8, 2007](#)
- [PsycBOOKS MARC Update - February 12, 2007](#)
- [PsycBOOKS MARC Update - March 12, 2007](#)
- [PsycBOOKS MARC Update - April 9, 2007](#)
- [PsycBOOKS MARC Update - May 7, 2007](#)
- [PsycBOOKS MARC Update - June 11, 2007](#)
- [PsycBOOKS MARC Update - July 9, 2007](#)
- [PsycBOOKS MARC Update - August 13, 2007](#)
- [PsycBOOKS MARC Update - September 10, 2007](#)
- [PsycBOOKS MARC Update - October 5, 2007](#)
- [PsycBOOKS MARC Update - November 9, 2007](#)
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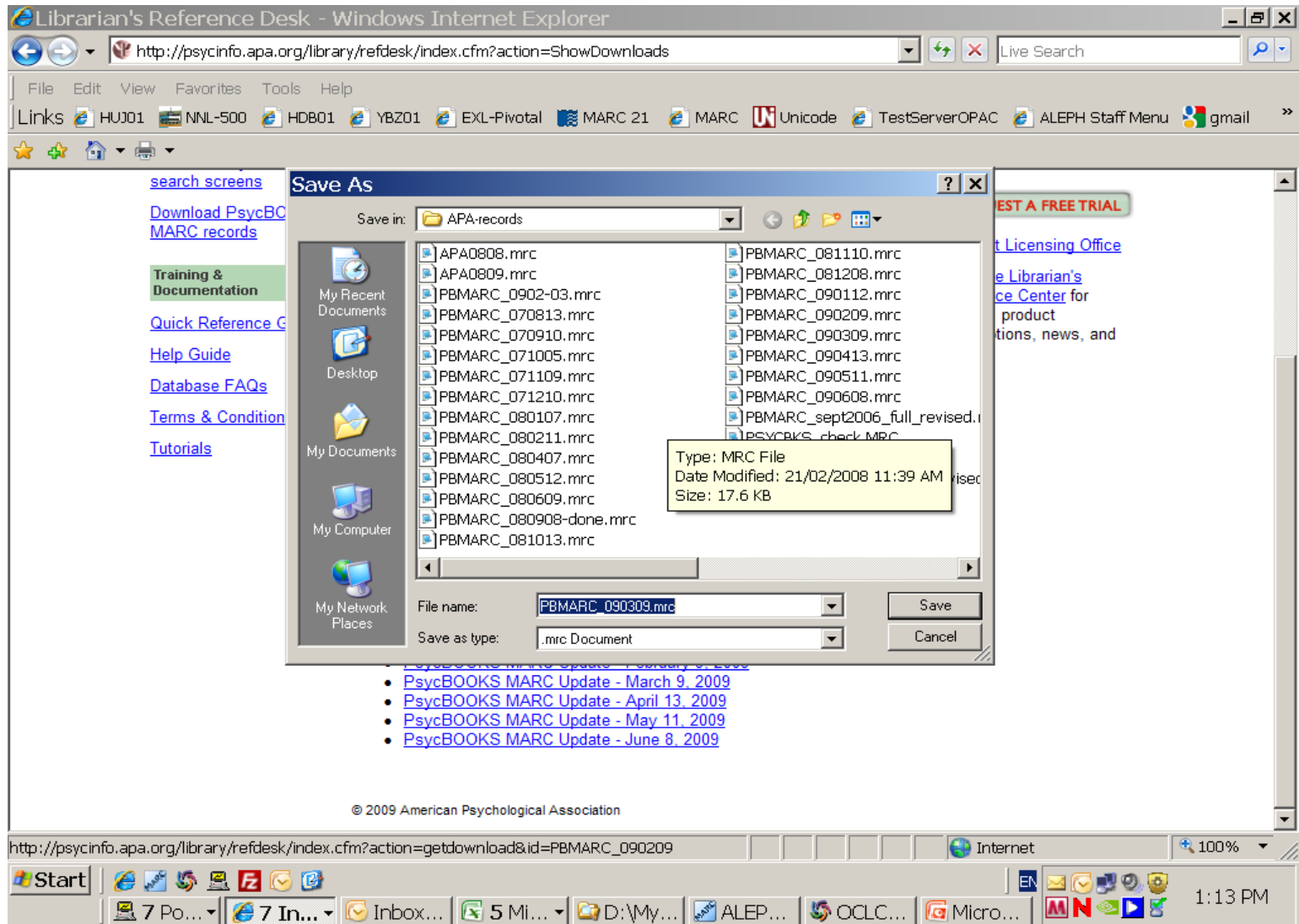
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Internet 100%

Start 7 P... 7 I... Inbo... 5 M... D:\... OCL... ALE... Micr... PBM... 2:42 PM

3. Download files to PC



4. FTP file BINARY to xxx01/data_scratch

The screenshot shows the FileZilla FTP client interface. The title bar reads "A500-production - sftp://aleph@aleph500.huji.ac.il - FileZilla". The status bar at the top indicates "Directory listing successful". The main window is divided into two panes: "Local site" and "Remote site".

Local site: D:\My Documents\0-A500HUJ\CAT\Electronics\APA-records\

Remote site: /exlibris1/u18_1/huj01/scratch

The remote site directory listing shows the following files:

Filename	Filesize	Filetype	Last modified	Permissions
..				
Loading APA files.xls	20,480	Microsoft Off...	10/06/2009 11:4...	
PBMARC_090608.mrc	44,424	MRC File	09/06/2009 2:41...	
PBMARC_090511.mrc	44,815	MRC File	09/06/2009 2:41...	
PBMARC_090413.mrc	53,888	MRC File	09/06/2009 2:40...	
PBMARC_090309.mrc	46,212	MRC File	05/04/2009 8:23...	
PBMARC_090209.mrc	40,430	MRC File	05/04/2009 8:22...	
PBMARC_0902-03.mrc	40,430	MRC File	05/04/2009 8:22...	
PBMARC_090112.mrc	42,528	MRC File	18/01/2009 11:1...	
PBMARC_081208.mrc	42,966	MRC File	18/01/2009 11:1...	
PBMARC_081110.mrc	38,806	MRC File	18/01/2009 11:1...	
PBMARC_081013.mrc	36,867	MRC File	18/01/2009 11:1...	
Psychbooks procedure.doc	27,648	Microsoft Off...	18/11/2008 1:43...	
PBMARC_080908-done	25,141	MRC File	23/10/2008 11:1...	

The local site directory listing shows the following files:

Filename	Filesize	Filetype	Last modified	Permissions
..				
param_bra_context	0	File	01/06/2009 1:07:00...	-rw
PBMARC_090209.mrc	40,430	MRC File	05/04/2009 9:31:00...	-rw
PBMARC_090309.mrc	46,212	MRC File	05/04/2009 9:32:00...	-rw
pc_job_batch_log	40,518	File	10/06/2009 1:55:00...	-rw
polymer	2,025	File	26/03/2009 1:38:00...	-rw
print 01 1	29,639	File	30/04/2009 11:00:0...	-rw

The bottom of the interface shows a "Queued files" section with "Failed transfers" and "Successful transfers" tabs. The status bar at the bottom right indicates "Queue: empty" and the time "1:20 PM".

5. Submit file-01

(services/load records/option marc record in 1 block length 2048)

The screenshot displays the ALEPH Cataloging software interface. The main window is titled "Convert MARC Records - Step 1 (file-01) - HJ01". The interface includes a "Browse" tab and a "Search" panel on the left. The "Search" panel has options for "[1] Functional" and "[2] Overview", and a "Search" section with sub-options: "[F] Find", "[B] Browse" (selected), and "[H] Show".

The "Convert MARC Records" dialog box contains the following fields and options:

- * Input File: PB MARC_090309.mrc
- * Output File: PB MARC_090309a.mrc
- * MARC Record Format:
 - MARC record in one block (fixed physical length - 2048)
 - MARC record in one block (fixed physical length - 512)
 - MARC records delimited by ## (fixed physical length -)
 - MARC records delimited by 'ID' separator
 - MARC records spread over various blocks (fixed phys
 - MARC records in SCW format (five digit physical recor
- Runtime: Today
- At: O'clock:
- Library: HJ01

Buttons on the right side of the dialog include: Submit, View History, Cancel, Help, Add to History (checked), and Print To ADM Lib (unchecked). A "Clear" button is also present.

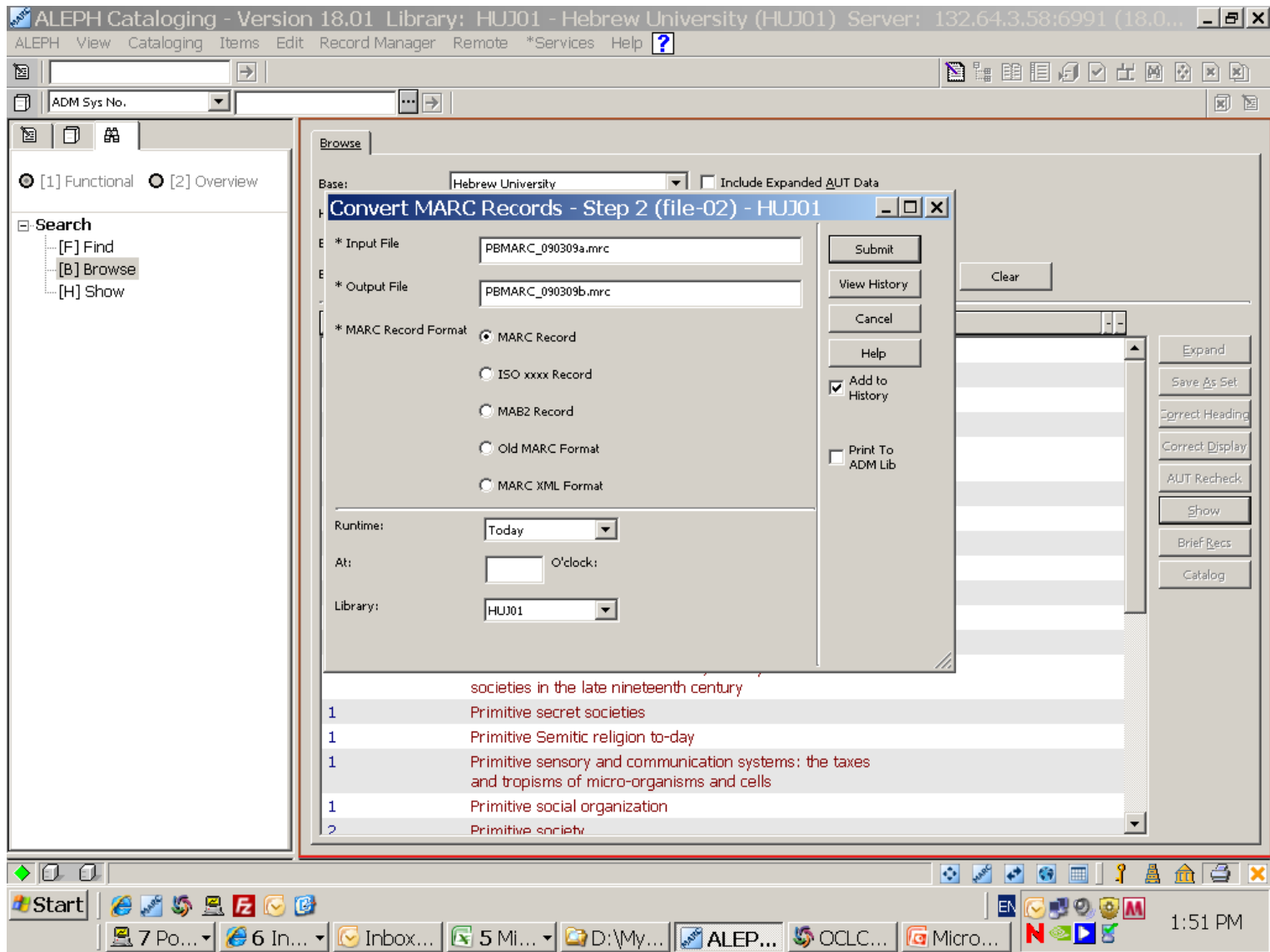
Below the dialog, a list of records is visible:

- 1 Primitive secret societies
- 1 Primitive Semitic religion to-day
- 1 Primitive sensory and communication systems: the taxes and tropisms of micro-organisms and cells
- 1 Primitive social organization
- 2 Primitive society

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 1:46 PM.

6. Submit file-02

(option MARC record - using output file of file-01 as input file)



Load the data

The screenshot displays the ALEPH Cataloging software interface. The main window is titled "Load ALEPH Sequential MARC Records (manage-18...". The dialog box contains the following fields and options:

- * Input File: PBMARC_090309b.mrc
- Output File for Rejected Records: no
- Output File for Logging System Numbers: **newerecs** (circled in red)
- * Procedure to Run: Add new records to the database; Update current records in the database
- If Updating Current Records: Replace entire record
- * Indexing: Full
- * Fix Routine: INS2
- * Merge/Preferred Routine: None
- Cataloger Name: [Empty]
- Cataloger Level: [Empty]
- * Character Conversion: None
- * No. of Catalogers Currently Working: Multi-user; Single user
- Override Indexing Priority: [Empty]
- Runtime: Today
- At: [Empty] O'clock:
- Library: HUI01

Buttons on the right include Submit, View History, Cancel, Help, Add to History (checked), and Print To ADM Lib (unchecked).

The background shows the ALEPH Cataloging main window with a tree view on the left containing "HUI01 - 1474032" and its sub-items like "OBJECTS", "HUI60", "HOL - MS1 UK4 STA", and "HUI50". The right pane shows a list of records with the text "e vollmonopolisierte".

Tweaking the data

Corrections/additions can be made on the raw data – the newly created PBxxx.mrc file or after the load.

Before loading (on the UNIX)

- Look at the file created in data_scratch – compare what you received with what your library needs
- Cleanup
 - look for \$\$9 (usually in 5xx fields)
 - Do the authors match the form used in your library? Many records are in “MARC” format, but not correct LCN or LCSH
 - pick an 8564 field - paste \$\$u section ONLY in browser to make sure it is ok

- **Tweaking the data (2)**
 - Grouping field – we use a virtual series (440 0 = Psycbooks) so that we can search the material easily
 - Arrival date (200809 – Electronic)
 - gmd's on 24x fields - \$\$h ^[electronic resource]
 - Call no. = ONLINE
 - 999 = EBOOK
 - BAS = GENNEW GENERAL
 - BAS = GENNEW SOC/BEH SCI/MANAGEMENT
 - LIB = GEN (does not belong to a specific sublibrary)

Tweaking the data (3)

After loading (In the GUI)

- Save on Server/ LOAD from Server : Filename (output file from p_manage_18)
- Look at the records in SHOW or CATALOGING
- (see “Cleanup” above)
- Additions and corrections can be done with p_manage_21

HUJ01 Sample Record

FMT BK

LDR 00000nam a22003971 4500

001 001447105

005 20090625100344.0

008 080907s2008 dcu 000 | eng d

020 |a 9781433801709 (print ed.)

020 |a 1433801701 (print ed.)

040 |a DcWaAPA

0410 |a eng

050 4 |a RJ499 |b .C45 2008

09700 |a ONLINE

24500 |a Childhood mental health disorders |h [electronic resource] : |b evidence base and contextual factors for psychosocial, psychopharmacological, and combined interventions / |c Ronald T. Brown . [et al.].

260 |a Washington, DC : |b American Psychological Association, |c 2008.

263 |a 0709--

300 |a p. ; |c cm.

440 |a Psycbooks

599 |a GEN Psycbooks: apa04512805

504 |a Includes bibliographical references.

5050 |a Attention-deficit/hyperactivity disorder -- Oppositional-defiant disorder and conduct disorder -- Tourette and tic disorders -- Obsessive compulsive disorder -- Anxiety disorders -- Depressive disorders and suicidality -- Bipolar disorder -- Schizophrenia spectrum disorder -- Autism spectrum disorder -- Anorexia nervosa and bulimia nervosa -- Elimination disorders -- Future directions.

HUJ01 Sample Record (Pt. 2)

- 520 |a This book is the latest review of the literature on evidence-based practice pertaining to psychopharmacology and psychotherapy for various mental health disorders in children. This volume thoroughly reviews current information on effective use, sequencing, comparative risks and benefits, and integration of psychotropic medications and psychosocial interventions for children and adolescents. Acknowledging the complexity of these disorders and the need to individualize treatment, the authors of this volume have created a basic yet comprehensive framework for mental health providers. The mental health conditions addressed include the internalizing (e.g., anxiety, depression) and externalizing (e.g., attention-deficit/hyperactivity, conduct, oppositional defiant) disorders. -- Jacket. (PsycINFO Database Record (c) 2007 APA, all rights reserved).
- 530 |a Also issued in print.
- 533 |a Electronic reproduction. |b Washington, D.C. : |c American Psychological Association, |d 2005.
- 599 |a GEN Psycbooks: 2007-15067-000
- 65012 |a Mental Disorders |x therapy.
- 65012 |a Child
- 65022 |a Adolescent
- 65022 |a Psychotropic Drugs |x therapeutic use.
- 65022 |a Psychotherapy |x methods.
- 65022 |a Review Literature.
- 650 0 |a Child psychopathology
- 7001 |a Brown, Ronald T.
- 85649 |u <http://content.apa.org/books/2007-15067> |z APA PsycBooks
- 92300 |a 200809 - Electronic
- 972 |a Childhood mental health disorders |h [electronic resource] : |b evidence base and contextual factors for psychosocial, psychopharmacological, and combined interventions / |c Ronald T. Brown . [et al.].
- 999 |a EBOOK
- BAS |a GENNEW GENERAL
- BAS |a GENNEW SOC/BEH SCI/MANAGEMENT
- BAS |a APA200809
- LIB |a GEN
- SYS 001447105

Template for ebooks

FMT BK
LDR nam a22 a 4500
020 |a
041 |a eng
09700 |a ONLINE
1001 |a
24500 |a |h [electronic resource] |b / |c edited by
24633 |a |h [electronic resource]
250 |a ed.
260 |a : |b , |c
440 0 |a ; |v
533 0 |a Electronic reproduction. |b |c |d |n
534 0 |a |b; |c; |p Original: |e p. ; cm.
650 0 |a |x |v
650 2 |a |x |v
7001 |a
710 |a
85649 |u |z Full text available via:
972 |a |h [electronic resource] / |c
999 |a EBOOK
BAS |a GENNEW
LIB |a GEN
SYS 000000000

Summary of Steps

- Create directory on PC in which you will store these working files
- Locate the site where the MARC records are kept
- Locate the specific files you want
- Save attachment/download files on PC as namedate.mrc (example: APA090404.mrc)
- FTP file to xxx01 \$data_scratch (BINARY)
- submit file-01 (services/load records/ option marc record in 1 block length 2048)
- submit file-02 (option MARC record - using output file of file-01 as input file)

- Look at the file created in data_scratch
- run p-manage-18
 - (add new records, indexing = full)
 - character conversion - none (hopefully - meanwhile data seems to be plain Loazi)

Retrieval of imported records in GUI – Access by Arrival date

The screenshot displays the ALEPH Cataloging software interface. The title bar reads "ALEPH Cataloging - Version 18.01 Library: HJ01 - Hebrew University (HJ01) Server: 132.64.3.58:6991 (18.0...". The menu bar includes "ALEPH View Cataloging Items Edit Record Manager Remote *Services Help ?". The main window is titled "Browse" and contains the following fields and controls:

- Base: Hebrew University (dropdown menu)
- Headings List: New Items (GEN) (dropdown menu)
- Enter Starting Text: 2009 (text input)
- Enter Include Text: (empty text input)
- Buttons: Go, Clear
- Checkboxes: Include Expanded AUT Data, Include BIB/HOL data

Below the input fields is a table with the following columns: # Docs, Ref., Headings, and Auth. info. The table contains 20 rows of records, all with "Electronic" as the heading. The records are sorted by arrival date, with the earliest being 200710 and the latest being 200906.

# Docs	Ref.	Headings	Auth. info.
1		200710 - Electronic	
9		200712 Electronic	
2		200801 - Electronic	
1		200802 - Electronic	
86		200803 - Electronic	
13		200804 - Electronic	
694		200805 - Electronic	
38		200806 - Electronic	
9		200807 - Electronic	
5		200808 - Electronic	
54		200809 - Electronic	
188		200810 - Electronic	
166		200811 - Electronic	
62		200812 - Electronic	
230		200901 - Electronic	
87		200902 - Electronic	
134		200903 - Electronic	
108		200904 - Electronic	
71		200905 - Electronic	
50		200906 - Electronic	

On the left side of the main window, there is a "Search" panel with options: [1] Functional, [2] Overview, [F] Find, [B] Browse, and [H] Show. The "Browse" option is selected. On the right side of the table, there are several action buttons: Expand, Save As Set, Correct Heading, Correct Display, AUT Recheck, Show, Brief Recs, and Catalog.

If you have questions, please be in
touch

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thank you