Using MarcEdit for WEST

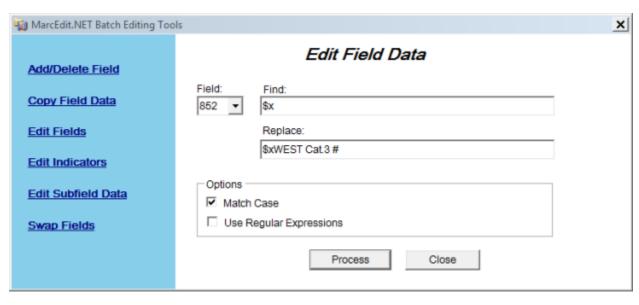
Preparing MARC Holdings Records for WEST for editing via MarcEDIT

- Make bibliographic record changes manually in SIRSI:
 - 1. Edit 001 if needed
 - 2. Confirm that 022 is present, if needed
 - 3. Update Title Control # if needed
 - 4. If Date cataloged = NEVER, change to TODAY.
 - 5. Add 989 field (this is your identifier to create list of appropriate MHLD)
- Make a list of bibliographic records that include a 599 field for current issues. You'll use this to more quickly remove the duplicate 599 fields after the MHLD are loaded. [Instead of checking every record for them, you can just check the ones on your list.]
- · Create MHLD for LSC if needed:
 - 1. Make Enc_Lvl = 4 (or 3, if appropriate for Silver records)
 - 2. Edit: 852 _1 |cLSC
 - 3. Copy over any LSC holdings in the MHLD for STACKS to the MHLD for LSC.
 - 4. Delete LSC 866 fields from the MHLD for STACKS.
 - 5. Split STACKS holdings at 2005 if relevant.
 - If existing MHLD for LSC has duplicate 001 fields, print the existing MHLD. Then delete and recreate to remove the duplicate fields. Once you have re-entered the information, recycle your printout.
 - 7. If existing MHLD has Entrd = 000000, change to 950801.
- · Once all manual edits are completed, have IT Sirsi staff member create a file listing all MHLD with:
 - 1. 852 lcLSC
 - 2. Attached to bibliographic records with: 989 WEST Silver year6 (or whatever label you're working on)

Ask him to include 022 and 035 from the associated bibliographic records in the file.

In MarcEdit:

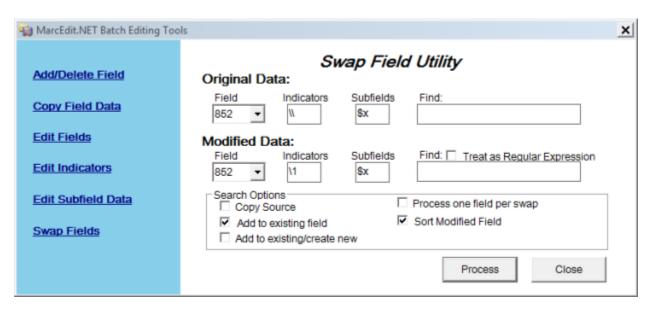
- Open the file you want to edit in MarcEditor. If it is not already a .mrk file, you'll need to convert it from .mrc to .mrk using MARC Tools before
 opening in MarcEditor.
- 1. To apply the repetitive fields: 583 (retention, completeness, condition) and 007, I created a Task. Before you apply the Task to your file, edit it first to make sure it says Silver, Gold, as appropriate and contains the correct 583 fields for the color.
- 2. To edit the task, go to: Tools/Manage Tasks; select the WEST MHLD task and then click "Edit selected task list" and make the necessary changes (edit color text, add or remove 583 fields as appropriate).
- 3. To apply the task to your file, go to: Tools/Assigned Tasks/Currently Available Tasks/WEST MHLD
- 4. You'll need to do a merge file to add the |xWEST Cat.{#} #{Ulrich's No.} note to field 852. To do thi
 - a. First create a mini set of MARC with control numbers. Our match point will be the 035 field.
 - b. Copy columns A and B (Ulrich's number and SIRSI record number) from the Google docs spreadsheet for the group of records you're working with. Paste into a new spreadsheet. Do a search and replace to change 'o' to '(Sirsi) ' [Important: include a space after the final parenthesis!]
- 5. Save as Tab Delimited Text (.txt)
- 6. In MarcEdit, choose Delimited Text Translator (also under Add-ins).
 - a. Source file is your tab delimited .txt
 - b. Output to a filename of your choice
- 7. Map each field to its appropriate field:
 - a. 852\$x for Ulrichs Number
 - b. 035\$a for SIRSI control number
- 8. Run it.
- 9. You should now have your mini set of MARC records with minimal information for merging purposes. Do take a quick look over to check that everything is there.
- 10. To add the WEST Cat. {#} text, go to Tools/Edit Field Data and fill in the box as shown, using the appropriate Cat number:



- 1. Then click "Process." and be sure to save your file.
- 1. a. You should now have two sets of records, your mini set and your main set to which you want to add field 852.
- 2. In the main MarcEdit window (NOT MarcEditor), choose Tools Merge Records
- For Source File, select your main MARC records set
- For Merge File, select the mini MARC set you created
- Set your output file to your desired location and filename
- Choose record identifier, e.g. 035, to match on SIRSI Control number.
- 1. Click on Next
- 2. Choose Merge Selected Fields
- 3. Select the field you want to import, e.g. 852
- 4. Click on Next

This will add a second 852 to the record with the $|xWEST\ Cat.\{\#\}\ \#\{UIrich's\ No.\}\ note\ in\ it.$

- 1. a. To move the note up to the existing 852 and delete the extraneous one, do the following in MarcEditor:
- 2. Choose Tools/Swap Field Data and fill out the dialog box as shown below:



- 1. Click "Process."
- 2. Save your file.
- 1. a. In MarcEditor, choose File/Compile File Into MARC and save as a .mrc file. Notify Mang that file is available to be reloaded into SIRSI.