Connecticut State Library Single Record Workflow - Transcript

I'm with my colleague in tech support. We have another terrific webinar for you today. Titled Connecticut state library single record work flow. With us today is our spenters Steven SLOVASKY and Laura diller. I'll read about them. Stephen has been the unit head at the library since 1994. Because of state library regional depository, he has long experience working with documents tangible and electronic distributed through the F LP.He was instrumental developing practices for archiving electronic state publications, working with OCLC and other state libraries and archives. Before joining, Stephen worked an academic and public library foundations. Laura has been at the library since February 2020 and catalogs electronic documents and handles retro suspective handle of documents the in the historical collection. Prior to her start at CSL, she worked as a cataloger at public and academic libraries including Yale university and booth and DEMOC memorial library. Laura received her MLS in 2014. With that, I'll hand the virtual microphone over to Steven and Laura who will take it from here.

Thank you, Joe. Good afternoon. Thanks to everyone for attending. I'm Steven SLOVASKY. I need to get my slide up. This is an overview of our presentation. I'll start by telling you a little about our library and the background to our work flow. Laura will take the mic and go through our single record work flow and detail for you and she will be using screen shots from OCLC client which is what we use. This is a description of regional 75. First box we're a regional depository in Hartford. Our material dates to 1789. The state library has been receiving congressional documents and reports since 1855. We were dedicated in 1962 regional and Rhode Island 1982. As a regional library, we receive and retain all publications through the library and all regarding compliance with FDLP procedures. We serve 17 depositories in Connecticut and eight in Rhode Island.Let's go from the top. Our federal documents collection contains 1.5 million documents. In print mic form, electronic formats. We record all tangible and electron tick depository items. This including those printed and published received before 1976 when the GPO park started. Our immediate incentive to catalog tangible documents is GPO issue answer of cataloging in the monthly entitlement reports. For electronic versions of these documents, GPO issues the new electronic title reports when the catalog and electronic version. We check and see if we have the tangible version. The single record practice. The answer to the question. This is the answer to the question why the single record or hybrid approach. The single record practice represents long standing agreement at the sate library and among our contortion partners in Connecticut to be best suited to the way we use our catalogs. This applies to cataloging of our official Connecticut state documents for which we are the official depository.We have adopted the concept of local electronic collections to organize both federal and state publications. The electronic collection for federal documents we call USGPO and state documents, electronic collection is Connecticut state Government publications. This is an Alma screen shot of a hybrid federal Government publication. The electronic version or normal electronic inventory of the electronic portfolio displayed first on the screen with the physical item or a tells called physical inventory displaying below. Now this is a screen shot from our discovery environment of a partial view of search results showing that the physical and electronic inventory for these titles are available. This is an Alma view of the hybrid Xized state publication with the electronic inventory above and physical inventory below. This is a preview of Primo view of search results, partial search results for hybrid Xized Government state publications showing both physical and electronic availability. Here we have a summary of our work flow for cataloging new electronic federal documents and creating hybrid records from existing tangible documents in our collection. With this, I'll turn over the presentation to Laura Diller for a detailed presentation of this work flow. Thank you.

Hi everyone. This is Laura. I want to say I'm thankful so many people showed up. I'm very excited. I'm going to show you how you can access the new electronic title monthly report from the catting log of U.S. publications website. Each month the CSL announces the new electronic titles monthly report top access this, we're going to the website listed on the slide which is the CGP home page. So that's it has landing page here. From this site, we are going to use the top menu with the red arrow and click on electronic titles which is a link at the top. So that brings up a new page. You will scroll down to the bottom and look for new electronic titles. You'll see a link at the bottom with the red arrow that says please click here. Click that link. This will take you to a list of items. This is a presentation that I started a while ago. There's not as many months as there are now. August posted today which is exciting. You'll want to look for whatever month you need, probably the newest one. You want to download and save the comma separated value file at the bottom. Save that file. Then we open it in excel. Clean up, organize as needed. We do a couple things. There are columns we hide. We like to go through, find and replace and eliminate from the OCLC numbers. It's easier to copy and paste numbers. Clean it up it has you need to. Then save that as an XL file. So from here, what we can do is begin to investigate what type of records appear in the monthly report. As Stephen mentioned, we like to figure out do we have these here? Do we have print copies, or are theseth records new to us, electronic?

I go through and like to market the excel sheet and keep track of which are which. Records of a similar type are batched and imported together.

Once you have records of this type, you begin the matching process.

I'm using electronic records. You copy and paste those into a note pad file. Just a simple text file, copy and paste numbers. Select whatever number you're comfortable,ing with. You can do 30 at a time. You can go more or less, doesn't matter. Save as a text file. Open OCLC. Go to batch at the top screen. I skipped one. Sorry about that. Go to batch at the top. Interbibly owe bibbibly graphical. There's three red arrows. The middle red arrow, import your note pad file you saved. You'll get a pop up message. I always say no. Depends if you want your file deleted or not. From there, just click save, close out of that window. We'll return to batch.

We're going to return to batch. Instead of doing interbiblical search fees, we're going to choose process batch this. Will bring up a new window. For the first arrow, you're selecting whatever your local active file is for your local records. Essentially you're deciding where you want records to be saved to. I have a cup toll switch between. You may have one default one. Then the second arrow on the left, click the box next to online searches. This is going to take the files you imported and perform searches on them. Click okay. The third arrow at the bottom. Then essentially it's going to do a batch search report. This is what it looks like. Close out of this. We're going to return to find the records it performed the search on. Go to the cataloging tag, choose search or local search file. Click okay. This will generate a list of your files. These are a list of files in OCLC that are ready to be edited, saved, exported. So we're going to start by showing what we do with cataloging electronic only records. If we do not have a tangible copy of an item, don't have a print copy in our collections and this is listed on the monthly archive record, we'll import electronic records for those titles. We'll go through the batching process, I just showed you and do a batch of electronic only records in OCLC. That is what the top screen shot is there. Once we have our batch of records and they're ready to go, we'll highlight them and export using the export button at the top. Again shown with the red arrow. This will export your files into a text file. It depends on whatever you have set up locally.So in Alma, you want to click on the resources tab which is on the left. You'll choose import. Then you want to select the import profile for electronic records. We have a number of different profiles depending on what items we're working with. It's tricky to see. The arrow

that is the red arrow on the right hand side is next to our electronic import profile which is the file with USGPO collection. You'll select your files you just selected your records into. Select, attach, submit. May take a few minutes for your batch to run. You can view the records just processed by clicking next to the batch and choosing imported records, institutions. Showing how the records are locally appearing at your network.You can see there's only one holding which is an electronic holding. It's part of the collection. That is how we handle electronic only records. We need to do a few more steps. As Stephen mentioned, the CSL is a single record approach. This is an example. We have electronic holdings and physical holdings attached to the same record. If we have the copy of an item, and there's an electronic record with the resource locater available for that item and what's what comes out in monthly list, we'll use the record for the hard copy and modify that to include information from the electronic record by creating a hybrid record. So jumping back to my previous slide, you can see an example of this here. We have a print copy of an item, a base record. We have this attached to this and electronic record portfolio attached to this as well. They're all off the same record. Hybrid records are created in OCLC or Alma. I'm going to preview both methods. I use OCLC 95% of the time. It is faster and lets me work with multiple records at once. There's a place for Alma editor too. You maize prefer that method.Print recordings or only FICHE records. These are the base which we're modifying. In OCLC, we are going to edit each record in the batch individually. What we do first is modify to add holdings 852 field. I have a red arrow directing you down to there. We usually attach a bar code. There are items that aren't bar coded. We're attaching holdings. If needed, we can also additional information such as call number or description of the item. It kind of depends what your working with. Start by adding the 852 holdings. Then we are going to modify the records a second time addURL links to it. You can do this a number of ways if you wanted to in your base print or FICHE record. If there's a mark 776 field, you can copy the OCLC number and take you to the electronic record F. it's easier, you can use the number that appears in your excel sheet. Whichever helps you get there or do a search. Essentially find the electronic version of your record. Scroll down to the 856 fields at the bottom and your location. We want to copy the first 856 field which is the one with the PURL link. There's a red arrow on the side of the screen designating that one. We are going to copy and paste it into our base print record or FICHE record, whichever it is. It is basically whatever we saved in OCLC. We're taking the print record, shifting over to electronic one, copying the pearl, jumping back over to our print record and pasting it in. We're going to do with 856 fields and copy and paste the PURL the top one and second field, the address at time of PURL creation field. Once we have copied and pasted both of those, 852 and two 856s, we're going to modify the fields by changing the second indicator of both fields to a one showing it's a version of the resource. We want to do this with all the records in the batch. You'll run top record to bottom record, add your holdings, add your 856 links, all of them completed. Once you have all records modified, highlight and export them. So now we're going to jump to OCLC over to Alma. These are ready to be imported. We're going through the process. This time instead of doing the electronic file, we're going to support the file that matches the format of your base record. I'm going to use print records and choose the print profile for us is the circulating physical items. If you had a different record format, use the one that matches your records.

You'll click on this and choose to run the import appropriate for your batch. Select your file. Click submit. Then it will run your batch. Same process again. Once the batch is run, you click on imported records. This displays the records just imported. This is a screen shot of a record imported. As you can see, there's now one physical holding which is a print holding. Even though we modified the record to make a hybrid record, only one format is displayed. We'll do this all over again to attach the electronic portfolio to this record.

We're going to use the electronic profile again, the EFED DOC GPS collection. We'll go through steps again, run the batch. Once that batch is finished, there will be two holdings on our record. It shows one electronic holding and one physical print holding now. If you have a hybrid record that is even more formats. If you have a single record where there's an electronic portfolio and also have print and FICHE copies, you might need to run the import a third time to attach that third format. That's an example here of that. There's one electronic, one print, one FICHE. You can have another combinations as well. The bottom is FICHE and mid electronic portfolio.As I mentioned before, I tend to create hybrid records in OCLC. There's a way to create them in Alma. This only works if you already have a record in Alma. You're taking that record and going to be editing it in order to modify it and convert to a hybrid record. To do this, you want to start by searching for your base record. Your print or FICHE. I'm going to use a FICHE record. And you're going to jump over to OCLC and find the electronic record that corresponds to your base print or FICHE record. We're going to use the 776 additional physical form to. That you can use the net monthly title excel sheet number. Do a search. You're finding the electronic version of your record that is in Alma. Don't do anything yet. Keep it handy. We're going to jump over to Alma. Next to your record on the right hand side, there's a button that says edit record. If you click on that, it will take you to the Alma meta data editor. I'm going to jump back to OCLC again. We're going to copy that first 856 link with the PURL and paste it into our record in Alma. So on this screen, I jumped back to Alma. I'm in the Alma meta data editor. It's a little bit -- for me it's less intuitive. To add a field in meta data editor, click on the field that proceeds it. Then you will go to editing actions, choose add field. That will insert a blank field below where you clicked. In this case, I was clicking next to the 830. Added entry field because it was immediately before where I would be adding 856 links. Go ahead and get your blank field inserted. Paste in your first 856 link. We are going to repeat that process with the second link as well. One thing, since you're jumping from different platforms, you will probably need to change the symbol from the one used in OCLC to whatever you use locally. In Alma, we use a double dollar sign one. If you don't change that, it won't recognize it. Make sure you change to whatever you use locally. You want to repeat this process with 856 fields. After you copied and pasted both fields, change the second indicator of 856 fields. Click on save at the top of your meta data editor. We made the changes to our base record. We need to attach the electronic portfolio. In order to do this, we're going to stay on the meta data editor. I'm going to click on the -- your records being saved. This is what happens when your record is saved. You'll get a green bar indication. Once you've done that, we're going to jump over as I started to say to the add inventory button.

So this will have been on Alma portfolio editor. Depending on what you need for your collection.We fill in information about the collections. As Steven mentioned, our electronic collection is USGPO. Put in full text for that. We fill in library name next to library. Your information is different. Then what we do next is insert the PURL link from the electronic record. I'd like to use the record from the CLC. Copy that PURL link and paste into the URL form here. You're going to select the electronic material type. For us, it's Government document. If needed, you can add a public note. When ever we use our import profiles, it defaults to permanent link. Since I'm attaching the electronic profile manually, I need to type in that information that's not going to automatically add it. Here I type in permanent link. Once you filled in all your information on your electronic portfolio, click on the black save and done button on the top of the screen showing the big red arrow.You're still in Alma meta data editor. In order to exit the screen, I press save. I like to double, triple check everything. I click save. I will do save and release record. This will release your record back to Alma. What I do is go ahead and that's saving and releasing the record as I described. I go ahead and search for my original record in Alma. This time you should not see two holdings. Originally we had the single physical holding which is the federal document. It's showing that an electronic portfolio is added to that record. It has the electronic holding that's part of the collection. It has all the information I just filled in. Service type, full text. Thank you guys so much. Hopefully

everything was clear. If you have questions, we're happy to answer them now. I've attached our contact information if you'd like to email us about anything or reach out. Again, a big thanks to the group for giving me permission to use the screen shots throughout the presentation. Thank you.

Thank you, Laura and Steven. Great. I'm getting a good education. I know not that much about this. Chris, I think you know who that is. Normally it would take you to complete a month's worth of electronic titles?

I don't have a clear answer. I like the space it out with other projects. I don't know. Maybe a few days if I went to it. Little breaks in between other projects. I enjoy working on them. I find them meditative and soothing. I certainly finish it well before the new one is posted.

During the pandemic, this has been an excellent tellE work project for Laura. We're still doing remote work. We're able to do this in a new title processing remotely. Works very well for us.

There's one more question. Do you know how many libraries are using this? I don't have a good sense of. That other libraries are beyond that. Do you know, Stephen?

I have no idea. I wouldn't know. I never had reason to ask. Nobody has asked before. I know the technique is popular in our contortion. We have about 20 libraries now. About three or four of them are selectives although that status is always in question. Since we've been doing this, they've followed this technique as well. That would have been from the late 90s. Those selected would be the four state universities with which we shared innovative system which moved to the Alma system in 2016.

Thank you for responding. Michael asked for electronic only DOCs, how do your import profile handle multiple 856 URLs, separate ones for text, PDF and Ebook?

So I didn't use it in the example. We actually have a separate import profile that will pull multiple 856 links if we have different ones to attach. If you have different types of files and want to bring them aboard, do that. Use a different import profile for those types of records. In my spread sheet, I'll separate them out and indicate it's an electronic record. It has multiple electronic portfolios that need to be attached. Does that make sense I guess?

Essentially I don't use the one in the example. I used a different one.

Thank you. H Alexander asks, I see you're directing in the network zone. That's a policy across to have hybrid records?

That is correct. I would say that the policy preceded the work flow.

That was something that we worked on and agreed upon when we were consoles, the innovative contortion and later took on other libraries from the community college in Connecticut. Yes, it's a policy across the contortion. That's agreed upon by all of the selectives and other holders of federal documents in our contortion.

Thank you.

I missed three myself. Any other questions for Laura and Stephen? Coming at this from someone with limited knowledge, earlier in your presentation, you showed Connecticut documents. So I guess your cataloging Connecticut and federal. Is there a quick way of distinguishing between a Connecticut and a federal document in your records that someone sees?

We have a home grown classification for Connecticut state documents. For electronic, you just kind of have to read it. If it has the C word in it, you know it's going to be a Connecticut document.

Okay.

The other place to look is electronic collection where that tight Sierra Leone contained. USGPO for federal documents and Connecticut state Government publications for what we call the Lebron Tronic state documents.

You also mentioned you categorize everything. That is impressive. How far back does that policy go? How far back do you think you have your collection in your catalog? Do you have an ideal?

Can you say that again?

Sorry. In your presentation, you mentioned you catalog all FDLP publications, right? I was wondering how far back you kept that policy or had that policy.

I would say -

This is going back a long way.

Since we've been online with III that was in the early 90s, we've always cataloged whatever came in on the shipping list. Okay? A lot of our collection both in the documents collections and in the regular LC collections and otherwise are not bar coded. We became an electronic technical services -- we didn't do a lot electronically before we went to I II. We've always -- since then, we've always cataloged whatever comes in on the shipping list.

Linda asked, how are you handling updates to 857 fields and updating your portfolio information.

With that, when ever we do import, if you have an older 856 link like in your electronic portfolio, essentially I could run a profile again and it would overlay that one. It's not bad at all. We just essentially have to redo if process. Then it will replace that electronic portfolio.

I wonder if the question doesn't relate to PURL updates.Maybe it does, maybe it doesn't. The PURLS are supposed to keep the links up to date and they do. Again, if there's some different information, if PURLs are added or new 856s are added and we know about it, we follow the practice that Laura outlined. We can reimport it. That will replace the portfolio in there.

Thank you. H Alexander says I feel you. I almost found local to display. If you need a support group, feel free to email. He talks about the Alma list.

That's great. Thank you.

Anymore questions for Laura and Stephen? Can I ask another question out of my limited knowledge for this topic. Is it simple to export a file of your catalog documents? Is that something that can be done through your system relatively simply or not?

Yeah. It's a job in Alma, an export job, yeah.

What you do is create a set and export that set.

Yeah.

The tough thing Joe would be determine which parameter for the set. There's a lot of data wrangling that can be done in Alma in various ways. There's a whole Alma analytics portion of it that is different from the regular Alma that we have various degrees of familiarity with. But yeah that can be done. One of the things we do is every month we create sets of -- well for example, we're doing GPOs distribution of records about the covid-19. Turning that into an electronic collection that's available at the network level for our network partners. That we do by exporting records from a set in Alma and the importing into the network which is a different log-in and part of the Alma system.

Okay.

That Alma Primo there. That can be done in various ways and various purposes.

Sounds great. Thank you. Any other questions for Laura and Stephen? We're very good on time. Ashley just put the satisfaction survey in. Please give that a look. Ashley, if you could also put our webinar archives. We've got the last three years of our webinars. This webinar will be available should be tomorrow along with the slides of PDF slides, transcripts and such. You know, if you want to forward the link to your colleagues, some that missed this presentation, they can pick it up from the webinar. That's a link there that Ashley just put in the chat. Any other questions for Laura and Stephen? This was a great webinar. I also emailed our catalogers too. I think there's a bunch of them that will be looking at it through the archive if they haven't slipped into the audience here. They'll be checking I'm pretty sure.

Thank you Joe and Ashley. Thanks to all participants.

Thank you very much everyone.

See if we have anymore questions in a little bit. Anymore questions for Laura and Stephen? Give it a few more minutes to see if anybody has questions.

Again, if you think of some later after the presentation, feel free to email us. We're happy to answer questions later.

Let me mention a few things I usually do at the end of the webinar. First, to thank Laura and Stephen for a terrific webinar. Really appreciate it. And also like to thank my colleague Ashley for great work with tech support, keeping everything running smoothly. Don't forget our upcoming webinars. We have three more scheduled for September. The next is next Tuesday. This ought to be great. Somebody looked at slide deck and said it's fantastic. Tuesday, September 21st, delving in. That ought to be a terrific webinar. Encourage everyone to check that out. Don't forget our upcoming virtual conference that will be done in the afternoons of October 18, 19, 20. Please register for that. We've got great presenters.

Great keynote speaker from the institute. IMLS. I forget the exact -- institute of libraries studies maybe. Great keynote speaker. Should be a terrific conference. Please check that out. And also, you'll receive notice of all of our webinars if crew sign up for our event service. Check the academy web page located at the bottom of the FDLP home page. Link to a calendar of upcoming webinars and other events, access past webinars. We can also get a link to a web form. Volunteer FDLP webinar like this. It can be like this or anything Government information. Federal Government information. I'm sure there's people in the audience. I'll probably have to get Chris to do a webinar for us. Let's see if we have any other questions.A lot of shout outs. Okay. Well, it looks like the questions have run out. So I'd like to thank you one last time Laura and Stephen. Fabulous webinar. Really appreciate you doing it. We welcome you back if you want to do an update to this webinar FDLP/federal Government information topic. We'll be happy to have you back any time. Just drop us an email and let us know. Thank you Ashley for a great tech support work. Thank you audience. I guess I'll close things out. Have a great rest of the day. [Event concluded]