

“Painless” Offers Lists

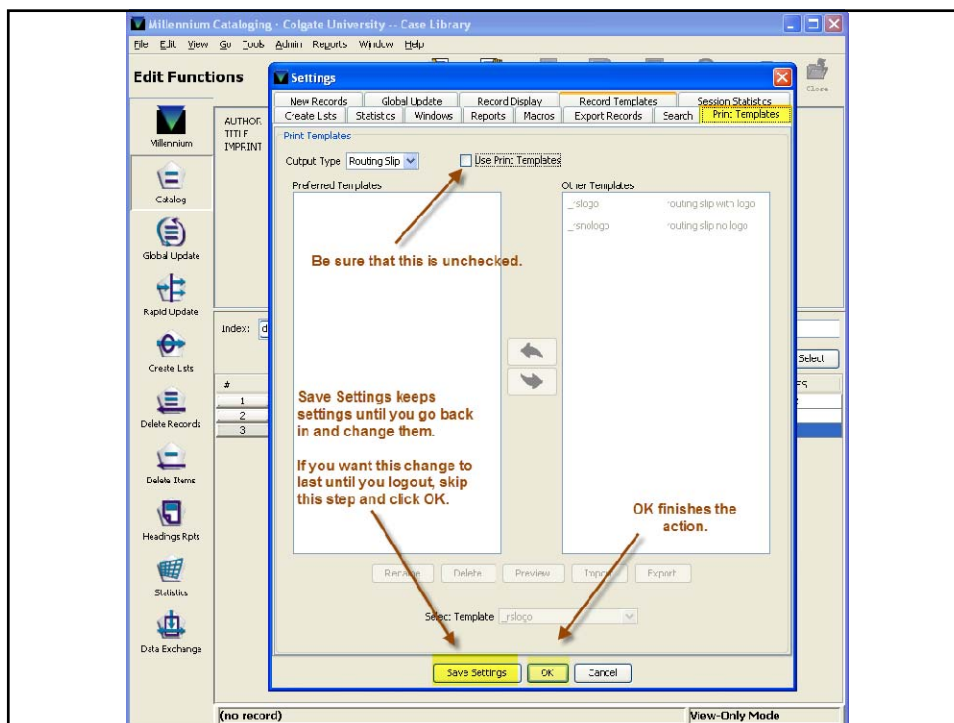
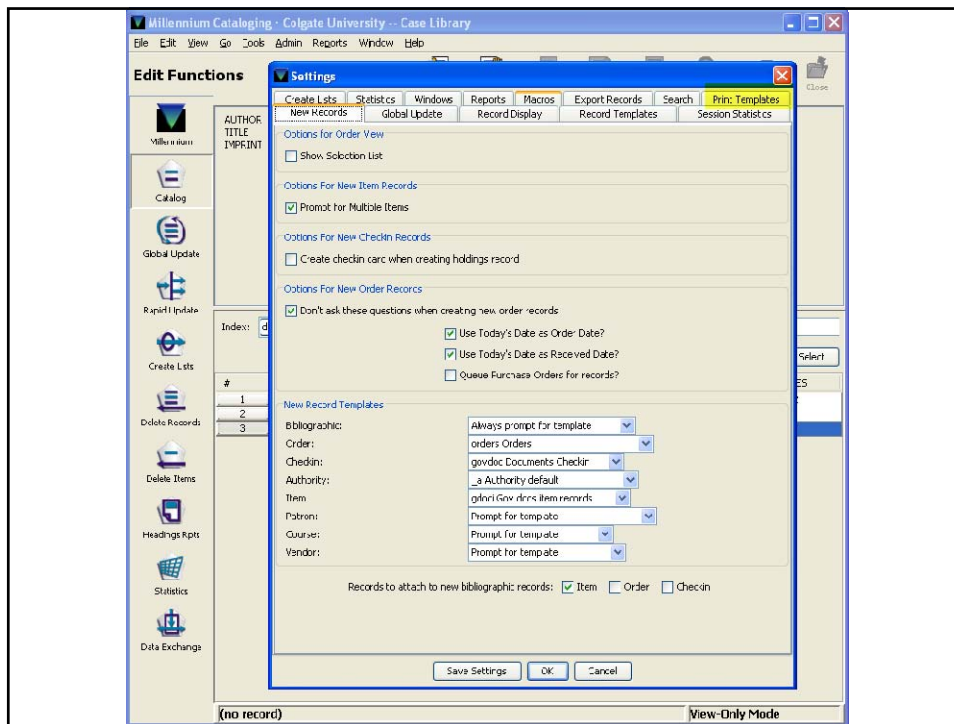
Mary Jane Walsh
Colgate University Libraries
Hamilton, NY



The screenshot shows the Millennium Cataloging software interface. The window title is "Millennium Cataloging - Colgate University -- Case Library". The menu bar includes File, Edit, View, Go, Tools, Admin, Reports, Window, and Help. The toolbar contains icons for New, Link, View, Edit, Summary, Browse, Print, and Close. The "Edit Functions" menu is open, showing options: Set Initials, Clear Initials, Free Records In Use, Login Manager, Passwords and Authorizations, Settings (highlighted), and Parameters. Below the menu, the "Index:" field is set to "d EXACT SUBJECT" and the search term is "religion and law". The search results table is as follows:

#	EXACT SUBJECT	# ENTRIES
1	Religion And Law	2
2	→ After secular law · CASE Main ·	
3	→ The clash of orthodoxies : law, religion, and morality in crisis · CASE Main · George, Robert P	

At the bottom of the interface, it says "(no record)" and "View-Only Mode".



U1473997

File Edit View Go Tools Window Help

U1473997 Last Updated: 09-09-2011 Created: 08-07-1993 Revisions: 1

LANG	eng English	COPIES	1	MAT'L TYPE	a PRINT MATRIAL
SKIP	0	CAT DATE	01-01-1993	REC'D	r GPO RETRO TARK
LOCATION	gdoc CASE Document	LIB LKVL	m MONOGRAPH	COUNTRY	dcu District of Columbia

MARC Leader: ##### u 4500

001 0531699

008 020611#1902 dcuub b f0000 eng d

035 (GPO) 03019420

040 AW|c|AW|d|GPO|BMv1

043 n--ns---

049 VVCG

074 631 (MF)

086 0 i 53.2:0 45/2/final

086 0 i 53.2:0 45/2/final

245 0 0 Desertification in the United States : status and issues : final / J. Eleonora Sabadell ... [et al.] for Bureau of Land Management, Department of the Interior

260 [Washington, D.C.] : The Bureau : [Supt. of Docs., U.S. G.P.O., distributor], 1982

300 277 p. : ill., maps : 28 cm

500 "April 1982."

504 Bibliography: p. 12b 1b1

650 0 Desertification--United States

650 0 Deserts--Research--United States

700 1 Sabadell, J. Eleonora

710 1 United States. Bureau of Land Management

U1473997 Not checked out Edit Mode (OVR)

U15426142

File Edit View Go Tools Window Help

U1473997

TITLE Desertification in the United States : status and issues : final / J. Eleonora Sabadell ... [et al.] for Bureau of Land Management, Department of the Interior

CALL # I53 2:0 45/2/final

LOCATIONS gdoc

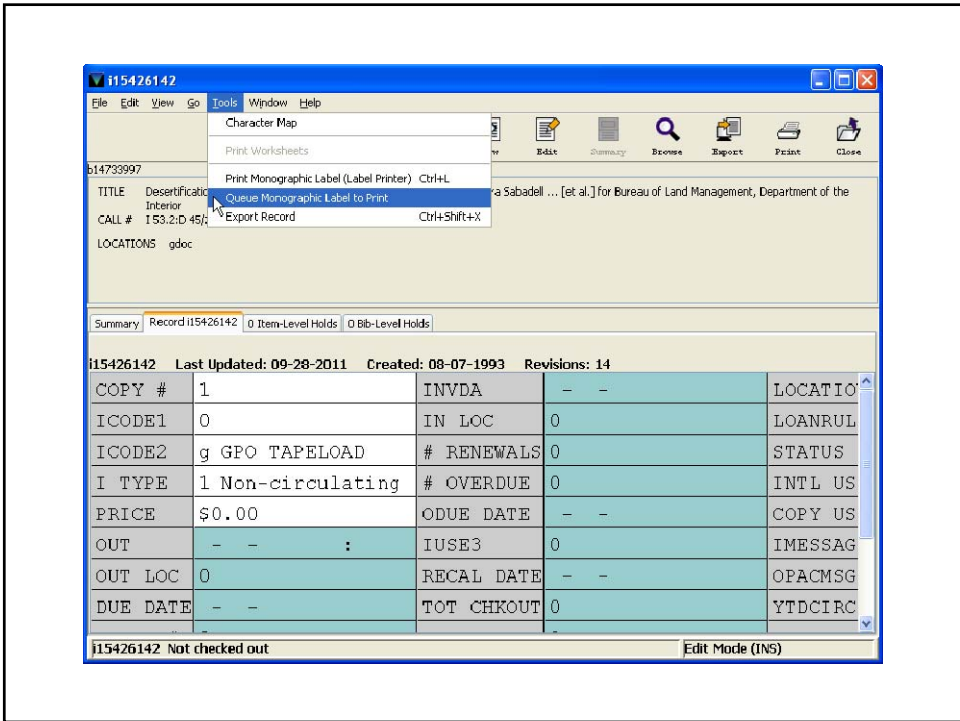
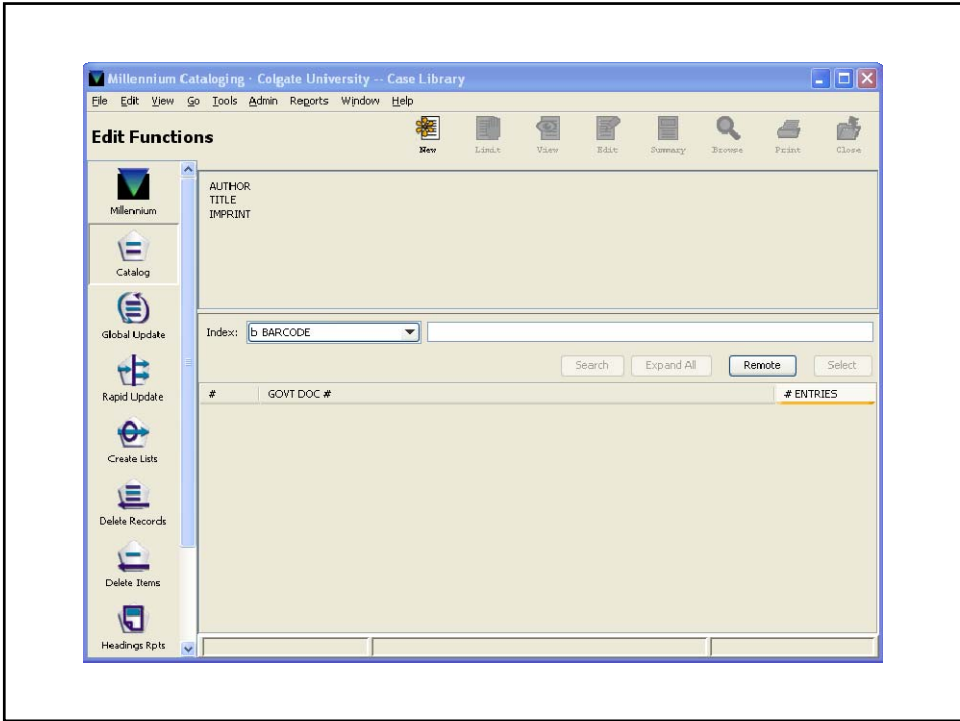
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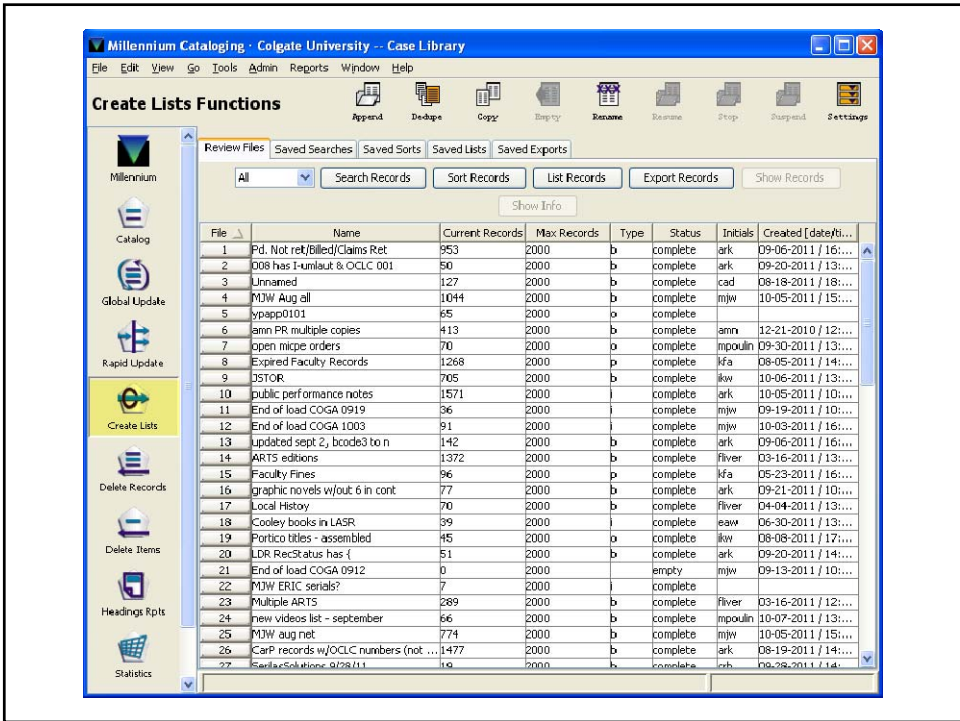
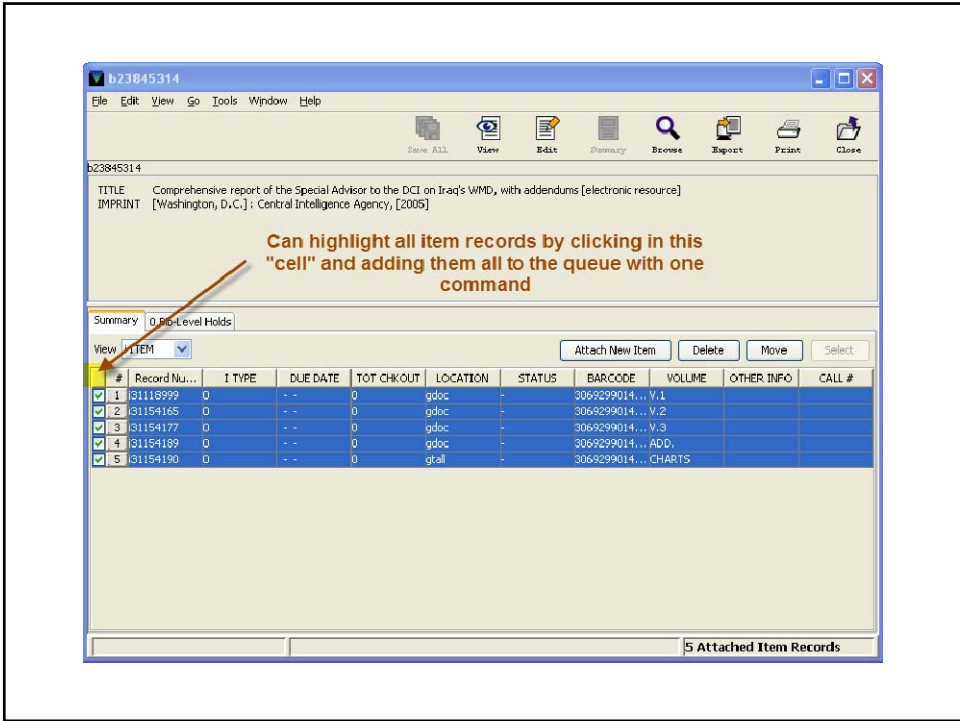
U15426142 Last Updated: 09-28-2011 Created: 08-07-1993 Revisions: 14

COPY #	1	INVDA	- -	LOCATION	cnfcq CASE MFiche Docu
ICODE1	0	IN LOC	0	LOANRULE	0
ICODE2	g GPO TAPELOAD	# RENEWALS	0	STATUS	- AVAILABLE
I TYPE	1 Non-circulating	# OVERDUE	0	INTL USE	0
PRICE	\$G.C0	ODUE DATE	- -	COPY USE	0
OUT	- - :	IUSE3	0	IMESSAGE	
OUT LOC	0	RECAL DATE	- -	OPACMSG	
DUE DATE	- -	TOT CHECKOUT	0	YDCIRC	0
PATRCN#	0	TOT RENEW	0	LYRCIRC	0
LCHKIN	- - :	LOUDDATE	- - :		

b 30692013213341

U15426142 Not checked out Edit Mode (OVR)





Millennium Cataloging - Colgate University -- Case Library

File Edit View Go Tools Admin Reports Window Help

Create Lists Functions

Append Dedupe Copy Empty Rename Resume Stop Suspend Settings

Review Files Saved Searches Saved Sorts Saved Lists Saved Exports

All Search Records Sort Records List Records Export Records Show Records

Show Info

File	Name	Current Records	Max Records	Type	Status	Initials	Created [date/ti...
2	008 has 1-unlout & OCLC 001	50	2000	b	complete	ark	09-20-2011 / 13:...
43	ak xref bibs	54	5000	b	complete	ark	10-06-2011 / 14:...
42	ak xref items	54	5000	i	complete		
44	ak xref problems	1	5000	i	complete	ark	10-06-2011 / 14:...
6	ann PR multiple copies	413	2000	b	complete	ann	12-21-2010 / 12:...
14	ARTS editions	1372	2000	b	complete	fliver	03-16-2011 / 13:...
48	AUTHORITIES - Sept. 2011	1653	5000	a	complete	ark	10-03-2011 / 09:...
52	Bib suppressed, item active	28	5000	b	complete	ark	09-07-2011 / 11:...
26	CarP records w/OCLC numbers (not ...	1477	2000	b	complete	ark	08-19-2011 / 14:...
55	CATALOGING - Sept. 2011	1113	5000	b	complete	ark	10-07-2011 / 13:...
67	checked out(09-08-2010)	9790	20000	i	complete	kfa	01-21-2011 / 10:...
51	Class of 11 Seniors (keep)	39	5000	p	complete	kfa	05-24-2011 / 12:...
18	Cooley books in LASR	39	2000	i	complete	eaw	06-30-2011 / 13:...
32	Deleted Loan Rules still out	179	5000	i	complete	kfa	07-25-2011 / 15:...
75	Dewey no circ but location specd	4054	40000	i	complete	elf	10-06-2011 / 09:...
66	DVDs - barcodes to LWynn	5192	20000	i	complete	ark	08-25-2011 / 11:...
80	Empty	0	250000		empty		
70	Empty	0	20000		empty		
40	Empty	0	5000		empty		
68	Empty	0	20000		empty		
79	Empty	0	120000		empty		
73	Empty	0	40000		empty		
65	Empty	0	10000		empty		
74	Empty	0	40000		empty		
71	Empty	0	20000		empty		
57	Empty	0	5000		empty		
46	Empty	0	5000		empty		

Millennium Cataloging - Colgate University -- Case Library

File Edit View Go Tools Admin Reports Window Help

Create Lists Functions

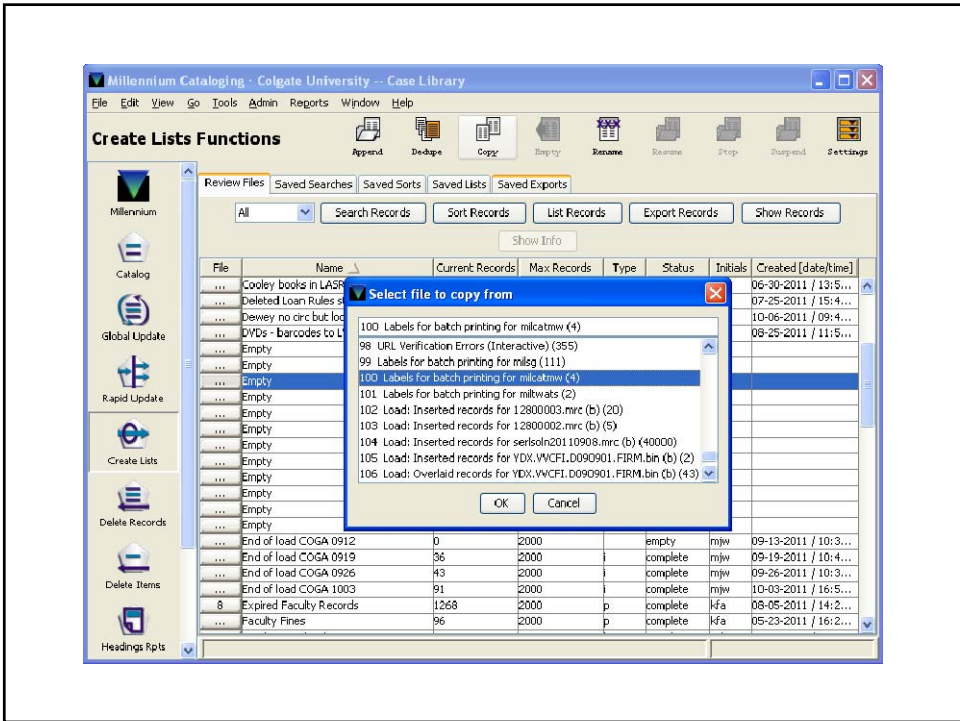
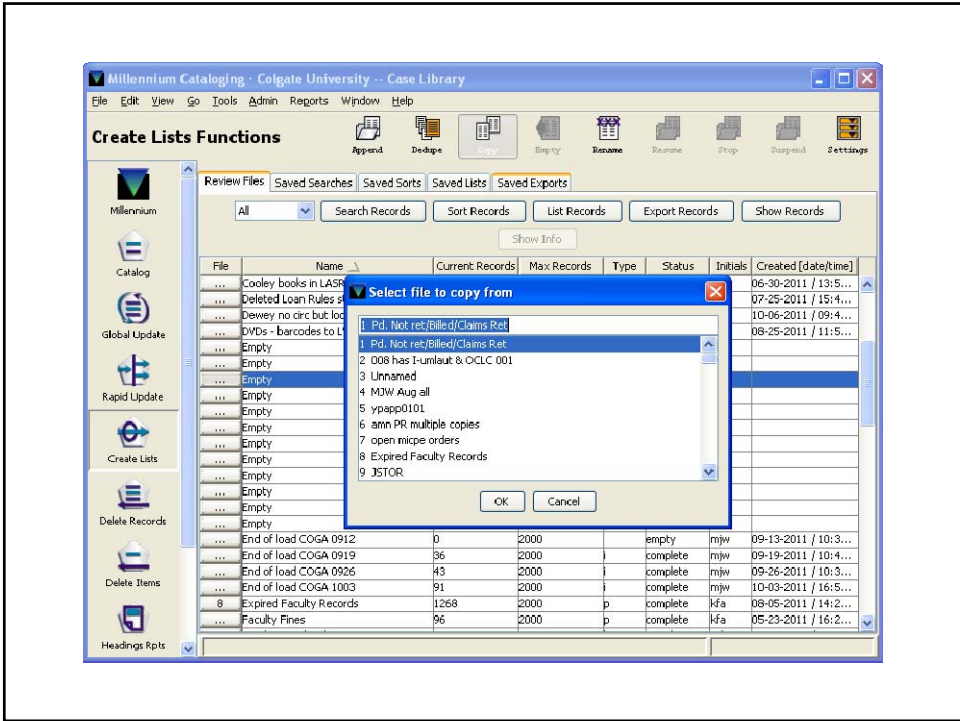
Append Dedupe Copy Empty Rename Resume Stop Suspend Settings

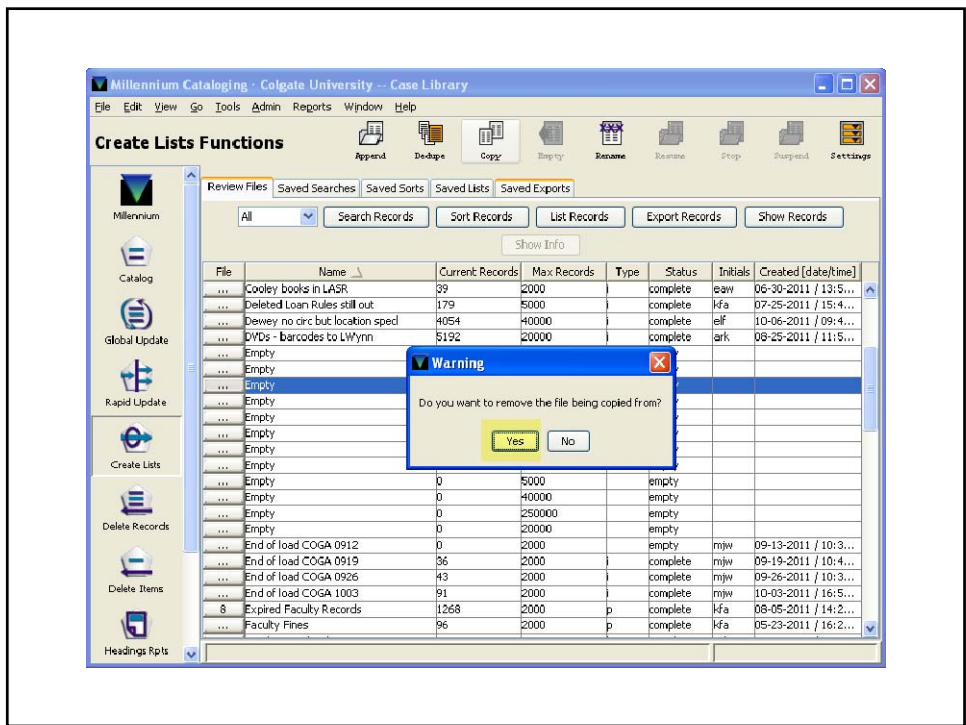
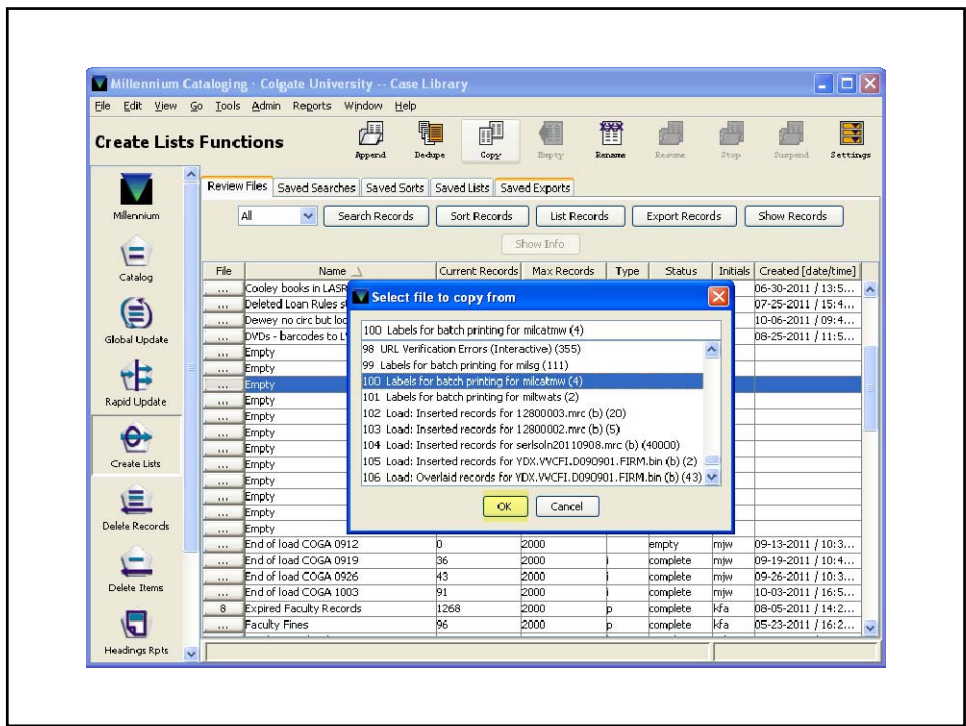
Review Files Saved Searches Saved Sorts Saved Lists Saved Exports

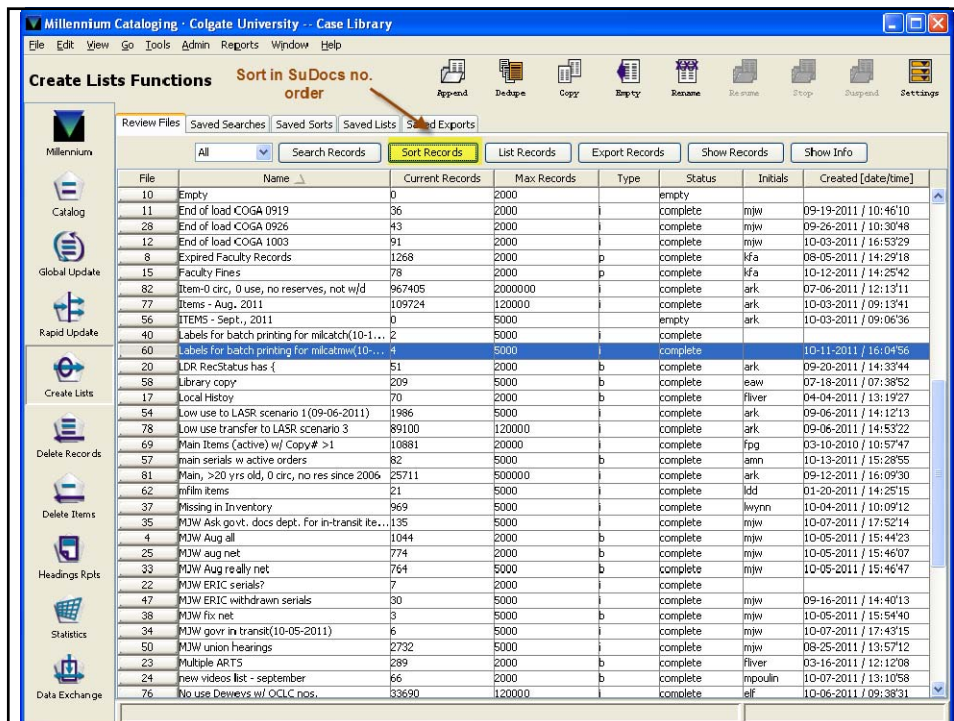
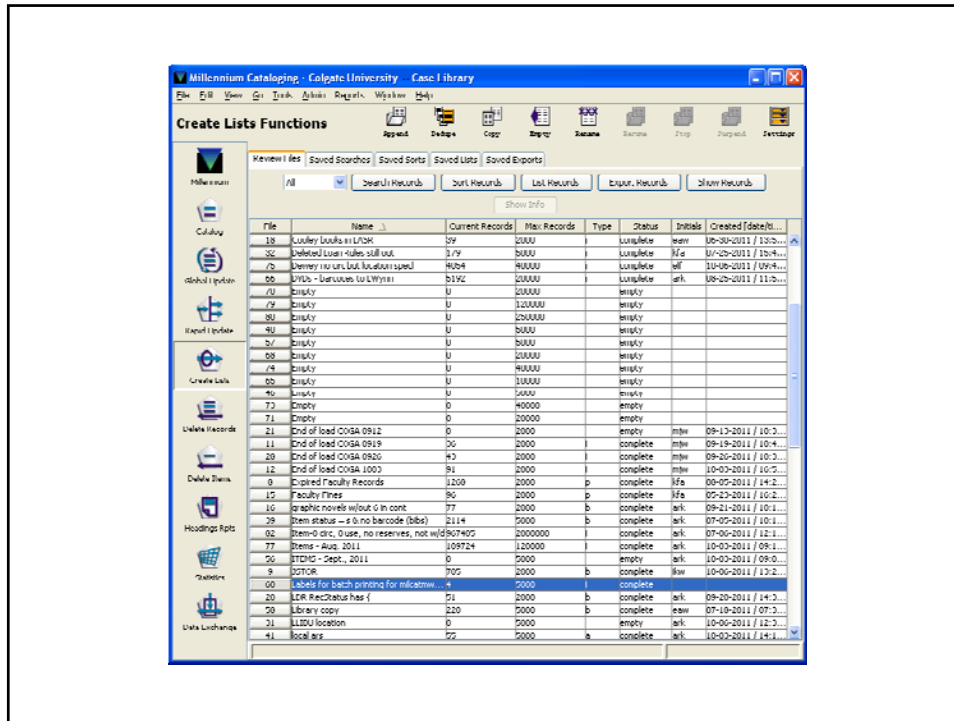
All Search Records Sort Records List Records Export Records Show Records

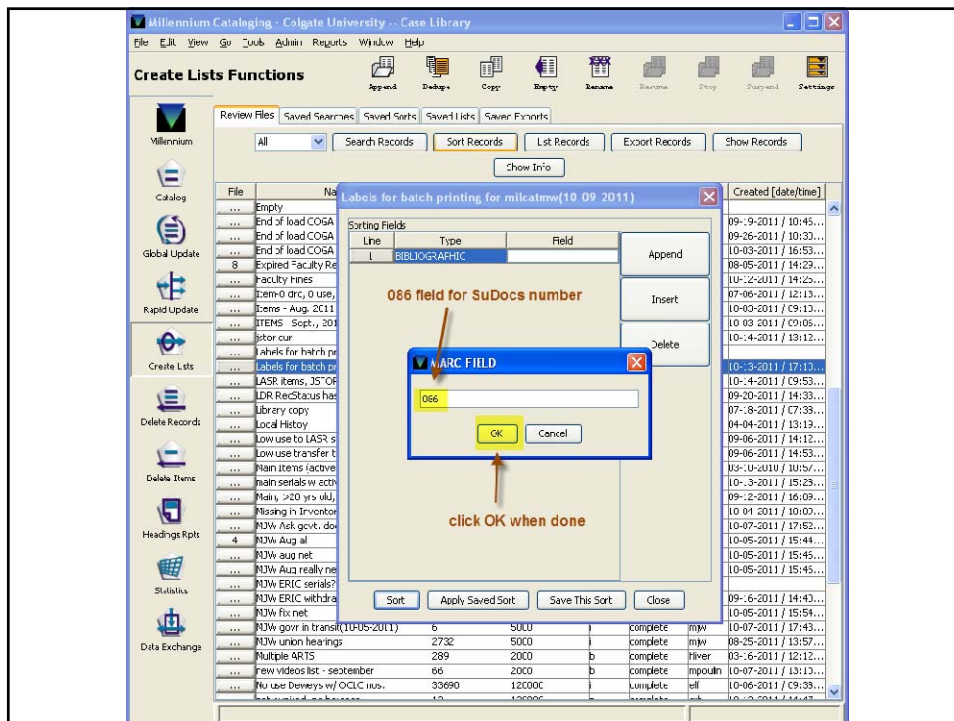
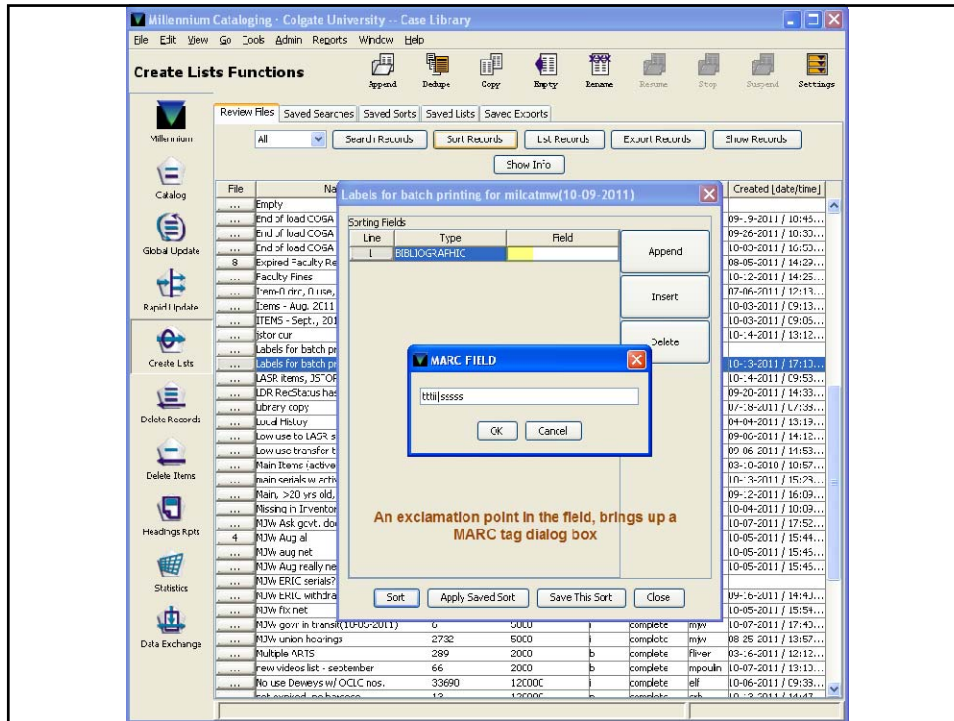
Show Info

File	Name	Current Records	Max Records	Type	Status	Initials	Created [date/ti...
2	008 has 1-unlout & OCLC 001	50	2000	b	complete	ark	09-20-2011 / 13:...
43	ak xref bibs	54	5000	b	complete	ark	10-06-2011 / 14:...
42	ak xref items	54	5000	i	complete		
44	ak xref problems	1	5000	i	complete	ark	10-06-2011 / 14:...
6	ann PR multiple copies	413	2000	b	complete	ann	12-21-2010 / 12:...
14	ARTS editions	1372	2000	b	complete	fliver	03-16-2011 / 13:...
48	AUTHORITIES - Sept. 2011	1653	5000	a	complete	ark	10-03-2011 / 09:...
52	Bib suppressed, item active	28	5000	b	complete	ark	09-07-2011 / 11:...
26	CarP records w/OCLC numbers (not ...	1477	2000	b	complete	ark	08-19-2011 / 14:...
55	CATALOGING - Sept. 2011	1113	5000	b	complete	ark	10-07-2011 / 13:...
67	checked out(09-08-2010)	9790	20000	i	complete	kfa	01-21-2011 / 10:...
51	Class of 11 Seniors (keep)	39	5000	p	complete	kfa	05-24-2011 / 12:...
18	Cooley books in LASR	39	2000	i	complete	eaw	06-30-2011 / 13:...
32	Deleted Loan Rules still out	179	5000	i	complete	kfa	07-25-2011 / 15:...
75	Dewey no circ but location specd	4054	40000	i	complete	elf	10-06-2011 / 09:...
66	DVDs - barcodes to LWynn	5192	20000	i	complete	ark	08-25-2011 / 11:...
80	Empty	0	250000		empty		
70	Empty	0	20000		empty		
40	Empty	0	5000		empty		
68	Empty	0	20000		empty		
79	Empty	0	120000		empty		
73	Empty	0	40000		empty		
65	Empty	0	10000		empty		
74	Empty	0	40000		empty		
71	Empty	0	20000		empty		
57	Empty	0	5000		empty		
46	Empty	0	5000		empty		









Millennium Cataloging - Colgate University -- Case Library

File Edit View Go Tools Admin Reports Window Help

Create Lists Functions

Review Files | Saved Searches | Saved Sorts | Saved Lists | Saved Exports

All Search Records Sort Records List Records Export Records Show Records Show Info

Append Design Copy Empty Rename Re-name Stop Suspend Settings

Millennium

Catalog

Global Update

Rapid Update

Create Lists

Delete Records

Delete Items

Headings Rpts

Statistics

Data Exchange

Labels for batch printing for milcatmw(10-09-2011)

Sorting Fields

Line	Type	Field
1	b	MARC Tag 0850

Append

Insert

Delete

Sorting by MARC tag puts even my L.C. classed documents in SuDocs order

Sort Apply Saved Sort Save This Sort Close

File	Name	Current Records	Max Records	Type	Status	Initials	Created [date/time]
10	Empty	0	2000		empty		
11	End of load COGA 0919	36	2000	i	complete	mjw	09-19-2011 / 10:46:10
28	End of load COGA 0926	43	2000	i	complete	mjw	09-26-2011 / 10:30:48
12	End of load COGA 1003	91	2000	i	complete	mjw	10-03-2011 / 16:53:29
8	Expired Faculty Records	1268	2000	p	complete	kfa	08-05-2011 / 14:29:18
15	Faculty Fines	78	2000	p	complete	kfa	10-12-2011 / 14:25:42
82	Item-0 circ, 0 use, no reserves	967405	2000000	i	complete	ark	07-06-2011 / 12:13:11
77	Items - Aug, 2011	109724	120000	i	complete	ark	10-03-2011 / 09:13:41
56	ITEMS - Sept., 2011	0	5000	i	empty	ark	10-03-2011 / 09:06:36
40	Labels for batch printing for milcatmw(10-09-2011)	2	5000	i	complete		
60	Labels for batch printing for milcatmw(10-09-2011)	7	5000	i	complete	mjw	10-13-2011 / 17:06:50
20	LDR RecStatus has {	51	2000	b	complete	ark	09-20-2011 / 14:33:44
58	Library copy	209	5000	b	complete	eaw	07-18-2011 / 07:38:52
17	Local History	70	2000	b	complete	fliver	04-04-2011 / 13:19:27
54	Low use to LASR scenario 1(09-06-2011)	1986	5000	i	complete	ark	09-06-2011 / 14:12:13
78	Low use transfer to LASR scenario 3	89100	120000	i	complete	ark	09-06-2011 / 14:53:22
69	Main Items (active) w/ Copy# >1	10881	20000	i	complete	fpj	03-10-2010 / 10:57:47
57	main serials w active orders	82	5000	b	complete	amn	10-13-2011 / 15:28:55
81	Main, >20 yrs old, 0 circ, no res since 2006	25711	5000000	i	complete	ark	09-12-2011 / 16:09:30
62	mfilm items	21	5000	i	complete	idd	01-20-2011 / 14:25:15
37	Missing in Inventory	969	5000	i	complete	hwynn	10-04-2011 / 10:09:12
35	MJW Ask govt. docs dept. For in-transit	1135	5000	i	complete	mjw	10-07-2011 / 17:52:14
4	MJW Aug all	1044	2000	b	complete	mjw	10-05-2011 / 15:44:23
25	MJW aug net	774	2000	b	complete	mjw	10-05-2011 / 15:46:07
33	MJW Aug really net	764	5000	b	complete	mjw	10-05-2011 / 15:46:47
22	MJW ERIC serials?	7	2000	i	complete		
47	MJW ERIC withdrawn serials	30	5000	i	complete	mjw	09-16-2011 / 14:40:13
38	MJW fic net	3	5000	b	complete	mjw	10-05-2011 / 15:54:40
34	MJW gov in transit(10-05-2011)	6	5000	i	complete	mjw	10-07-2011 / 17:43:15
50	MJW union hearings	2732	5000	i	complete	mjw	08-25-2011 / 13:57:12
23	Multiple ARTS	289	2000	b	complete	fliver	03-16-2011 / 12:12:08
24	new videos list - september	66	2000	b	complete	mcoulin	10-07-2011 / 13:10:58
76	No use Devleaz w/ OCLC nos.	33690	120000	i	complete	alf	10-05-2011 / 09:38:31

Millennium Cataloging - Colgate University -- Case Library

File Edit View Go Tools Admin Reports Window Help

Create Lists Functions

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Data Exchange

File	Name	Current Records	Max Records	Type	Status	Initials	Created [date/time]
41	Empty	0	5000		empty		
10	Empty	0	2000		empty		
11	End of load COGA 0919	36	2000	i	complete	mjw	09-19-2011 / 10:46:10
28	End of load COGA 0926	43	2000	i	complete	mjw	09-26-2011 / 10:30:48
12	End of load COGA 1003	91	2000	i	complete	mjw	10-03-2011 / 16:53:29
8	Expired Faculty Records	1268	2000	p	complete	kfa	08-05-2011 / 14:29:18
15	Faculty Fines	78	2000	p	complete	kfa	10-12-2011 / 14:25:42
82	Item-0 circ, 0 use, no reserves, not w/d	967405	2000000	i	complete	ark	07-06-2011 / 12:13:11
77	Items - Aug, 2011	109724	120000	i	complete	ark	10-03-2011 / 09:13:41
56	ITEMS - Sept., 2011	0	5000	i	empty	ark	10-03-2011 / 09:06:36
40	Labels for batch printing for milcatmw(10-09-2011)	2	5000	i	complete		
60	Labels for batch printing for milcatmw(10-09-2011)	7	5000	i	complete	mjw	10-13-2011 / 17:06:50
20	LDR RecStatus has {	51	2000	b	complete	ark	09-20-2011 / 14:33:44
58	Library copy	209	5000	b	complete	eaw	07-18-2011 / 07:38:52
17	Local History	70	2000	b	complete	fliver	04-04-2011 / 13:19:27
54	Low use to LASR scenario 1(09-06-2011)	1986	5000	i	complete	ark	09-06-2011 / 14:12:13
78	Low use transfer to LASR scenario 3	89100	120000	i	complete	ark	09-06-2011 / 14:53:22
69	Main Items (active) w/ Copy# >1	10881	20000	i	complete	fpj	03-10-2010 / 10:57:47
57	main serials w active orders	82	5000	b	complete	amn	10-13-2011 / 15:28:55
81	Main, >20 yrs old, 0 circ, no res since 2006	25711	5000000	i	complete	ark	09-12-2011 / 16:09:30
62	mfilm items	21	5000	i	complete	idd	01-20-2011 / 14:25:15
37	Missing in Inventory	969	5000	i	complete	hwynn	10-04-2011 / 10:09:12
35	MJW Ask govt. docs dept. For in-transit	1135	5000	i	complete	mjw	10-07-2011 / 17:52:14
4	MJW Aug all	1044	2000	b	complete	mjw	10-05-2011 / 15:44:23
25	MJW aug net	774	2000	b	complete	mjw	10-05-2011 / 15:46:07
33	MJW Aug really net	764	5000	b	complete	mjw	10-05-2011 / 15:46:47
22	MJW ERIC serials?	7	2000	i	complete		
47	MJW ERIC withdrawn serials	30	5000	i	complete	mjw	09-16-2011 / 14:40:13
38	MJW fic net	3	5000	b	complete	mjw	10-05-2011 / 15:54:40
34	MJW gov in transit(10-05-2011)	6	5000	i	complete	mjw	10-07-2011 / 17:43:15
50	MJW union hearings	2732	5000	i	complete	mjw	08-25-2011 / 13:57:12
23	Multiple ARTS	289	2000	b	complete	fliver	03-16-2011 / 12:12:08
24	new videos list - september	66	2000	b	complete	mcoulin	10-07-2011 / 13:10:58

Millennium Cataloging - Colgate University -- Case Library

File Edit View Go Tools Admin Reports Window Help

Create Lists Functions

Append Design Copy Empty Rename Rename Stop Suspend Settings

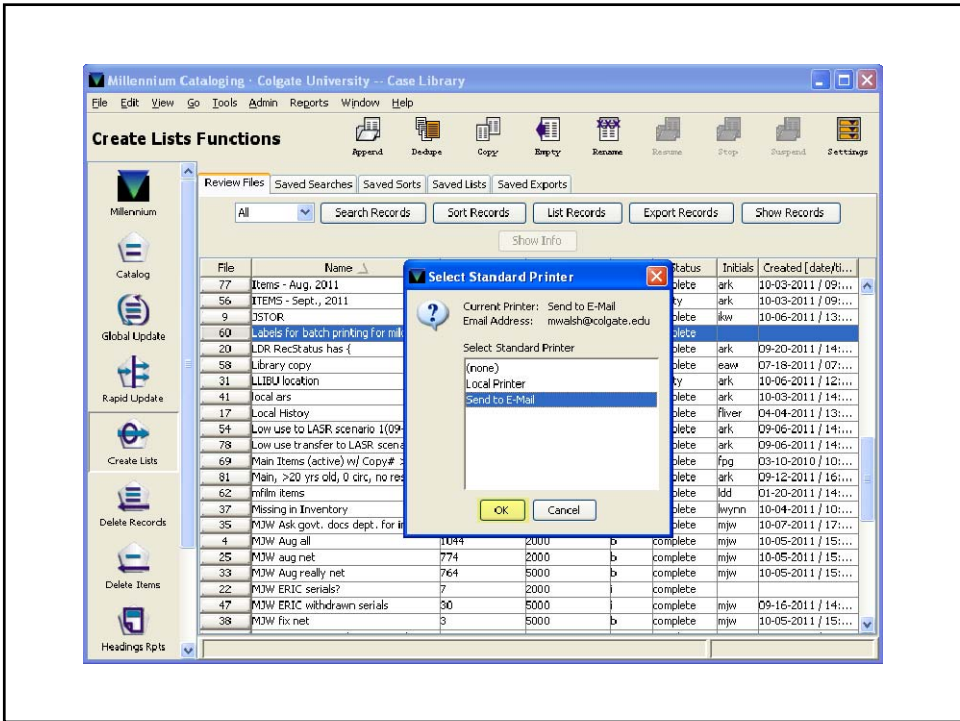
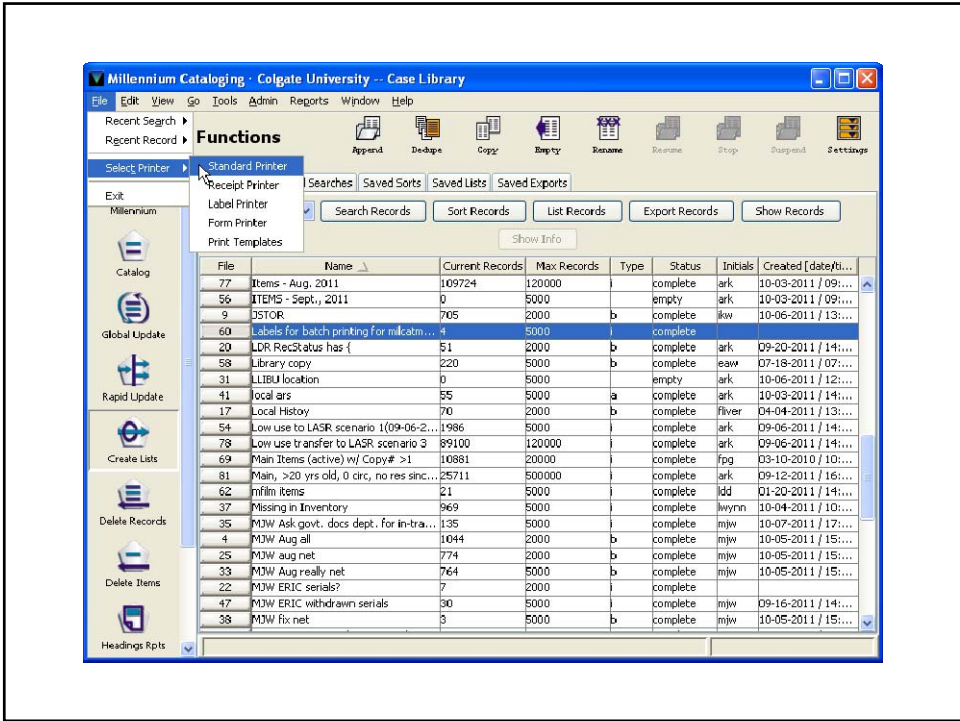
Review Files Saved Searches Saved Sorts Saved Lists Saved Exports

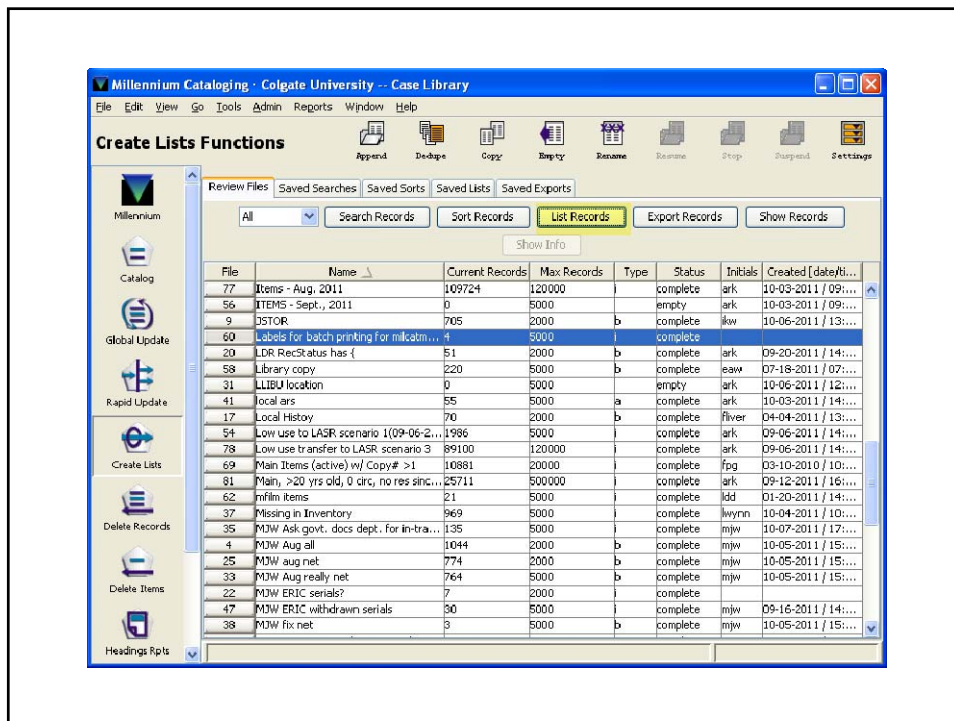
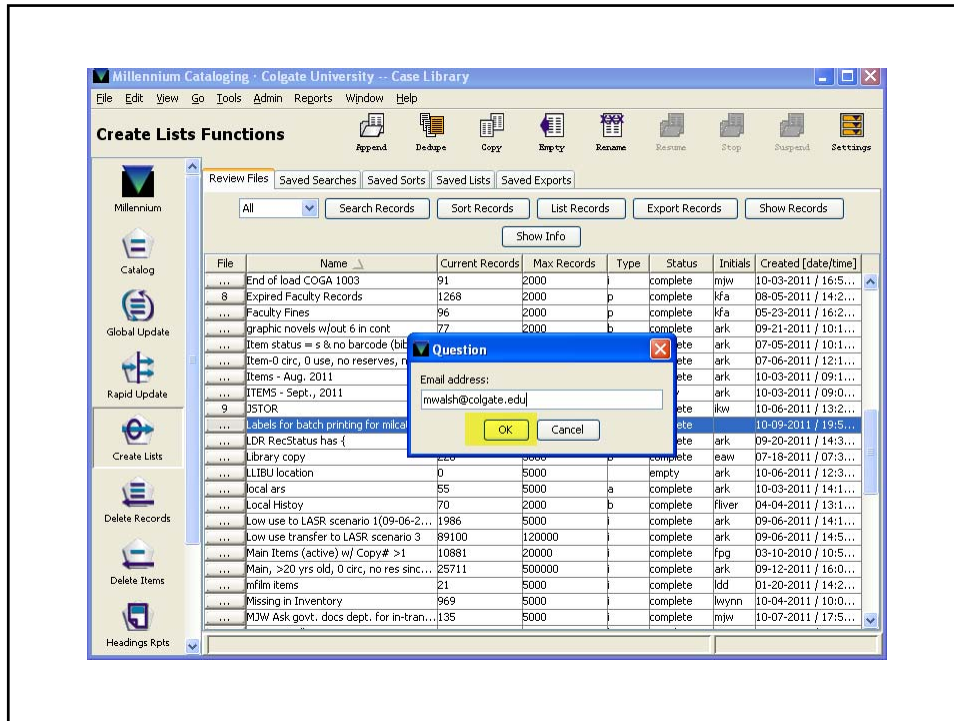
All Search Records Sort Records List Records Export Records Show Records Show Info

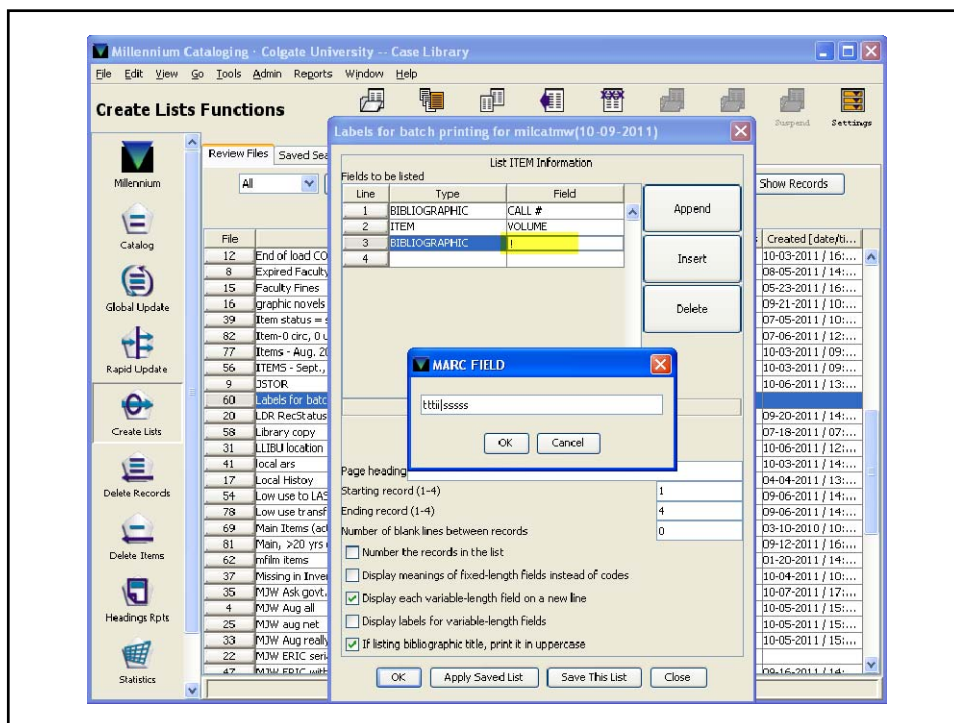
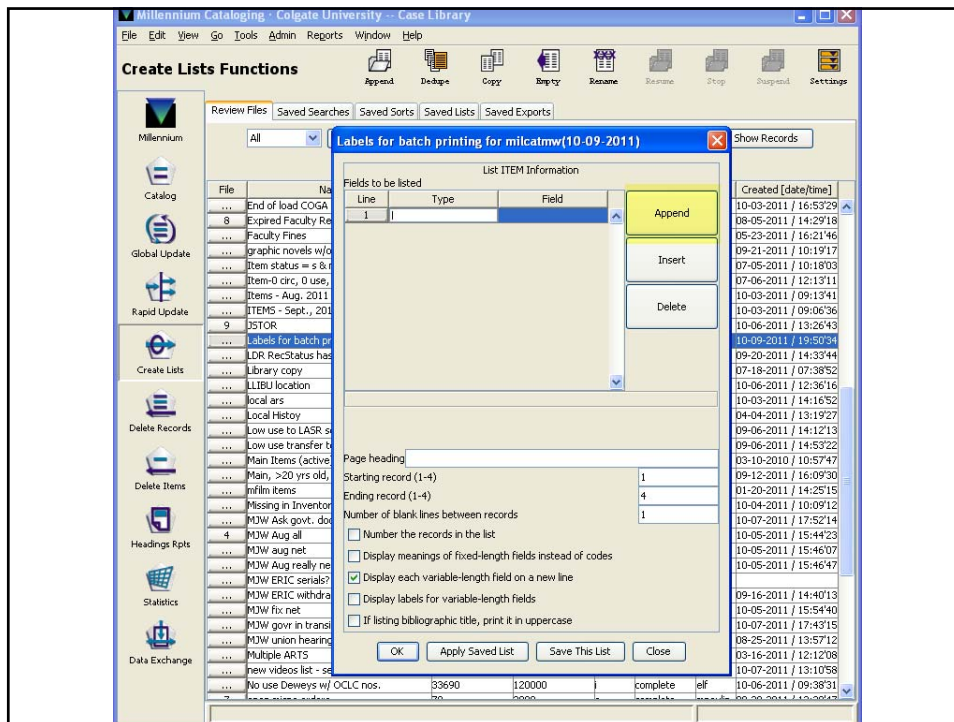
File	Name	Current Records	Max Records	Type	Status	Initials	Created [date/time]
41	Empty	0	5000		empty		
10	Empty	0	2000		empty		
11	End of load COGA 0919	36	2000	i	complete	mjw	09-19-2011 / 10:4610
28	End of load COGA 0926	43	2000	i	complete	mjw	09-26-2011 / 10:3048
12	End of load COGA 1003	91	2000	i	complete	mjw	10-03-2011 / 16:5329
8	Expired Faculty Records	1268	2000	p	complete	kfa	08-05-2011 / 14:2918
15	Faculty Fines	78	2000	p	complete	kfa	10-12-2011 / 14:2542
82	Item-0 circ, 0 use, no reserves, not w/d	967405	2000000	i	complete	ark	07-06-2011 / 12:1311
77	Items - Aug, 2011	109724	120000	i	complete	ark	10-03-2011 / 09:1341
56	ITEMS - Sept., 2011	0	5000		empty	ark	10-03-2011 / 09:0636
40	Labels for batch printing for milcatw(10-1...	2	5000	i	complete		
60	Labels for batch printing for milcatw(10-...	4	5000	i	complete	mjw	10-13-2011 / 17:1043
20	LDR RecStatus has {	51	2000	b	complete	ark	09-20-2011 / 14:3344
58	Library copy	209	5000	b	complete	eaw	07-18-2011 / 07:3852
17	Local History	70	2000	b	complete	fliver	04-04-2011 / 13:1927
54	Low use to LASR scenario 1(09-06-2011)	1986	5000	i	complete	ark	09-06-2011 / 14:1213
78	Low use transfer to LASR scenario 3	89100	120000	i	complete	ark	09-06-2011 / 14:5322
69	Main Items (active) w/ Copy# >1	10881	20000	i	complete	fpq	03-10-2010 / 10:5747
57	main serials w active orders	82	5000	b	complete	ann	10-13-2011 / 15:2855
81	Main, >20 yrs old, 0 circ, no res since 2006	25711	500000	i	complete	ark	09-12-2011 / 16:0930
62	mfilm items	21	5000	i	complete	idd	01-20-2011 / 14:2515
37	Missing in Inventory	969	5000	i	complete	hwynn	10-04-2011 / 10:0912
35	MW Ask govt. docs dept. For in-transit ite...	135	5000	i	complete	mjw	10-07-2011 / 17:5214
4	MW Aug all	1044	2000	b	complete	mjw	10-05-2011 / 15:4423
25	MW aug net	774	2000	b	complete	mjw	10-05-2011 / 15:4607
33	MW Aug really net	764	5000	b	complete	mjw	10-05-2011 / 15:4647
22	MW ERIC serials?	7	2000	i	complete		
47	MW ERIC withdrawn serials	30	5000	i	complete	mjw	09-16-2011 / 14:4013
38	MW fox net	3	5000	b	complete	mjw	10-05-2011 / 15:5440
34	MW gov't in transit(10-05-2011)	6	5000	i	complete	mjw	10-07-2011 / 17:4315
50	MW union hearings	2732	5000	i	complete	mjw	08-25-2011 / 13:5712
23	Multiple ARTS	269	2000	b	complete	fliver	03-16-2011 / 12:1208
24	new videos list - september	66	2000	b	complete	mccuin	10-07-2011 / 13:1058

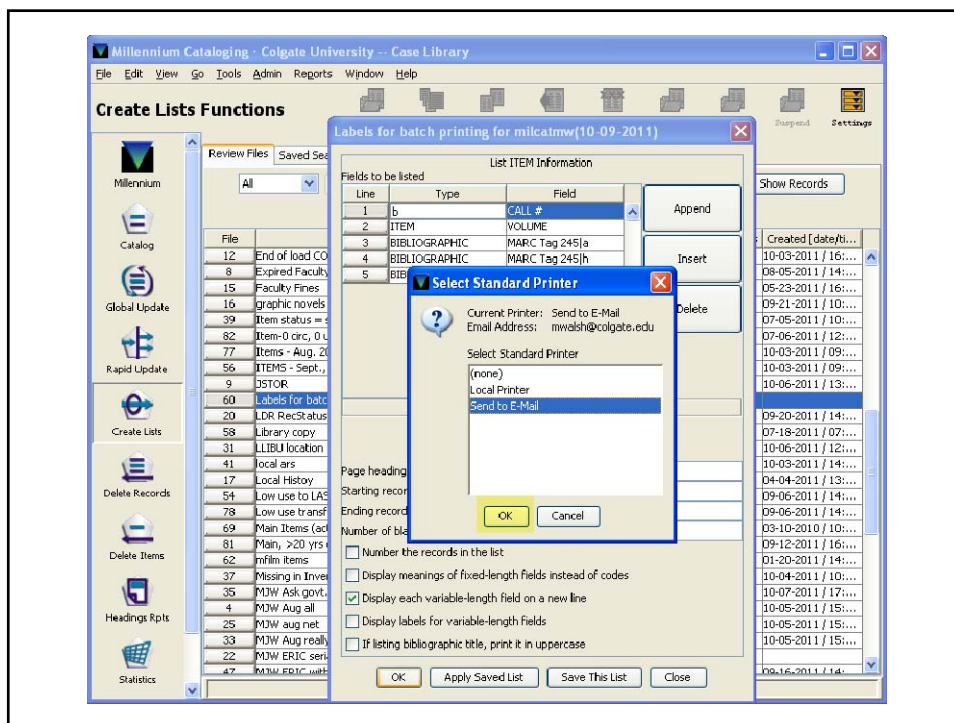
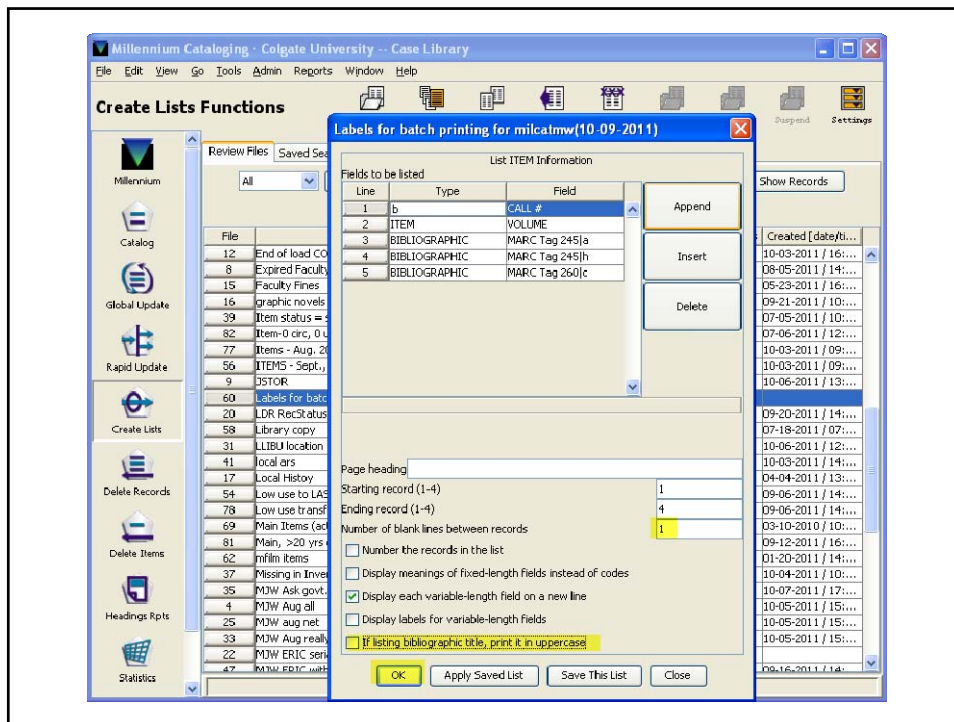
Offers Lists in word processor

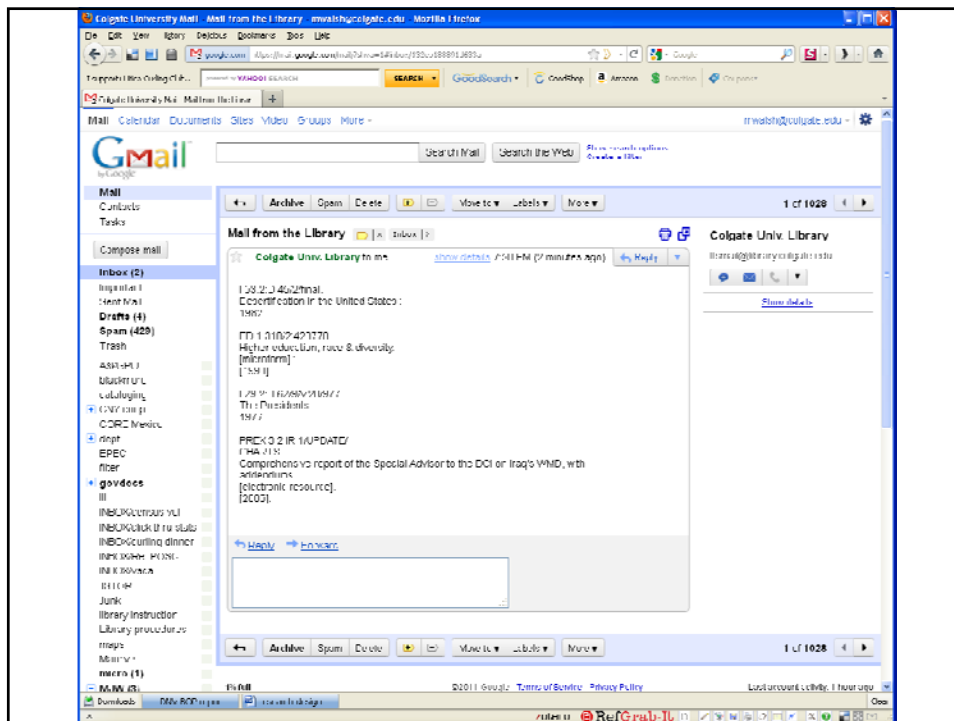
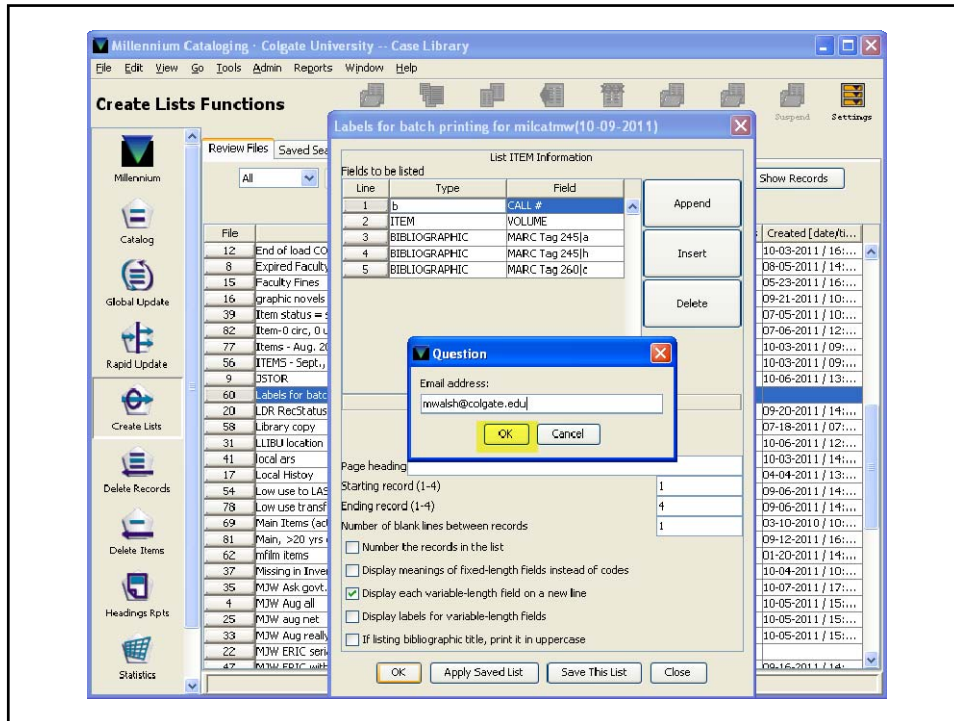
- Select email as your standard printer
- List the fields that you want
- Email the results to yourself
- Copy the text of the email
- Paste into your word process
- Tidy up, as needed

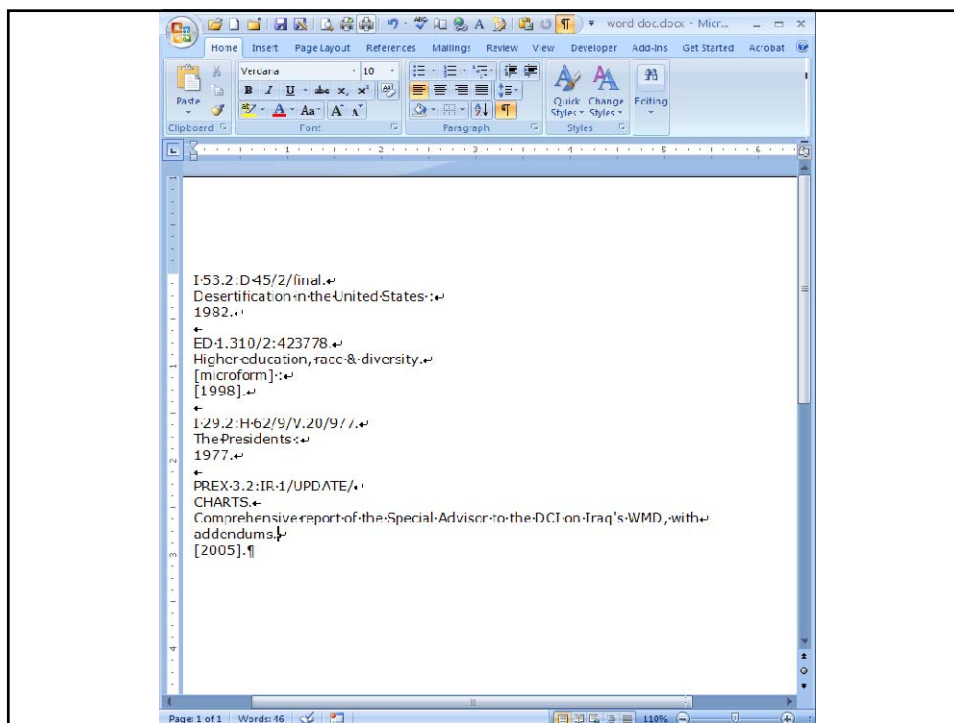
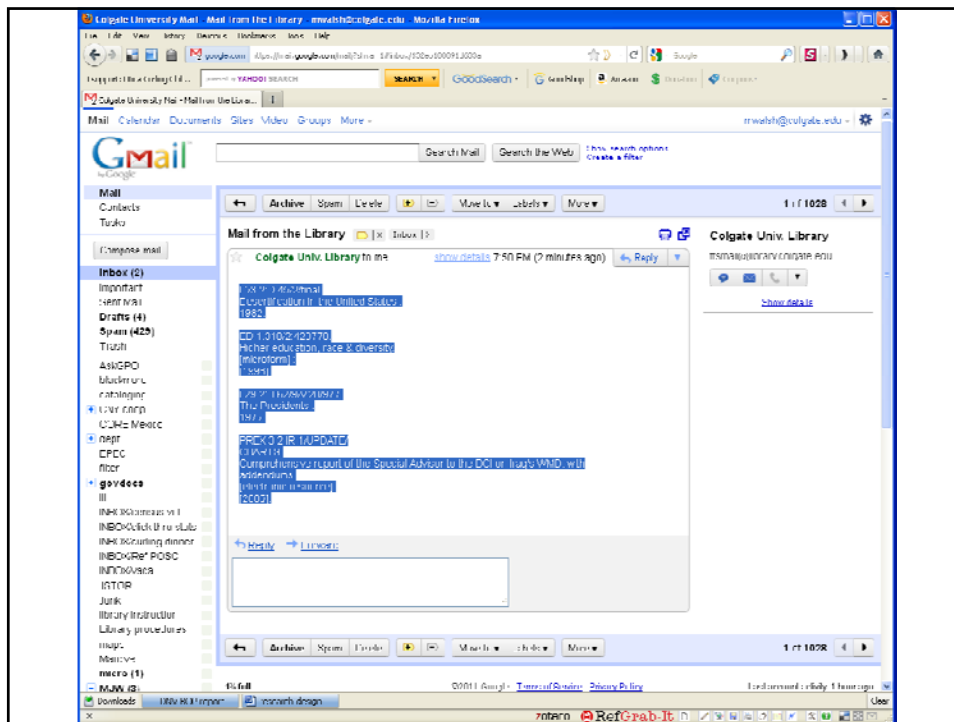












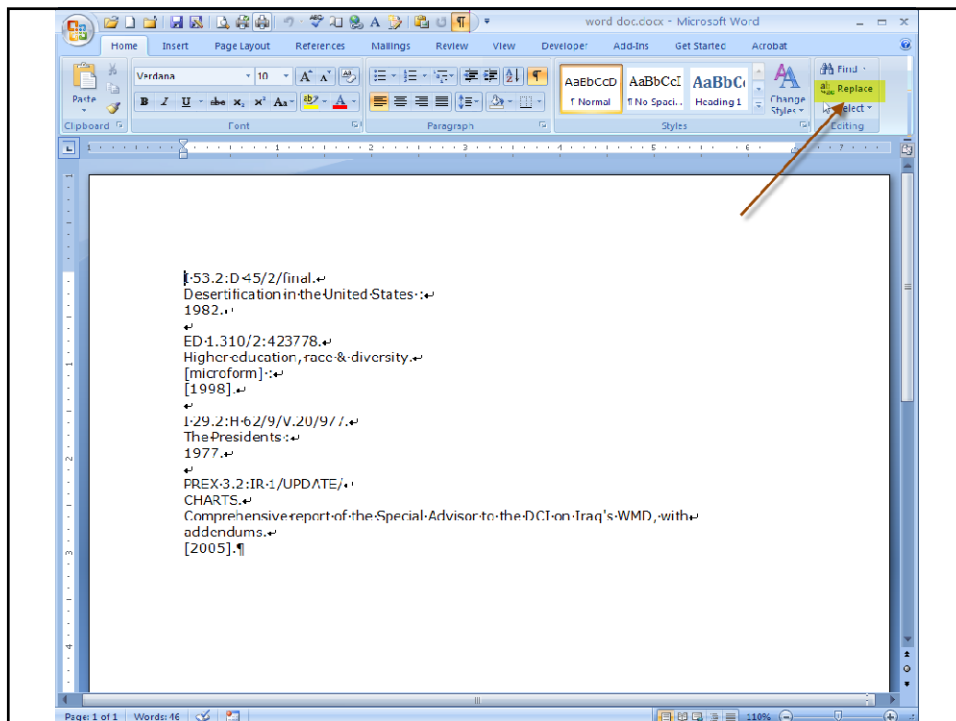
Edit as needed/desired

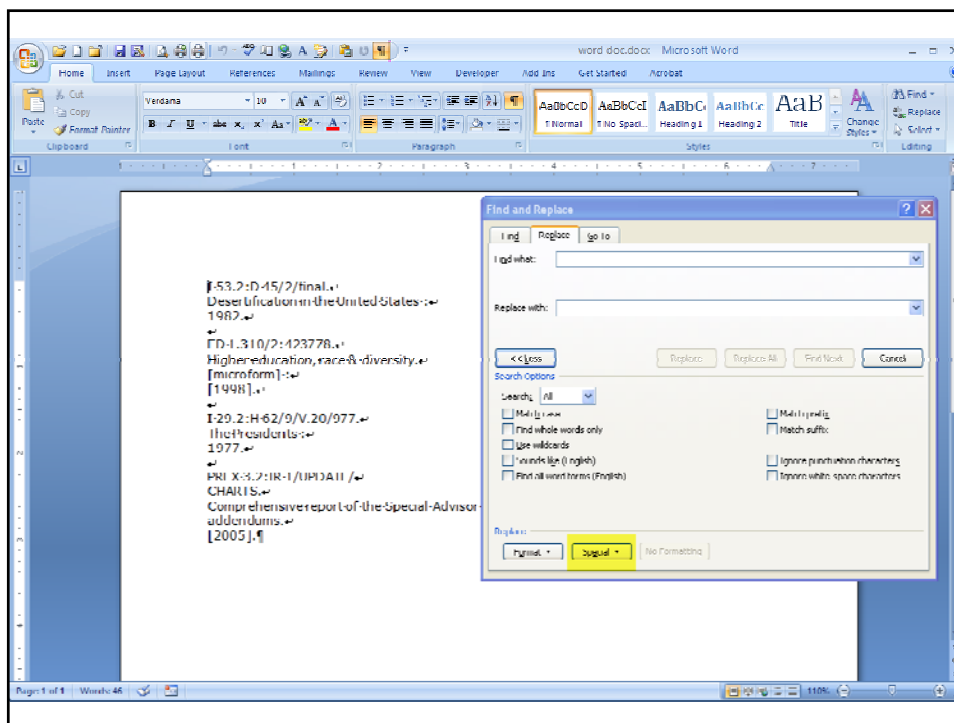
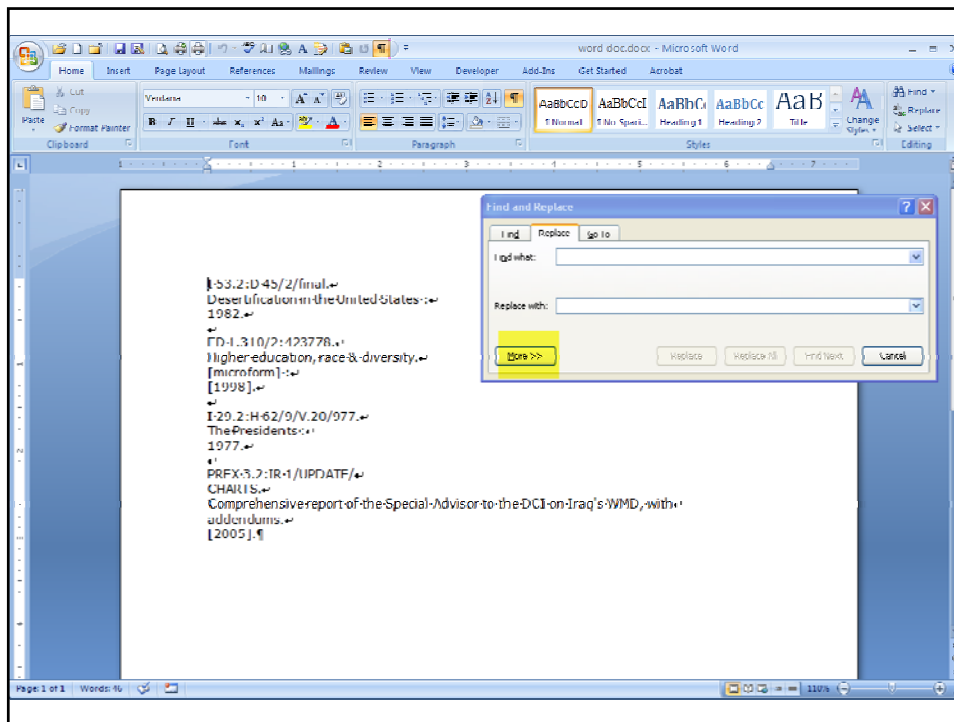
Easiest when create separate offers lists for different formats

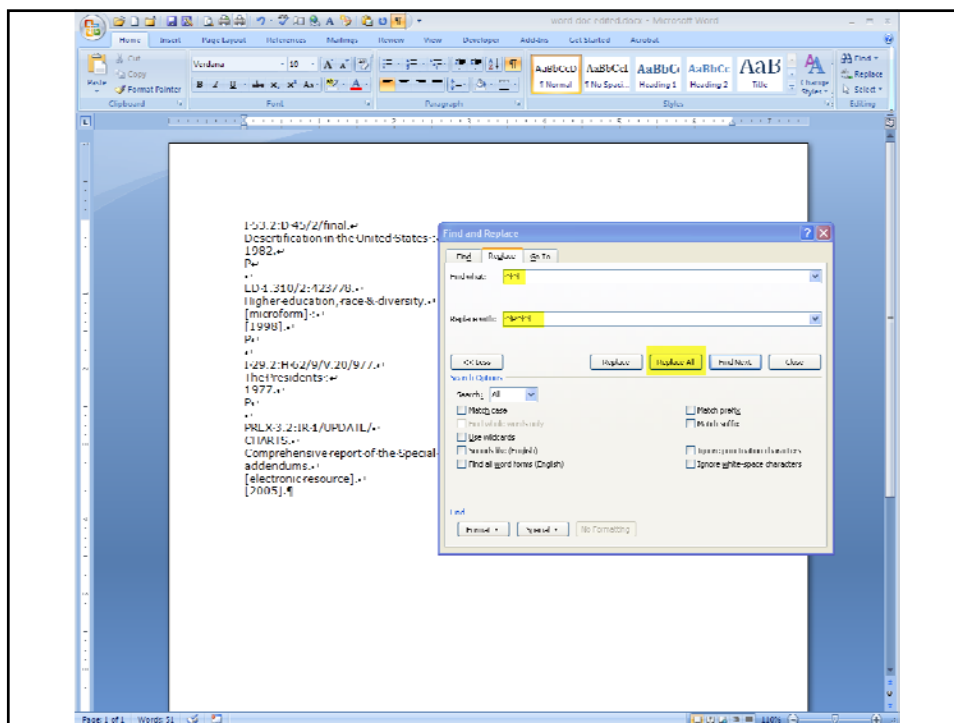
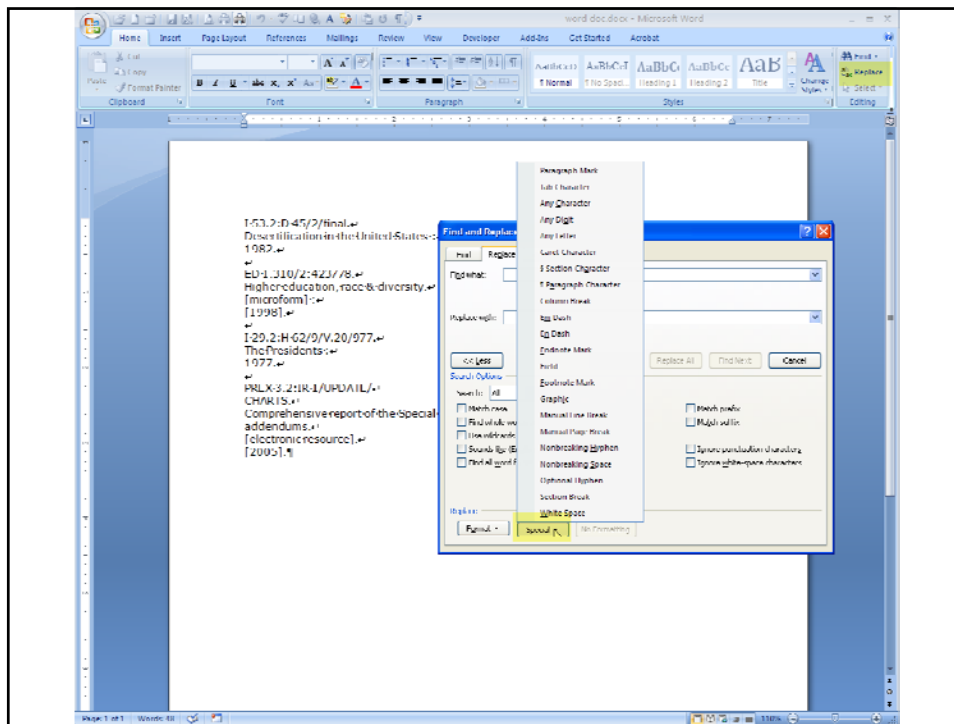
- Search for the double manual line break and replace with a single line break, format characters (e.g. paper), double line break

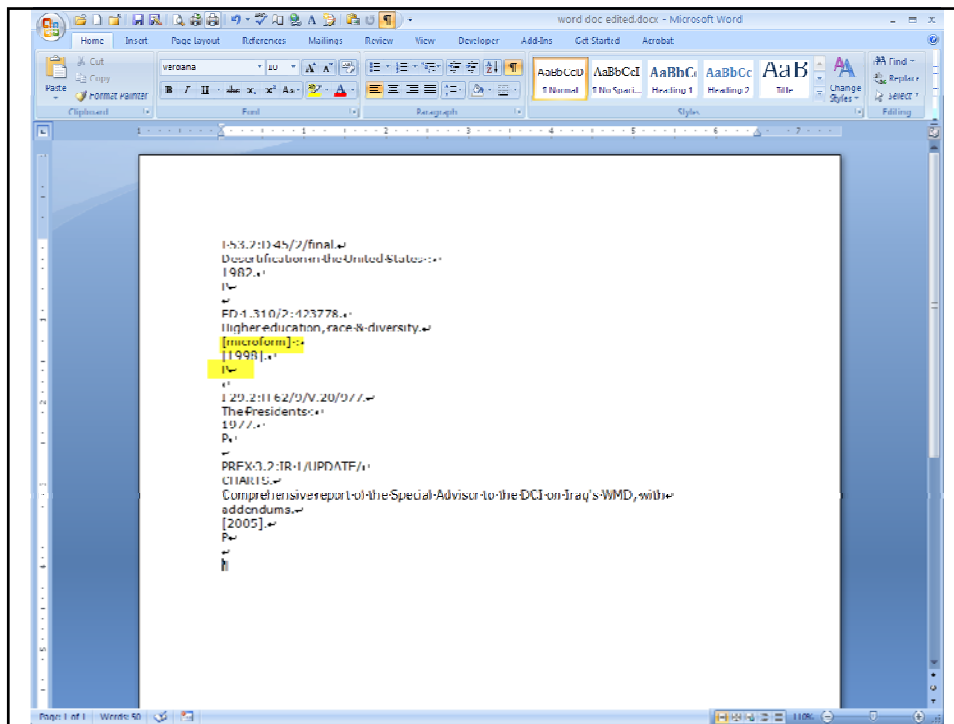
If combining formats:

- Insert paper format for all titles on the list, then
- search for subfield h info, and input by hand









Save and Send/Paste

Save the file and proceed through your normal offers routine.

Copy the contents of the resulting document can be copied into the National Needs and Offers web form. Looks strange to you, but results are OK.

[For example](#)

Offers Lists in spreadsheets

Same steps to create the review file in III Millennium

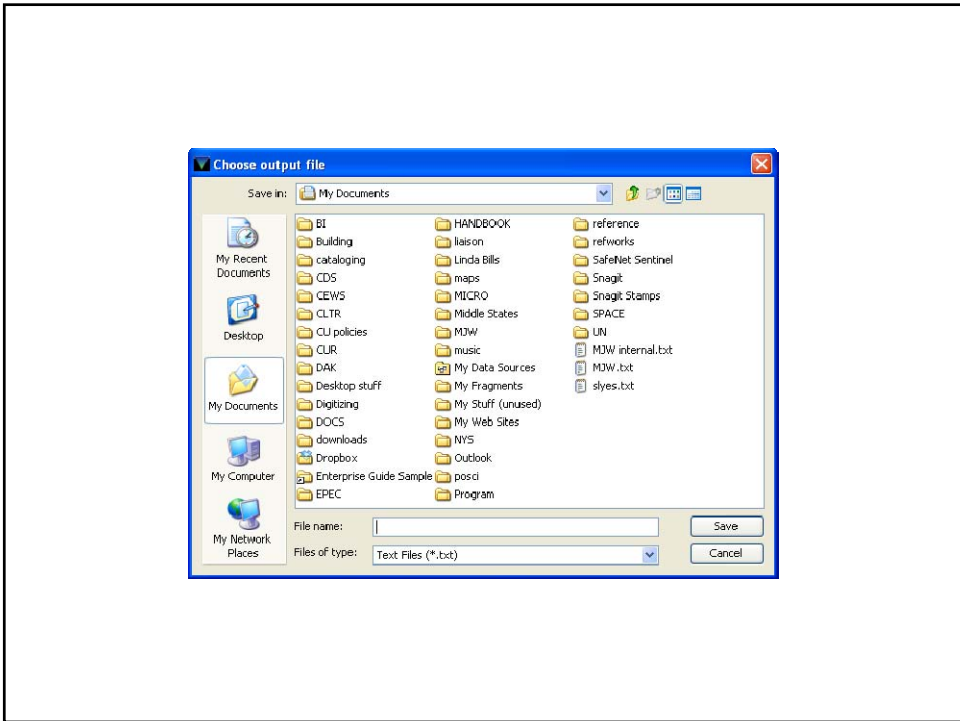
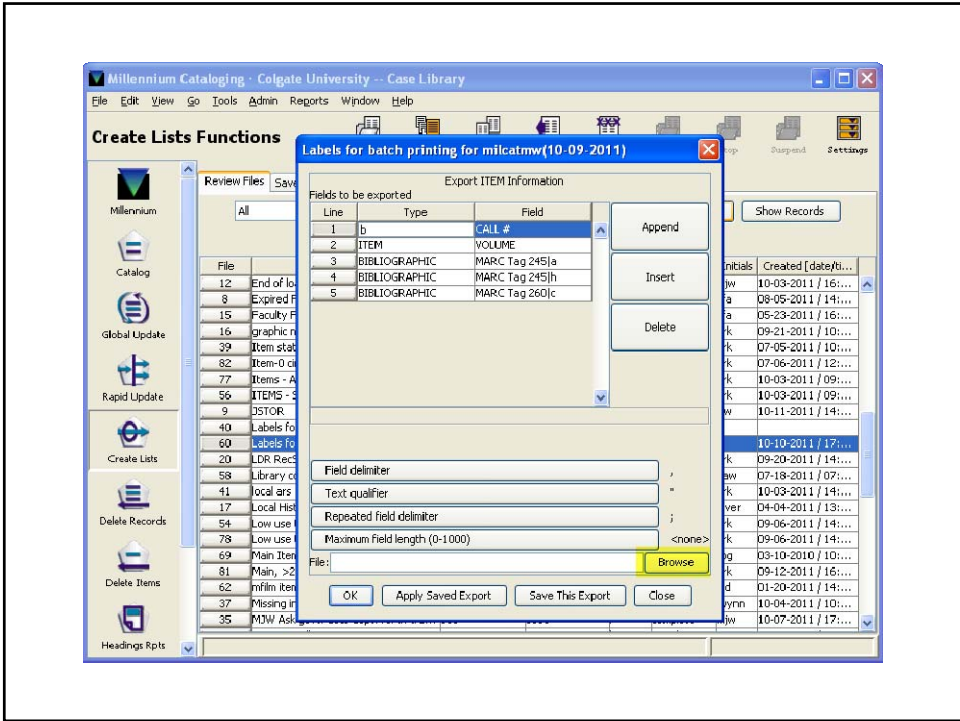
From Create Lists:

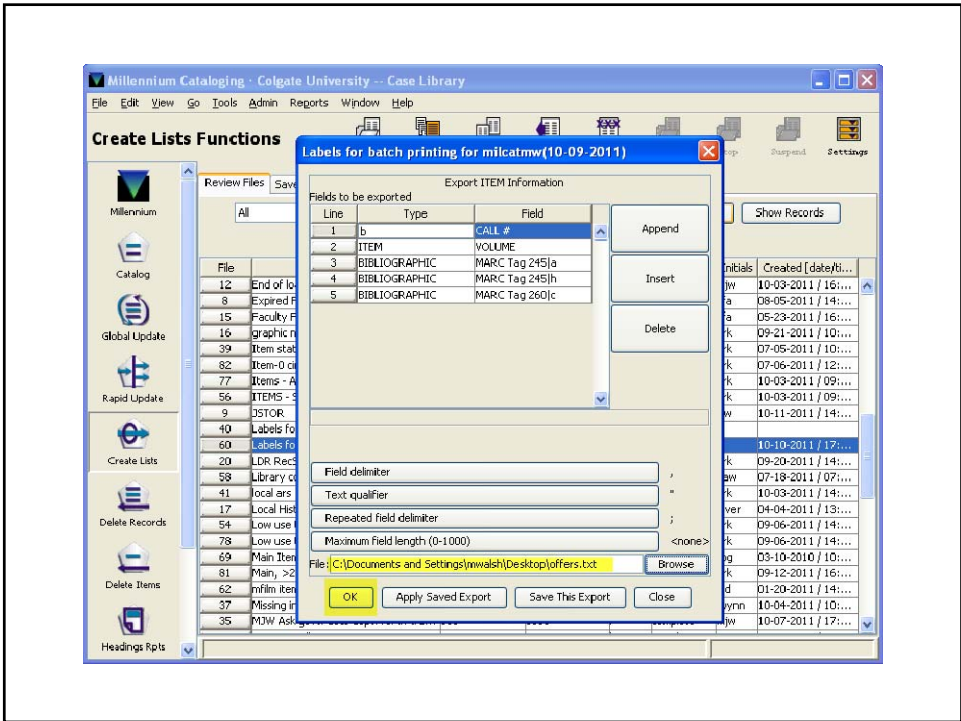
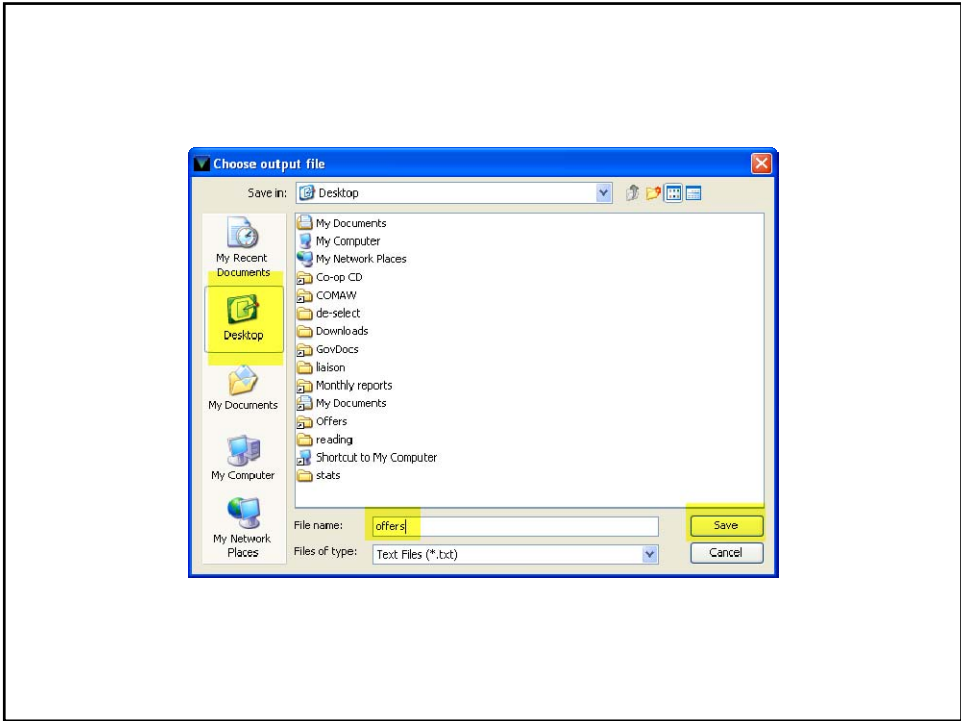
- Export (not List) selected fields to a text file
- Import text file into spreadsheet software (example is Excel 2007)

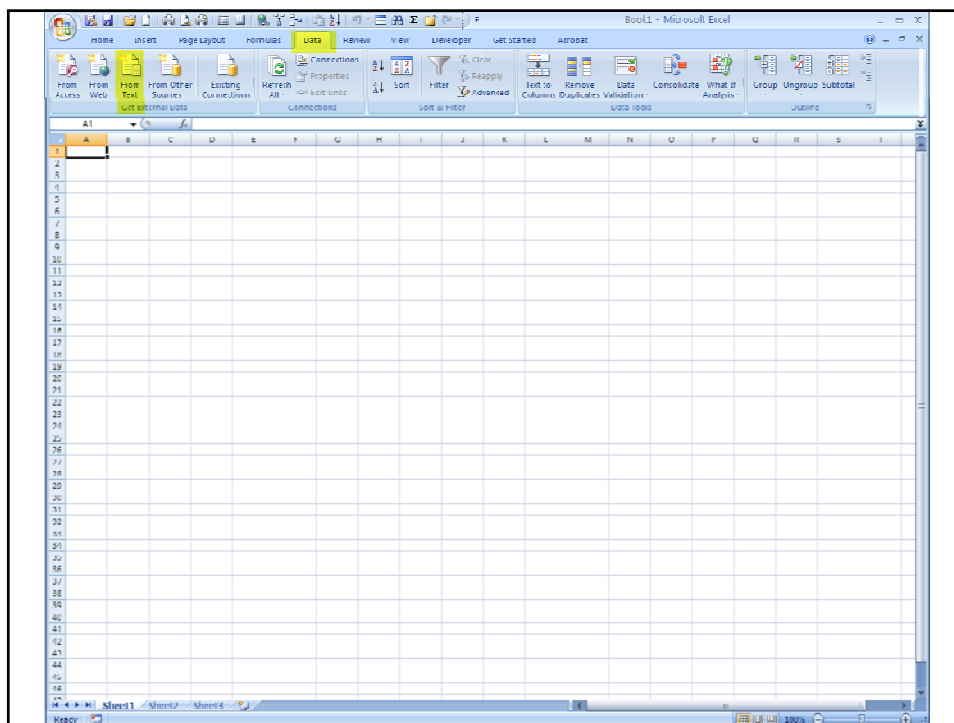
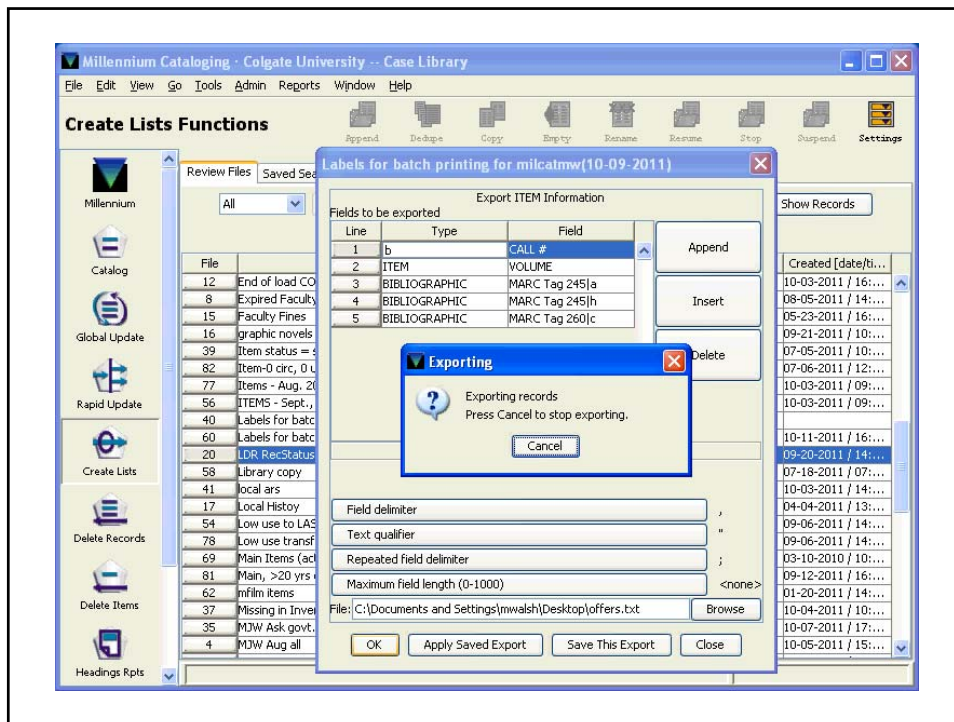


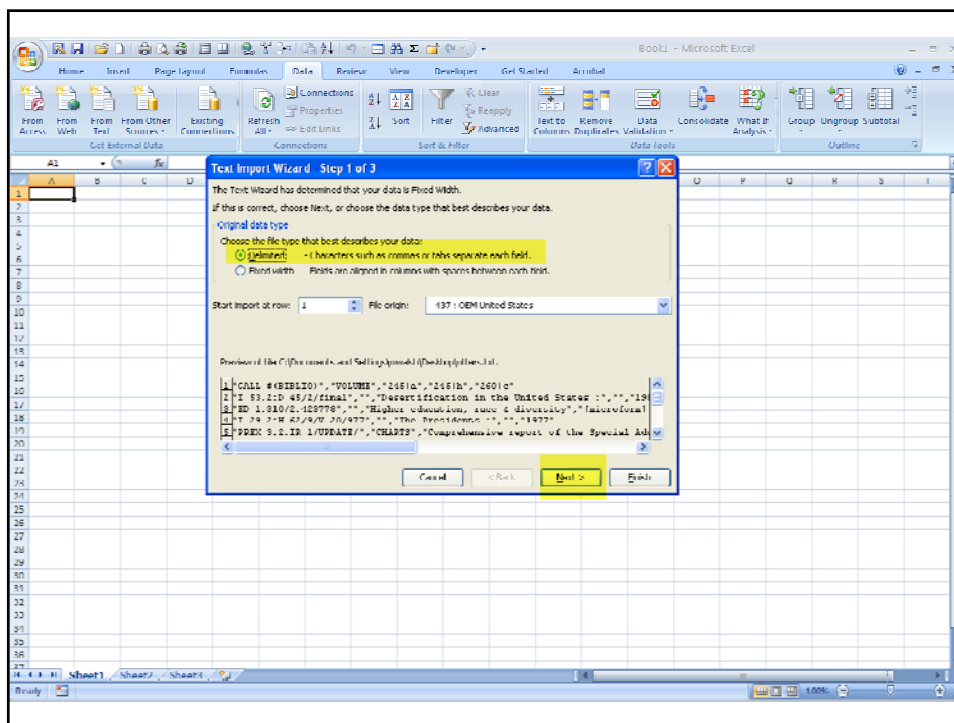
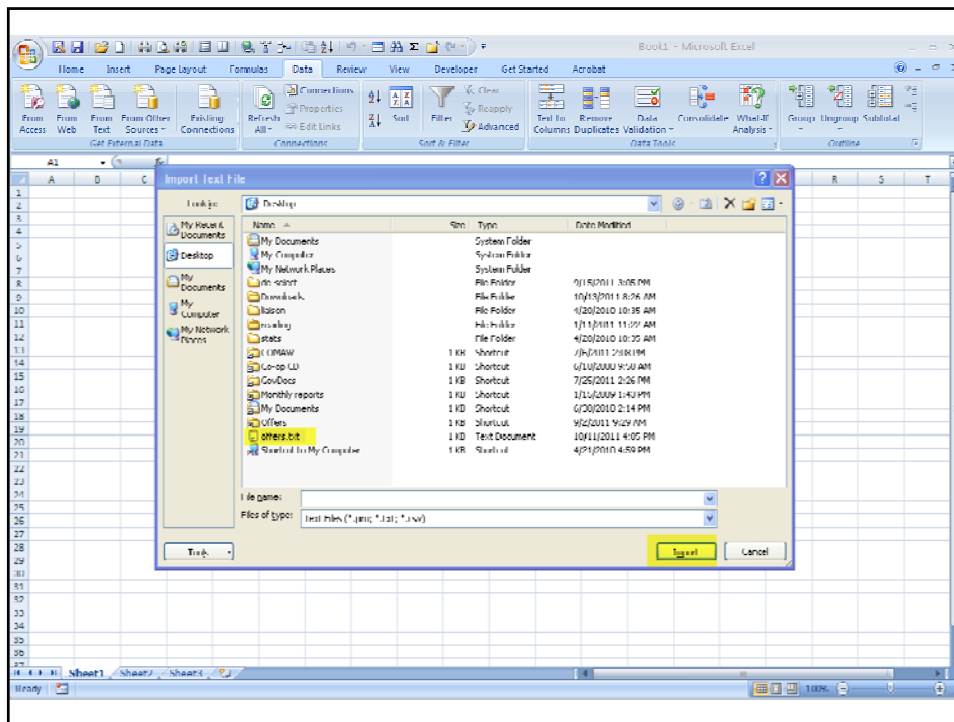
The screenshot shows the Millennium Cataloging software interface. The window title is "Millennium Cataloging - Colgate University -- Case Library". The menu bar includes File, Edit, View, Go, Tools, Admin, Reports, Window, and Help. The main window is titled "Create Lists Functions" and contains a toolbar with icons for Append, Delete, Copy, Empty, Rename, Reassign, Stop, Unassign, and Settings. Below the toolbar, there are tabs for Review Files, Saved Searches, Saved Sorts, Saved Lists, and Saved Exports. The "Review Files" tab is active, showing a table of records. The table has columns for File, Name, Current Records, Max Records, Type, Status, Initials, and Created [date/ti...]. The "Export Records" button is highlighted in yellow.

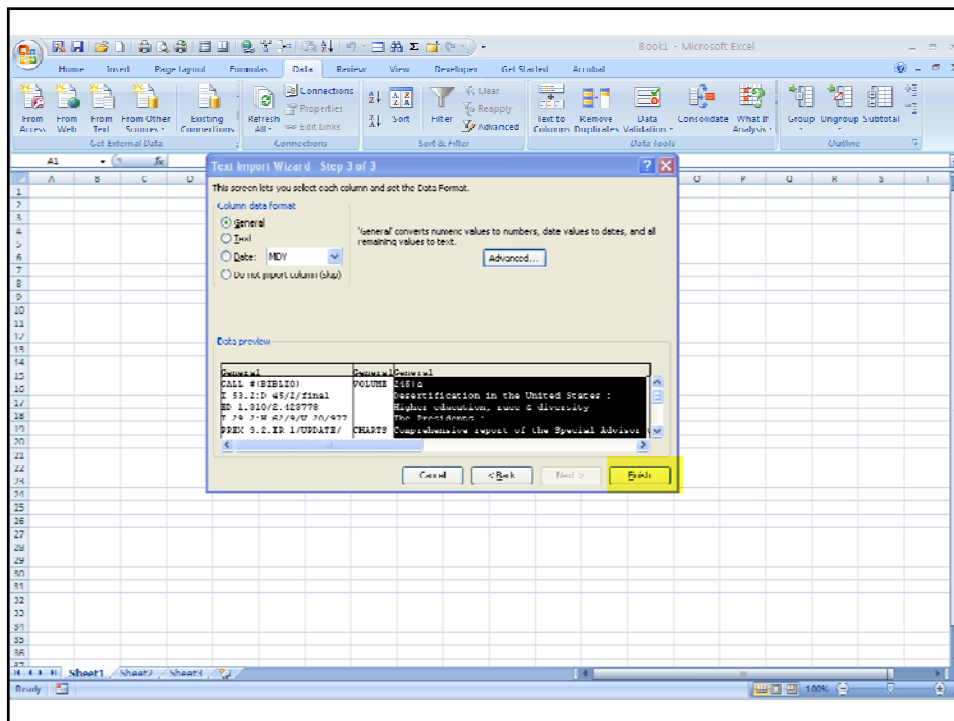
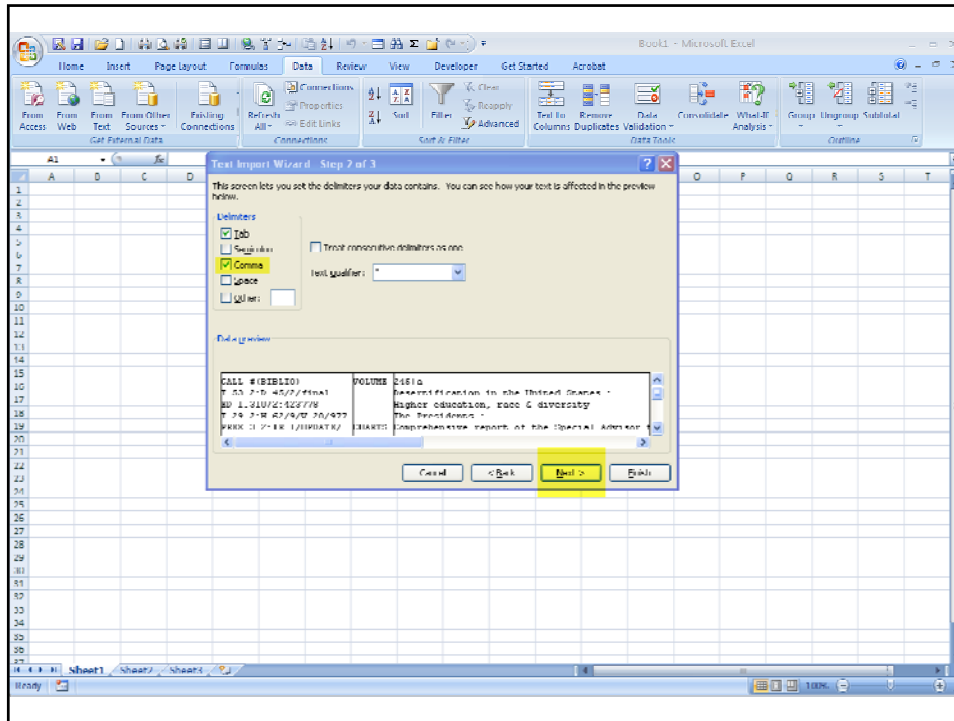
File	Name	Current Records	Max Records	Type	Status	Initials	Created [date/ti...
12	End of load COGA 1003	91	2000	i	complete	mjw	10-03-2011 / 16:...
8	Expired Faculty Records	1268	2000	p	complete	kfa	08-05-2011 / 14:...
15	Faculty Fines	96	2000	p	complete	kfa	05-23-2011 / 16:...
16	graphic novels w/out 6 in cont	77	2000	b	complete	ark	09-21-2011 / 10:...
39	Item status = s & no barcode (bibs)	2114	5000	b	complete	ark	07-05-2011 / 10:...
82	Item-0 circ, 0 use, no reserves, not ...	967405	2000000	i	complete	ark	07-06-2011 / 12:...
77	Items - Aug, 2011	109724	120000	i	complete	ark	10-03-2011 / 09:...
56	ITEMS - Sept., 2011	0	5000	i	empty	ark	10-03-2011 / 09:...
9	JSTOR	724	2000	b	complete	ikw	10-11-2011 / 14:...
40	Labels for batch printing for milcatm...	2	5000	i	complete		
60	Labels for batch printing for milcatm...	4	5000	i	complete		10-10-2011 / 17:...
20	LDR RecStatus has {	51	2000	b	complete	ark	09-20-2011 / 14:...
58	Library copy	220	5000	b	complete	eww	07-18-2011 / 07:...
41	local ars	55	5000	a	complete	ark	10-03-2011 / 14:...
17	Local History	70	2000	b	complete	fliver	04-04-2011 / 13:...
54	Low use to LASR scenario 1(09-06-2...	1986	5000	i	complete	ark	09-06-2011 / 14:...
78	Low use transfer to LASR scenario 3	89100	120000	i	complete	ark	09-06-2011 / 14:...
69	Main Items (active) w/ Copy# >1	10881	20000	i	complete	fpg	03-10-2010 / 10:...
81	Main, >20 yrs old, 0 circ, no res sinc...	25711	500000	i	complete	ark	09-12-2011 / 16:...
62	mfilm items	21	5000	i	complete	idd	01-20-2011 / 14:...
37	Missing in Inventory	969	5000	i	complete	lwyrn	10-04-2011 / 10:...
35	MJW Ask govt. docs dept. for in-tra...	135	5000	i	complete	mjw	10-07-2011 / 17:...

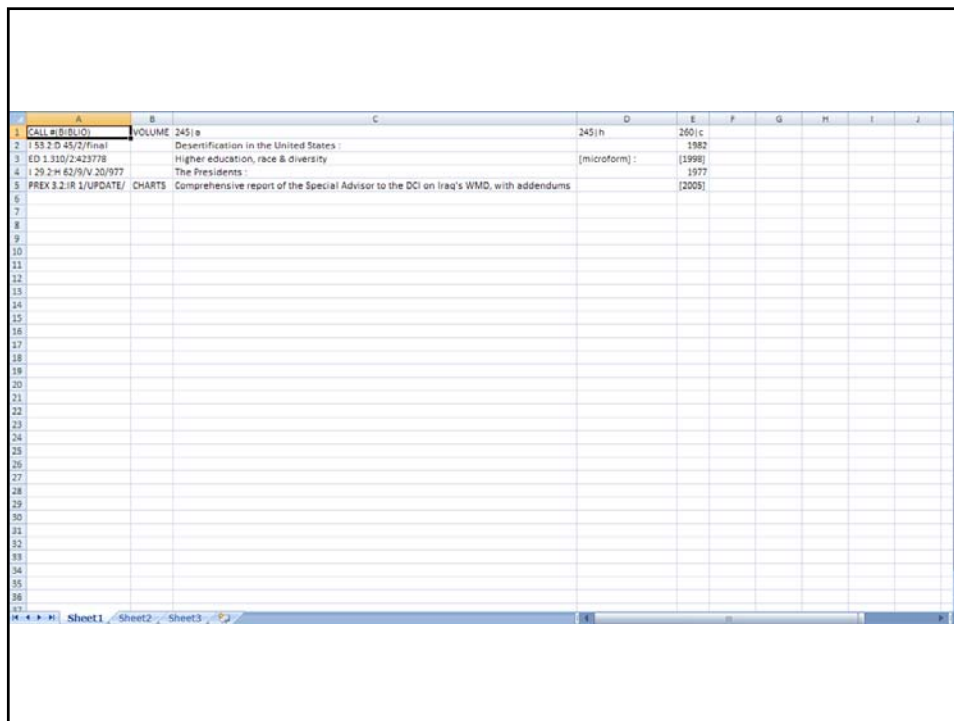
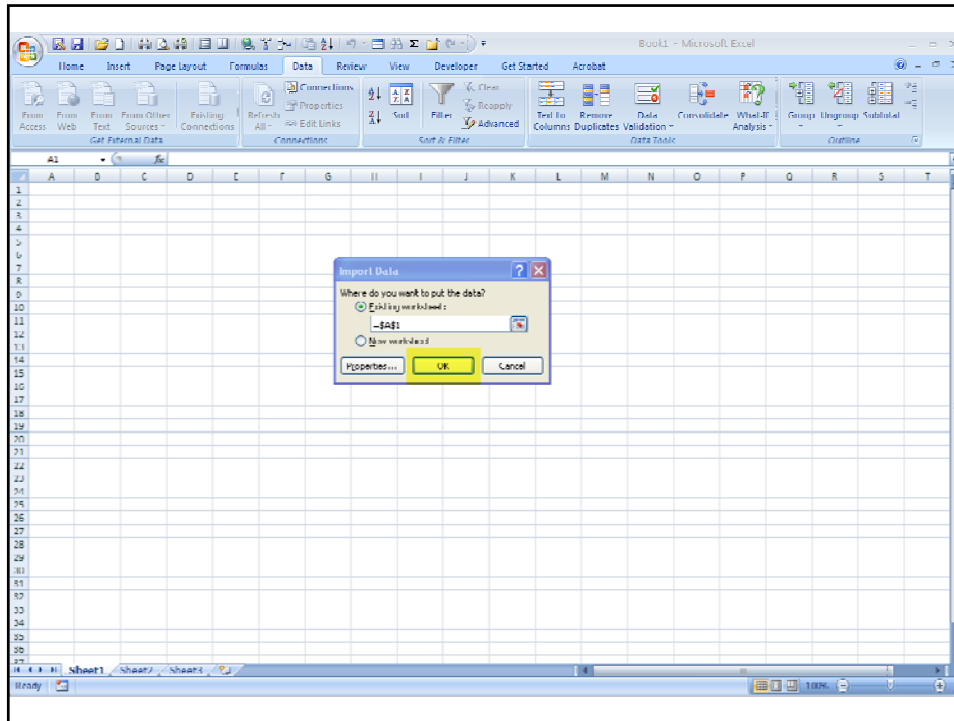












Updating Records

See handouts at:

<https://sites.google.com/a/colgate.edu/govdocs/fdlp-fall-2011-presentation>

- walsh-iii-rapid-update if you need to update fixed fields only
- walsh-iii-global-update if you need to update fixed **and** variable fields



Other uses for Queue Monographic Labels

- Updating records in a batch
- Checking for “left-over” shipping lists records after a load (good if your GPO profile is out of synch with your Marcive profile)
- Printing labels ;-)
- Others?

Handouts, comments, questions

See handouts at:

<https://sites.google.com/a/colgate.edu/govdocs/fdlp-fall-2011-presentation>

Kathy – WebTech Notes

John – PURL reports

Mary – Selection profiles

Mary Jane – Offers lists



Collection Management Lightning Round FDLP Conference, Fall 2011, Washington, D.C.

Handouts for all presenters will be posted on the FDLP website and at:
<https://sites.google.com/a/colgate.edu/govdocs/fdlp-fall-2011-presentation>

“Painless” Offers Lists (for cataloged documents)

Mary Jane Walsh, Colgate University

mwalsh@colgate.edu

315-228-6194

Steps below work in III Millennium catalogs. Summary only; detailed instructions online (see above). Other systems have similar capabilities (confirmed with Voyager and Aleph). Ask your catalogers and systems folks for help.

To create an offers list:

- If you use PRINT TEMPLATES, *un-check* that option before beginning. This keeps Millennium from clearing your print queues whenever you end a session:
 - ADMIN menu
 - SETTINGS menu
 - PRINT TEMPLATES tab
 - Un-check USE PRINT TEMPLATES
- Retrieve records
- Add item records to a print queue using QUEUE MONOGRAPHIC LABELS TO PRINT*
- Copy queue to an empty review file in CREATE LISTS, then either:
- LIST selected fields of the records to email, e.g.:
 - SuDocs number
 - Item
 - 245 subfield a
 - 245 subfield h
 - 260 subfield c
- EXPORT selected fields of the records to a text file, e.g.:
 - SuDocs number
 - item
 - 245 subfield a
 - 245 subfield h
 - 260 subfield c
- Copy and paste into word processing software
- Import text file into Excel and edit as necessary
- Using FIND AND REPLACE to insert format

To update records* (local practice):

- With list of item records created above
 - RAPID or GLOBAL UPDATE to mark records withdrawn and add any note fields
- Create a bib record list, run against the original item record list, for items with status withdrawn
 - Suppress bib record using RAPID or GLOBAL UPDATE

* See back

* Withdrawing all issues of a serial title, but don't want a line for every volume on your offers list? Add only one record to the queue to generate the offers list, and input vols. and years manually.

To edit records, either:

1. After the offers list has been generated, in CREATE LISTS, append to the list of item records using an INDEX search on the bib record number (all item records attached to the bib record)

OR

2. Use MODIFY GROUP to update status of the item records and suppress bib record manually

Use option 1 if you need to insert a variable field in your item record (e.g. withdrawn 10/2011).

Use option 2 if all you need to do is change fixed fields in the item record and/or suppress the bib record

III Millennium macro for queuing an item record. Can use macro creating software instead, which may allow you to insert a pause.

Macros in

- Admin menu
- Settings menu
- Macro tab
- Select a free key

Enter (copy and paste):

%ALT+t% %ALT+q% %ALT+q% %TAB%

Where:

<Alt> t = tools menu

<Alt> q = queue label

<Alt> q = close record

<Tab> = position cursor in the search box. Only works if your previous search retrieved only one record, e.g. wand in a barcode.