



south carolina
STATE LIBRARY

FDLP DATA MANAGER (FDM) WORKFLOWS

October 23, 2024
Brianna King
Federal Documents Librarian
South Carolina State Library

The South Carolina State Library

- Federal Depository since 1895
- Selective depository
- Large legacy collection
- SCLENDS consortium
- SirsiDynix Symphony



FDLP Data Manager (FDM) Workflows

- Retrieve records from FDM
- Available record formats: Microfiche, Paper, Electronic media, Online, Map (online) and Map (tangible)
- Download file to your computer
- Load records to an ILS

FDLP Data Manager


The screenshot shows the FDLP Data Manager web application. At the top right, there is a navigation bar with the text "Need Help? askGPO | Hello, brking@statelibrary.sc.gov | Log off". Below this is a header with the FDLP Data Manager logo and navigation links: "Home", "About", "Search", and "Help".

The main content area features five data management options, each with a representative image:

- Shipping Lists**: Image showing a document with shipping labels and text like "6/3:2/2021", "06/3:7/PT.53-021", and "06/3:21/PT.500-".
- Shelf List**: Image showing a row of books on a shelf.
- List of Classes**: Image showing a list of document classes with titles like "Alaska Region Annual Report (Alaska)", "SILC (National Longitudinal Survey)", and "Report on Fiscal Year Historic Preservation".
- Depositories**: Image showing a map of the United States with numerous colored dots representing depository locations.
- MARC Records**: Image showing a laptop displaying MARC record data for (OCoLC)1293448481, including fields like "Monograph", "MARC Revision Date", and "DDM2 Revision Date".

MARC Records Module

Need Help? [askGPO](#) | Hello, [brking@statelibrary.sc.gov](#)! [Log off](#)

 **FDLP Data Manager** [Home](#) [About](#) [Search](#) [Help](#)


MARC Records Module

OCLC number

Item number SuDoc

Item entry requires exact spacing and punctuation. Truncated and wild card % searches are possible, ie, 0260% or 0619%08. Sudoc entry requires exact spacing and punctuation. Truncated and wild card % searches are possible, ie, c 3% or D%23%

Agency (MARC 1XX field) Agency (by SuDoc)

Title  Subject

Shipping list

Format type FDL number


Catalog record dates Publication type

[Get MARC](#) [Get MARC URLs](#) [Reset](#)

FDM's tables were last refreshed from official FDLP sources on: **Aug 15 2024 11:15AM**

Key Fields

Need Help? [askGPO](#) | Hello, [brking@statelibrary.sc.gov](#)! [Log off](#)

 **FDLP Data Manager** [Home](#) [About](#) [Search](#) [Help](#)

MARC Records Module


OCLC number

Item number

SuDoc

Item entry requires exact spacing and punctuation. Truncated and wild card % searches are possible, ie, 0260% or 0619%08 Sudoc entry requires exact spacing and punctuation. Truncated and wild card % searches are possible, ie, c 3% or D%23%


Agency (MARC 1XX field)


Agency (by SuDoc) 


Title


Subject

Shipping list

FDL number 

Format type 

Publication type 

Catalog record dates 

[Get MARC](#) [Get MARC URLs](#) [Reset](#)

FDM's tables were last refreshed from official FDLP sources on: **Aug 15 2024 11:15AM**

Format type

Format type

Catalog record dates

- All
- Microfiche
- Paper
- Electronic media
- Online
- Map (online)
- Map (tangible)

[Get MARC](#)

FDM's tables were last refreshed from

Catalog record dates

Format type

Catalog record dates

- All
- Last 15 days
- Last 45 days
- One Fiscal Year
- One Calendar Year
- One Year/Month
- Between dates

[Get MARC](#)

s tables were last refreshed f

Between dates

The image shows a web form with the following fields and controls:

- Format type:** A dropdown menu with the value "Online".
- Catalog record dates:** A dropdown menu with the value "Between dates".
- Start Month:** A dropdown menu with the value "07".
- Start Year:** A dropdown menu with the value "2024".
- End Month:** A dropdown menu with the value "07".
- End year:** A dropdown menu with the value "2024".
- Get MARC:** A dark blue button with white text.
- Footer:** A light gray bar at the bottom right containing the text "FDM's tables were last refreshed from".

Agency (by SuDoc)

The screenshot shows the MARC Records Module search interface. At the top, there are navigation links: Workflow, FDLP | Homepage, Login, FDLP eXchange, and AS. Below these are buttons for Search and Help. The main heading is "MARC Records Module".

The search criteria section includes:

- SuDoc: [input field]
- Agency (by SuDoc): [dropdown menu with "All" selected]
- Subject: [input field]
- FDL number: [input field]
- Publication type: [dropdown menu with "Any" selected]

The dropdown menu for "Agency (by SuDoc)" is open, showing a list of agencies:

- All
- Agriculture Department
- Bureau Not Applicable
- Civil Rights Commission
- Commerce Department
- Congress X
- Congress Y
- Defense Department
- Education Department
- Energy Department
- Environmental Protection Agency
- Executive Office of the President
- Farm Credit Administration
- Federal Communications Commission
- Federal Housing Finance Agency
- Federal Maritime Commission
- Federal Mediation and Conciliation Service
- Federal Reserve System Board of Governors

FDL number

Agency (by SuDoc)	All ▼
Subject	<input type="text"/>
FDL number	<input type="text"/>
Publication type	Any ▼

Federal Depository Library Directory - <https://ask.gpo.gov/s/FDLD>

Publication type

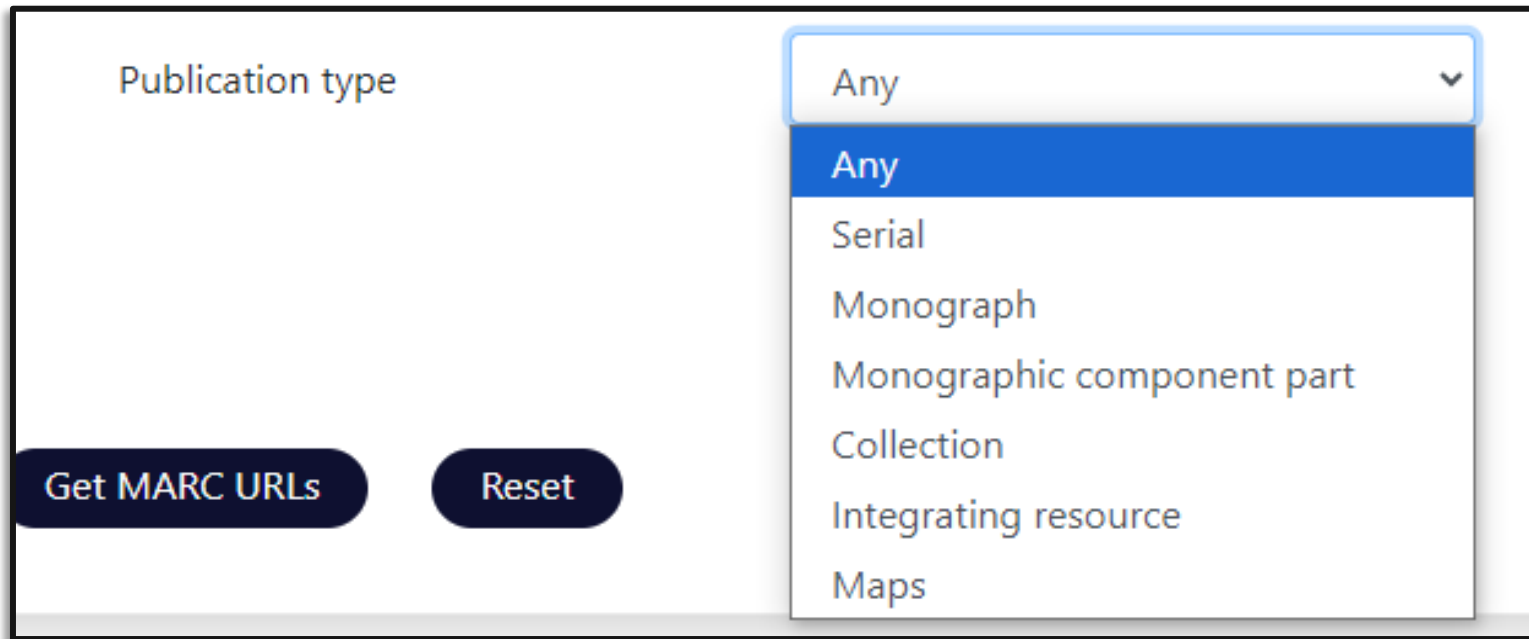
Publication type

Any

- Any
- Serial
- Monograph
- Monographic component part
- Collection
- Integrating resource
- Maps

Get MARC URLs

Reset

A screenshot of a web form titled "Publication type". The form contains a dropdown menu with a light blue border and a downward arrow on the right. The dropdown is open, showing a list of options: "Any" (highlighted in blue), "Serial", "Monograph", "Monographic component part", "Collection", "Integrating resource", and "Maps". Below the dropdown are two dark blue buttons with white text: "Get MARC URLs" and "Reset".

Get MARC URLs

Get MARC

Get MARC URLs

Reset

MARC Records Module

FDLP Data Manager Home About Search Help

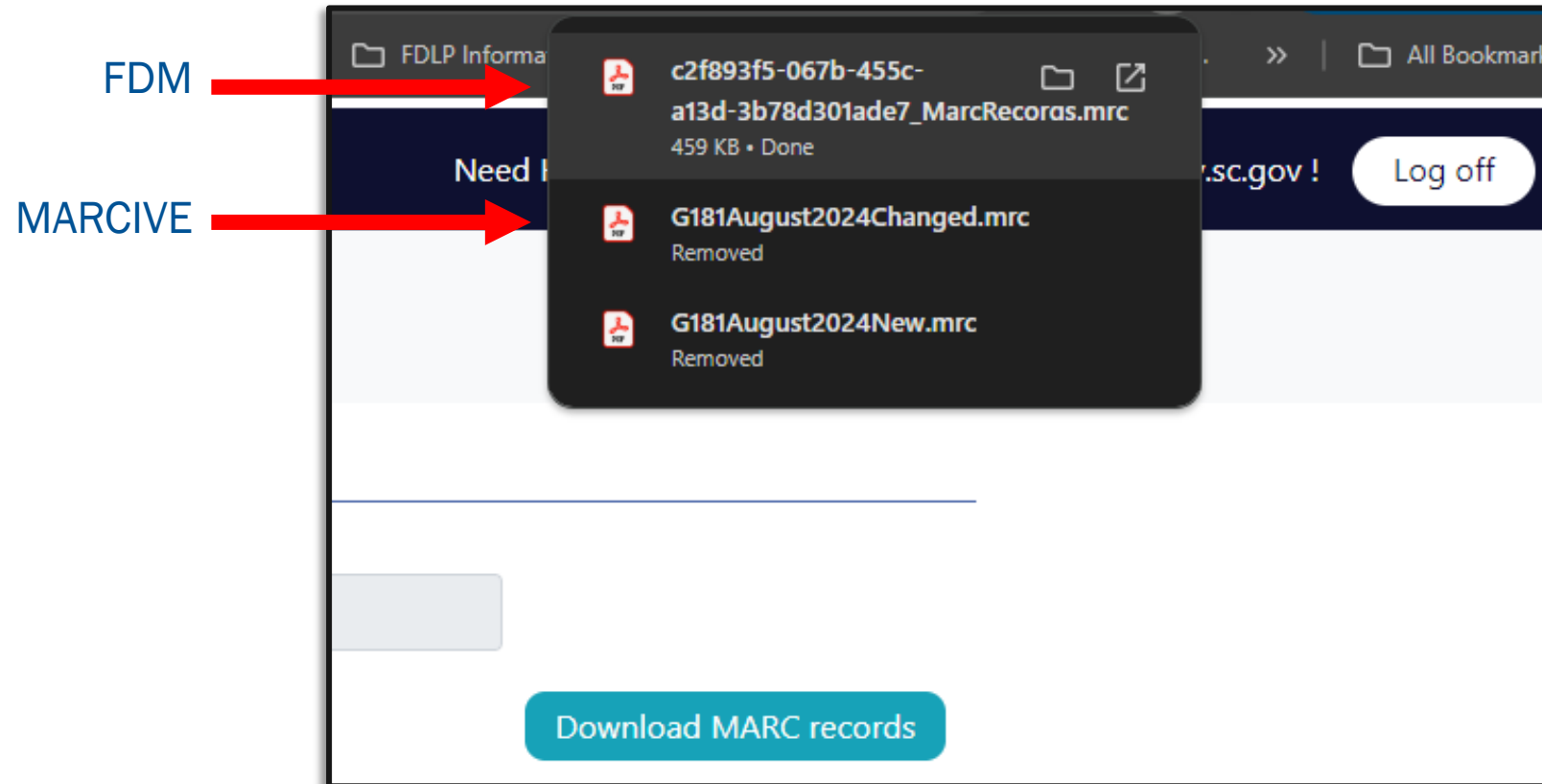
MARC Records Module

Status: Rec count:

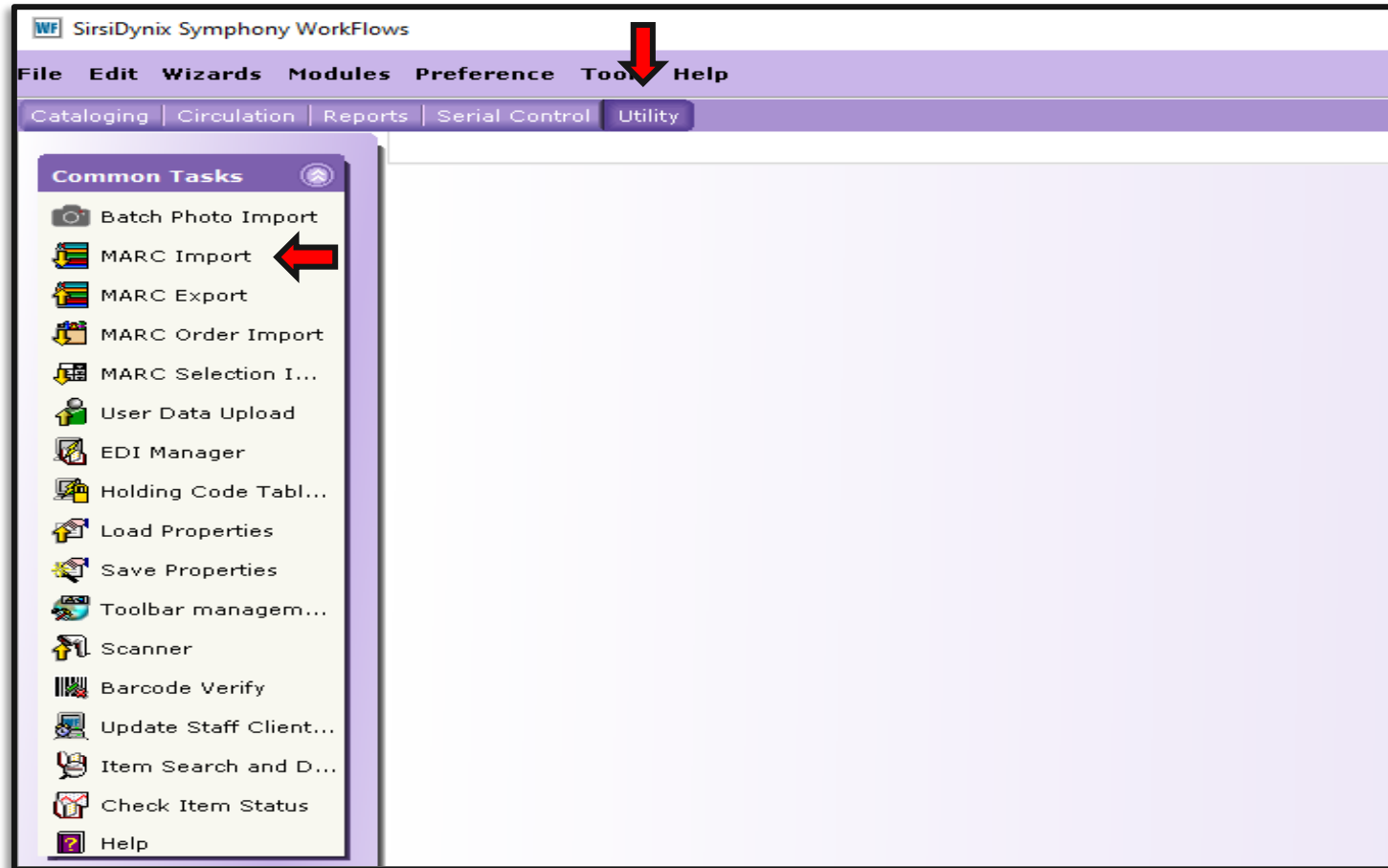
[Reset](#)
[Export to Excel](#)
[Export to CSV](#)
[Download MARC records](#)

	OLC	Item	SuDoc	URL	Title	Record date
Details Download	(OCoLC)1449933717	1061-R	Y 3.F 31/25:2 IN 3/	https://purl.fdlp.gov/GPO/gpo230195	Audit of the effectiveness of Federal Retirement Thrift Investment Board's information security program under Federal Information Security Modernization Act of 2014 /	7/30/2024 9:56:30 AM
Details Download	(OCoLC)1449933717	1061-R	Y 3.F 31/25:2 IN 3/	https://purl.fdlp.gov/GPO/gpo231395	Audit of the effectiveness of Federal Retirement Thrift Investment Board's information security program under Federal Information Security Modernization Act of 2014 /	7/30/2024 9:56:30 AM
Details Download	(OCoLC)1449933717	1061-R	Y 3.F 31/25:2 IN 3/	https://www.govinfo.gov/app/details/CMR-Y3_F31_25-00181972	Audit of the effectiveness of Federal Retirement Thrift Investment Board's information security program under Federal Information Security Modernization Act of 2014 /	7/30/2024 9:56:30 AM
Details Download	(OCoLC)1449933763	0857-S	PREX 27.2:G 29/	https://purl.fdlp.gov/GPO/gpo230228	Geospatial Data Act report to Congress /	7/30/2024 10:29:52 AM
Details Download	(OCoLC)1449933763	0857-S	PREX 27.2:G 29/	https://purl.fdlp.gov/GPO/gpo231396	Geospatial Data Act report to Congress /	7/30/2024 10:29:52 AM
Details Download	(OCoLC)1449933763	0857-S	PREX 27.2:G 29/	https://www.fgdc.gov/gda/gda-reports/index_html	Geospatial Data Act report to Congress /	7/30/2024 10:29:52 AM
Details Download	(OCoLC)1449933763	0857-S	PREX 27.2:G 29/	https://www.govinfo.gov/app/details/CMR-PREX27-00185503	Geospatial Data Act report to Congress /	7/30/2024 10:29:52 AM

MARC file




SirsiDynix Symphony Workflows



MARC Import


MARC Import x

MARC Import



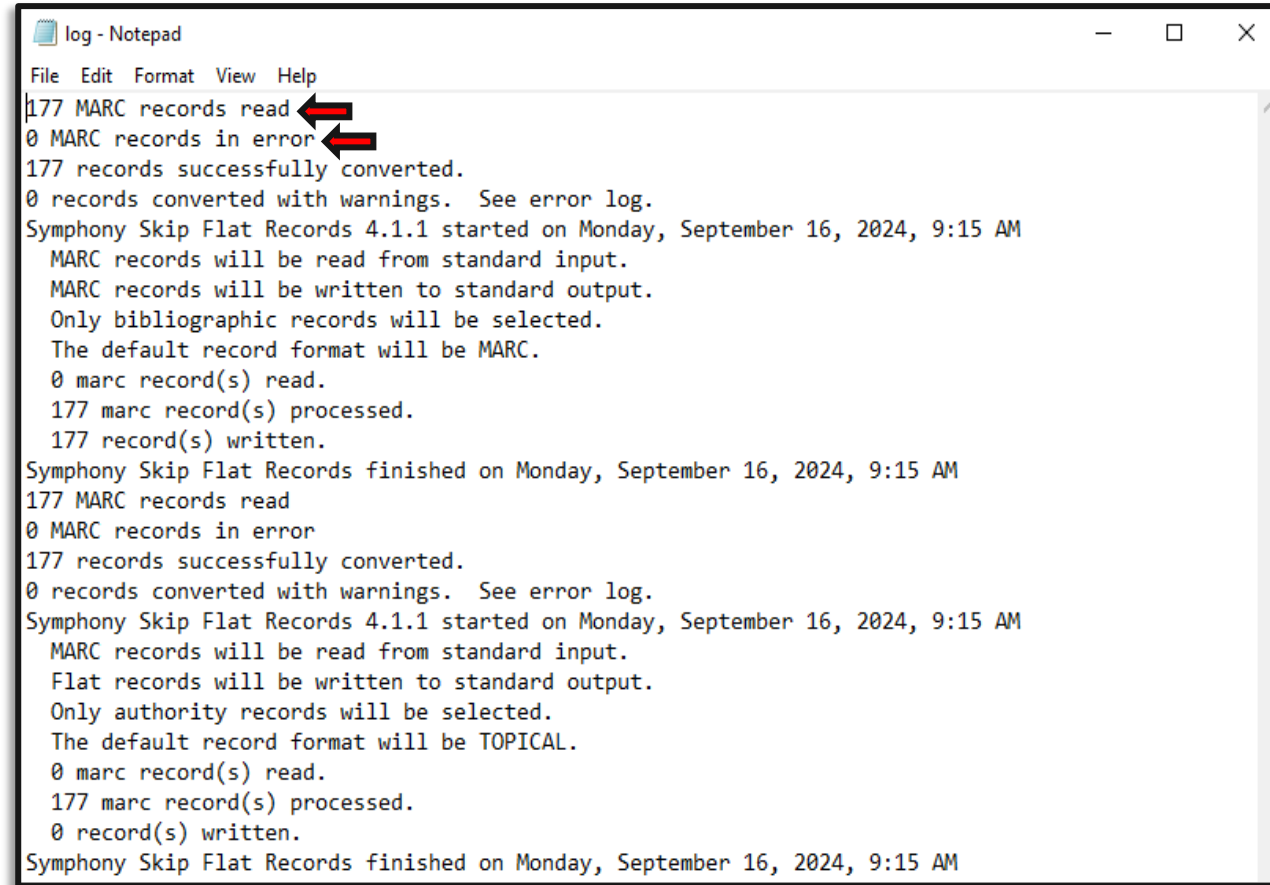
Import | Bib Files To Load | Loaded Bib Files | Bib Error Files | Authority Files

File type: Marc Sirsi flat

Source: 

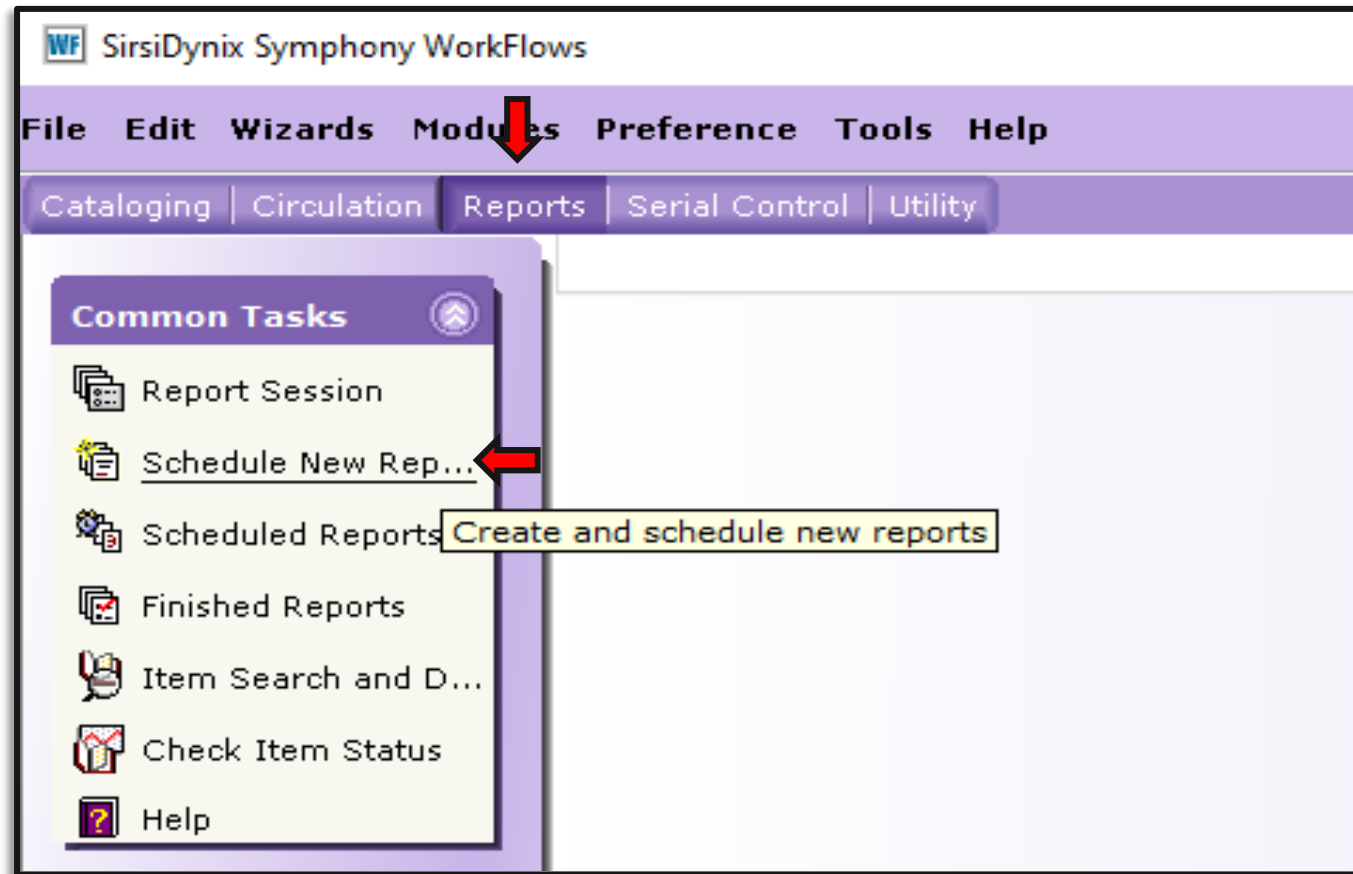
Destination:

Notepad



```
log - Notepad
File Edit Format View Help
177 MARC records read
0 MARC records in error
177 records successfully converted.
0 records converted with warnings. See error log.
Symphony Skip Flat Records 4.1.1 started on Monday, September 16, 2024, 9:15 AM
MARC records will be read from standard input.
MARC records will be written to standard output.
Only bibliographic records will be selected.
The default record format will be MARC.
0 marc record(s) read.
177 marc record(s) processed.
177 record(s) written.
Symphony Skip Flat Records finished on Monday, September 16, 2024, 9:15 AM
177 MARC records read
0 MARC records in error
177 records successfully converted.
0 records converted with warnings. See error log.
Symphony Skip Flat Records 4.1.1 started on Monday, September 16, 2024, 9:15 AM
MARC records will be read from standard input.
Flat records will be written to standard output.
Only authority records will be selected.
The default record format will be TOPICAL.
0 marc record(s) read.
177 marc record(s) processed.
0 record(s) written.
Symphony Skip Flat Records finished on Monday, September 16, 2024, 9:15 AM
```

Reports



Schedule New Reports

SirsiDynix Symphony Workflows: Schedule New Reports : Set Session Settings

File Edit Wizards Modules Preference Tools Help

Cataloging | Circulation | Reports | Serial Control | Utility

Common Tasks

- Report Session
- Schedule New Rep...
- Scheduled Reports
- Finished Reports
- Item Search and D...
- Check Item Status
- Help

Schedule New Reports x

Schedule New Reports : Set Session Settings Review Settings Each Session

Defaults

Application to view reports: c:\program files\Windows NT\accessories\

Application to print reports: c:\program files\Windows NT\accessories\

Application to view XML reports: C:\Program Files (x86)\Microsoft Office\O

Application to view XLS reports: C:\Program Files (x86)\Microsoft Office\O

Setup & Schedule

- Display report source column
- Notify owner when report is finished
- Send notices automatically
- Preserve template owner
- Allow entering email address in Reply To field

View, Print, or Email Finished Reports

- Format report
- Include log
- Include results
- Display format page

Format Page

Character set table: DEFAULT

Page length: 72

Page width: 80

Top margin: 3

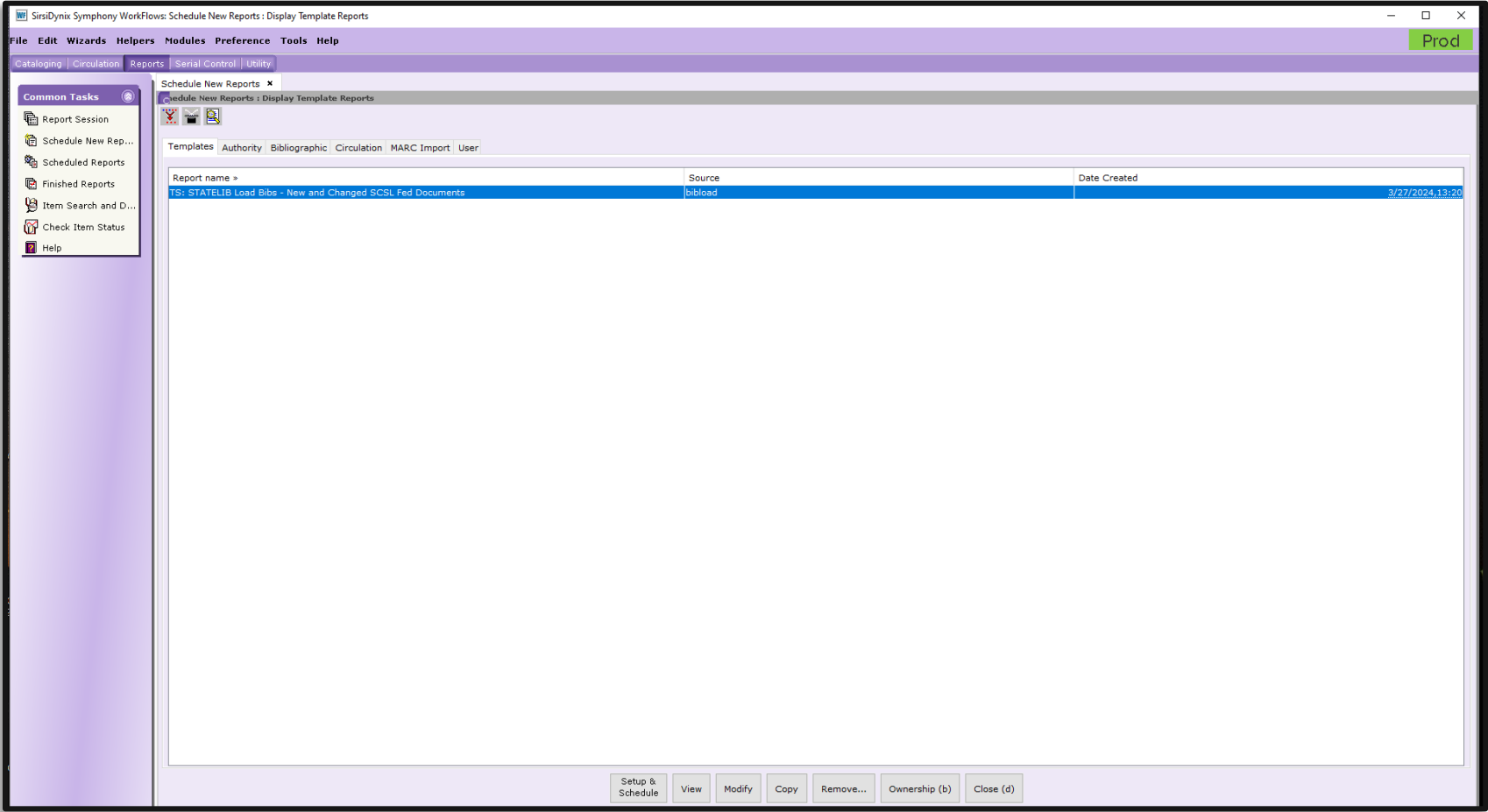
Bottom margin: 0

View, Print, or Email Finished Notice Reports

Recipients: All

- Only those with email addresses
- Only those without email addresses

Template



Load

SirsiDynix Symphony Workflows: Schedule TS: STATELIB Load Bibs - New and Changed SCSL Fed Documents

File Edit Wizards Modules Preference Tools Help


Cataloging | Circulation | Reports | Serial Control | Utility

Schedule New Reports x

Schedule New Reports : Schedule TS: STATELIB Load Bibs - New and Changed SCSL Fed Documents

Basic Load Postload Print Loaded Title OCR Call Number Label Spine And Pocket Label

Input File

File to load: Aug2024New 

File format: MARC FLAT

Title Control Processing

Key Matching

Title control number matching rule: B

Match on title control number

Match on title control number or indexed MARC tag

Match on title control number and indexed MARC tag

Match on Catalog key

Title control number source for incoming items: oisplu

Indexed MARC tag number:

Catalog key source for incoming items:

Catalog key source subfield:

Compare multiple occurrences of a title control number field (not recommended)

Ignore catalog record format

Process bibliographic delete status

Matching MARC records that contain a "d" in the Leader/05 will be

Deleted

Listed

Ignored

Loaded

General information

Update date cataloged: NEVER

Default record format: MARC

Update title control information from title information entry:

Bibliographic Record Processing


Update bibliographic record when updating records

Update publication year

Remove entries listed in the file "junktag"

Remove subject headings: 2356

Call Number And Copy Processing

Holdings entry preprocessing: None 

Copy processing: o

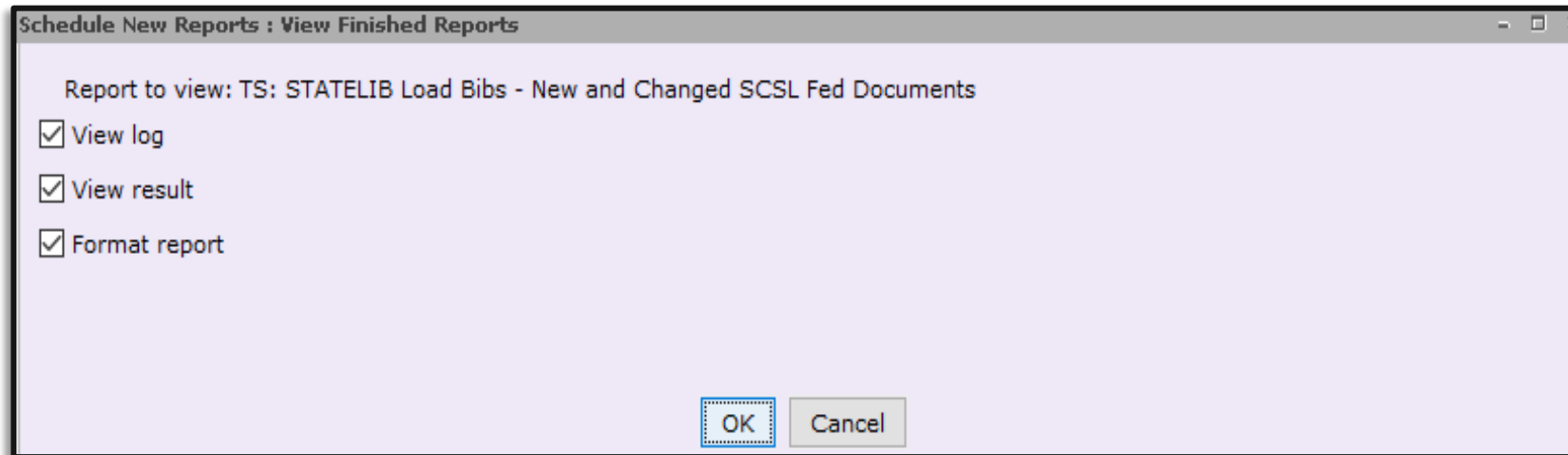
Schedule Run Now Save As Template Cancel

Display Finished Report

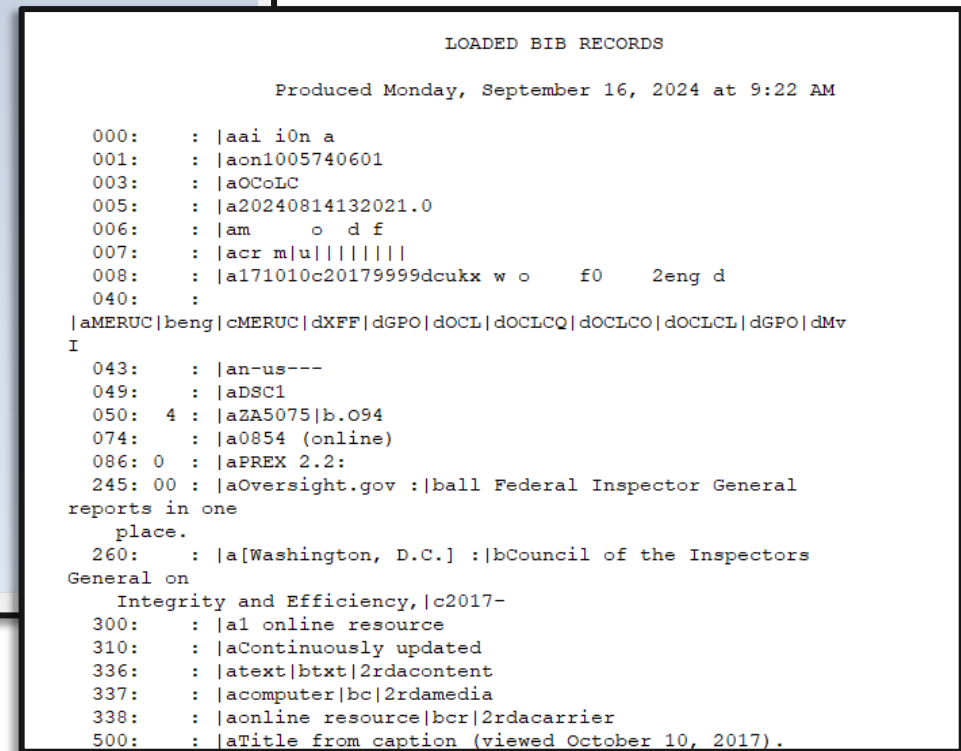
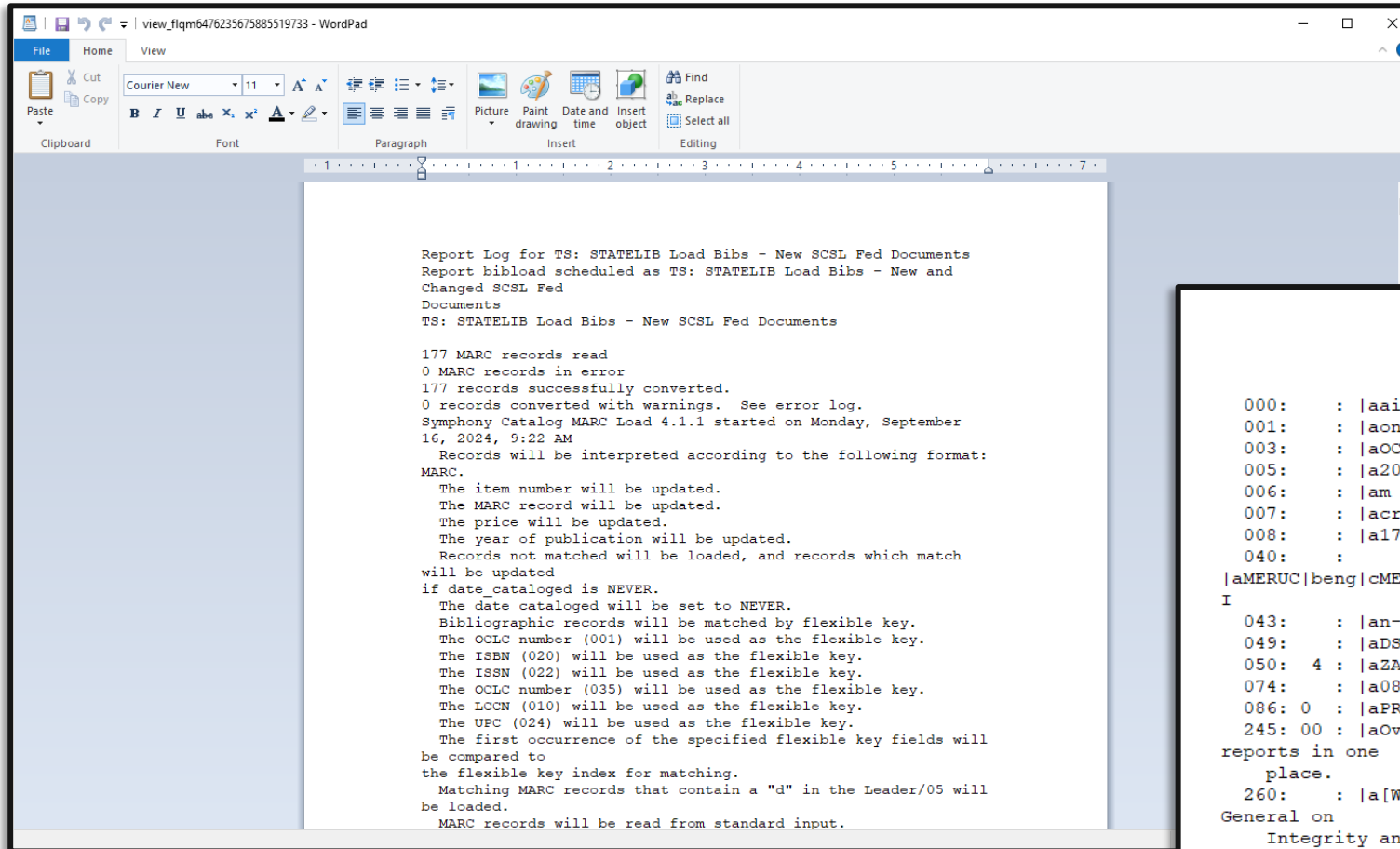
The screenshot shows the 'Display Finished Reports' window in the SirsiDynix Symphony Workflows application. The window title is 'SirsiDynix Symphony Workflows: Display Finished Reports'. The menu bar includes 'File', 'Edit', 'Wizards', 'Helpers', 'Modules', 'Preference', 'Tools', and 'Help'. The 'Prod' environment is indicated in the top right corner. The 'Reports' tab is active, and the 'Schedule New Reports' window is open, displaying a table of finished reports.

Report name	Source	Status	Completed
TS: STATELIB Load Bibs - New and Changed SCSL Fed Documents	bibload	OK	9/16/2024,9:22
TS: STATELIB Load Bibs - New and Changed SCSL Fed Documents	bibload	OK	8/9/2024,8:52
TS: STATELIB Load Bibs - New and Changed SCSL Fed Documents	bibload	OK	8/9/2024,8:47
TS: STATELIB Load Bibs - New and Changed SCSL Fed Documents	bibload	OK	7/12/2024,9:00
TS: STATELIB Load Bibs - New and Changed SCSL Fed Documents	bibload	OK	7/12/2024,8:53
TS: STATELIB Load Bibs - New and Changed SCSL Fed Documents	bibload	OK	6/14/2024,9:32
TS: STATELIB Load Bibs - New and Changed SCSL Fed Documents	bibload	OK	6/14/2024,9:22

View Finished Reports



Report Log



SirsiDynix Symphony

File Edit Wizards Helpers Modules Preference Tools Help

Cataloging Circulation Reports Serial Control Utility

Common Tasks

- Call Number and It...
- Label Designer
- SmartPort
- Item Search and D...
- Check Item Status
- Help
- Print

Titles

- Add Title
- Modify Title
- Duplicate Title
- Delete Title, Call N...

Call Numbers an...

Authorities

Special

Modify Title x Modify Title (2) x

Modify Title

One-pot meals cookbook: nutrition and food services healthy teaching kitchen / United States. Department of Veterans Affairs, https://id.loc.gov/authorities/names/n87945386

Control Bibliographic MARC Holdings Call Number/Item Bound-with

Shadow title

Rec_Status	n	Rec_Type	a	Bib_Lvl	m	TypeCtrl	
Enc_Lvl		Desc	i	Entrd	210223	Dat_Tp	s
Date1	2020	Date2		Ctry	dcu	Illus	a
Audience		Repr	o	Cont		GovtPub	f
ConfPub	0	Festschr	0	Indx	1	Fiction	0
Blog		Lang	eng	Mod_Rec		Source	c

Tag	Ind.	Contents
001		001137346
005		20210604153439.0
006		m**** o**d*f*****
007		cr*
035		(OCoLC)123815119
040		GPO beng erda epn cGPO
042		pcc
049		DSCd
074		0985 (online)
086	0	VA 1.2:ON 2
245	00	One-pot meals cookbook: nutrition and food services healthy teaching kitchen.
246	30	Nutrition and food services healthy teaching kitchen
264	1	[Washington, D.C.] : bU.S. Department of Veterans Affairs, c[2020?]
300		1 online resource (56 pages, 3 unnumbered pages) : bcolor illustrations
336		text btxt 2rdacontent
337		computer bc 2rdamedia
338		online resource bcr 2rdacarrier
588		Description based on online resource, PDF version; title from cover (Nutrition.va.gov, viewed January 14, 2021). Includes index.
500		Includes index.
650	0	One-dish meals. 0https://id.loc.gov/authorities/subjects/sh2004003263 ?UNAUTHORIZED
655	7	Cookbooks. 2lcf 0https://id.loc.gov/authorities/genrefoms/gf2011026169 ?UNAUTHORIZED
710	1	United States. bDepartment of Veterans Affairs, 0https://id.loc.gov/authorities/names/n87945386 eissuing body. ?UNAUTHORIZED
856	40	uhttps://purl.fdlp.gov/GPO/gpo151894
856	4	zAddress at time of PURL creation uhttps://www.nutrition.va.gov/docs/UpdatedPatientEd/One-PotMealsCookbook-June2020.pdf
049		XZL4
596		SC-LENDS

Return to Search Save Add Holdings Modify Holdings Delete(x) Close

SC State Library Catalog

The screenshot displays the SC State Library Catalog interface. At the top, there are navigation links for 'Log In', 'My Account', and 'My Lists'. The main header reads 'South Carolina State Library'. A search bar is visible on the right. The central focus is a detailed view for the book 'One-pot meals cookbook: nutrition and food services healthy teaching kitchen'. The title is highlighted in yellow. To the left of the text is a small image of the book cover. Below the title, there are sections for 'Publication Information', 'Physical Description', 'General Note', 'Subject', and 'Electronic Access'. To the right of the text is an 'Actions' menu with buttons for 'Place Hold', 'Text This To Me', 'Permalink', and 'MARC View'. Below the text is a table with one row of data. At the bottom of the details panel, there is a 'Reader Reviews' section with a 'Be the First to Write a Review' button. The footer of the details panel mentions 'Catalog enrichment powered by Syndetics Unbound'. The bottom of the screenshot shows a search bar with 'Any' selected, a '1 Result Found' indicator, and 'Actions' and 'Sort By' dropdown menus.

Details for One-pot meals cookbook: nutrition and food services healthy teaching kitchen.

One-pot meals cookbook: nutrition and food services healthy teaching kitchen.

Publication Information: [Washington, D.C.] : U.S. Department of Veterans Affairs, [2020?]

Physical Description: 1 online resource (56 pages, 3 unnumbered pages) : color illustrations

General Note: Includes index.

Subject: [One-dish meals](#). [Cookbooks](#).

Electronic Access: Address at time of PURL creation
<https://purl.fdlp.gov/GPO/gpo151894>

Available:1 More From Syndetics Unbound

Library	Material Type	Item Barcode	Call Number	Status
SCSL South Carolina State Library	Electronic Books	1252821-1001	VA 1.2:ON 2	Online Resource

Reader Reviews

Be the First to Write a Review

Catalog enrichment powered by Syndetics Unbound

1 Result Found

FDLP Resources

- FDLP Data Manager - <https://fdlp.gov/collection-tools/fdlp-data-manager>
- Introducing FDLP Data Manager Webinar - <https://www.fdlp.gov/training/introducing-fdlp-data-manager-fdm-new-tool-assist-managing-fdlp-collections>
- Other FDLP Tutorials - <https://fdlp.gov/file-repository/1030/file-data-manager>

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