

# Using Online Processing Tools

Federal Depository Library Council

Spring Meeting: April 24, 2002

Mobile, AL

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# St. John's University—Minnesota

- 36 % Selective

- Part of the PALS System

- Bibliographic Records

  - Marcive Retro, 1976-1994

  - OCLC Records, 1994-1998

  - Marcive SLS and Full Records

- Item Records (barcodes)

  - All items since 2000

  - All pre-2000 items except microfiche

# St. John's University

## An Example of Online Processing

### Basic Processing

- check-in
- ownership stamp
- SuDoc number label
- “wait” shelf

 Verify receipt of records via Marcive email plus two weekends for tape loading and indexing at PALS

# St. John's University

## An Example of Online Processing

-----Original Message-----

From: Ron Volz

Sent: Thursday, April 04, 2002 10:24 AM

To: gpo\_shiplist@marcive.com

Subject: SHIPPING list numbers and dates for week of 04/04/02

SHIPPING list numbers and dates for week of 04/04/02

2002-0192-M	03/18/2002	000028
2002-0193-M	03/18/2002	000014
2002-0195-M	03/18/2002	000033
2002-0199-M	03/18/2002	000029
2002-0200-M	03/18/2002	000018
2002-0201-M	03/18/2002	000010
2002-0202-M	03/18/2002	000011
2002-0203-M	03/18/2002	000050
2002-0204-M	03/22/2002	000010
2002-0205-M	03/22/2002	000015
2002-0210-M	03/22/2002	000048
2002-0211-M	03/25/2002	000022
2002-0212-M	03/25/2002	000015
2002-0253-M	03/21/2002	000004

To subscribe to "gpo\_shiplist", send a request to [jnoel@marcive.com](mailto:jnoel@marcive.com).

# St. John's University

## An Example of Online Processing

- Sort paper/CDROM/map documents according to type (monographs, replacements, periodicals)
- Microfiche processed together
- Student workers process documents according to type template

# St. John's University

## An Example of Online Processing

```
LIR *** Load Item Record (Template for Periodicals)
Item Barcode ID           :30502004681804
BIB ID Number            :5818184   (see note below concerning BIB ID)
Record Type (P,T,I,F)    :P
Normal Location          :DOC
Normal Class             :8
Shelflist                :MNJK
Copy Number              :01
Price [opt.] (0-99999.99) :
Stat. Class [opt] (0-500) :300
Booking Class Code [opt.] :
Holdings                 :V20N2Y1999M3-4 (See note below concerning holdings)
Format                   :B
Call Number               :NF 3.11:
Author                   :
-                         :
Title                    :Humanities
-                         :
-                         :
Identification           :
Description               :Periodical
-                         :
Document URL             :
-                         :
                          [PROCEED]
                          [QUIT]
```

# St. John's University

## An Example of Online Processing

**BIB-ID Number:** Leave out any initial zeros and any dashes.

*For example:* 06-97140281 is entered as 697140281, and 05818184 is entered as 5818184.

If there is no PALS record (or no Marcive record), leave the BIB-ID Number field blank.

**HOLDINGS:** Enter holdings in this order: V\_N\_L\_Y\_M\_D\_

V=volume, N=number, L=Supplement, Y=Year, M=Month (or Seasons, see below), D=Date

*Examples:*

V10N1Y1999M1D1	(Volume 10, Number 1, 1999, January 1)
V1Y1996M5	(Volume 1, 1996, May)
Y1998M22	(1998, Spring)

*Other things to remember:*

- Not every periodical will have all the above information available on the cover or title page. Just enter in as much as you can.
- Season codes: M21=winter, M22=spring, M23=summer, M24=fall
- Enter the full year, for example, 1999 (not 999 or 99)



# St. John's University

## An Example of Online Processing

- Sort paper/CDROM/map documents according to type (monographs, replacements, periodicals)
- Microfiche processed together
- Student workers process documents according to type template
- Catalog searched via SuDoc Number or title and item record entered

# St. John's University

## An Example of Online Processing

Screen 001 of 001

Marc Editor SJU

NMBR	COUNT	(CA)-----INDEX KEY-----	-----TITLE-----
0001	1	C 3.223/27:27	Population of the 100 largest
0002*	1	C 3.223/27:29	Historical census statistics
0003	1	C 3.223/27:30	Direct measures of poverty as
0004	1	C 3.223/27:31	American community survey and
0005	1	C 3.223/27:38	Methodology and assumptions f
0006	1	C 3.223/27:44	emerging American voter
0007	1	C 3.223/27:45	analysis of state and county
0008	1	C 3.223/27:46	effect of work and welfare on
0009	11	C 3.223/5:1990CPH-2-1	
0010	11	C 3.223/5:1990CPH-2-2	
0011	11	C 3.223/5:1990CPH-2-3	
0012	11	C 3.223/5:1990CPH-2-4	
0013	6	C 3.223/5:1990CPH-2-5	
0014	2	C 3.223/5:1990CPH-2-6	
0015	1	C 3.223/5:1990CPH-2-7	1990 census of population and
0016	1	C 3.223/5:1990CPH-2-8	1990 census of population and
0017	1	C 3.223/5:1990CPH-2-9	1990 census of population and
0018	1	C 3.223/5:1990CPH-5-5	1990 census of population and
0019	1	C 3.223/5:980/A1	1980 census of population.
0020	1	C 3.223/5:980/A10	1980 census of population.

----Type SE NMBRs to select / BF or BB to browse Forward or Back

CATALOG-SJU=>br ca c 3.223/27:29

Press F1 for HELP | PALS Technical Access Client

| Logged On MED

# St. John's University

## An Example of Online Processing

Screen 001 of 002 Record 0001 of 0001 SJU

Marc Editor SJU

Library: St. Johns University

Location: GOVDOC MICROFICHE C 3.223/27:29

Availability: Unknown -- check the shelves

Author: Gibson, Campbell.

Title: Historical census statistics on the foreign-born  
population of the United States [microform] : 1850  
to 1900 / by Campbell Gibson and Emily Lennon.

Publisher: Washington, DC : U.S. Bureau of the Census, [1999]

Description: 91 p. ; 28 cm.

Series: Population Division working paper ; no. 29

General-Note: "February 1999."

General-Note: Shipping list no.: 2002-0159-M.

Bibliography: Includes bibliographical references.

Reproduction: Microfiche. [Washington, D.C.] : Supt. of Docs., U.S.

G.P.O., 2002 2 microfiches : negative.

Subject: Immigrants--United States--Statistics.

Subject: United States--Population--Statistics.

Author: Lennon, Emily.

Author: United States. Bureau of the Census. Population Division.

Series: Working paper series (United States. Bureau of the Census.

Population Division) ; no. 29.

----Type NS for Next Screen

CATALOG-SJU=>

Press F1 for HELP | PALS Technical Access Client

| CATALOG

# St. John's University

## An Example of Online Processing

Screen 002 of 002 Record 0001 of 0001 SJU

Marc Editor SJU

Record-Id: 00-49043830

----Type DS to Display availability detail

CATALOG-SJU=>

# St. John's University

## An Example of Online Processing

Screen 002 of 002 Record 0001 of 0001 SJU

Marc Editor SJU

LIR \*\*\* Load Item Record

Item Barcode ID	:30502005609937
BIB ID Number	:41978690
Record Type (P,T,I,F)	:P
Normal Location	:DOC
Normal Class	:27
Shelflist	:MNJU
Copy Number	:01
Price [opt.] (0-99999.99)	: .
Stat. Class [Opt]	:0
Booking Class Code [Opt]	:
Holdings	:
Notes [Opt]	:
-	:
-	:
Format	:M
Call Number	:C 3.223/27:29
Author	:
-	:
Title	:Population division...historical census
-	:statistics on the foreign-born population of
-	:the united states: 1850-1990...

Barcode ID assigned to the item.

# St. John's University

## An Example of Online Processing

- Sort paper/CDROM/map documents according to type (monographs, replacements, periodicals)
- Microfiche processed together regardless of type
- Student workers process documents according to type template
- Catalog searched via SuDoc Number or title and item record entered
- Tattle tape and shelve

# St. John's University

## Catalog Clean-up

Obviously some documents “fall through the cracks” of online processing

- 📁 Get records for documents not received
- 📁 Get documents but no record received
- 📁 Non-overlays
- 📁 Processing errors

# St. John's University PALS Report Writer

- 📁 Marcive temp numbers (string match for PALS temp number 0697-)
- 📁 Item Records with no Bib Record ID #
- 📁 Bib Records with no attached Item Record
- 📁 Mismatched holdings codes
- 📁 Inventory reports
- 📁 SuDoc number ranges



# St. John's University PALS Report Writer

LRP BIB / OC020

Job Description	:Temp record--MNJK
Schedule: Run Date (MMDDYY)	:040402
: Day of Month (1-31)	:
: Interval (1-365)	:
: Override (Y/N)	:N
Expiration Date (MMDDYY)	:
# of Copies	:1
Associated Print ID	:
Max. Hits	:9999
Pull Criteria	:049 SM MNJK AND 001 GT 0600000000 A 001 LT 0699999999
-	:
-	:
-	:
-	:
-	:
-	:
Notes	:
-	:

[PROCEED]  
[QUIT]

=>

Press <Enter> to process the workform

# St. John's University PALS Report Writer

MINNESOTA STATE COLLEGES AND UNIVERSITIES  
PALS LIBRARY SYSTEM VSN: 17R1.02

OCLC-020 MNJ

VARIABLE PULL

DATE: 11-03-01

PAGE: 1

22581 MNJU—Records SuDoc HE

FIELD-CODE	RELATIONAL	COMPARE-VALUE	LOGICAL	R. COUNT	SIMPLE	COMPOUND
049	SM	MNJU		51837		
			A		838	
000	SM	#AHE		4003		

# St. John's University

## PALS Report Writer

MINNESOTA STATE COLLEGES AND UNIVERSITIES  
PALS LIBRARY SYSTEM VSN: 17R1.02

GOVDOC MICROFICHE HE 20.

SJU:22581

DATE: 11-03-01

PAGE: 14

GOVDOC MICROFICHE HE 20.3852:F 68

Focusing on minority elderly [microform] : profile of state leadership in minority aging projects.

OCLC: 00-32676657

GOVDOC MICROFICHE HE 20.3858:R 31

Guide to research programs and priorities [microform]

OCLC: 00-46960527

GOVDOC MICROFICHE HE 20.3952:D 54

Diagnosis and severity of drug abuse and drug dependence [microform] / editors, Jack D. Blaine, Arthur MacNeill  
Horton, Jr., and Leland H. Towle

OCLC: 00-34359391

GOVDOC MICROFICHE HE 20.3952:EP 4/

Epidemiologic trends in drug abuse [microform] : proceedings / Community Epidemiology Work Group.

OCLC: 00-31746385

# St. John's University

## PALS Report Writer

MINNESOTA STATE COLLEGES AND UNIVERSITIES  
PALS LIBRARY SYSTEM VSN: 17R1.02

CIRC-093 MNJ

LINK VERIFY FOR : MNJW

DATE: 07-31-01

PAGE: 1

\*\*\*\* CIRC-093 SUMMARY \*\*\*\*

### MESSAGE COUNTS:

0	ITEM SHEFLIST IS BLANK
0	NEW ITEM – POSSIBLE SHEFLIST ERROR
482	ITEM RECORD WITHOUT MATCHING BIB
0	UNABLE TO FIND 049 IN BIB FOR THIS ITEM
402	NO BARCODE ITEM FOR BIB OR SHEFLIST ERROR
15	ITEM SHEFLIST DOES NOT MATCH BIB
0	UNABLE TO VERIFY SHEFLIST ID
82	WITHDRWAN ITEM – BIB NOT CANCELLED

# St. John's University

## PALS Report Writer

MINNESOTA STATE COLLEGES AND UNIVERSITIES  
PALS LIBRARY SYSTEM VSN: 17R1.02

CIRC-093 MNJ

LINK VERIFY FOR : MNJU

DATE: 03-26-01

PAGE: 13

MESSAGE

OCLC#

SHELFLIST BARCODE

ITEM RECORD WITHOUT MATCHING BIB	00-22512584	MNJK	30502004415609
ITEM RECORD WITHOUT MATCHING BIB	00-22512585	MNJK	30502004895446
WITHDRAWN ITEM – BIB NOT CANCELLED	00-22514136	MNJK	30502004779301
NO BARCODE ITEM FOR BIB OR SHELFLIST ERR	00-22516959		
ITEM RECORD WITHOUT MATCHING BIB	00-22519135	MNJK	30502004407812
ITEM SHELFLIST DOES NOT MATCH BIB	00-22623102	MNJK	30502004787056

# **ONLINE PROCESSING :**

## **Issues and “Tools”**

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Florida International University

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# Florida International University, BBC Library

- **33% Selective**
- **FCLA enhanced NOTIS**
  - FCLA (Florida Center for Library Automation)
- **Bibliographic Data**
  - 1976/1987 records from Brodart tapeload
  - Full cataloging records loaded monthly since 1990
  - 1988/1989 records from Marcive retrospective tapeload
  - Receive updated records
  - Shipping List Service records since October 17, 2001
- **Other**
  - Manually create item records with barcodes for all material
    - *Except slip laws and periodical issues*
  - Full MARC coding for serial holdings

# Online Processing

## Issues for batch loaded records

- Location codes
- Ability to track records
- Withdrawal of records when updated records are loaded
- Bibliographic control of serials



# Location Codes

- Load specifications cannot accurately predict location codes for all material
- Examples of collections and circulation status that cannot be predicted:
  - Non-circulating material
  - Pamphlets shelved separately
  - Reference material
- Location codes need to be verified at time of processing

# Tracking Records

- Search strategies to identify records by shipping list
  - Used to process temporary records
- Search strategies to identify records by tapeload
  - Used to identify records that have not been processed
- Search strategies to identify records by source
  - Used to identify records that have not been overlaid
- Search strategies to identify records by local control number
  - Used to identify records that have not overlaid temporary records

# Tracking Records by Shipping List

- Using specially formatted control number fields (035) known as “ticklers”. Marcive adds this tickler for shipping lists at the University of Delaware
  - **035/3: : |a tmp-sl-2002-0086-M**

*A number search for the tickler: **ltdl fi no=tmp-sl-2002-0086-m,** shows there are 21 records for 2002-0086-M*

```
LTDL
```

```
NUMERIC INDEX -- 21 ENTRIES FOUND, 1 - 21 DISPLAYED
```

```
1 DL: TMP-SL-2002-0086-M
```

```
2 DL: TMP-SL-2002-0086-M
```

```
3 DL: TMP-SL-2002-0086-M
```

```
4 DL: TMP-SL-2002-0086-M
```

# Tracking Records by Shipping List

- Using combined searches. This search combines a tapeload tickler search with a keyword search within the 590 field that contains the shipping list number.
  - `ltfi fi no=mtmp nm 20020328 and k590=0135 p`

*This number and keyword search shows there are 21 records for 2002-0135-P*

LTFI

KEYWORD INDEX -- 21 ENTRIES FOUND, 1 - 21 DISPLAYED,

1	FI:	AFD3319	106-2	Hearing: EPA's Proposed Regul
2	FI:	AFD3318	107-1	Hearing: Online Entertainment
3	FI:	AFD3317	107-1	Hearing: The Telecom Act Five
4	FI:	AFD3316	106-1	Field Hearing: The Impact Of

# Tracking Records by Tapeload

- FCLA NOTIS adds a “tapeload” tickler that includes a date for each load. This tickler is removed when the record is processed
  - 035: : |a mrcv nm 20020313 (monthly load)
  - 035: : |a mtmp nm 20020328 (weekly load)

*A number search for the February tapeload tickler shows no records-- indicating all records have been “processed”.*

```
LTFI FIND no=mrcv nm 20020220
NO INDEX ENTRIES FOUND
```

*A number search for the March tapeload tickler– **ltfi fi no=mrcv nm 20020313**, shows 73 of the 552 records loaded have not yet been “processed”.*

```
LTFI MORE
NUMERIC INDEX -- 73 ENTRIES FOUND, 1 - 21 DISPLAYED,
1 FI: MRCV NM 20020313
2 FI: MRCV NM 20020313
3 FI: MRCV NM 20020313
```

# Tracking Records by Source

- FCLA NOTIS creates a “source” control number field (035) unique to each load. When there are multiple records in a load, a record number follows the load number. Record numbering starts with zero (0), so this is the forty-first record in the 02/28/02 weekly tapeload.
  - 035/1: : |a (Source)SLS0228 - 40

*A combined number search for the source tickler and location code for BBC--  
ltfi fi no=source sls0228 and lcn=ndoc, shows 66 records  
remaining out of the 143 records for that tapeload.*

```
LTFI ,MORE
```

```
KEYWORD INDEX -- 66 ENTRIES FOUND, 1 - 21 DISPLAYED,  
1 FI: AFC8023 Balancing Ground-Water Withdrawals and  
2 FI: AFC8016 Breaking Up Large High Schools: Five
```

# Tracking Records by Local Control Number

- Using reports:
  - The ARROW (Ad-Hoc Report Request Over the Web) component of FCLA NOTIS
  - Report for a range of NOTIS control numbers
- Using searching:
  - FCLA NOTIS allows a browse of NOTIS control numbers

*Knowing the range of NOTIS control numbers for **new records** from the tapeload statistics permits identification of records that did not overlay temporary records. This search – **ltfi brow no=fiafd0550** results in the following index:*

```
LTFI MORE
      FIAFD0550
1      Legislative calendar
      FIAFD0551
2      Credit union directory
      FIAFD0552
3      State vehicle programs
```

# Withdrawal Process: copies/copy holdings

*To withdraw a copy statement: Change class type code from “S” to “Z” Add formatted note*

*To withdraw a copy holdings record: Change cataloging status code from “h” to “x”*

```
LTFI DONE AFD3299
FI BOOKS
  107-2: House Document No. 107-164, Proceedings of
    the American Legion, August 28-30, 2001 -- <S.l.
STATUS x DT 03/28/02 AD none
NOTES
001 1z CN |a ndoc |b Y 1.1/7:107-164
    NOTES wd 3/2002 sq(dup, see ser adu9867)
002 0A CN
    NOTES
```



# Withdrawal Process: bibliographic information

*DO NOT capitalize the second character of the STAT field, “n” to withdraw a record or change it to a capital “D” to delete a record. Change the value of the D/S—display/suppress field, to “S”*

```
AFD3299
                                NOTIS CATALOGING                                12FE
DT 03/28/02 R/DT none          STAT zn E/L u DCF a D/S S
MOD  T/AUD    REPRO    D/CODE s DT/1 2002 DT/2
f BIOG    FEST 0 CONF 0 L/FORM 0 INDX 0
```

# Bibliographic control of serials

- Identify the serials in a tapeload
- Examine the records/Follow the trail
  - New title?
  - Different format?
- Document any history
- Process accordingly

# Serial Records from August 20001 Tapeload

- August 2001 tapeload tickler
  - **035/3: : |a (DGPO)mrcv NM 20010819**
- Combined search for tapeload tickler and serial format
  - **ltfi fi no=mrcv nm 20010819 and fmt=ser**

LTFI MORE

NOTIS INDEX SEARCH 12FE

KEYWORD INDEX -- 65 ENTRIES FOUND, 1 - 21 DISPLAYED

1 FI: ACA0817 FOIA update. Washington, DC

2 FI: AET5478 Annual report (U.S. Government Wor)

3 FI: AEY6732 Current housing reports. Washington,

# Serial Record Copy Holdings Display:

## FOIA update

LTFI DONE

ACA0817

NOTIS COPY HOLDINGS

12F

FI SERIALS OCLC 05900477 LC sn 86015343 ISSN 1056-9413

FOIA update / U.S. Department of Justice, Office of  
Vol. 1, no. 1 (autumn 1979)- -- <Washington, D.C.?> : The

STATUS h DT 01/09/91 AD none

NOTES |a

001 3S CN |a udoc,per |b J 1.58: |d 01/09/91

NOTES |a Ceased with v.20:no.1 (2000) 7/01 slm

MHLD ITEM RECORDS 2

002 2S CN |a ndoc,per |b J 1.58: |d 10/10/97

NOTES

MHLD ITEM RECORDS 2

# Following the Trail: Clues from the Bibliographic Record

*785 and 856 fields from FOIA update:*

```
785/1:00: |t FOIA post |w (OCOLC)47627115
```

```
856/1:41: |u http://purl.access.gpo.gov/GPO/LPS1537
```

*776 and 856 fields from FOIA post (title 2):*

```
776/1:0 : |t FOIA update |x 1056-9413 |w (DLC)sn
```

```
86015343 |w (OCOLC)05900477
```

```
856/1:40: |u http://purl.access.gpo.gov/GPO/LPS13103
```

***NOTE: In this case we have both a new title and a different format.***

# Documenting the history: FOIA update

LTFI DONE

ACA0817

NOTIS COPY HOLDINGS

12F

FI SERIALS OCLC 05900477 LC sn 86015343 ISSN 1056-9413

FOIA update / U.S. Department of Justice, Office of  
Vol. 1, no. 1 (autumn 1979)- -- <Washington, D.C.??> : The

STATUS h DT 01/09/91 AD none

NOTES |a cont'd by ol aey6889

**Added note for online version**

001 3S CN |a udoc,per |b J 1.58: |d 01/09/91

NOTES |a Ceased with v.20:no.1 (2000) 7/01 slm

MHLD ITEM RECORDS 2

**Changed status code to reflect complete multi-part item**

002 3S CN |a ndoc,per |b J 1.58: |d 10/10/97

NOTES |a um=After v.20:no.1 (2000:no.1) see new online..

MHLD ITEM RECORDS 2

003 3S CN |a doc,elcj |b J 1.58: (online) |d 04/02/02

NOTES **Added online copy statement for issues through 2001:1**

# Documenting the history: FOIA post

LTFI DONE

AEY6889

NOTIS COPY HOLDINGS

12FD

FT BOOKS OCLC 47627115

**Cataloged as book format**

FOIA post <computer file>. -- <Washington, D.C.> : U.S. Dept. of Justice, Office of Information and Privacy, <2001>-

STATUS h DT 07/23/01 AD none

NOTES |a cont's p aca0817

**Added note for paper version**

001 2S CN |a doc,elcr |b J 1.58: (online) |d 07/23/01

NOTES

**Changed status code to reflect incomplete multi-part item**

002 0A CN

|d 04/08/02

NOTES

# Serial Check-in: OPR

*Order/Payment/Receipt record display showing last issued checked-in with “action date” for next issue. When the last issue of a volume is checked-in, the volume information is transferred to the MARC holdings record and the type of “statement” is changed from “R” to “N” so OPR holdings information does not display to the public.*

```
=>001 2S CN |a ndoc,per |b L 2.61: ITEMS: 16
001 N          E          0.00 EN 00 MD 05/21/97 AD none
      C          00/00 CUR usd AMT          1.00 CN 001 XPM o L3/4
002 N 998:1-998:12 (1998:Jan.-1998:Dec.) MD07/19/00 ADnone
003 N 999:1-12 (1999:Jan.-1999:Dec.) MD04/08/02 ADnone
004 N 2000:1-12 (2000:Jan.-Dec.) MD06/19/01 ADnone
005 N 2001:1-2001:12 (2001:Jan.-2001:Dec.)MD03/13/02 AD
05/09/02
```



# MARC Holdings Display

*We use full MARC coding for holdings even though our current system does not support it. Therefore we must duplicate the holdings information in a free text field to make that information accessible from the public view of the OPAC.*

```
035/1: : |a (FMFIU) ndoc 9705 hp
853/1:11: |6 3 |a (year) |b no. |u 12 |v r |i (year) |j
(month) |w m |x 01
854/1:11: |6 8 |a (year) |o Supplement |v c |i (year) |w a
863/1:40: |6 3.1 |a 1996 |b 7-12 |i 1996 |j 07-12
863/2:40: |6 3.2 |a 1997-2001 |i 1997-2001
864/1:40: |6 8.1 |a 997 |i 1997
899/1: : |a 1996:7-2001:12 (1996:Jul.-2001:Dec.)
899/2: : |a Supplement:
899/3: : |a 997 (1997)
```

# Public View of Serial Holdings

*Information from the OPR record displays to the public as “Current Issues:” while information from the MARC holdings record displays as “Library Has:”*

```
----- Screen 1 of 4 -----  
Title:          PPI detailed report  
----- Location 1 -----  
-  
LOCATION:        B.BAY Gov.Documents-2d fl. (Non-Circulating)  
CALL NUMBER:   L 2.61:  
LIBRARY HAS:   1996:7-2001:12 (1996:Jul.-2001:Dec.)  
                Supplement:  
                997 (1997)
```

# “Tools”

The things we use to do things better

- Access
  - Database for weekly tapeload statistics
  - Database with shipping list numbers included in weekly tapeload
  - Report to track information from the two databases
- Macros
  - To convert individual records for public laws to an analytic record for the bound statutes

# Bmail with statistics for tapeload

1LIC90 - FI : CONVERT RECORDS TO NOTIS FORMAT 01:28:45.00

14 MAR 2002

-	PROFILE	COUNT	CODES	FIRST	LAST
	FXG	713	713	01/25/2002	02/21/2002
	FXN	<b>94</b>	<b>586</b>	01/25/2002	02/21/2002

- SUMMARY RECORD COUNTS **FI023**

0 COUNT DESCRIPTION

0 807 INPUT RECORDS

807 OUTPUT RECORDS

0 RECORDS SKIPPED

191 UNIQUE RECORDS FOR LOAD **AFD0550 - AFD0740**

611 RECORDS OUTPUT FOR MERGE

578 BIB RECORDS MERGED

# Marcive Email

The screenshot shows a Netscape Message window titled "SHIPPING list numbers and dates for week of 02/21/02 - Netscape Message". The window has a menu bar (File, Edit, View, Go, Message, Communicator, Help) and a toolbar with icons for Get Msg, New Msg, Reply, Reply All, Forward, File, Next, Print, Delete, and Stop. The email header shows it was sent by Ron Volz on Thu, 21 Feb 2002 09:46:27 -0600. The body of the email contains a list of shipping numbers and dates for the week of 02/21/02.

**Subject:** SHIPPING list numbers and dates for week of 02/21/02  
**Date:** Thu, 21 Feb 2002 09:46:27 -0600  
**From:** [Ron Volz <rvolz@marcive.com>](mailto:rvolz@marcive.com)  
**Reply-To:** [gpo\\_shiplist@marcive.com](mailto:gpo_shiplist@marcive.com)  
**To:** [gpo\\_shiplist@marcive.com](mailto:gpo_shiplist@marcive.com)

SHIPPING list numbers and dates for week of 02/21/02

2002-0017-E	02/19/2002	000012
2002-0101-P	02/07/2002	000024
2002-0102-P	02/08/2002	000034
2002-0103-P	02/11/2002	000013
2002-0106-P	02/08/2002	000017
2002-0107-P	02/12/2002	000028
2002-0108-P	02/13/2002	000021
2002-0109-P	02/19/2002	000026
2002-0110-P	02/14/2002	000022
2002-0139-M	02/20/2002	000022
2002-0140-M	02/20/2002	000014
2002-0141-M	02/20/2002	000013
2002-0147-M	02/20/2002	000012
2002-0153-M	02/20/2002	000009

The window also shows a taskbar at the bottom with various application icons and a system tray displaying the time as 4:37 PM.

# Access Report

*Cleared*

---

chart for weekly tapeload tmp record count    problems?

list date: 2/28/02    tickler date: 20020228    source: sls0228    tickler count: 143

---

type	number	date processed	initials	tmp record count	problems?
-M	2002-0142			—	
	2002-0143			—	
	2002-0144	3/8/02	SC	3	
	2002-0145			—	
	2002-0146	3/8/02		5	
	2002-0148			—	
	2002-0150			—	
	2002-0151	3/9/02	SC	1	
	2002-0152			—	
	2002-0154			—	
	2002-0155	3/9/02	SC	67	
	2002-0156			—	
	2002-0157			—	
	2002-0158			—	

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## *Time line for 2002-0113-P*

Shipping list date	Date received	Weekly load date	NOTIS processing date
02/20/02	02/25/02	02/28/02	03/05/02

# Public Law Macro

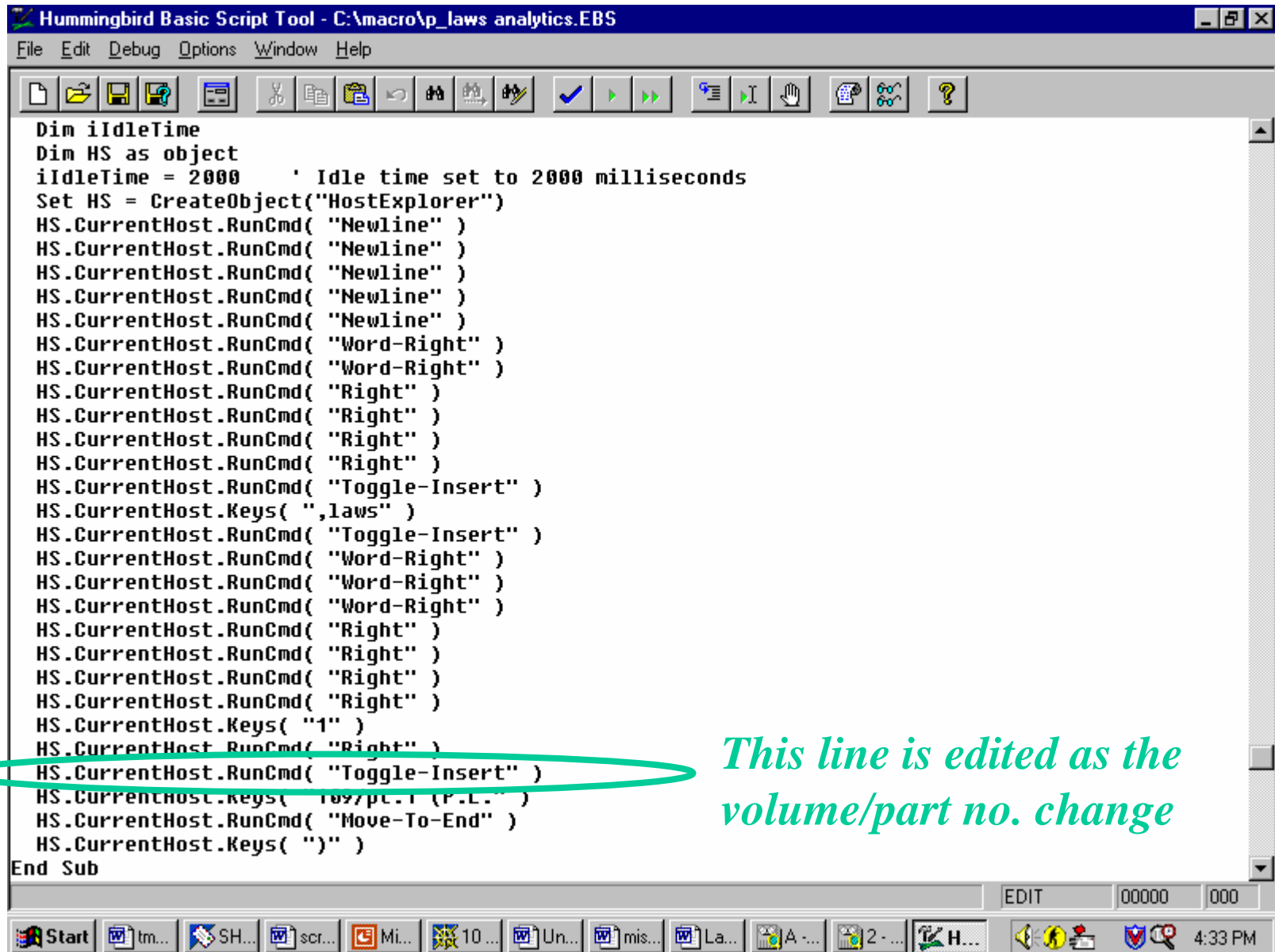
*The copy statement for the slip law is:*

```
002 1S CN |a ndoc,nc |b AE 2.110:105-386 |d 05/09/99
```

*A macro is used to convert the call number to reflect it's "location" in the bound statutes:*

```
002 1O CN |a ndoc,laws |b AE 2.111:112/pt.5 (P.L.105-386)
```

# Host Explorer Macro



```
Hummingbird Basic Script Tool - C:\macro\p_laws analytics.EBS
File Edit Debug Options Window Help

Dim iIdleTime
Dim HS as object
iIdleTime = 2000 ' Idle time set to 2000 milliseconds
Set HS = CreateObject("HostExplorer")
HS.CurrentHost.RunCmd( "Newline" )
HS.CurrentHost.RunCmd( "Newline" )
HS.CurrentHost.RunCmd( "Newline" )
HS.CurrentHost.RunCmd( "Newline" )
HS.CurrentHost.RunCmd( "Newline" )
HS.CurrentHost.RunCmd( "Word-Right" )
HS.CurrentHost.RunCmd( "Word-Right" )
HS.CurrentHost.RunCmd( "Right" )
HS.CurrentHost.RunCmd( "Right" )
HS.CurrentHost.RunCmd( "Right" )
HS.CurrentHost.RunCmd( "Right" )
HS.CurrentHost.RunCmd( "Toggle-Insert" )
HS.CurrentHost.Keys( ",laws" )
HS.CurrentHost.RunCmd( "Toggle-Insert" )
HS.CurrentHost.RunCmd( "Word-Right" )
HS.CurrentHost.RunCmd( "Word-Right" )
HS.CurrentHost.RunCmd( "Word-Right" )
HS.CurrentHost.RunCmd( "Right" )
HS.CurrentHost.RunCmd( "Right" )
HS.CurrentHost.RunCmd( "Right" )
HS.CurrentHost.RunCmd( "Right" )
HS.CurrentHost.Keys( "1" )
HS.CurrentHost.RunCmd( "Right" )
HS.CurrentHost.RunCmd( "Toggle-Insert" )
HS.CurrentHost.Keys( "1097/pc.1 (P.L.)" )
HS.CurrentHost.RunCmd( "Move-To-End" )
HS.CurrentHost.Keys( "" )
End Sub
```

*This line is edited as the volume/part no. change*



# **UNCURLING PURLS:**

## **Resolving PURL Issues**

John A. Stevenson

Coordinator,

Government Documents and Maps Processing Unit

University of Delaware Library

302-831-8671

[varken@UDel.edu](mailto:varken@UDel.edu)

# University of Delaware Library

- **72% Selective**
- **NOTIS (Classic – no enhancements)**
- **Bibliographic Data**
  - Selective copy cataloging before 1994
  - Full cataloging records loaded monthly July 1994-
  - Does not receive updated records
  - Shipping List Service records loaded weekly, October 1994
- **Other**
  - Manually create item records with barcodes for all material
    - *Except microfiche and periodicals*
  - Full MARC records for serial holdings
    - *Created by cataloging and documents processing staff*
  - Online title links checked by library staff

# SAS Reports

Library systems staff use SAS to generate reports of new records loaded and records which have been overlaid by GPO cataloging. Documents and Maps Processing Unit staff review them, non-overlays (new records) first. Report elements include NOTIS record number; location code; SuDocs number (NOTIS holdings record); title (245 subfield |a); and presence of an 856 field. Non-overlays are addressed first, e.g. Congressional microfiche and online only titles. Sample entries of non-overlaid titles:

BFG7293	usdc	ITC 1.33:2002010693	Fresh or frozen fish	ONLINE
BFG7894	usdc	PR 42.2:2002010107	Report of the President of the United...	ONLINE
BFG7542	usdc	T 71.2:H 71	Holding companies in the thrift industry	ONLINE
BFG7555	usdc	T 71.2:H 71/998	Holding companies in the thrift industry	ONLINE

# Coding Congressional Fiche

Newly loaded dual format records, e.g., for Congressional titles, are identified and coded to indicate that the the microfiche has not yet been received:

---

TITLE: Promoting technology and education : turbo-charging the ...

SUBJECTS: High technology and education--United States.

Internet in education--United States.

---

LOCATION:

CALL NUMBER:

STATUS:

U.S. Documents -

Temporary Control Number: In Pre-Order Process

Microfiche

BFG7826

# PURL Testing

Next, PURLs are tested, generally by diligent student worker. Defective or incomplete titles are easy to identify and mark.

We search the text files for "tiff" and sometimes find that tables or pages are missing. In this example, about 97 pages of evidence.

```
[GRAPHIC] [TIFF OMITTED] T5055.092  
[GRAPHIC] [TIFF OMITTED] T5055.093  
[GRAPHIC] [TIFF OMITTED] T5055.094  
[GRAPHIC] [TIFF OMITTED] T5055.095  
[GRAPHIC] [TIFF OMITTED] T5055.096  
[GRAPHIC] [TIFF OMITTED] T5055.097
```

# Editing PURL Records

When problems are found, e.g., incomplete text files, staff edit the records.

Editing the |3 subfield which specifies the resource, staff note "**(incomplete)**" or, more specific information.

```
856/1:42: |3 Text version (excludes additional
submissions for the record): |u
http://purl.access.gpo.gov/GPO/LPS5713
```

```
856/2:41: |3 PDF version: |u
http://purl.access.gpo.gov/GPO/LPS5714 |z Adobe
Acrobat Reader required
```

# Updated Public Display

In the edited record, the public may still choose the incomplete version, but is forewarned of possible defects:

**AUTHOR:** United States. Congress. Senate. Committee on the Judiciary.

Subcommittee on Administrative Oversight and the Courts.

**TITLE:** Administrative oversight of the investigation of TWA Flight

800 : hearing before the Subcommittee on Administrative

Oversight and the Courts of the Committee on the Judiciary,

United States Senate, One Hundred Sixth Congress, first

session ... May 10, 1999.

**URL:** Text version (excludes additional submissions for the record):

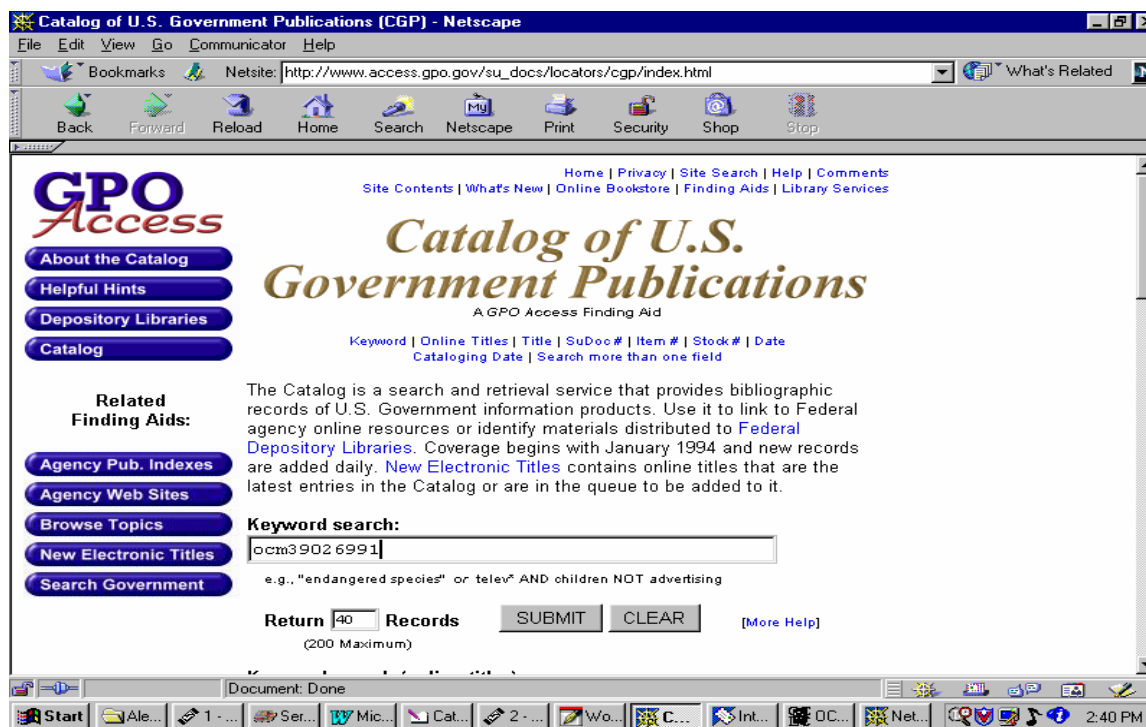
<http://purl.access.gpo.gov/GPO/LPS5713>

PDF version: <http://purl.access.gpo.gov/GPO/LPS5714> Adobe

Acrobat Reader required

# PURL Typos: Diagnosis and Treatment

Typographical errors in PURLs can be diagnosed and reported to askLPS for correction using GPO provided online tools. In this case, a record was found to connect to the wrong title. Entering **ocm39026991** (OCLC number) searches for the a record with a problem PURL.





# Checking CGP for symptoms

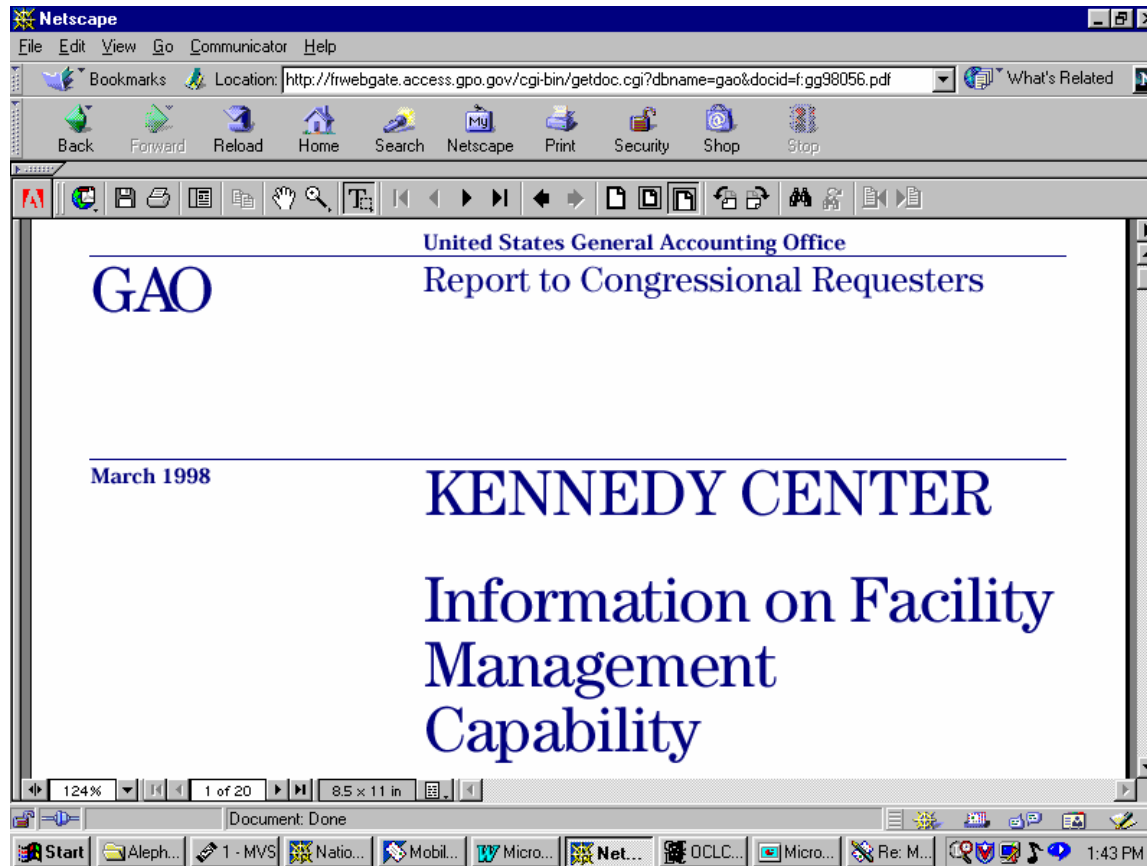
Searching **ocm39026991** (OCLC number) in GPO's Catalog retrieved one record:

[ 1 ]

Program evaluation : agencies challenged by new demand for information on program. [1998] United States. GA 1.13:GGD-98-53. [[0546-D (online)]].  
<http://purl.access.gpo.gov/GPO/LPS16207>

Rank: 999 Locate Libraries [Short Record] [Full Record]

Connecting to **http://purl.access.gpo.gov/GPO/LPS16207**  
retrieves the wrong title:

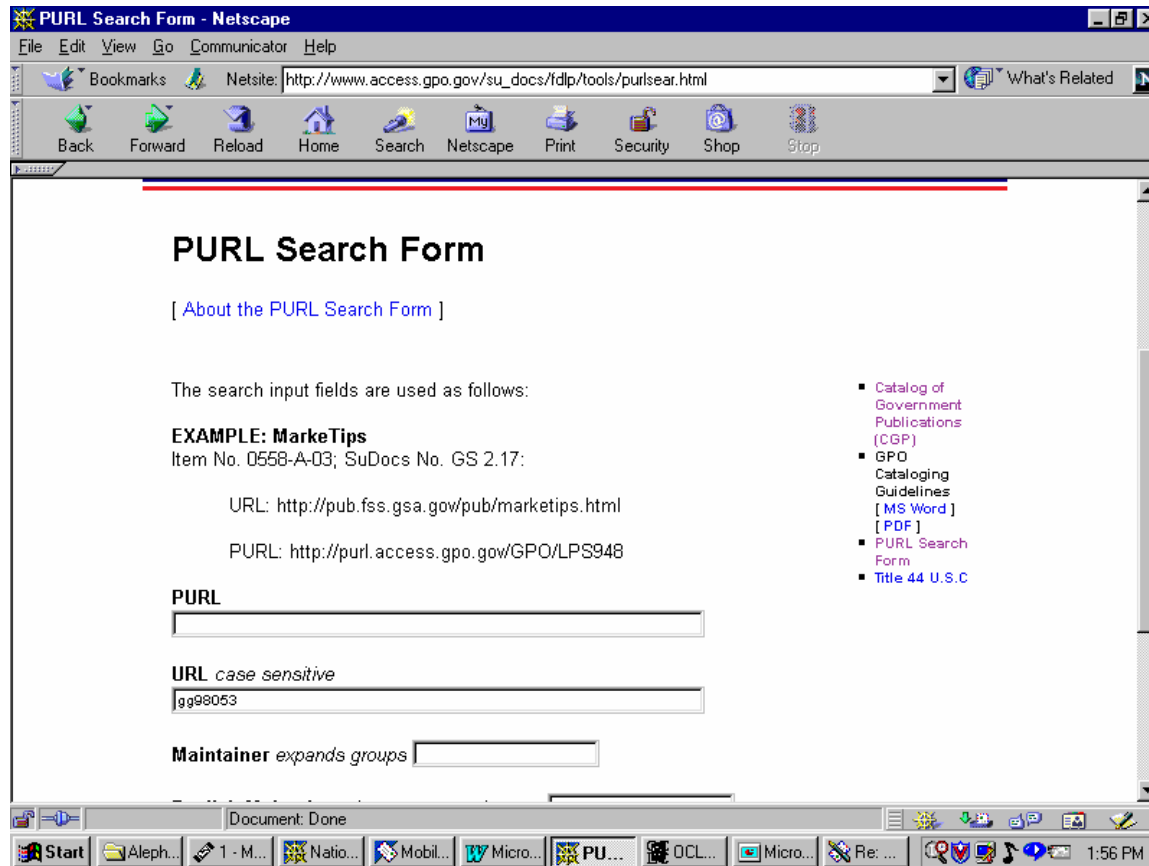


Find the document ID in the record's 530 (or 538) field.

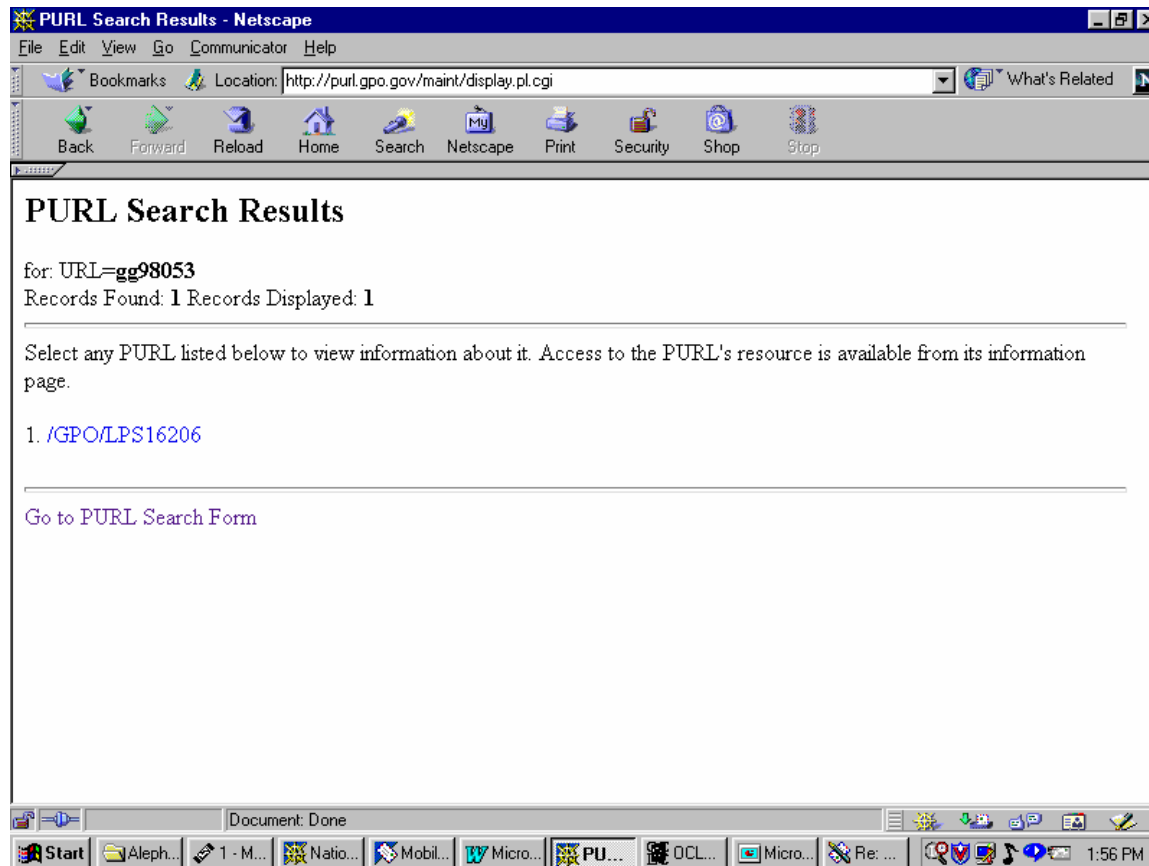
In this record, it's **docid=f:gg98053.pdf**

245:10: |a Program evaluation : |b agencies challenged by new demand to the Committee on Governmental Affairs, U.S. Senate / |c United States  
246/1:30: |a Agencies challenged by new demand for information on program results  
260: : |a Washington, D.C. : |b The Office, |c <1998>  
300/1: : |a 48 p. : |b ill. ; |c 28 cm.  
500/1: : |a Cover title.  
500/2: : |a Not distributed to depository libraries in a physical form.  
500/3: : |a "April 1998."  
504/4: : |a Includes bibliographical references (p. 44).  
500/5: : |a "GAO/GGD-98-53."  
500/6: : |a "B-277820"--P. 1.  
530/7: : |a Available via Internet from the GPO Access web site. Address as of 12/05/2001: <http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=gao&docid=f:gg98053.pdf>; current access is available via PURL. \*

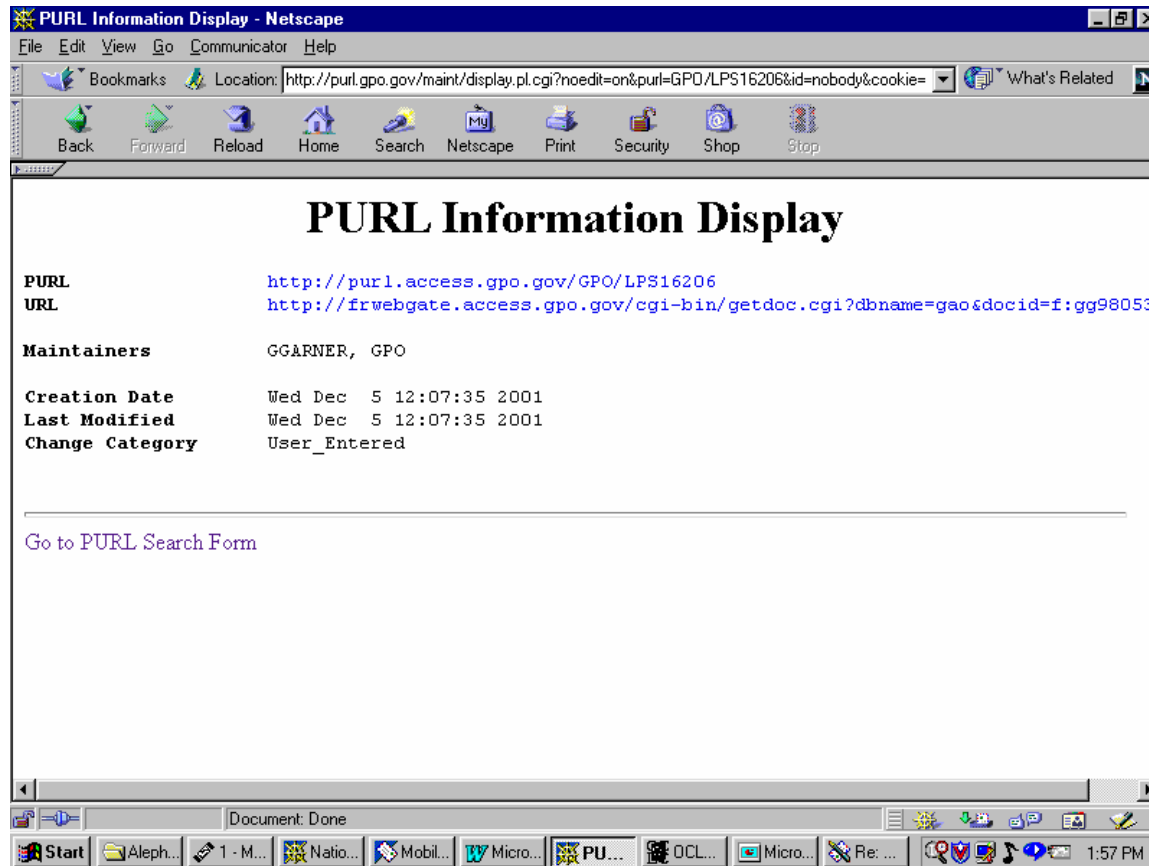
Enter the string **gg98053.pdf** in the URL box of GPO's PURL Search form:



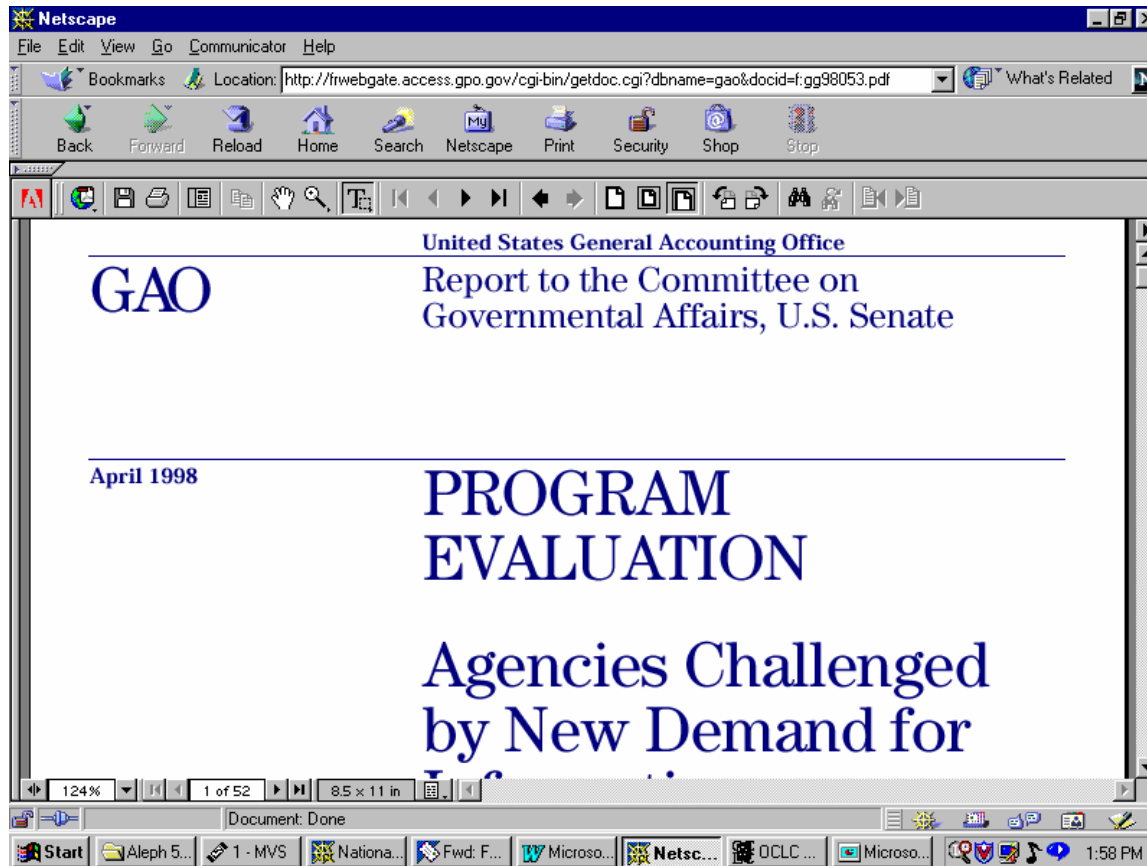
Results show the PURL is number **LPS16206**  
(not **LPS16207** as keyed in record):



By clicking on on **/GPO/LPS16206**, the PURL's history is displayed.

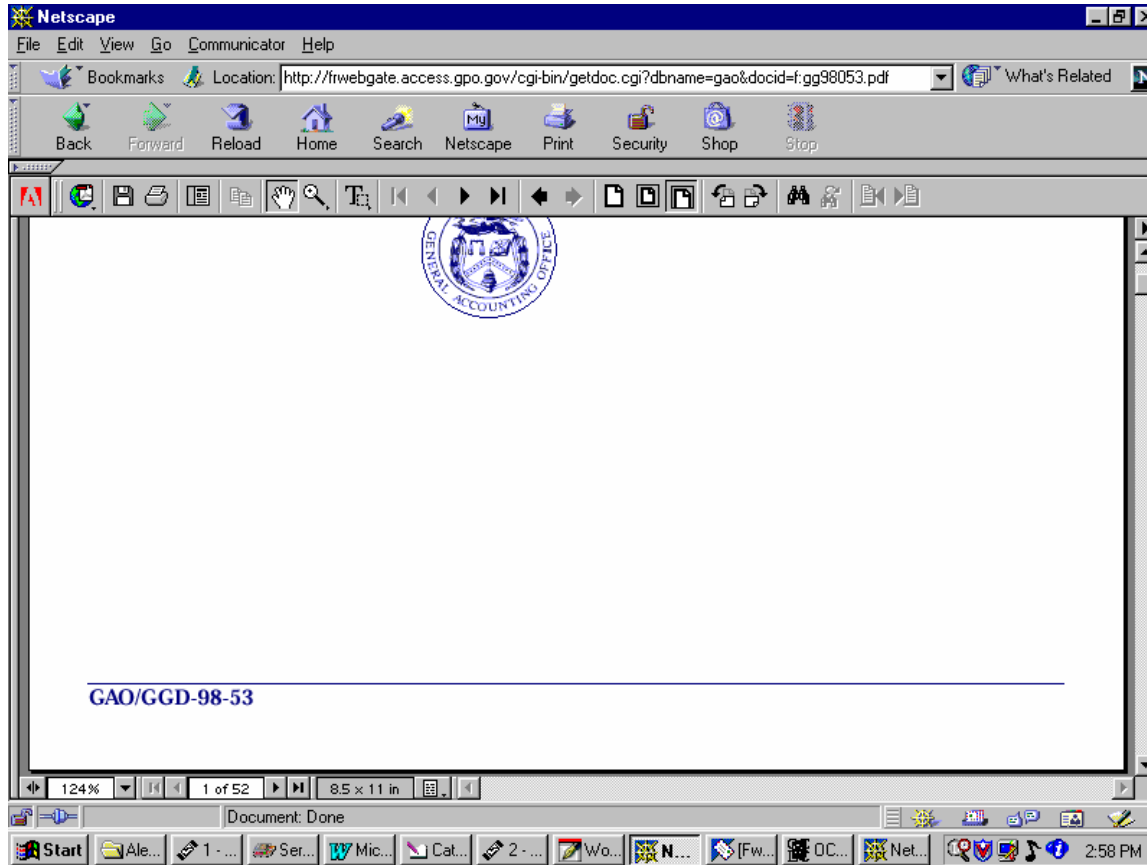


Clicking on the PURL from the history screen retrieves the online title described in the original record:



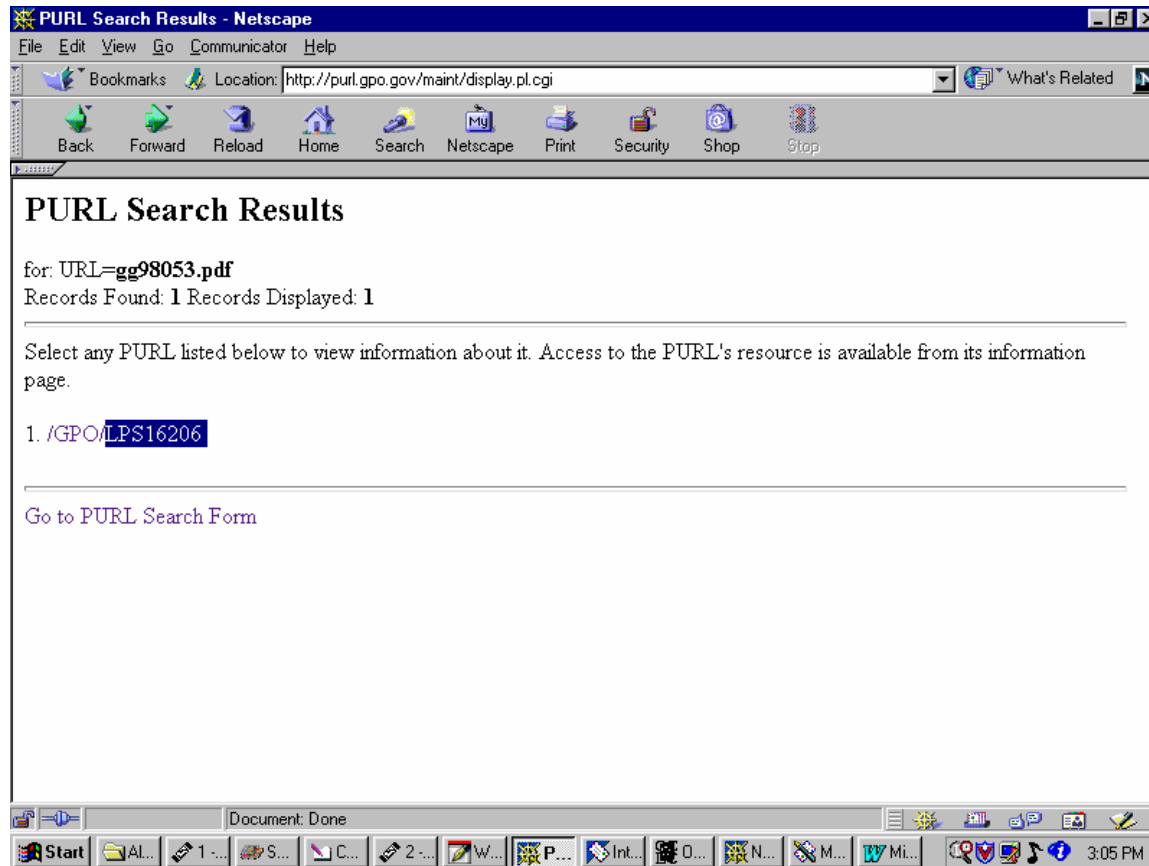
# Check report numbers, dates, pagination!

Clicking the "to the end" button helps determine if a PDF document is complete, e.g., that the file does not stop abruptly in the middle of a page.

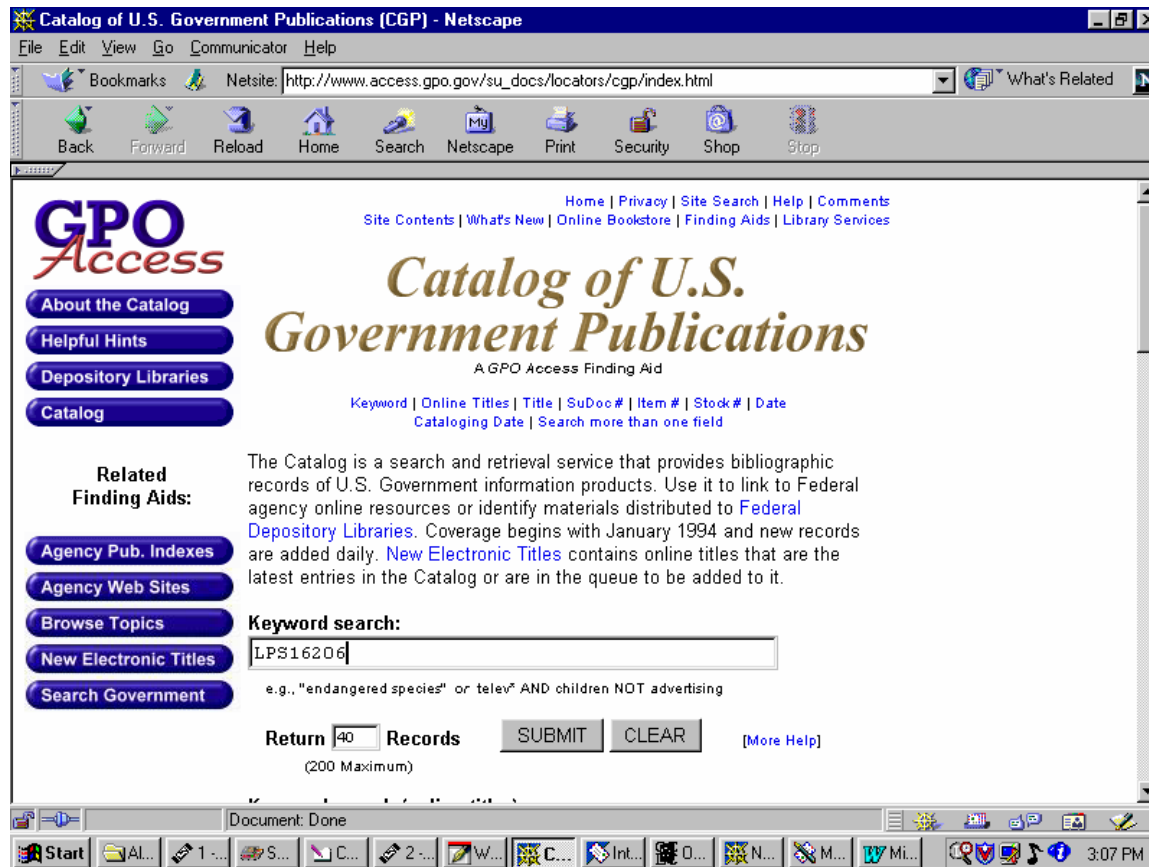




To verify that this PURL isn't being used in another record, one can copy the PURL number, **LPS16206**

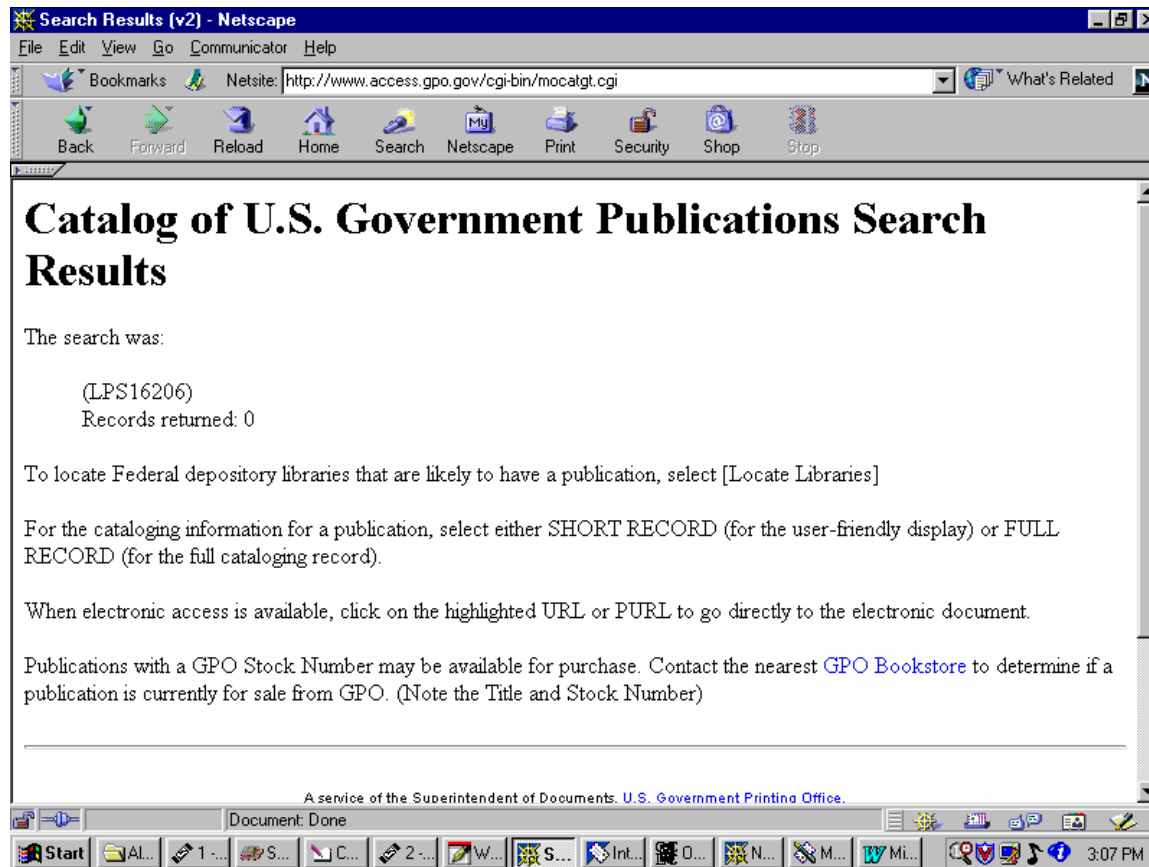


... and search for **LPS16206** in GPO's catalog, using the keyword search box:

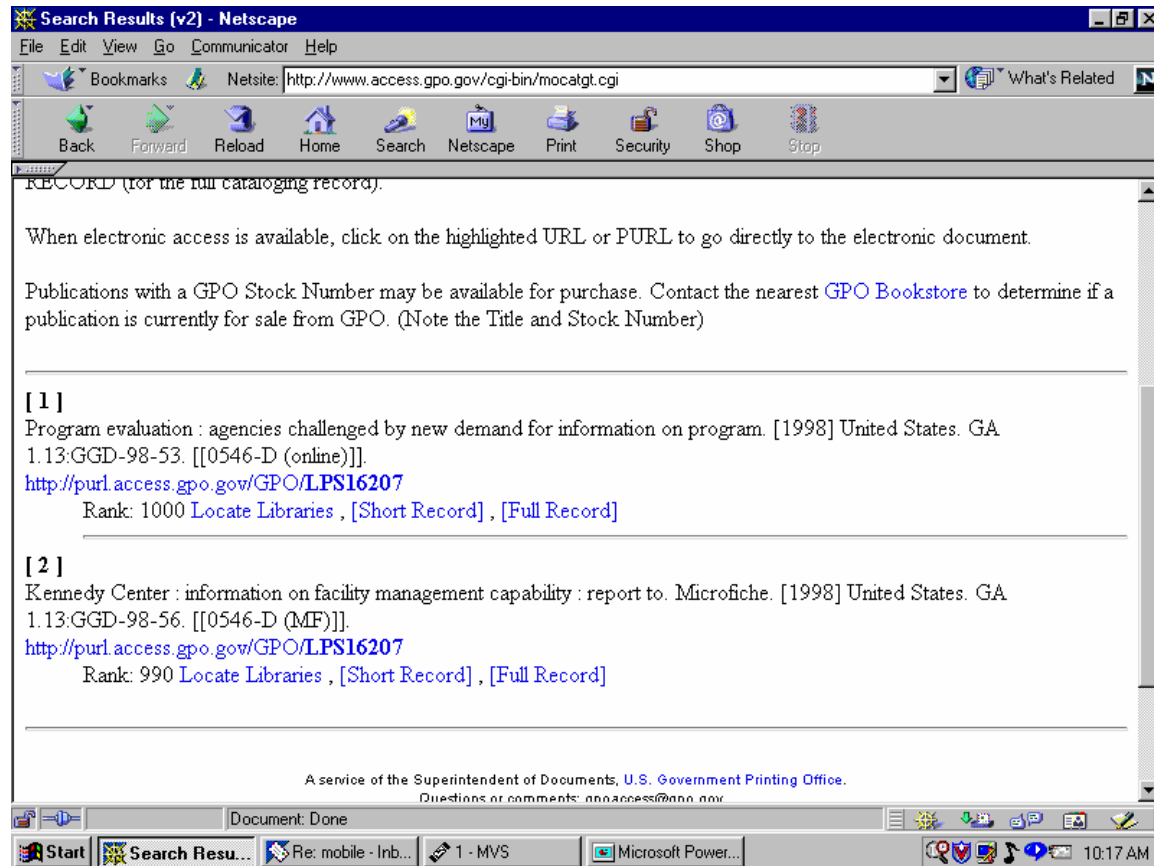


With the following result:

**Records returned 0**



# A CGP search on the "wrong" PURL (**LPS16207**) gives 2 records in the results:



# Correcting Problems

## Think Locally: Fix Globally

Library staff edit the PURL in their institution's catalog and report the error to GPO via **askLPS@gpo.gov**. Reporting corrections to GPO assures coordinated correction to OCLC, CGP, and other products derived from GPO cataloging records.

856/1:41: |u <http://purl.access.gpo.gov/GPO/LPS16206> |z Adobe Acrobat reader required.

# Using GPO PURLs in Different Records

Local practice at many libraries may differ from GPO's treatment of particular titles. For example, is the title in one of the following categories?

- Monograph or serial?
- Book or electronic resource?
- Paper or microfiche?

# Monograph or Serial?

It is possible to use PURLs to provide access to these, but use of caution may save trouble later as web sites change.

IRS publications are one such example. A library catalog's serial record allows subject and keyword access and contains retention instructions for collection maintenance.

GPO has created many monographic records for the title *Your Rights as a Taxpayer*. This is the latest edition in CGP:

```
Your rights as a taxpayer. Rev.3-98. [1998] United States.
```

```
T 22.44/2:1/998.
```

```
[[0964-B]]. http://purl.access.gpo.gov/GPO/LPS820
```

```
<001> ocm39088375
```

```
<005> 19980622103252.0
```

Some libraries find it useful to treat this as an irregular serial, using OCLC record 39174241. The non-GPO serial record lacks the PURL for the online copy.

### **Should libraries adapt the serial record to include the PURL?**

One can add additional format notes and the GPO PURL:

```
530/3: : |a Also available via Internet from the  
IRS web site. Address as of 4/4/02:  
http://www.irs.gov/pub/irs-pdf/p1.pdf ; current  
access is available via PURL.  
  
856/1:41: |3 Current edition: |u  
http://purl.access.gpo.gov/GPO/LPS820 |z Adobe  
Acrobat Reader required
```

This PURL, **LPS820**, is only used in CGP for the 1998 edition of this publication. Currently, it points to a page from which the current edition, an August 2000 revision may be downloaded. There is currently no monographic record for the 2000 edition in OCLC with this class.



When added, the public display leads users to the most current information:

**TITLE:** Your rights as a taxpayer.

**PUBLISHED:** <S.1.> : Dept. of the Treasury, Internal Revenue Service

**URL:** Current edition: <http://purl.access.gpo.gov/GPO/LPS820> Adobe  
Acrobat Reader required

**SUBJECTS:** Tax returns--United States--Periodicals.

Income tax--United States--Periodicals.

---

<b>LOCATION:</b>	<b>CALL NUMBER:</b>	<b>STATUS:</b>
U.S. Documents - Lower Level	T 22.44/2:1/	Enter HOL 1 for holdings
Internet	Electronic Resource	Enter HOL 2 for holdings

There are many GPO records with a generic PURL and public note to look for documents from a publications list. A typical example follows:

```
http://purl.access.gpo.gov/GPO/LPS533 |z choose  
desired file format; select desired issue; then  
click on "Retrieve selected files" button to view
```

It may be a safe bet to use such a generic PURL to provide online access to a title expected to remain on the online list, but this choice does not guarantee Permanent Public Access. Use of GPO's record and PURLs to individual titles would generally be seen as safer.

# Book or electronic resource?

GPO cataloged this title as an electronic resource:

CIA's analysis of the Soviet Union, 1947-1991. [electronic resource]. 2001. Center for the Study of Intelligence (U.S.)

PREX 3.18:AN 1. [[0856-A-13 (online)]].

<http://purl.access.gpo.gov/GPO/LPS14353>

<001> ocm46936324

<005> 20010904150331.0

<538a> System requirements: Adobe Acrobat Reader.

<538a> Mode of access: Internet from the CSI web site. Address as of 9/4/01:

<http://www.cia.gov/csi/books/princeton/index.html>; current access is available via PURL.

Libraries who have the printed book and seek a unified record can adapt the notes to include the Internet access on the printed book record. Note that the 538 field becomes a 530 and the system requirements note moves to a |z subfield of the 856 as a public note.

```
538/3:   : |a Also available via Internet from the CSI
web site. Address as of 9/4/01:
http://www.cia.gov/csi/books/princeton/index.html ;
current access is available via PURL.
```

```
856/1:41: |u http://purl.access.gpo.gov/GPO/LPS14353
|z Adobe Acrobat Reader required
```

The public now sees a unified record, which can include pagination (from the book's 300 field). Holdings would display a choice of format.

---

**TITLE:** CIA's analysis of the Soviet Union, 1947-1991 : a documentary collection / Editors: Gerald K. Haines, Robert E. Leggett.

**PUBLISHED:** Washington, DC : Center for the Study of Intelligence, Central Intelligence Agency, 2001.

**URL:** <http://purl.access.gpo.gov/GPO/LPS14353> Adobe Acrobat Reader required

**DESCRIPTION:** vii, 310 p. : ill. ; 28 cm.

# Paper or Microfiche?

- Many libraries use non-GPO microfiche records for Congressional publications distributed in dual formats, in order to clearly reflect the format selected at that institution.
- Like the book record, above, the microfiche record may be adapted to include 530 and 856 fields which make users aware of online access points. These fields have become quite common in GPO's records for Congressional publications and may be copied directly from the paper-format records.

# Lagniappe

- Think outside the box in online processing.
- Work with colleagues & vendors to solve problems.
- Share information with other libraries.

# Sample Problem:

- How to process maps received directly from USGS into an online catalog when no Shipping List Service records exist?
- Working with Jim Noel of Marcive, Inc., we developed a strategy in which Library staff edit or create a brief record with these elements:



# Sample Record:

LTDL DONE

BFG0316

NOTIS CATALOGING

Z05V

DL FMT B RT a BL m T/C DT 02/01/02 R/DT 03/28/02 STAT mn E/L 7 DCF a D/S S

SRC d PLACE xxu LANG eng MOD T/AUD REPRO D/CODE s DT/1 2002 DT/2

CONT ILLUS GOVT f BIOG FEST 0 CONF 0 FICT 0 INDX 0

035/1: : |a (OCoLC)

035/2: : |a **tmpI531142:46119E1TM1002001**

**Key to overlay**

035/3: : |a tmp-sl-2002-10-TS

086/1:0 : |a I 53:11/4-2:46119-E 1-TM-100/2001

245:00: |a Priest Rapids, Montana, 1:100,000, BLM Ed. 2001, Surface

Management Status, Mineral Management Status.

260: : |a <S.l. : |b s.n., |c 2002?>

500/1: : |a Shipping List 2002-10-TS

# Resolution:

If GPO agrees with the SuDoc number assigned, this brief bib record should be replaced with a full record, like the following example, matching on the 035/3 tmp number.

In August 1996, the vendor agreed to insert the compressed SuDoc number, as formatted above, into every vendor supplied GPO record which lacking a tmp (temporary) number based on GPO shipping list information. Most overlay, saving time and effort.

DL FMT P RT e BL m T/C DT 11/15/01 R/DT none STAT mn E/L DCF a D/S D  
SRC d PLACE vau LANG eng MOD CM/TYP a D/CODE s DT/1 2001 DT/2  
BME bh RELIEF ag SP/FORM GOVT f INDX 1 \$\$\$ OCoLC  
007 GMD a SMD j O/R COLOR c MED a REPRO n P/DET z POL n

020/1: : |a 0607969105

034/1:1 : |a a |b 100000 |d W1080000 |e W1070000 |f N0470000 |g  
N0463000

035/1: : |a (OCoLC)ocm48173149

035/2: : |a (GPO)99082585

035/3: : |a **tmpI531142:46107E1TM1002000**

**Key to overlay**

040: : |a GPO |c GPO |d DLC |d MvI

049/1: : |a DLN@

052/1: : |a 4251

074/1: : |a 0619-G-16

086/1:0 : |a I 53.11/4-2:46107-E 1-TM-100/2000

088/1: : |a N 4630--W 10700/30 X 60

099/1: : |a I 53.11/4-2:46107-E 1-TM-100/2000

110:1 : |a United States. |b Bureau of Land Management.

245:10: |a Montana : |b Melstone : 1:100,000-scale topographic map : 30 x 60  
minute series (topographic) / |c edited and published by the Bureau of Land  
Management.

246/1:1 : |i Filing title: |a Melstone, Montana

# Online Resources

- Toolbox for Processing and Cataloging Federal Government Documents  
<http://www2.lib.udel.edu/godort/cataloging/toolbox.htm>
  - ALA/GODORT Cataloging Committee
  - Including links to:
    - Catalog of US Government Publications  
[http://www.access.gpo.gov/su\\_docs/locators/cgp/](http://www.access.gpo.gov/su_docs/locators/cgp/)
    - PURL Search Form  
[http://www.access.gpo.gov/su\\_docs/fdlp/tools/purlsear.html](http://www.access.gpo.gov/su_docs/fdlp/tools/purlsear.html)
    - WEBTech Notes [http://www.access.gpo.gov/su\\_docs/fdlp/tools/webtech.html](http://www.access.gpo.gov/su_docs/fdlp/tools/webtech.html)
    - Web Search Engines, and more!
- Documents Processing Software <http://regdocs.okstate.edu/mahaf.htm>