The Reality Of Batch Processing

We have a high use collection that needs to be barcoded for tracking.

A little out of order, but no biggie.

We can update these in batches, easy as pie!

Only a third of these are cataloged? Barcodes mean nothing without a record! We'll need to catalog most of the collection.

123456

WHAT DID WE JUST GET OURSELVES INTO?

Note to self: don't take on big projects next time.

Also, it wouldn't matter. Things gotta get cataloged!

Pull together a data set of all existing records in all formats. Split into component parts to build into MARC fields & de-duplicate the titles. This becomes the master title list.

XLS

Pull all items from shelf, re-order in updated call number system. Assign temporary numbers.

Compare master title list with the exact titles on the shelf to create a shelf-list. Verify data for each entry in the spreadsheet.

Why don't the years match up?

Perform quality control on final spreadsheet. Assign final call numbers. Print/label items

Why are there microfilm on book records?

From final shelf-list, search each title in catalog and OCLC to verify record format, assign appropriate batch process.

Quality control the final MARC outputs and batch assignments. Approve for batch processing

NOW WE GET TO THE BATCHWORK

Batch processing is split into three workflows:

- Merge Records, No overlay
- Merge AND Overlay Records
- Create Original Records

START

UNIVERSITY LIBRARIES UtahStateUniversity.

For the full step-by-step instructions, visit : https://usulibrary.atlassian.net/l/c/C2xeF2r4

The Actual Batch Process Part

Merge Records, No Overlay

Local catalog records show incorrect format. OCLC records have correct format, but need updating to meet current standards & our call numbers.

Export "Merge" view from Airtable as CSV file

Map data into the correct MARC tags using MarcEdit.

Add constant data. Save file.

Pull OCLC records into new file using the OCLC record numbers

Open OCLC record file in MarcEdit. Delete 502 field. Merge with brief record file

Import records into local catalog as new records. 949 fields create new item records

Create Original Records

No record exists in local catalog or OCLC. Need to create records from data in Airtable.

Export "Original" view from Airtable as CSV file

Map data into the correct MARC tags using MarcEdit.

Add constant data & edit fixed fields. Save file.

Import file into OCLC. Validate and update holdings. Export file with OCLC numbers.

Import records into local catalog as new records. 949 fields create new item records

Merge AND Overlay Record

Local catalog records are correct format. Item records added manually in previous process. Bib records need overlaying with updated records from OCLC.

Export "Overlay" view from Airtable as CSV file

Map data into the correct MARC tags using MarcEdit.

Add constant data. Save file.

Pull OCLC records into new file using the OCLC record numbers

Open OCLC record file in MarcEdit. Delete 502 field. Merge with brief record file

Import record into local catalog overlaying existing records

UNIVERSITY LIBRARIES UtahStateUniversity.

For the full step-by-step instructions, visit : https://usulibrary.atlassian.net/l/c/C2xeF2r4