

Suggested Priorities for Bibliographic, Holding, and Item Record Maintenance

Originally authored by the Consortial Cataloging and Authority Control Committee
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revised by the I-Share Cataloging and Authority Control Team
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Voyager's pre-packaged reports, the CARLI shared SQL web site, and other resources offer a number of tools to help maintain our individual library databases. At recent meetings, attendees have expressed an interest in a prioritized list of database cleanup activities so that they may focus on most urgent needs first. The following list is the Consortial Cataloging and Authority Control Committee's consensus on this question. The list is arranged in three categories: projects that should be done frequently, those that should be done occasionally, and those that need only be done once. Within each section, projects are listed in order of importance.

Many of these projects are based on queries that can be found in the Local Catalog Maintenance section of the I-Share "Shared SQL for Reports in Voyager" web page <<http://www.carli.illinois.edu/mem-prod/I-Share/secure/sql.html>>. This webpage is secured, but should be able to be accessed without restrictions from I-Share campus IP addresses. To access this page from off-campus, enter your institutional affiliation and personal barcode number at the prompts.

To run these queries on your personal workstation, you will need to install MS Access and ODBC drivers. Instructions for configuring ODBC are available from <<http://www.carli.illinois.edu/mem-prod/I-Share/secure/execute.html#oracle9>>. Libraries can use the "CARLI Oracle 9/ODBC Installer" program or ODBC can be installed and configured manually. Both sets of instructions are available from the URL above.

Your local information technology staff may be able to help with ODBC installation. If catalogers are not able to run these queries personally, other library staff who use MS Access may be able to run them for you; or, as a last resort, you may ask CARLI staff to run the queries for you by submitting a Work Request Online (WRO).

Some of the projects can be greatly facilitated through the use of Macro Express macros to correct the records in the Voyager cataloging client. Like the Shared SQL web page, there is also an I-Share Shared Macro web page at <<http://www.carli.illinois.edu/mem-prod/I-Share/secure/macros.html>>. This page is also secured. It includes instructions for downloading and using the Macro Express software, as well as postings of individual macros for a variety of cataloging tasks.

This document is based on queries and macros that are available at the time of writing. Because new queries and macros are regularly added to the shared SQL and Shared Macros pages, the list will expand from time to time. The projects listed here are believed to be of general interest to a number of libraries. Individual libraries may have unique needs for projects based on their particular history, and are encouraged to develop queries and the corresponding maintenance procedures as needed. Again, if assistance is needed with SQL queries, a WRO can be submitted by your library's liaison. Libraries are responsible for correcting records as appropriate in their local Voyager database.

Projects to do frequently

Use MARC and Authority validation in the Voyager cataloging client.

Turning on these validation functions in Options → Preferences → Validation tab in the cataloging client will help assure that headings and MARC coding are correct for records as they are added to or updated within your database.

Consider implementation of OCLC's Bibliographic Notification service.

This service allows libraries to replace bibs in their catalogs with new versions when certain improvements have been made to the master record in OCLC. For further details, see <http://www.carli.illinois.edu/mem-prod/I-Share/cat/OCLC_bibnotif.html>

Eliminate duplicate item barcodes.

Resolving these problems is very important for circulation and interlibrary loan service.

Pre-Packaged report: "Duplicate Item Barcodes" finds cases where the same barcode has been used on more than one item.

Shared SQL: "Find holding and item data for a given barcode" is a query that helps with the resolution of problems found by the "Duplicate Item Barcodes" pre-packaged report by providing all the data needed to identify the item records with identical barcodes.

Eliminate duplicate OCLC numbers.

When more than one Voyager bib contains the same OCLC control number, all but one should be deleted (preferably) or at least OPAC-suppressed. Multiple unsuppressed records with the same OCLC number will cause confusion to users and staff and result in problems in the Universal Catalog.

Shared SQL: "Duplicate OCLC#s Main Query"

Eliminate multiple OCLC numbers in a single bib.

When an individual Voyager bib contains more than one OCLC control number, the record will almost certainly be discarded from the Universal Catalog. A bib record should only contain one OCLC control number.

Shared SQL: "Individual bibs with more than one OCLC number"

Reconcile superseded OCLC numbers.

When OCLC merges bib records in WorldCat, the superseded control number is placed in the 019 field of the retained bib. Over time, both versions of the records can make their way into the local library's database, resulting in a type of "duplicate" OCLC number. The presence of these bibs in the Universal Catalog can also result in discards for incoming records into the UC.

Shared SQL: "Bibs whose OCLC number is in another bib's 019 field"

Correct barcodes that do not contain the right number of digits.

From time to time, barcode readers (or typists) skip or repeat digits. Finding and fixing these cases quickly will save trouble at the circulation desk and ILL office.

Shared SQL: "Item barcodes with invalid length." The query prompts for the correct number of digits for your library's item barcodes.

Evaluate suppressed bibliographic records with items attached.

In cases where a library suppresses its bib records during the order process, occasionally the cataloger may forget to unsuppress the bib at the time of cataloging. If suppressed bibs with items attached are not intended, it is important to correct this problem quickly so users can find items in the catalog.

Shared SQL: "Suppressed bibliographic records with items attached"

Shared macro: "Changebib_OPACsuppress.mex" is available to unsuppress bibs in batches based on results of the query above.

Evaluate suppressed MFHDs with items attached.

In some embedded order data workflows, holding records are suppressed as well as bib records. If holdings are not unsuppressed, they will not be visible to patrons.

Shared SQL: "MFHDs that are suppressed from OPAC with Items attached"

Shared macro: “Changemfhd_OPACsuppress.mex” is available to unsuppress MFHDs in batches based on results of the query above.

Eliminate “error” item type code.

“Error” item types could have been created during the library’s data conversion to Voyager, or from ongoing bulk import jobs where the incoming data does not match a “real” entry in the mapping table. Items with the error item type code often do not generate the proper due date when charged, because many libraries profile them to have restricted loan policies. Finding and fixing these cases will save trouble at the circulation desk and ILL office.

Shared SQL: “Find “error” item type code”

Evaluate bibliographic records without MFHDs.

These may be “orphaned” bib records left over from incomplete withdrawal or bibs created for ordering that have not had orders placed for them. Bibs without holdings can be confusing and misleading to patrons and staff. Note: Some bib records in Voyager cannot be deleted if they are associated with Acquisitions POs. In these cases, you may need to suppress the bib record instead of delete it.

Shared SQL: “Bibliographic records without MFHDs”

Shared macro: “Del_bibs.mex.” If it is determined that the bib records identified by this query can and should be deleted, this macro can help with cleanup.

Resolve name, title, and subject heading problems identified by “Voyager Cat 6: See Refs with linked bib records report”.

This report must be requested through WRO (Work Request Online). It lists headings used in bibliographic records that exist as see references in authority records. Working through this report continuously and a little at a time will result in many name, title, and subject heading corrections to bibliographic records. Headings that exist as references can result in split files for authors, subjects, or series as well as confusing OPAC displays that will make retrieval more difficult for users. More information on using Cat 6 can be found at <http://www.carli.illinois.edu/mem-prod/I-Share/secure/cat/voy_cat_reports.doc>.

Evaluate item records with copy number zero.

Depending on your library’s policies, these may represent errors. Correcting them may also suggest examination of preference settings on staff computers and staff awareness training.

Shared SQL: “Find item records with copy number zero”

Shared macro: “Changeitem_copy1.mex.” If you have many of these, this macro can help with cleanup. In addition, if your library’s cataloging practice is to include the copy number in the associated MFHD, there is a macro available that will add an 852 \$t to the MFHD (Addmfhd_852t.mex).

Projects to do occasionally

Supply missing call numbers in MFHDs with items attached.

If catalogers forget to create a call number, or miscode it in various ways, users will see no call number in the catalog.

Shared SQL: “Missing call numbers in MFHDs with items attached”

Resolve conflicts when item records have permanent locations different from the location in the MFHD.

Because location information is independently coded in the MFHD and in the item, sometimes errors are committed that result in conflicting location information.

Shared SQL: “Items with perm locs different from the MFHD loc”

Correct MFHDs missing a call number prefix for a specific location.

Some libraries use a prefix for all items in a specific location. If the prefix is missing, users may have difficulty knowing where to find an item.

Shared SQL: “MFHDs missing call number prefix for a specific location”

Shared macro: “Addmfhd_852k.mex.” In cases where the prefix needs to be added, this macro is available to help.

Correct subject headings in bibliographic records as instructed in the Cataloging Service Bulletin List of Revised LC Subject Headings.

Working through this list when each issue of CSB arrives will help keep subject headings current. While similar to working through the “Voyager Cat 6” report described above, working with the list will also identify headings with subdivisions, which are not included in the “Voyager Cat 6” report.

Perform link checking and maintenance on URLs.

For electronic resources, URLs function similarly to a physical item’s call number. Invalid URLs make the electronic resource unavailable to users via the OPAC.

Detailed instructions for performing this work using Xenu and other tools can be found on the CARLI web site at:

<http://www.carli.illinois.edu/mem-prod/I-Share/cat/using_Xenu.pdf>

Evaluate bib records with an ISSN but the format is not for serials.

A miscoded format field may adversely impact retrieval in both the OPAC and staff clients (e.g., Journal title searching relies on bib format coding).

Shared SQL: “Bib records with an ISSN but format is not for serials”

Evaluate serial bib records without an ISSN.

The ISSN is an important matching mechanism. Supplying ISSNs whenever possible will enhance the functionality of link resolver software (e.g., SFX).

Shared SQL: “Serial bib records without an ISSN”

Resolve cases where item types are not consistent with an item’s location.

Items with this problem may be circulated inappropriately or for incorrect periods of time.

Pre-Packaged report: “Item Count by Location and Type.” Running this report will show the number of occurrences of each combination of permanent location and item type. From this, you can quickly see cases where an item type and permanent location combination may be incorrect, such as a circulating reference book.

Shared SQL: “Items with specific combinations of perm loc and item type” is a query designed to be used in conjunction with the “Item Count by Location and Type” pre-packaged report, and will show you the specific items with questionable combinations, which can then be investigated and corrected.

Supply subject access to autobiographies that lack it.

Correcting these problems improves subject access to autobiographical materials.

Shared SQL: “Find autobiographies without a 600 field.” The query uses fixed field coding to determine that a bib record is an autobiography, and occasionally this coding is incorrect. Catalogers will need to examine records carefully to determine the correct course of action for cleanup.

Correct typographical errors.

A list of most commonly misspelled words is available at
<<http://faculty.quinnipiac.edu/libraries/tballard/typoscomplete.html>>. The list is

organized by probability of appearance of words. Working through the list will improve retrieval of information. Catalogers may wish to initially limit their searches for the misspellings to specific search types (such as Title or Subject searches), because keyword searching for these errors may retrieve large numbers of records in some databases.

Supply full description for Cataloging in Publication level bibliographic records.

Shared SQL: "Identifying Cataloging in Publication level bibliographic records."

Specifically, this query looks for a 300 field that contains no data other than the string "p cm." Catalogers can then determine whether downloading a fresh OCLC record or manually completing the 300 field is the better strategy for correcting the problem.

Correct multiple ISBNs found in the same 020 field.

Current MARC standards dictate one \$a per 020 field, and to repeat 020 when more than one ISBN is present. Voyager only indexes the first \$a when there are multiple \$a's in a single 020 field. Correcting this problem enhances retrieval and matching functionality when using the ISBN. Records with this problem are generally NOT yet corrected in OCLC, so manual editing must be done. If libraries catalog new items or update existing bibs with this problem, MARC validation will identify 020 \$a as unrepeatable. However, if MARC validation is turned off, new cases may be introduced.

Shared SQL: "Find 020's with multiple \$a's"

Evaluate MFHDs with 'OK to Export' box checked.

In itself, this is not a problem, as we do not export MFHDs anywhere. However, it may indicate that an operator intended to set the 'OK to Export' option in the Bib record (to enable backloading of the bib record to OCLC) and did not. Libraries with DRA experience would be most likely to do this, as export readiness was controlled in the MFHD in that system.

Shared SQL: "Find MFHDs with OK to export set "

Shared macro: "Changebib_OKexport.mex." In cases where the bib record needs the OK to Export option set, this macro is available to help with cleanup.

Correct MFHD coding for serials to record type "Y."

Voyager currently does not base functionality on MFHD record type. However, it is possible that future implementations may do so, and some catalogers may want to prepare now.

Shared SQL: “MFHD rec type not ‘y’ for serial bib”

Shared macro: “Changemfhd_rectype.mex” can help with this task.

Correct MFHD coding for multi-part monographs to record type “v.”

Voyager currently does not base functionality on MFHD record type. However, it is possible that future implementations may do so, and some catalogers may want to prepare now.

Shared SQL: “MFHD rec type “x” for mono bib, but has item enum”

Shared macro: “Changemfhd_rectype.mex” can help with this task. This is the same macro as described in the entry above. Be sure to edit the macro to enter a value of “v” in the RecType field instead of the default value of “y” (see remarks within the macro to help with this step).

Projects to do once

Correct item barcodes that do not belong to your library.

During the consortium’s DRA era, it was possible for one library to edit another library’s item records. As a result, some items received barcode numbers belonging to a different library. Correcting these problems is important for circulation and ILL service.

Shared SQL: “Item barcodes that do not belong to your library”

Correct the “653 problem.”

Only libraries that were consortium members during the FBR era (pre-1998) will have this problem. Because of legacy system indexing limitations, alternate title information wound up in field 653. Correcting this problem improves title access to affected records.

Shared SQL: “Correcting the 653 problem”

Correct ISBN numbers with fewer than 10 digits.

In the early years, there were nine-digit standard book numbers, which were soon expanded to 10 digits. Correcting this problem enhances retrieval and matching functionality when using the ISBN. Reloading bibs from OCLC usually corrects this

problem, with the added advantage of other possible enhancements to access, description, and MARC coding.

Shared SQL: “Find ISBN numbers less than 10 digits”

Correct title non-filing indicator values represented by the | (pipe) character.

Very old bib records sometimes have this problem. Currently in Voyager, this character equates to a zero, which may or may not be the correct number of non-filing characters. Supplying the correct number in cases where zero is not correct improves title access. Also, future implementations may be more sensitive to this non-standard data. Replacing these bibs with fresh copies from OCLC will fix this problem as well as resolve other obsolete MARC usages and possibly provide other enhancements to access and description.

Shared SQL: “Find bib records where 245 indicator 2 contains the | (pipe) character”

Evaluate DR- assigned barcodes beginning 38888.

Libraries that were not members during the DRA era will not have this problem. Barcode numbers of this type were machine generated when items in our system previous to DRA contained no barcode, and thus they should now identify items that still do not have real barcodes. Whether these represent a problem or not depends on the circulation status of the item and local policies. If the item’s type is one that allows requesting, replacing these with real barcodes will help ILL staff, because all items sent out of the library to fill Universal Borrowing requests require a physical barcode on the piece that matches the item record’s barcode number.

Shared SQL: “Identifying DRA assigned barcodes beginning 38888”