



ALEPH VERSION 18.01

How to Use the MARCIVE Document Loader (file-99)

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1 Loading MARCIVE Records into ALEPH - Overview

[MARCIVE](#) is a commercial service which provides catalog records for U.S. government publications (retrospective and current) that can be loaded into a library's local online catalog, and a Shipping List Service that provides SuDocs labels, brief MARC records, smart barcode labels, and shelflist cards.

The MARCIVE document loader is a batch process designed to be run by libraries on a periodic basis as they receive MARCIVE data files. These files are normally received on a weekly basis and then updated on a monthly basis. There are two types of MARCIVE government document records files:

Weekly shipping lists – a brief catalog of the documents the library receives from the GPO.

Monthly full cataloging - full MARC cataloging of government documents, which may or may not correspond to the shipping list records.

The MARCIVE loader is run from the Load Catalog Records option from the Services menu in the ALEPH Cataloging module. It can be added to the libraries' job_list (UTIL E/5) for regular automatic initiation.

There are several configuration tables associated with this process, some of which supply default values for automatically created records, others which determine how the loaded records will be merged, and what fix procedures should be carried out.

Figure 1 - The MARCIVE loader (file_99)

1.1 Running the MARCIVE Loader

To run the MARCIVE loader:

- 1 This process can either use the MARC file as an input file directly or as a file converted to ALEPH Sequential format.

An institution can run the Modify MARC Records (p_file_08) batch utility before running p_file_99 if global changes to the MARC records themselves are desired. This can only be done only if the file is in ALEPH Sequential format. If you want to use the Modify MARC Records (p_file_08) service before running the loader, then convert the MARC file to ALEPH Sequential format using the Convert MARC Records - Step 1 (file_01) and Convert MARC Records - Step 2 (file_02) batch jobs consecutively (these batch jobs are also run from the Load Catalog Records option of the Services menu in the Cataloging module).

- 2 To open the MARCIVE loader from the Cataloging GUI, from the **Services** menu, click **Load Catalog Records**, then click **Load MARCIVE Records (file-99)**. The Load MARCIVE Records (file-99) batch service is displayed.
- 3 Fill in the fields according to the instructions in the Help for the batch service.
- 4 Click **Submit** to send the batch job to the queue.

1.2 Help on Fields

Input File

Mandatory. Enter the name of the Input file. If the Input file is located in the library's scratch directory, simply enter the name of the file as listed. If the Input file is located in another directory, enter the path relative to the scratch directory, or enter the full path name.

An example of a relative path is `../source/filename`.

An example of a full path is `/aleph/a50_5/exu50/source/filename`.

Fix Routine

Optional. You can leave the "Fix routine" parameter blank or set it to one of the codes in the `tab_fix` table of the bibliographic library. Fix routines are standard library-defined procedures that automatically "fix" or make changes to cataloging records.

For example, if you select `INS`, the system will "fix" the records that are being loaded according to the fix programs linked to the `INS` routine which is the fix routine performed when records are sent to the server from the Cataloging module. The specific bibliographic record fixes that should be applied to incoming MARCIVE records are a matter of library policy. Fixes that are specific to the incoming MARCIVE data should be added as a `fix_doc` group to the `tab_fix` table. For

example, the code MRCV in column 1 can be used as the fix routine section to be used for the MARCIVE loader.

Match Routine

Select the match routine that specifies the match specifications for checking the input file against the database. Match routines are defined in the tab_match table of the library's tab directory.

Note:

If no merge routine is selected, the F99 routine will be used as the default.

Merge Routine

Select the merge routine to be performed. Merge specifications (which include the merging records or the replacing of records old records by new incoming records) are defined in the tab_merge table.

Note:

If no merge routine is selected, the F99 routine will be used as the default.

Update Database

Yes or No. If you choose not to update the database, the system performs all checks and prepares a log file with messages, but no records are written on the database files.

The Load MARCIVE Records (file-99) batch process does not produce output files, with the exception of the log file. In order to load the records to the library's catalog, it is necessary to set the update database flag to "Y". Records updated or created by this service have the cataloger stamp set to "MARCIVE", unless otherwise specified in the default values table (see following).

Produce Loading Report

Determines whether to produce a report regarding the current load.

Report File

Enter the the report's file name.

The output file contains the following information:

Administrative library, OWN Filed, Open Date, Log No., Action (Success, Failed or Information), Message information.

This information is saved as well in the Z73 Oracle table (Loader Logger).

See section 1.3 Loader Logger – The Z73 Oracle table on page 8 for more information.

Run Time/at

Mandatory. You must enter the day and hour the batch process is to run. The system uses a 24-hour clock.

Library

Select the library on which you wish to run the service. The libraries that are displayed are filtered according to the user's permitted libraries.

The log file for the MARCIVE loader can be found in `$alephe_scratch`. The log file will contain record numbers of documents that have been merged.

1.3 Loader Logger – The Z73 Oracle table

The Z73 Oracle table stores information on the running of the MARCIVE (p-file-99) and OCLC loaders. The log has a running number. This number also serves as the key of the Z73 table. The sequence has to be defined under Z52 of the Bibliographic library – “last-loader-log-no”.

Each message created by the MARCIVE or OCLC loaders is saved in a different Z73 record.

Each message contains a type (I=Information/ S=success /F=Fail) and a text. The text is defined under `$aleph_error_eng/generic_loader`.

Note that a new Z73 log number will be generated for each file-99 batch run. For each loaded record in a specific run a new log sequence will be generated.

2 Catalog Record Loading Tables

The following are examples of the tables involved in the loading mechanism. The tables reproduced below are: `tab_merge`, `tab_merge_overlay`, `tab_match`, `tab_99_def`, `tab_fix`, `tab_z30` and `tab_mapping`.

2.1 `tab_merge`

```
! 1 2 3
!!!!!!!!!!!!-!!!!!!!!!!!!!!!!!!!!!!!!!!!!- !!!!!!!!!!!!!!!!!!!!!!!>
OVERLAY-03 merge_doc_overlay 03
OVERLAY-05 merge_doc_overlay 05
OCLC merge_doc_adv_overlay 06
HVD merge_doc_adv_overlay 01
MRCV merge_doc_overlay 02
RLIN merge_doc_adv_overlay 03
F99 merge_doc_overlay 07
```

The `tab_merge` table is used to define the merging routine to be performed. Column 3 contains the merging procedure to be performed from `tab_merge_overlay` (column 1).

Note:

If no merge routine is selected, the F99 routine will be used as the default.

2.2 `tab_merge_overlay`

```
!1 2 3 4
!!-!!-!!-!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
02 1 Y #####
02 1 N 051##
02 1 N 245##
02 2 Y 245##
02 2 Y 650##
02 2 Y 008
02 2 N 001
07 1 N #####
07 1 Y 035##
07 1 Y 930##
07 1 Y 940##
07 1 Y 946##
07 1 Y 948##
07 1 Y 960##
07 1 Y 961##
07 2 Y #####
```

The `tab_merge` table is used to define the merging procedures, which fields to retain and which fields to take from the incoming record.

2.3 tab_match

```

! 1                      2                      3
!!!!!!!!!!!!!!!!!!!!-!!!!!!!!!!!!!!!!!!!!-!!!!!!!!!!!!!!!!!!!!->
F99  match_doc_gen      TYPE=IND,TAG=909,SUBFIELD=a, CODE=909
YBP  match_doc_uid      I-ISBN
RLIN match_doc_uid      T-020
STIDN match_doc_uid     I-STIDN
OCLC match_doc_uid      T-010
OCLC2 match_doc_uid_2   035
MRCV match_doc_uid      T-909
ISSN match_doc_gen      TYPE=IND,TAG=022,SUBFIELD=a, CODE=ISSN

```

This table is used to define the match specifications for checking the input file against the documents in the database.

Note:

If no merge routine is selected, the F99 routine will be used as the default.

2.4 Defaults Configuration Table (for example, tab_99_def):

```

!          1                      2          3
!!!!!!!!!!!!!!!!!!!!-!!!!!!!!!!!!-!!!!!!!!!!!!->
CATALOGER-NAME      ##### MarciveCat

```

The CATALOGER-NAME field is used to define the contents of the CAT field (\$a) for new bibliographic, ADM and holdings records created by this service. If this code is not present in the table, the default value for new records added is `marcive`.

2.5 tab_fix

```

! 1                      2                      3
!!!!-!!!!!!!!!!!!!!!!!!!!-!!!!!!!!!!!!!!!!!!!!->
MRCV  fix_doc_notis_1_c
MRCV  fix_doc_notis_3
MRCV  fix_doc_notis_4

```

This table is used to define the fix procedures that the loaded records will undergo.

2.6 tab_z30

```

! 1 2 3 4 5 6 7 8
! 9 10 11
!!!!!!!!!!!!-!!!!!!!!!!!!-!!!!-!!!!-!!-!!!!-!!-!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
!!!!-!!!!!!!!!!!!-!!-
WID WID WID GEN 92 BOOK N
3

```

This table is used for setting the default values of item records that are system-created through the MARCIVE loader. The `tab_z30` table, which is located in the `XXX5n` `tab` directory, defines the sublibrary, collection, item status, material type, OWN field, OWN group, item creation, holdings creation and the location that will be assigned to the new item record, based on the 049 field in the incoming bibliographic record.

Note:

The MARCIVE loader program looks for `CSCR-OCLC-Z30-BARCODE` in `tab_checksum`. Make sure that such a routine is present before starting to import.

Column 1 indicates the holding code that appears in the 049 tag of bibliographic records. In a multi-ADM environment, the content of the field can only appear once within all the `tab_z30` tables in the various ADM libraries.

Column 2 contains data to be added to the OWN field of records received from the MARCIVE loader. If Column 2 is empty, no OWN field will be created.

Column 3 lists the sublibrary of the item.

Column 4 shows the collection to which the item belongs.

Column 5 is the item status.

Column 6 is the material type code of the item.

Column 7 Not in Use

Column 8 specifies the item call number. Normally this column is left blank. If an institution imports numerous bibliographic records using a specific call number for a set of materials, that call number can be put in this column for the duration of the project. If this column is left empty, the call number mapped in `tab_mapping` is taken.

Column 9 is used to group different OWN codes to a common code. This is used when a library uses different 049 codes, and it creates a different OWN code for each 049 code. If no OWN group is defined, a separate BIB record will be created for each separate OWN code. If several OWN codes are assigned to the same OWN group, each OWN code is added to a single shared BIB record. The OWN group code is not written in the BIB record, it is used only in this table for grouping

Column 10 defines how to create an item for the loaded record

- 0 – Do not create item(s)
- 1 - Create the first item for new records only; the system will generate a barcode.
- 2 - Create first and additional items using the definitions in the 949 field. If the field is missing (or the barcode missing) the system will generate a barcode.
- 3 - Create first items using the definitions in the 949 field. If the field is missing (or the barcode missing) the system will generate a barcode.
- 4 - Create first and additional items using the definitions in the 949 field. If the field or the barcode is missing, the item will not be created (the ADM record will

be created in any case). Items will be created even though the BIB record already has linked items.

5 - Create first items using the definitions in the 949 field. If the field or the barcode is missing, do not create items (the ADM record will be created in any case). In this case ADM record will be created. Items will not be created if the BIB record already has linked items.

Item creation for types 4 and 5 is based on field 949 in the BIB record:

Field 949: \$\$b (for barcode), \$\$a (for Shelf list)

An item is created for every 949 field+Shelf list occurrence.

A uniqueness check is performed based on the barcode.

System generated barcodes are created based on the definition of CSCR-OCLC-Z30-BARCODE in tab_checksum

Column 11 defines how to create the HOL record

0 – Do not create a HOL record.

1 - Create the first HOL for new records only.

2 - Create HOL records (check uniqueness with using the 852 field – if a matching HOL record exists, a new one will not be created). Use information that is in brackets in the 049 field to create 852 subfields k and m in brackets.

3 - Create HOL records (check uniqueness with the 852 field – if matching HOL record exists, a new one will not be created). Do not create 852 subfields k and m from information in brackets in the 049 field.

2.7 tab_mapping

!	1	2	3	4	5	6	7	8
!	!	!	!	!	!	!	!	!
BNGG		049## a		8520	b	s/BNGG/XBIMA/		Y Y
BNGG		049## a		852	c	s/BNGG/MAIN/		Y N
BNGG		050## a		852	h			Y N
BNGG		050## b		852	i			Y N
BNGG		090## a		852	h			Y N
BNGG		090## b		852	i			Y N
BNGG		086## a		8523	h			Y N
BNGG		099## a		8524	j			Y N
BNGD		049## a		8523	b	s/BNGD/XBIMA/		Y Y
BNGD		049## a		852	c	s/BNGD/MGDOC/		Y N
BNGD		086## a		8523	h			Y N
BNGD		099## a		8524	j			Y N

In tab_z30 (2.6 above), when there is 1-3 in column 11, the system automatically creates a holdings record during the MARCIVE transfer process when a new bibliographic record is added. The tab_mapping file defines where information from the loaded record is placed in the ALEPH holdings record. The table responsible, resides in the \$data_tab directory of each administrative library.

Note:

The `tab_mapping` table also exists in the bibliographic library.

The `tab_mapping` file is essential for the automatic creation of holdings records during the import of MARCIVE records. The table above illustrates an institution with two holding code symbols (BNGG, the main library holding code and BNGD, the government documents holding code).

3 Loading Workflow

After p-file-99 has been submitted, the MARCIVE loader will handle records as follows:

1. The loader looks for the `tab_z30` table which contains the holding code from field 049. The ADM library where `tab_z30` resides is the ADM environment for the loading.
2. The loader looks for matching records using the match section given as a parameter in the batch.
3. The loader filters the matched records according to the owner group from `tab_z30` col. 9. It leaves only those records which have an OWN field that belongs to the OWN group as defined in `tab_z30`.

If there is more than one match, an error is returned.

If there is one matched record, then the loader merges the new loaded record with the existing one according to the merge program given as a parameter in the batch, adds a new OWN field, and saves it.

If there is no matched record, then the loader creates a new bibliographic record, adds OWN field, and then executes the fix routine given as parameter in the batch and saves the record.

4. The loader creates an ADM record in the ADM library.
5. The loader creates an HOL record, according to the definition in `tab_z30`. The HOL library is determined using `tab_library_relation`.

The HOL fields are created using the `tab_mapping` table.

The HOL record will not be written if a record already exists with the same 852 field with the following subfields: \$b, \$c, \$h, \$i, \$j, \$k, \$m, \$l.

6. The loader creates item record(s) according to the definitions in `tab_z30`.

The new item(s) will be linked to a HOL record if the later record's 852 \$b and \$c subfields match the Z30-SUB-LIBRARY and Z30-COLLECTION fields of the first record.

7. If an item with the same barcode already exists, no item will be created, but if the item does not have a HOL link then it will be linked to the HOL record if it exists. Again, the match is done by comparing subfields \$b and \$c of the 852 field with the Z30-SUB-LIBRARY and Z30-COLLECTION fields of the item.

Note

If position 05 of the LDR field of the input record contains "d" or position 23 holds X'03', then the matching bibliographic record and all the associated administrative records will be deleted. A STA \$\$a DELETED will be added to the record.

However, if the record has any of the following records, it will not be deleted and an appropriate warning message will be displayed:

Loans (Z36)

Hold Requests (Z37)

Photocopy Request (Z38)

Acquisition Order (Z68)
