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

All Releases

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Loading MARCIVE Records into ALEPH - Overview

The MARCIVE document loader (b-file-99) 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 record files:

Weekly shipping lists -- brief cataloging of the documents the library receives from the GPO.

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

The MARCIVE loader is run from the ALEPH Staff Services menu. It can be added to the libraries joblist (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, and others which determine how the loaded records will be merged and what fix procedures should be carried out on them.

? USM01 - Load MARCIVE Records

Input file

ADM library

HOL library

Create item records

Fix routine

Merge type

Merge section

Update database

Default values input file

Run Time at o'clock

Figure 1 - The MARCIVE loader (file_99)

Running the MARCIVE Loader

To run the MARCIVE loader, carry out the following steps:

1. 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 ALEPH Staff Services Menu). This is because the batch process does not directly use the MARC file as input. Once the MARC file has been converted to ALEPH Sequential format, file_99 can be run.

An institution can also run the Modify MARC Record File batch program (p_file_08) before running p_file_99 (after the file has been converted to ALEPH Sequential format) if global changes to the MARC records themselves are desired.

2. To open the MARCIVE loader from the ALEPH Staff Service menu, click "Load MARCIVE Records" (or file_99) (listed under the rubric "Load Catalog Records"). The file_99 batch service is displayed:
3. Fill in the fields according to the instructions in the Help for Each Field section of the batch service.
4. Click Send to queue.

Help on Fields

This is a more detailed and explanatory version of the Help for Each Field section available in the batch service.

- **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

- **ADM Library**

Optional. Enter the alphanumeric code for the ADM library (for example, EXU50), for automatically generated ITEM records.

- **HOL Library**

Optional. Enter the alphanumeric code for the Holding library (for example, EXU60), for automatically generated HOL records. Only the weekly data loads include holdings information.

- **Create item records**

Yes or No. Choose Yes to automatically generate ITEM records. If you do select Yes, you must supply a default values input file.

- **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. 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.

- **Merge Type**

Mandatory. Merge type refers to how the incoming MARCIVE records are treated. There are two types of Merge available:

Merge – To merge matching MARCIVE records with bibliographic records which are already in the database

Replace - To completely replace bibliographic records which are already in the database with matching MARCIVE records.

The merge functionality is needed because subscribers to MARCIVE government document records normally get two types of shipments:

Weekly shipping lists -- brief cataloging of the documents the library receives from the GPO.

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

If there is no record in the database with a matching 909 field, the incoming record is added. If there is a record with a matching 909 field, there are two possible outcomes, depending on the merge type:

- (a) Merge - the incoming record overlays some fields in the existing record. The "merge section" parameter of p_file_99 controls which section in tab_doc_merge is used.
- (b) Replace - the incoming record overwrites the existing record.

Thus, the merge functionality is there so that the monthly records can overlay the weekly shipping list records.

- **Merge section**

Only mandatory if “Merge” is the Merge type chosen. The “Merge section” parameter refers to the value of the first column of the tab_doc_merge table in the \$data_tab directory of the bibliographic library that file_99 is being run for. The tab_doc_merge table controls which fields are overlaid. The table’s header provides more information.

- **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 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 file_99 have the cataloger stamp set to "MARCIVE", unless otherwise specified in the default values table (see following).

- **Default values input file**

Optional. You can set default values for fields in the BIB, HOL and ITEM records that are created using this service. The defaults are set in a user- defined table in the BIB library's /tab directory. Specify the name of the table in this field. If you choose to automatically create an item based on the bib information, you must set up default values for the item records in the default values table, and you must specify this table as the input file. tab_99_def in the USM01 \$data_tab directory is an example of default values table.

- **Run Time**

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

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.

Catalog Record Loading Tables

This section presents a brief description of the catalog record loading tables. Extensive information on the structure and usage of tables can be found in the table headers (F1 when displayed in the ALEPHADM GUI). The tables which are facilitate the loading of catalog records are as follows:

tab_doc_merge

This controls the fields that are retained when overlaying (merging) catalog records.

Defaults Configuration table (example, tab_99_def):

When the MARCIVE loader is run, Items and Holdings records can be generated. Default values for these records can be defined in a library table. The USM01 example is tab_99_def)

tab_fix

Fix routines are standard library-defined procedures that automatically "fix" or make changes to cataloging records. The tab_fix table defines two aspects:

1. The fix program that defines the type of "change" performed on the cataloging record.
2. The fix routine in which the fix program runs.

The following is an example of a group of fix routines for MARCIVE data:

```
MRCV  fix_doc_notis_1_c  
MRCV  fix_doc_notis_3  
MRCV  fix_doc_notis_4
```