

**Batch Load Point Counter -- Processing -- Online Books**  
**Processing performed in MARCEditor**

Points (1 point equals 1 minute of processing)

When points exceed 150 (1 min per point): STOP & contact vendor & request a new record set (or find another vendor)

Statistics for vendor load (Example):

Vendor	Aggregator	001	Records	Process/Load	Errors	Note
Safari	\$y Safari \$u proquestcombo.safaribooksonline.com/ ?uiCode=uvawise&xmlId=	saf safx	3390	3377 10/07/08	12 error 10 dupl	001= safx1518 thru safx1512

1	Field	Preparation & Reports	Points	Note	MARCEditor Reports
<b>1.A</b>		Validation identifies invalid records	1 +150	Stop Contact vendor Review/Determine if invalid records can be salvaged/deleted	<u>Reports/MARCValidator</u> IdentifyInvalidRecords Print report
<b>1.B</b>		Validation identifies invalid fields/data	2	Save for later review of each field during processing	<u>Reports/MARCValidator</u> <u>Validate Record</u> (HighlightAll/Copy/Paste into text file & Save file)
<b>1.C</b>		MaterialType rpt identifies non-book record types	1 +150	Stop Contact vendor if MaterialType includes Videos / Audios / Serials	<u>Reports/MaterialTypeReport</u> Print report for review  <b>See: 1.C: <u>Addl Instr</u></b> -- Extract non-book records
<b>1.C: Addl Instr</b>	LDR	MaterialType Rpt identifies / extracts non-book records	+2 each	Find / Extract: AVis (position 6) videos (g) audio (j)	Review AVis records <u>FindAll (RegEx): (=LDR )(.{6})([gj])(.+)</u>  <u>StartupMenu//Tools/Select/Extract records</u> Display: LDR

				Find / Extract: Serials (position 7) serials (s) integrating resources (i)	<u>Search (RegEx):</u> (.{6})([gj])(.+) (Export Selected / Yes -- do delete from source file) Save files  Review Serials records <u>FindAll (RegEx):</u> (=LDR )(.{7})([is])(.+)  <u>StartupMenu//Tools/Select/Extract records</u> Display: LDR <u>Search (RegEx):</u> (.{7})([is])(.+) (Export Selected / Yes -- do delete from source file) Save files
<b>1.D</b>	000 / 008	Field/Record count differs from vendor record count	1 +150	Stop Contact vendor if record counts differ	<u>Reports/FieldCount</u> Verify count of 000/008 occurrences
<b>1.E</b>		FieldCount identifies Field count discrepancies	1	Save to review fields during processing <b>(Steps 3-5)</b>	<u>Report/FieldCount</u> <u>GenerateReport (TabDelimited):</u> Save Report  (More detailed info/counts for the field displays with Highlight/RightClick then choose CountSubfields)
<b>2</b>	<b>Field</b>	<b>Verify field in FieldCount and Validator reports</b>	<b>Point s</b>	<b>Note</b>	<b>MARCEditor</b>
<b>2.A</b>	000	FieldCount rpt identifies 000 Field NOT listed first	1 +150	Stop Contact vendor	<u>Report/FieldCount</u>
<b>2.B</b>	XXX	FieldCount rpt lists the LastField as NOT a number	1 +150	Stop Contact vendor	<u>Reports/FieldCount</u>
<b>2.C</b>	000:	Deleted record count:	2	Identify/Remove	Review deleted records

	05	Field: 008 & Position 05 =d	+5	records with status=deleted  Extract list of deleted records & process those records separately <b>See addtl instr</b>	<u>FindAll (RegEx):</u> (=LDR )(\d{5})([d])(.+)  Opt. :Review current/new catl <u>Find All (RegEx):</u> (=LDR )(\d{5})([cn])(.+)  <u>StartupMenu//Tools/Select/Extract records</u> Display: LDR Search (RegEx): (\d{5})([d]) (Export Selected / Yes -- do delete from source file) Save files  <u>Report/FieldCount</u> Review adjusted Record count
<b>2.D</b>	245 / 245 \$a	Field/Record count differs from vendor record count	1 +2 each	Identify records from MARCValidator rpt with Multiple 245 / Lacking 245 If fewer than 10 records, correct 245 manually Notify vendor	<u>Reports/MARCValidator errors:</u> Search Validator report for errors:  <b>One 245 field must be present</b> <b>245: Has been marked as a non-repeating field</b>
<b>2.E</b>	XXX	Fields/Records with ERRORS Often field/record count differs from vendor record count	1 +2 each	Identify records from Validator report If fewer than 10 records, correct manually Notify vendor	<u>Reports/MARCValidator errors:</u> Search Validator report for errors  <b>Only one 1XX tag is allowed</b> <b>Has been marked as a non-repeating field</b> <b>Incomplete or Dangling Subfield</b>
<b>2.F</b>	856\$u	Review vendor pkg URLs for broken links Note: Test 1 or 2 URLs	5 +150	Stop Contact vendor	Examine first record (Copy/Paste link in browser & Review results)
<b>2.G</b>	856	Field count is less than vendor record count	2 +2 each	Compare vendor pkg count against Record count	<u>Reports/FieldCount</u>

		(Field count often exceeds Record count)		Make note of the counts for further 856 processing	Records lacking URL: _____ If fewer than 10 records, identify records & process manually <b>See: Step 3.M</b> for further processing
<b>3</b>	<b>Field</b>	<b>Review &amp; Process</b>	<b>Points</b>	<b>Note</b>	<b>MARCEditor</b>
<b>3.A</b>	001	Field count equals Record count Identify records: OCLC# with prefix	1	Accept if present (Unicorn loader rule = o)	<u>Report/FieldCount</u>  <u>FindAll:</u> =001 OCLC prefix: ocm/ocn
<b>3.B</b>	001 / 035	Records lack 001  OCLC# present in 035 info w/format: \$a(OCOLC)<OCLC#>	2	Move OCLC 035 info to 001 with OCLC prefix = ocm/ocn (Unicorn loader rule = o)  (Note: Review Fields & Field count at each step)  Review for OCLC# with fewer than 7 digits <b>See addt instr.</b>	<u>FindAll:</u> =035 Field sort & view count  <b>See addt instr. for</b> detailed instructions <u>Swap:</u> 035\$a to 001 (CopySource & AddtoExistingField) Note: Copies all 035 incl. non-OCLC fields  Sort to collocate 001s <u>Tools/Sortby/Sort0xxfields</u>  Correct the 001 format (ocm=8digits\ <u>Edit/Replace (Regex):</u> (=001 )(\\$(OCOLC))(\d{8}\$) to : \$1ocm\$3\  Correct the 001 format (for: ocn=9digits) <u>Edit/Replace (Regex):</u> (=001 )(\\$(OCOLC))(\d{9}\$) to : \$1ocn\$3  Remove duplicate OCLC# info: <u>Replace (Regex):</u>

					(=001 )(.(+)\(\\\$(OCOLC\)).+) to: \$1\$2  Ex: =035 \\\$a(OCOLC)738139846 to: =001 ocn738139846
<b>3.C</b>	001 / 035	Records lack 001  Vendor control# present in 035 info Format: \$a(vendorCode)<control #>	5	Move vendor 035 info to 001 with vendor prefix (Unicorn loader rule = g)  (Note: Review Fields & Field count at each step)  (Note: When finished processing Extract (Display: 001 & Search: <vendorPrefix>) to perform separate batchloads for mixed OCLC/vendor control#s) <b>See addt instr.</b>	<u>FindAll</u> : =035 Field sort & view count  Determine a vendor prefix (max.=4 characters & no parens)  <u>Swap</u> 035\$a to: 001: (CopySource & AddtoExistingField)  Sort to collocate 001s <u>Tools/Sortby/Sort0xxfields</u>  Correct the 001 format: <u>Replace (RegEx)</u> : (=001 )(\\\$(<vendorCode>\\))(.(+) to: \$1<vendorPrefix>\$3  Ex: =035 \\\$a(Safari)97381398 to: =001 saf97381398
<b>3.D</b>	001 / 035	Records lack 001 & 035 field Verify 001 count differs from Record count	2	Create 001 control field with extended vendorPrefix (Unicorn loader rule = g)  (Note: Make a note on the BatchLoadStats sheet	<u>Report/FieldCount</u>  Determine an extended vendor prefix (vendorPrefix with final "x") & (min. digits=4)  <u>Tools/GenerateControl#</u> (GenerateInCurrentFile) Ex: =001 safx1568

				to track the Control#s generated for each vendor load)	
<b>3.E</b>	245 \$h	245 has multiple \$h subfields	1 +2 each	Identify records from MARCValidator report If fewer than 10 records, correct 245\$h manually	<u>Reports/MARCValidator</u> errors: Search Validator report for errors:  <b>245- \$h: Subfield cannot repeat</b>
<b>3.F</b>	245 \$h	Subfield count differs from Field count	1 +2 each	Identify records lacking \$h  Add 245\$h: RDA-Helper	<u>Report/FieldCount</u>  <u>StartupMenu/Tools/Select/Extract records</u> Display: 245\$h Search: Display field not found (Export Selected / No -- do not delete from source file) Save file & review  <u>StartupMenu/Tools/RDA-Helper</u> Select : Generate GMD
<b>3.G</b>	RDA 33x	Verify presence of RDA fields: 336 / 337 / 338  338 (carrier) = online resource	1	Review for further processing	<u>Report/FieldCount</u>  <u>FindAll</u> (RegEx): (=336  =337  =338 )(.) Field sort & view count  <u>StartupMenu/Tools/RDA-Helper</u> Select : Add (336/337/338)
<b>3.H</b>	856 \$u	Records contain non-pkg vendor URLs	2 +5	Identify/Delete fields with non-pkg vendor 856  Find URLs for vendors that are NOT part of the file's	Review URLs for the file's specified vendor pkg <u>FindAll</u> (RegEx): (=856 )(.)(<vendorInfo>)(.)  Note: May use short vendor addy/phrase Ex of alt spelling: (=856 )(.)(<netlibrary netLibrary NetLibrary>)(.)

				<p>specified vendor pkg</p> <p>Make note of non vendor pkgs for further processing of Misc fields( incl 5xx / 7xx)</p> <p>Ex.: ebrary / netLibrary / myiLibrary / Ebook / Books24x7</p>	<p>Find / Delete other vendor pkgs (that are NOT the file's specified vendor pkg)</p> <p><u>FindAll</u> (RegEx):  (=856 )(.(+)\\$uhttp://)(?!&lt;vendorAddy&gt;).(.)  Field sort &amp; view count  Note: Must use full vendor addy  Ex:  (=856 )(.(+)\\$uhttp://)(?!proquestcombo.safaribooksonline.com).(.)</p> <p><u>Tools/DeleteField</u> (RegEx):  Field: 856  FieldData: (.(+)\\$uhttp://)(&lt;vendorAddy&gt;).(.)  Matching: Remove if field data does not match</p> <p>Note: Must use full vendor addy</p> <p><u>Report/FieldCount</u>  Review adjusted InRecord count</p> <p><b>See Addtl Instr</b> For vendor files that contain different valid vendor Addys for linking:</p>
<b>3.I</b>	856 \$z / etc.	<p>Review FieldCount report for subfields not used locally</p> <p>Local practice: Use only subfields (in order): \$3 / \$y / \$u</p>	1 +2	<p>Determine which subfields are present in URL</p> <p>Identify/Delete non-local subfields: \$z (etc.)</p>	<p><u>Report/FieldCount</u>  Review subfield counts (RightClick)</p> <p><u>FindAll</u> (RegEx): (=856 )(.(+)\\$z).(.)  Field sort &amp; view count</p> <p><u>Tools/EditSubfield/RemoveText</u>:  Field: 856  SubfieldField: z</p> <p>Repeat for other subfields</p>

<b>3.J</b>	856 \$3	<p>URLs contain non-local subfield data: \$3</p> <p>Local practice: Use \$3 only for Material specified data</p> <p>Note: P-N uses \$3 for both VendorInfo and for Material specified data (comma separated)</p> <p>Note: Some records use multiple URLs that include \$3 (Materials specified) for component parts/versions</p>	1 +5	<p>Review 856 \$3 for non-local vendorInfo usage (comma separated)</p> <p>Identify &amp; Delete VendorInfo from \$3</p> <p>See Step <b>3.L</b> to insert VendorPkg info</p>	<p><u>Report/FieldCount</u></p> <p><u>FindAll</u> (RegEx): (=856 )(.(+)\\$3.(+)\,.(+)\</p> <p>Field sort &amp; view count for mixed \$3 subfield</p> <p>Delete vendorInfo keeping MatSpec info</p> <p><u>Edit/Replace</u> (RegEx): (=856 )(.(+)\\$3(&lt;vendorInfo&gt;)\,)(\\$u.+) to: \$1\$2\$3\$6</p> <p>Delete vendorInfo <u>Edit/Replace</u> (RegEx): (=856 )(.(+)\\$3(&lt;vendoInfo&gt;)\\$u.+) to: \$1\$2\$5</p> <p>Ex.: =856 40 \$3ebrary, v.1\$u &lt;URL&gt; to =856 40 \$3 v.1 \$u &lt;URL&gt;</p>
<b>3.K</b>	856 \$y	<p>URLs contain non-std data for local subfield: \$y</p>	1 +2	<p>Identify/Delete 856 \$y with non-std local use</p>	<p><u>Report/FieldCount</u></p> <p><u>FindAll</u> (RegEx): (=856 )(.(+)\\$y).(+)\</p> <p>Field sort &amp; view count</p> <p><u>Tools/EditSubfield/RemoveText:</u> Field: 856 SubfieldField: y</p>
<b>3.L</b>	856 \$y	<p>URLs lack local \$y subfield data</p>	2	<p>Create \$y for vendor pkg phrase</p> <p>Insert before \$u (will be between \$3 &amp; \$u)</p>	<p>Determine vendor package phrase: (prefer max. = 15 characters)</p> <p><u>Edit/Replace</u> (RegEx): (=856 )(.(+)\\$u.+) to: \$1\$2\$y&lt;vendorPkg&gt;\$3</p> <p>Ex: \$y Safari Ex: \$yVIVA: Project Muse</p>
<b>3.M</b>	856	Adjusted Field count less	2	Identify records	<u>Report/FieldCount</u>



		<p>than Record count</p> <p>Step <b>3.H</b> processing may cause more records to lack a URL (compared to Step <b>2.F</b>)</p>	+2 each	<p>lacking vendor pkg URL</p> <p>If fewer than 10 records, process manually</p>	<p>Review Adjusted Field count</p> <p>Review URLs for vendor pkg <u>FindAll</u> (RegEx): (=856 )(.(+)\\$uhttp://)(.+)(&lt;vendorInfo&gt;)(.+) Field sort &amp; view count</p> <p>Note: May use short vendor addy/phrase Ex of alt spelling): (=856 )(.(+)(netlibrary netLibrary NetLibrary))(.+)</p> <p><u>StartupMenu/Tools/Select/Extract records</u> Display: 856 Search: Display field not found (Export Selected / No -- do not delete from source file) Save file &amp; review extracted records</p> <p>Search vendor site for URL &amp; manually create 856 with appropriate vendor package phrase &amp; URL with book#/ID =856 40\$y&lt;vendorPkg&gt;\$u&lt;vendorAddy&gt;&lt;bookID&gt;</p>
<b>3.N</b>	XXX	Various fields with invalid format or subfields	2 +2 each	<p>Identify invalid fields with MARCValidator report</p> <p>If fewer than 10 records, correct manually</p> <p>Opt. : Notify vendor</p>	<p><u>Reports/MARCValidator</u> errors: Search Validator report for errors:</p> <p><b>Subfield cannot repeat</b> <b>Invalid field format; invalid characters present</b></p>
<b>3.O</b>	003	Verify Presence (Vendor MARC symbol) Field/Record count differs from vendor record count	1	<p>If absent, create field with local MARC library symbol: ViWisC</p>	<p><u>FindAll</u>: =003 Field sort &amp; view count</p> <p><u>Tools/AddField</u>: Field: 003 FieldData: ViWisC</p>

					(AddFieldIfNotPresent)
<b>3.P</b>	007	Verify presence Field/Record count differs from vendor record count  (Field count can exceed Record count – multiple 007s accepted)	1 +1	If absent, create field with defaults: (cr\unu)	<u>FindAll</u> : =007 Field sort & view count  <u>Tools/AddField</u> : Field: 007 FieldData: cr\unu (AddFieldIfNotPresent)
<b>3.Q</b>	040	Records lack 040	2	Create field with Vendor OCLC symbol in \$a/\$c (or use Library symbol = VCV)	<u>Tools/AddField</u> : Field: 040 FieldData: \\\$aVCV\$cVCV (AddFieldIfNotPresent)
<b>3.R</b>	050 / 090	Verify presence in FieldCount report  Compare 050/090 count against Record count -- Files with fewer call#s increase 949 processing time	2 +5	If FieldCount > RecordCount => some records have mult call# fields  Review for further 050/090 processing Delete non-standard call# for later 949 processing DeweyEx: =050 00\$a510.7 Ex: =090 \$aBOOK NOT YET IN LC Ex: =050 \$aELECTRONIC RESOURCES  Review using RegEx:	<u>FindAll</u> (RegEx): (=050  =090 )(.) Field sort & view count  <u>Tools/DeleteField</u> : Field: 050 FieldData: <nonStdText>  For weird 050s with star: <u>Tools/DeleteField</u> : Field: 050 FieldData (RegEx): ( )(.+)(\\$a\*)  Repeat for weird 050s: (050 w/Dewey) <u>Tools/DeleteField</u> : Field: 050 FieldData (RegEx): ( )(.+)(\\$a\d)(.)

				Ex: =050 \$a* (call# has a star)	
<b>3.S</b>	506	Verify presence in FieldCount report	1 +1	Identify/Delete fields with non-std phrase Create field with std phrase	<u>FindAll</u> : =506 Field sort & view count  <u>Tools/DeleteField</u> : Field: 506  <u>Tools/AddField</u> : Field: 506 FieldData: \\\$aAccess restricted to UVa's College at Wise users. (AddFieldIfNotPresent)
<b>3.T</b>	530 / 533	Verify presence in FieldCount report  Note: Delete 530/533 info about WWW/Internet access-- Local practice: Place in 538 w/std phrase	2 +2	Identify/Delete fields/subfields with non-std phrase  Ex.: =530 \\\$aAlso issued online. Ex.: =533 . \$nAvailable via World Wide Web.  Delete fields with other vendor pkg info or subfields  Ex.: =533 \$cebrary Ex.: =533 \$cNetLibrary	<u>FindAll (RegEx)</u> : (=530  =533 )(.) Field sort & view count  <u>Tools/DeleteField</u> : Field: 530 FieldData: <nonStdText>  <u>Tools/EditSubfield/RemoveText</u> : Field: 533 Subfield: n  <u>Tools/DeleteField (RegEx)</u> : Field: 533 FieldData: (ebrary NetLibrary)
<b>3.U</b>	516 / 538	Verify presence in FieldCount report	2 +2	Identify/Delete fields with non-std phrase	<u>FindAll (RegEx)</u> : (=516  =538 )(.) Field sort & view count

		<p>Note: Retain fields that have data for "accompanying" CD-ROMs</p> <p>Note: Multiple 538s accepted</p> <p>Note: 538 field obsolete for P-N records</p>		<p>Ex.: =538 Mode of access:</p> <p>Create local 538 field with std phrase</p>	<p><u>Tools/DeleteField:</u> Field: 538 FieldData: &lt;non-std phrase&gt;</p> <p>Repeat for 516 fields</p> <p>Create 538 field with std phrase Determine vendor site info</p> <p><u>Tools/AddField:</u> Field: 538 FieldData: \\\$aMode of access: World Wide Web via Internet from the &lt;Vendor&gt; website. Adobe Acrobat Reader required for online viewing.</p>
<b>3.V</b>	650	<p>Verify presence in FieldCount report</p> <p>Review Subfield Ind2 to identify subjects to delete by Ind2</p> <p>(Note: On FieldCount rpt box -- Highlight/RightClick then choose CountSubfields. to view indicator values &amp; counts)</p>	1  +2	<p>Retain Ind2: 0 / 1 / 2 / 3 (LC/LCAC/NLM/NA L) subjects</p> <p>Delete other thesaurus subjects: (CSH/RM /Sears) Ind2= 5 / 6 / 8</p>	<p>For LC/LCAC/NLM <u>FindAll</u> (RegEx): (=650 )(. [0123])(\\$(.+) ) Field sort &amp; view count</p> <p>For Other thesauruses subjects <u>FindAll</u> (RegEx): (=650 )(. [568])(\\$(.+) ) Field sort &amp; view count</p> <p>Delete Other thesaurus subjects <u>Tools/DeleteField</u> (RegEx): Field: 650 FieldData: ( )(. [568])(\\$(.+) )</p>
<b>3.W</b>	650 local subjects	<p>Verify presence in FieldCount report</p> <p>Review Subfield Ind2 to identify subjects to</p>	2	<p>Swap BISAC 650 to 690 field 650 (ind2=7) with \$2bisacsh (Or, delete BISAC)</p>	<p>For BISAC 650 (ind2=7) with \$2bisacsh <u>FindAll</u> (RegEx): (=650 )(. [7])(\\$(.+) )(\\$2bisacsh) Field sort &amp; view count</p> <p>Change 650 : (ind2=7) with \$2bisacsh: to 690</p>

		delete by Ind2 = 4 / 7		<p>Delete FAST subjects 650 (ind2=7) with \$2fast</p> <p>Delete other thesaurus subjects (650 with Ind2=7)</p> <p>Local subj : 650 (ind2=4): Delete local subjects [or, Swap to 690 (ind2=4)]</p> <p>Review/delete "genre" type subjects: Electronic book(s) / Computer network resources</p>	<p><u>Repl(RegEx):</u> (=650 )(.[7])(\\$(a)(.+)(\$2bisacsh) to =690 \$2\$3\$4\$5</p> <p>For Local 650 (ind2=4) <u>FindAll (RegEx):</u> (=650 )(.[4])(\\$(a)(.+) Field sort &amp; view count</p> <p>Delete other 650 (ind2=7) subjects <u>Tools/DeleteField (RegEx):</u> Field: 650 FieldData: ( )(.[7])(\\$(a)(.+) </p> <p>For Local 650 (ind2=4) <u>FindAll (RegEx):</u> (=650 )(.[4])(\\$(a)(.+) Field sort &amp; view count</p> <p>Change 650 : (ind2=4): to 690 (ind2=4) <u>Repl(RegEx):</u> (=650 )(.[4])(\\$(a)(.+) to =690 \$2\$3\$4</p> <p>Delete non-std genres <u>Tools/DeleteField (RegEx):</u> Field: 650 FieldData: &lt;non-stdSubjects&gt;</p>
<b>3.X</b>	655	Verify presence in FieldCount report  (Note: On FieldCount rpt box -- Highlight/RightClick	1  +2	<p>Retain Ind2: 0 / 1 / 2 /3 (LC/LCAC/NLM/NA L) genres</p> <p>Delete other</p>	<p>For LC/LCAC/NLM <u>FindAll (RegEx):</u> (=655 )(.[0123])(\\$(a)(.+) Field sort &amp; view count</p> <p>For Other thesaurus genres <u>FindAll (RegEx):</u> (=655 )(.[568])(\\$(a)(.+) </p>

		then choose CountSubfields. to view indicator values & counts)		thesauruses genres: (CSH/RM /Sears) Ind2= 5 / 6 / 8	Field sort & view count Delete Other thesaurus genres <u>Tools/DeleteField (RegEx):</u> Field: 655 FieldData: ( )(. [568])(\ \$a)(.+)
<b>3.Y</b>	655 local subjects	Verify presence in FieldCount report  Review Subfield Ind2 to identify subjects to delete by Ind2 = 4 / 7	2	Retain GSAFD / LCGFT genres: 655 (ind2=7) with \$2gsafd or \$2lcgft	For GSAFD/ LCGFT 655 (ind2=7) <u>FindAll (RegEx):</u> (=655 )(.(+)\ (\$2)(gsafd lcgft) Field sort & view count
			+2	Delete other thesaurus genres (655 with Ind2=7)	For Other thesaurus genres <u>FindAll (RegEx):</u> (=655 )(.(+)\ (\$2)(.+) Field sort & view count
			+2	Local genres : 655 (ind2=4) Delete local genres [or, Retain ]	Delete other 655 (ind2=7) genres <u>Tools/DeleteField (RegEx):</u> Field: 655 FieldData: ( )(.+)\ (\$2)(?!gsafd lcgft)
			+2	Review/delete non-std genres: Electronic book / Computer network resources	For local genres: <u>Tools/DeleteField (RegEx):</u> Field: 650 FieldData: ( )(. [4])(\ \$a)(.+)  Delete non-std genres <u>Tools/DeleteField (RegEx):</u> Field: 655 FieldData: <non-stdGenre>
<b>3.Z</b>	600 / 610 /	Verify presence in FieldCount report	2	Retain Ind2:= 0 / 1 / 2 / 3	For Other thesaurus names <u>FindAll (RegEx):</u> .(=600  =610  =611 )(.[45678])(\ \$a)(.+)
			+2	(LC/LCAC/NLM/NA	Field sort & view count

	611	(Note: On FieldCount rpt box -- Highlight/RightClick then choose CountSubfields. to view indicator values & counts)	+2	L) Delete Other thesaurus names Ind2 = 4 / 5 / 6 / 7 / 8	Delete non- LC/LCAC/NLM / local subjects <u>Tools/DeleteField (RegEx):</u> Field: 600 <or 610 or 611> FieldData: ( )(. [4568])(\\$(.+) )  <b>See Addtl instr</b> to delete all-at-once
<b>3.A</b>	651	Verify presence in FieldCount report  Review Subfield Ind2 to identify non-LC subjects to delete by Ind2	2	Retain Ind2:= 0 / 1 / 2 / 3/ (LC/LCAC/NLM/NA L)  Delete Other thesaurus geographics Ind2 = 4 / 5 / 6 / 7 / 8	For Other thesaurus geographical subjects <u>FindAll (RegEx):</u> (=651 )(. [45678])(\\$(.+) ) Field sort & view count  Delete Other thesaurus geographical subjects <u>Tools/DeleteField (RegEx):</u> Field: 651 FieldData: ( )(. [45678])(\\$(.+) )
<b>4</b>	<b>Field</b>	<b>Optional Review &amp; Processing</b>	<b>Points</b>	<b>Note</b>	<b>MARCEditor</b>
<b>4.A</b>	0xx	Review Record/Field count	1  +1	Determine which fields are present in records  Identify fields to delete: 012 / 016 / 029 / 037	<u>Report/FieldCount</u> Review 0xx field counts  <u>FindAll (RegEx):</u> (=012   =016   =029   =037 )(.+) ) Field sort & view count  <u>Tools/DeleteField:</u> Field: <0xx>
<b>4.B</b>	300	Subfield count more than Field count	1 +1 each	Identify records with multiples 300\$a subfields  If fewer than 10 records, correct	<u>Report/FieldCount</u> Review \$a subfield counts  <u>FindAll (RegEx):</u> (=300 )(.+)(\\$(.+) )(\\$(.+) )  Correct records manually

				manually	
<b>4.C</b>	300	Review records for 300\$a data	1 +1	Determine if print or e-text collation is present	<u>FindAll</u> : =300 Field sort & view count  <b>See addit instr</b> to add std phrase: 1 online resource
<b>4.D</b>	5xx	Review FieldCount report for presence of other 5xx fields  (already reviewed 506 / 530 / 533 / 538)	1 +1	Determine which fields are present in records  Delete fields with non-substantial info: 583 / 584 / 590	<u>Report/FieldCount</u> Review 5xx field counts  <u>Tools/DeleteField</u> : Field: <5xx>
<b>4.E</b>	6xx	Review FieldCount report for presence of other 6xx fields  (already reviewed 650 and 600 / 610 / 611 / 651)	1 +1	Determine which fields are present in records  Review: 653 / 654  Delete fields with non-substantial subjects: 691 thru 699	<u>Report/FieldCount</u> Review 6xx field counts  <u>FindAll (RegEx)</u> : (=653  =654 )(.) Field sort & view count  <u>Tools/DeleteField</u> : Field: <6xx>
<b>4.F</b>	7xx	Review FieldCount report for presence of other 7xx fields	1 +1	Determine which fields are present in records  Delete fields with non-substantial info 790 thru 799	<u>Report/FieldCount</u> Review 7xx field counts  <u>Tools/DeleteField</u> : Field: <7xx>
<b>4.G</b>	8xx	Review FieldCount report for presence of other 8xx fields	1 +1	Determine which fields are present in records	<u>Report/FieldCount</u> Review 8xx field counts  <u>Tools/DeleteField</u> :



				Delete fields with non-substantial info 84x, 853-855, 86x thru 87x 886 / 887 / 89x	Field: <8xx>
<b>4.H</b>	9xx	Review FieldCount report for presence of other 9xx fields  994 = OCLC export field	1 +1	Determine which fields are present in records  Identify/Delete fields with non-substantial info 938	<u>Report/FieldCount</u> Review 9xx field counts  <u>FindAll (RegEx): (=938  994 )(.)</u> Field sort & view count  <u>Tools/DeleteField:</u> Field: <9xx>
<b>4.I</b>	Misc	Review Records for other vendor pkg/info	1 +5	Identify fields with other vendorPkg info  Refer to 856 review Step <b>3.H</b>	<u>FindAll:</u> (vendorPkg vendorPkg) Field sort & view count  Delete each field ia a separate step <u>Tools/DeleteField (RegEx):</u> Field: <xxx> FieldData: (vendorPkg vendorPkg) Note May use short form of vendorAddy  Ex.: (netlibrary netLibrary NetLibrary ebrary e-brary)
<b>5</b>	<b>Field</b>	<b>Local Holdings processing</b>	<b>Points</b>	<b>Note</b>	<b>MARCEditor</b>
<b>5.A</b>	049	Review FieldCount report for presence of 049 field  Use Ind1/Ind2 for batchload records	2 +2	Identify/Delete fields with other Holdings info  Create field with std. Holdings info	<u>FindAll:</u> =049 Field sort & view count  <u>For non-Library holdings:</u> <u>Tools/DeleteField:</u> Field: 049

					<u>Tools/AddField:</u> Field: 049 FieldData: 11\$aVVCVV To change only the Ind1/Ind2: <u>Tools/EditIndicators:</u> Field: 049 ReplaceWithInd: 11
<b>5.B</b>	949	Review FieldCount report for presence of 949 field	1	Identify/Delete fields with other Holdings Processing info	<u>Report/FieldCount</u> Review 949 field count  <u>FindAll:</u> =949 Field sort & view count  Delete non_Library 949: <u>Tools/DeleteField:</u> Field: 949
<b>5.C</b>	949	Create local 949 field using Class# from 050\$a Class# subfield  Review 050 counts	5	Create 949 with Class# & std. Holdings Processing info  Use Class# from 050- - Add trailing \$a "INTERNET" phrase Add \$v volume unique# from 001 info Add Class scheme: LCASIS	Create Class # from 050 =949 \\\$a<Class#> INTERNET \$v<unique#>\$wLCASIS  Add/Append Holdings Processing info: For VIVA access: \$hWEB \$IVIVAONLINE \$tE-TEXT \$xONLINEVIVA \$zLOAD For subscription access: \$hWEB \$ILIB-ONLINE \$tE-TEXT \$xONLINELOGN \$zLOAD  See additl instruct: Creating class# info, etc. in 949 Redo using? Task Automation Editor?
<b>5.D</b>	949	949s lack \$a Call# info	1 +2	Identify records &: Create Class# from	See additl instruct: Identifying/exporting records lacking 050 for manual correction / OR See Addtl Instr for 090 Class#

				090 (or process manually after Load)	processing <b>Redo using?</b> Tools/Generate Call#s?
					<b>Note:</b> When are records deduped?
					MARCEdit ver. 5.9
					Amelia C. VanGundy (01APR12; rev19AUG14)