

U.S. Federal documents

Print Serials Processing

Per email message from Kim and Kelly 10/31/2016, when a title has retention “Latest retained only,” keep the print version on the shelf even if there is a more recent edition online.

Monthly Marcive Serials Processing

Marcive files are distributed by GPO to depository libraries the first week of every month. These files contain records with changes made to all US federal continuing resource records that contain 856 fields. Therefore, a variety of records representing different formats may appear in the file every month: print, online, maps, CD-ROMs, microform, etc. Due to the variety of formats represented and the dynamic nature of serials publications, the Marcive serials records require human intervention for processing. Approximately 18-20% of Marcive records are not loaded into Millennium because we already own the title in a different format or it's no longer available online. For the purposes of gathering monthly and annual Marcive file processing statistics, these records will fall into one of three categories: changes, deletes/rejects, or new.

UCSD's Marcive profile includes all records. Marcive distributes email notifications the first week of the month with the subject header “Data Ready for UCSA.” The cataloger forwards this notification to the ILS coordinator so s/he can load the files into Millennium. The ILS coordinator notifies the cataloger when the file has been loaded. As a depository library, UCSD is required to process the Marcive records within 2 weeks of receipt.

UCSD catalogers do not contribute original records for U.S. federal documents. If a bibliographer requests cataloging for a title that requires original cataloging, refer the request directly to GPO through the askGPO website (<https://gpo.custhelp.com/app/ask>). If you do not have an account, click on the *Your Account* button first. Next, click on the *Ask a Question* button to fill in data regarding your request (NOTE: Depository Library #: 0066B). You may also submit any cataloging questions to GPO catalogers via this same channel.

For more information about print to online format changes and the separate record policy exception for online US federal documents, see: <http://tpot.ucsd.edu/description/serials/compositeserial.html#print-online>

NOTE: This procedure assumes prior knowledge and familiarity with OCLC Connexion batch searching, Millennium Global Update, Millennium Create Lists, and MarcEdit.

Processing the Marcive file

- 1) **ONCE THE FILE IS LOADED INTO MILLENNIUM, PREPARE IT FOR PROCESSING:** To facilitate statistics collection, use a tally sheet or the “My status” feature in OCLC Connexion (Shift+Ctrl+S) to track which category each record falls into: change, delete, or new.

change
delete
new

- a. Extract OCLC numbers from the Millennium review file (sort them by Bib Lvl, Type, etc. if desired) and batch search them in Connexion.

- b. Perform the following global updates on the Millennium review file:
 - i. Delete all 856 fields
 - ii. Add a prefix to the 001 to distinguish it from existing records in Millennium (e.g., 001 __ **maps**851784163). This facilitates use of the OCLC number overlay table and ensures that only one record will be retrieved in an OCLC number search.

2) CHANGE RECORDS (“HELD BY CUS”): Records that are “Held by CUS” are processed as “changes.” Change records are processed in batch and/or manually, depending on the number of records. A special case for batch processing U.S. Geological Survey maps is outlined below.

The general process for change records involves verifying that the PURL resolves to the correct page, and noting any changes in the coverage, format or mode of issuance, and title changes affecting existing records in Millennium. After verification, the Marcive records are overlaid on the existing Millennium records. Redundant and obsolete information should be deleted from the Millennium records (e.g., extra 793s, 856s, 936s, etc.).

a. Batch processing change records for U.S. Geological Survey maps (200+ records, “Held by CUS”): Last year, GPO started recataloging many (previously monographic) U.S. Geological Survey maps as serials. Since these maps share a number of elements in common, it is possible to batch process them (e.g., began publication 2010-2012, resolve to the Map locator & downloader tool on the USGS website, and no UCSD print holdings).

- i. After searching and downloading the records into Connexion, process all records “Held by CUS” by searching the OCLC local bibliographic file and retrieving the records by Maps format.

The screenshot shows a dialog box titled "Search Local Bibliographic Save File". The "Local File:" field contains the path "C:\Documents and Settings\vmchin\Application Data\OCLC\Connex\Db\ucsas.bib.db". Below this, there are search criteria fields: "Search for:" and "in My Status", followed by "AND" and another "in My Status" field. There are also "with:" fields for "Action Status", "Workflow Status", and "Source Status". A "Limit Search by" section has "Held" checked and "Format" set to "Maps". The "Retrieval Order:" is set to "Date/Time Added". There are buttons for "Enter Diacritics...", "Clear Search", "OK", "Cancel", and "Help".

Set "My status" for these records in Connexion to "change."

ii. **Export the OCLC records into a MARCedit file for further processing:**

1. Clean up all 001 fields by deleting "ocn," "ocm," beginning "0", and ending "\".
2. Delete all 856 fields with indicators "4_" or that don't contain PURLs.
3. Add 856 \$3 holdings to 856 fields (e.g., 856 40 \$3 2010-).
4. Change 856 fields to 956 fields.
5. Add "793 0_ Open access resource; selected by the UC San Diego Library. \$p U.S. online journals. \$g [code]" (you can add whichever \$g code you like and change it later via global update)
6. Add "793 0_ Marcive change" so you can gather the records in a review file later if necessary.
7. Send the MARCedit file to the ILS coordinator to upload/overlay in Millennium using load table "bscpnetov" (or other one) which overlays on OCLC number and also protects the existing BRANCH code and CATDATE (NOTE: Don't change the CATDATEs which will trigger the records for Backstage processing). No need to add item or checkin records (NOTE: map serial records don't require checkin records).

iii. **After loading the MARCedit file into Millennium, do the following:**

1. Create a review file of the newly overlaid records using the title index "Marcive change" or search the record using the title index in Global update.
2. Using Global update, perform the following edits in this order. The tasks with like colors can be processed together:
 - i. Some records already have 956 \$3 holdings such as "Current edition only:" or "Archives:" in \$3. Delete the ending colon preceding the \$u.
 - ii. For records lacking \$3 holdings, add 956 \$3 holdings. Since these maps began publication in 2010-2012, create a review file for each year by searching the 362 date and batch add 956 \$3 to each file.
 - iii. Revise 793 \$g code if applicable (e.g., create a review file by searching the DtSt publication status code and revise 793 \$g as appropriate).
 - iv. Delete 856 fields.
 - v. Delete 793s for "Open access resource; selected by the UC San Diego Library. U.S. online monographs" from the file (these may or may not exist but many maps are being recataloged by GPO from monos to serials).
 - vi. Delete duplicate 793 fields.
 - vii. Change MARC tags 956 to 856.
 - viii. Add 856 "\$x UCSD open access" to end of all 856 fields.
 - ix. Add "--done [cataloger's initials]" to the end of the 936 fields containing "Worldcat update master record..."
 - x. Change 936 Worldcat update notes to 910 fields.
 - xi. Delete 793 for "Marcive change."

b. **Manual processing of change records (for 200 or fewer records, "Held by CUS"):**

- i. If you discover that the resource is no longer available online (856 \$z note), follow the instructions outlined in [Removing electronic resource access points from Millennium and Melvyl](#) to remove the online access. Set "My status" in Connexion to "delete." Otherwise, follow steps ii-viii below to process the change records.
- ii. Verify the PURL to make sure it's going to correct page. If it's broken, report it to Theodore DeFosse at GPO (tdefosse@gpo.gov) for modification.
- iii. If UCSD owns the title in print, but the online access has not been cataloged, add the online access (793, 856, etc.) to that serial record per the single record approach. Set "My status" in Connexion to "change."
- iv. Check the DtSt (publication status) to see if the serial has ceased. If so, download records for the earlier and later titles as needed. These records may or may not be in the Marcive file.
- v. Check to see if online content has been added or removed and update 856 \$3 holdings as needed.
- vi. Check for changes in format or in mode of issuance (e.g., mono to serial, mono to IR, serial to IR, print to online, etc.) and revise records accordingly. Pay attention to the MAT TYPE and add checkin records as needed (NOTE: Only textual serials and textual IRs need checkin records).
- vii. Overlay the Millennium record with the changed Marcive record.
- viii. Set "My status" in Connexion to "change."

3) **NEW OR DELETE RECORDS ("NO HOLDINGS IN CUS"):** Records with "No holdings in CUS" will fall into one of two categories: New or delete. To prepare these records for processing, delete the 001 prefix in the original Millennium review file using global update. Follow the guidelines below to determine whether the remaining Marcive records will be added or rejected. If the record is not a serial or integrating resource (e.g., book or monographic collection), refer it to BMCU for cataloging. Set "My status" in Connexion to "delete."

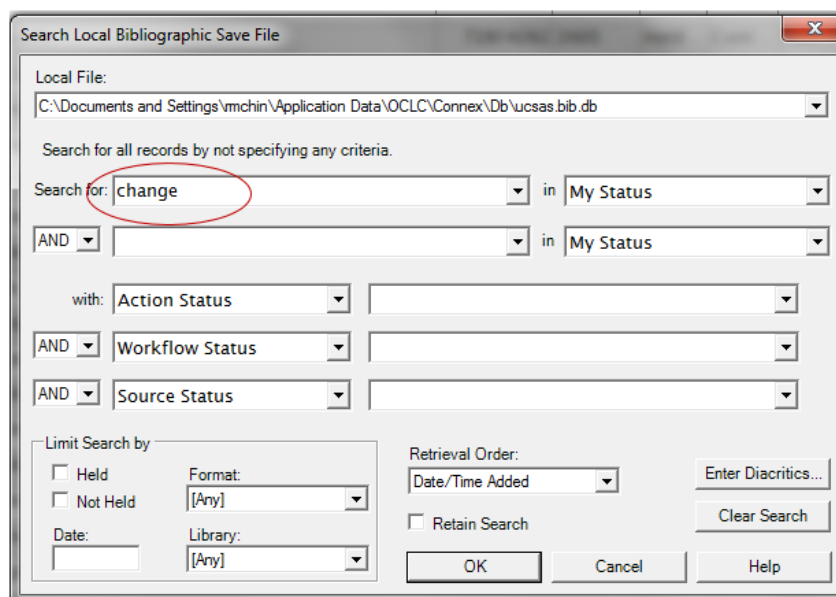
- a. Search each title in Millennium by 086 (m index), 776 \$w (OCoLC) number, and/or title to see if we own the title (we may own it in print, microform, or CD-ROM).
 - i. If UCSD owns the title in a different format, add the electronic access (793, 856) to that serial record per [UCSD's multiple formats cataloging policy](#) if not already present. Reject the Marcive record and do not load it into Millennium (i.e., set "My status" in Connexion to "delete").
 - ii. If UCSD does not own the title, accept the Marcive record as a new title (i.e., it's OK to use separate records for Marcive—this is an exception to our single record for serials policy). If a microform record appears in the Marcive file, prefer the print or electronic record. Set "My status" in Connexion to "new."
 - iii. If UCSD owns the title but it's been cataloged monographically, consider recataloging it to a serial if there are no distinctive titles or a formal documented decision to analyze. Note that Marcive monograph records are automatically loaded into Millennium so stragglers will creep back into the catalog over time, even if the title has been

recataloged as a serial. Set "My status" in Connexion to "new."

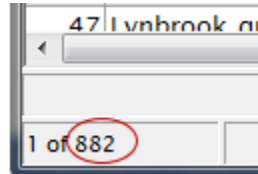
- b. Situations that may involve recataloging:
 - i. If the UCSD print is withdrawn, do not recatalog it as an online serial. Keep the composite record.
 - ii. If the print is later acquired by UCSD, recatalog it as a print composite serial.
 - iii. If the title is later acquired by CDL, recatalog it as a print composite serial, if a print record exists.
 - iv. Format changes (print to electronic only): If the online version covers all the print volumes, delete the UCSD print record if UCSD does not own the print. However, CDL print composite records are retained. Add the following note to the CDL checkin ("n") and item records ("x"): *There is no NET equivalent of this record--it has been deleted. Per local policy, when a print serial is continued online and there are no print holdings, UCSD uses the online continuation record only. [cataloger's initials, yymmdd]*
- c. When all the Marcive records have been processed, sort your local review file by "My status." Set "CUS" holdings for all records marked "new."

4) MARCIVE STATISTICS: Compile the monthly Marcive statistics after processing the file. You can do this by keeping a tally on paper or if you have many records in a local OCLC file, you can use "My status" to track them.

- a. In your local OCLC Connexion file, search for "change," "delete," or "new" (separately) in "My status." Hit OK.



- b. You will see the number of records in the lower left corner of your window:



- c. The Marcive statistics spreadsheet lives at: **P:\MSD\SCU\Marcive stats**. Fill in the spreadsheet as follows:

1	2015-2016 U.S. SERIALS MONTHLY STATISTICS				
2		ADDED	CHANGED	REJECTED	Totals
3	JULY	39	149	23	211
4	AUGUST	25	42	14	81
5	SEPTEMBER	42	68	30	140
6	OCTOBER	34	94	17	145
7	NOVEMBER	51	77	12	140
8	DECEMBER	62	39	16	117
9	JANUARY	25	24	22	71
10	FEBRUARY	23	23	8	54
11	MARCH	46	53	25	124
12	APRIL	23	227	29	279
13	MAY	29	871	30	930
14	JUNE				
15	Totals	399	1667	226	2292

- 5) **DELETE UNUSED MARCIVE RECORDS FROM MILLENNIUM:** Delete unused records as you process the file, or if there are many, run a Boolean to gather all unused Marcive records (CAT DATE: blank, BRANCH: none) after processing. Ask the ILS coordinator to delete the unused Marcive records.