

Instructions for using MarcEdit to change lcgt genre records

PHASE ONE – REPLACING 650 0 LCSH with 655 7 LCGFT term

In Horizon

- Search for genre term being changed using Subject Browse index
- Confirm that we have two authority records for the term by opening each one up in the Horizon MARC editor – one should be the lcgt record and the other the LCSH record
- Keep the LSCH authority heading open in the MARC editor
- From navigation pane on far left side
 - select Cataloging – Export – Batch bib export
 - Code Lookup : Export Target screen – select None and then OK
- Use this SQL statement

```
select bib#
from bib_auth
where auth# like '430495'
```



Select Bibs for Batch Export

SQL Statement

select bib#

from bib_auth

where auth# like '358974'

order by

OK Cancel

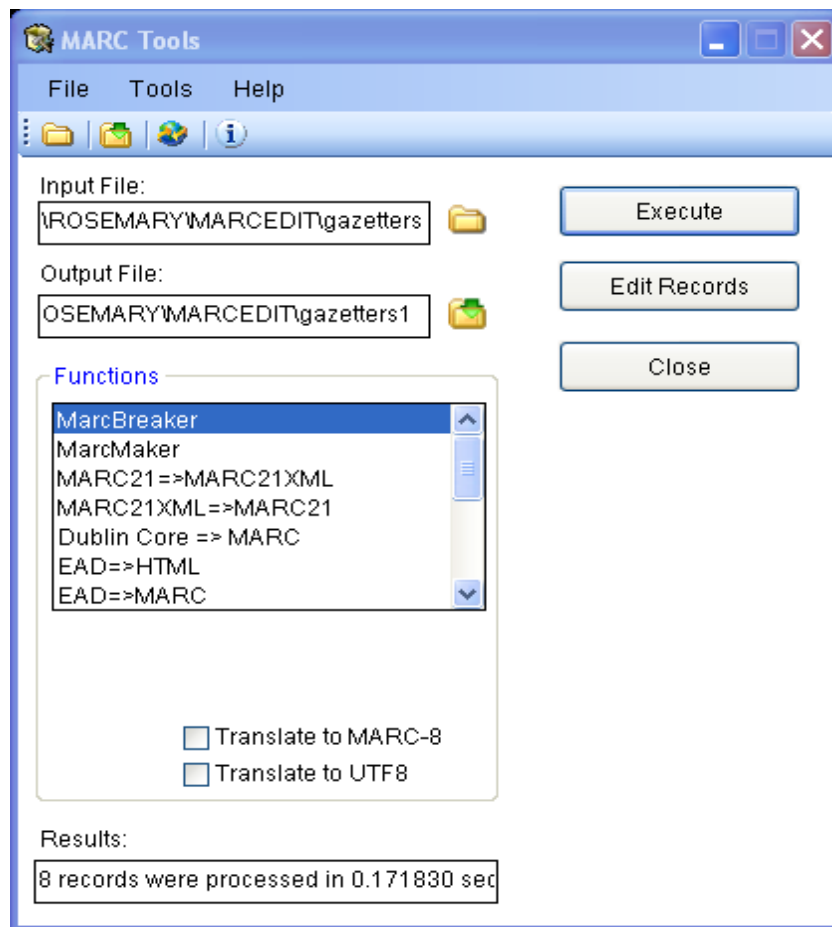
- Click OK
- Save file in your own MarcEdit folder OR save the file in G:\Technical Services\Marc Edit folder
- Name it whatever you want (use genre term?)

In MarcEdit

- Open MarcEdit 6 – select Marc Tools
- Input File – enter path where exported bibs were just saved - to do this

Click on the file folder icon and navigate to the file you just saved – be sure that “all files” is selected under “Files of Type”

- Output File – copy and paste same path you entered in Input File but add a “1” after the name – be sure you erase the C:\ at the beginning of the box
- Highlight MarcBreaker
- Select Execute – you should see the total number of bibs brought into MarcEdit in the “Results” section – this number should agree with how many you exported from Horizon
- Select Edit Records

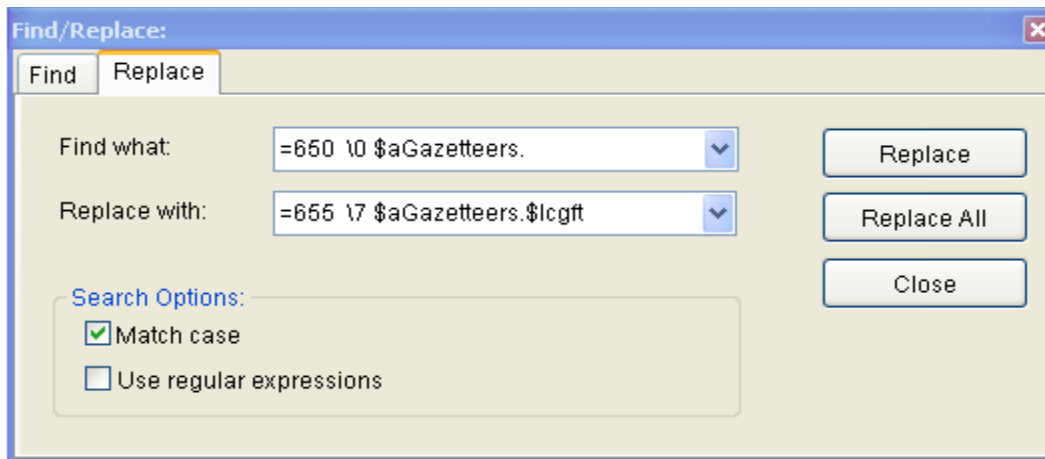


Editing in MarcEdit

IMPORTANT NOTE: If there are a large number of bibliographic records in the file you imported into MarcEdit (over 100 I believe) you will see Load Entire File in upper right corner – be sure to click on this so that all of the bib records will load

All of the MARC records you brought into MarcEdit will be listed in full once you select Edit Records

- In the very first MARC record listed, find the 650 0 you are going to be changing and highlight the entire string (including the = sign)
- Under the Edit drop down menu – select Replace (or use shortcut key CTRL + R)
- The search string you highlighted should be populated in the Find field
- In the Replace field paste the same search string BUT
 - change the 650 to 655
 - change the second indicator of 0 to a 7
 - add “\$2lcgft” immediately after the period at the end of the 655 field.
- You will notice that there are no spaces used in between delimiters and subfields.
- Hit Replace All.



You will be informed as to how many records were changed. Hopefully the number is equal to how many bibs there are! If not, try some other combinations of tags and indicators to correct the remaining ones, i.e. the same 650 but without a period at the end of the search string.

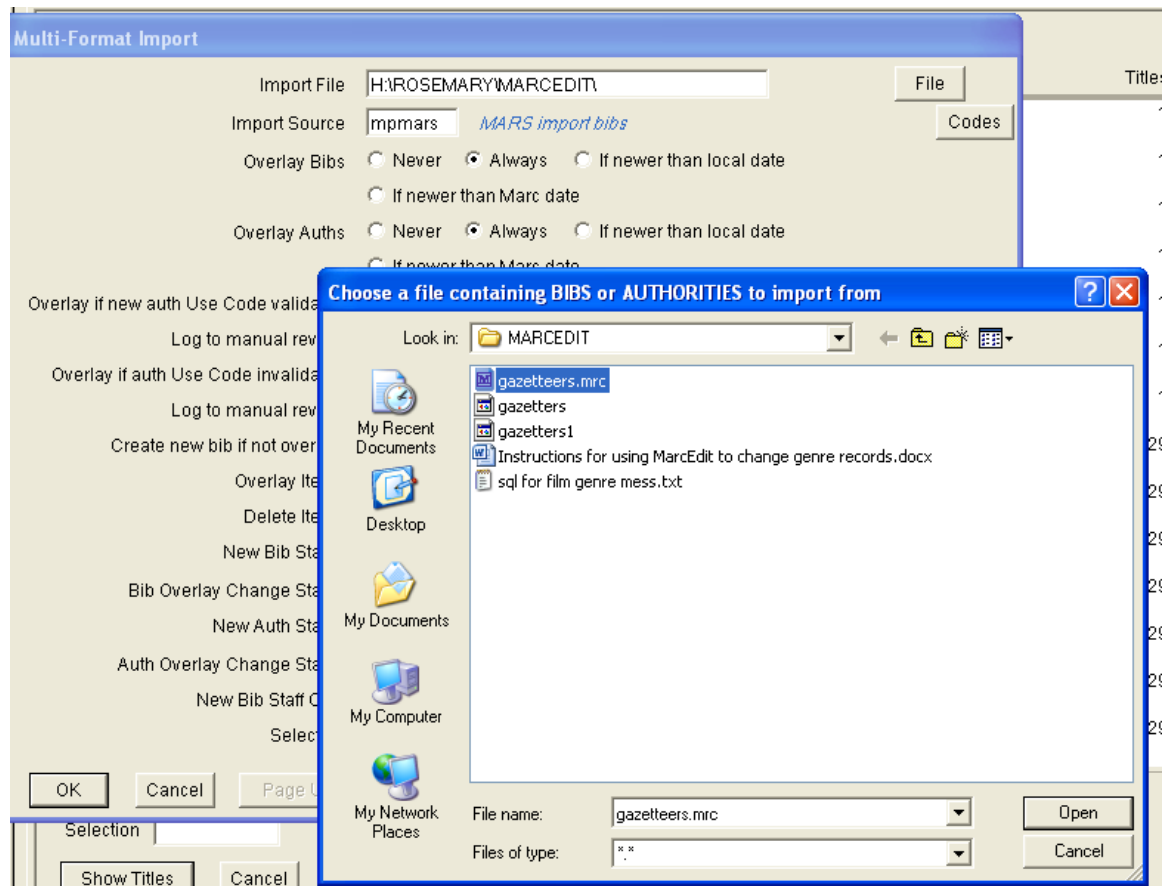
=650 \0 \$aGazetteers.
 =650 \0 \$aGazetteers

It's also possible that there is a 655 0 in the record instead of the 650 0.
 =655 \0 \$aGazetteer.

- Close
- Spot check a few records to make sure the change was done.
- Under the File drop down menu - select Save or click the Save icon (or use shortcut key CTRL + S)
- Under the File drop down menu – select Compile file into Marc or click the Compile records icon
- You will be asked to name the file. Pick the same name you already used.
- Notice that the file will be saved as MARC files (*.mrc)
- Click Save

In Horizon

- Using the Import function – open the file you just saved in the Marc Edit folder – you want the file one with the purple M icon in front of it that has the .mrc extension
- Select Import Source – it's **extremely critical** that you use the import code MPMARS so that the corrected bibs will overlay the existing ones
- Select OK – hopefully all of the bibs should overlay – if not see Rosemary



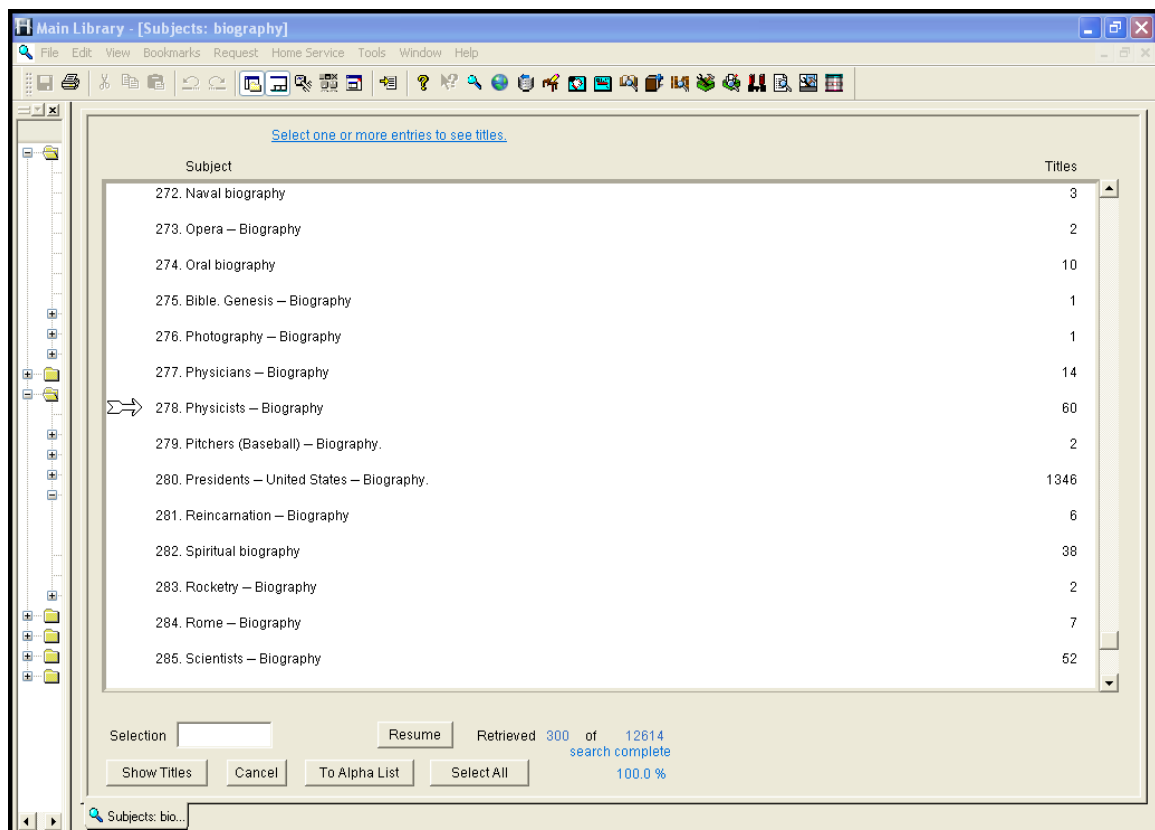
- You then need to delete all of the files you created in your MarcEdit folder
- Spot check a few of the bibs you just changed to be sure the indicator was changed and that subfield \$2 was indeed added.

PHASE TWO – ADDING 655 7 LCGFT to records that have LCSH subdivisions that contain the LCGFT term

In this phase of the project, the new lcgft term needs to be added to all the bibliographic records that contain the lcgft term as a subdivision in one of the 6xx fields. E.g. *Biographies* is the new lcgft term. Most, if not all, records that contain a 6xx – *Biography* will need to have 655 7 *Biographies*. \$2 lcgft added to the record.

In Horizon

- Search for genre term being changed using Subject Keyword index
- You should be able to easily identify which authority records have subdivisions which indicate that the lcgft term you're working on should be added to the bibliographic record as an additional access point.
- Depending on the amount of bibliographic records affected, you may or may not choose to use Marc Edit to add the new genre term to each of the bib records. If the number of involved records is not very large you can elect to manually add the lcgft term to each bibliographic record. A good rule of thumb to follow may be if there are more than 10 or 15 titles involved. Anything with 20 or more records should be exported to Marc Edit for the clean-up.



- In the screenshot above, it makes sense to use Marc Edit for these headings because you can combine them in one file to export to Marc Edit:

Physicians — Biography
Physicists — Biography
Presidents — United States -- Biography
Spiritual biography.
Scientists—Biography

- In this case, where there are just a few authority records involved, the SQL statement you need to use will be more complex than the one used above. The different auth#'s will need to be joined with "or" followed by the next auth# like 'xxxxxx' in parentheses.

Select Bibs for Batch Export

SQL Statement

select

from

where

order by

NOTE: The total number of bibliographic records exported may not equal the sum of all of the titles attached to authority records involved because more than one of the headings you're working on maybe in the same bibliographic record. E.g., the total number of titles attached to the authorities I used above equals 1,510 but only 1,507 records were actually exported. The reason for the difference is that three bibliographic records have both Scientists – Biography AND Physicists—Biography in them.

- In the case where there a more than a few authority records that reference the term in subdivisions, this SQL query should be used instead. It combines 610, 650 or 651 bib tags and associated auth tags with specific text

```
select b.bib#
from bib b, bib_control bc, auth a
where (b.bib# = bc.bib# and b.cat_link_xref# = a.auth# and b.tag = '650' and a.text like '%Suites%' or (b.bib# = bc.bib# and b.cat_link_xref# = a.auth# and b.tag = '651' and a.text like '%Suites%') or ((b.bib# = bc.bib# and b.cat_link_xref# = a.auth# and b.tag = '610' and a.text like '%Suites%'))))
```

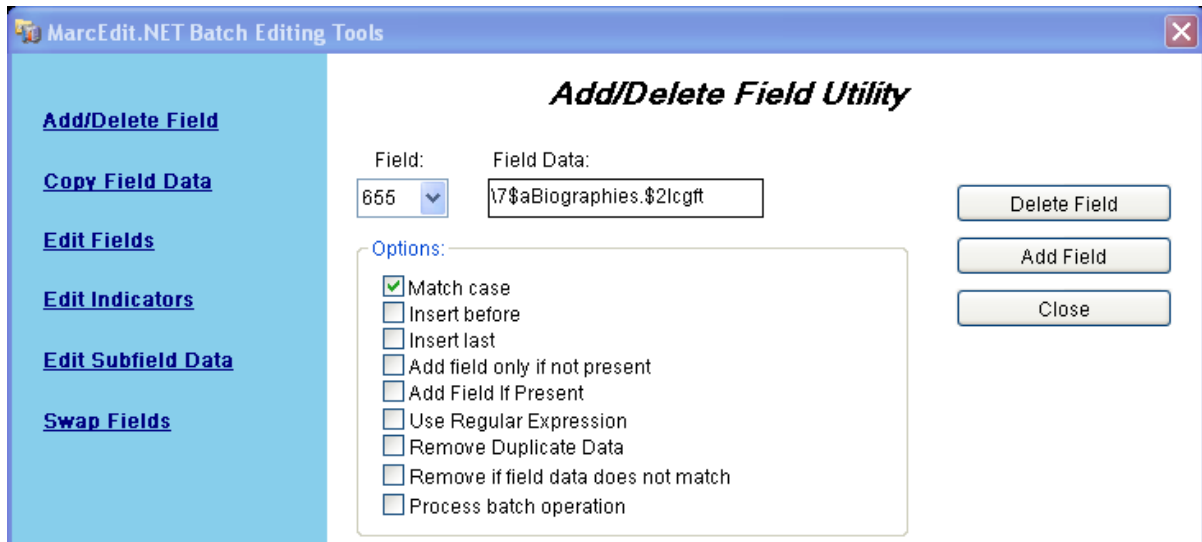
Follow the steps outlined in Phase 1 for saving the file you're exporting and for opening Marc Edit and importing the records into Marc Edit.

Editing in MarcEdit

IMPORTANT NOTE: If there are a large number of bibliographic records in the file you imported into MarcEdit (over 100 I believe) you will see Load Entire File in upper right corner – be sure to click on this so that all of the bib records will load

In Phase 2, you will be adding a field to each bib record in instead of using the “replace” function that you used in Phase 1.

- Under the Tools drop down menu – select Add/Delete Field (or use shortcut key F7)



- Add/Delete screen
Field: type in 655
Field data: Type in \7\$aWhatever term is.\$2lcgft – be sure that there is no space at the beginning of the field and that the field begins with the slash character.
655 does NOT get entered in this field.
Options: check Match case box
Click on Add field
- You will be informed as to how many records were changed. Hopefully the number is equal to how many bibs there are. If not, it's probable that the lcgft term you added was already in some of the records.
- To remove any duplicate 655's open the Add/Delete screen again - Under the Tools drop down menu – select Add/Delete Field (or use shortcut key F7)
- Add/Delete screen
Field: type in 655
Field data: Type in \7\$aWhatever term is.\$2lcgft – be sure that there is no space at the beginning of the field and that the field begins with the slash character.
655 does NOT get entered in this field.
Options: check Match case box AND Remove Duplicate Data
Click on Delete field

From this point on, follow the instructions in Phase 1 as to saving, compiling your changes in Marc Edit and exporting/importing them into Horizon.

As before, spot check a few records to be sure that the changes were made as expected.

2/13/2015