## Instructions for using MarcEdit to change lcgft genre records

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

#### <u>In Horizon</u>

- 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 lcgft 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_aut	zh	
where auth#	like	'430495'

Select Bib	s for Batch Export	×
-SQL Stat	ement	
select	bib#	
from	bib_auth	
where	auth# like '358974'	
order by		
ок	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

😪 MARC Tools	
File Tools Help	
i 🗅 🔀 🕸 🕕	
Input File: \ROSEMARY\MARCEDIT\gazetters 🛅	Execute
Output File: OSEMARYMARCEDIT\gazetters1	Edit Records
- Functions	Close
MarcBreaker MarcMaker MARC21=>MARC21XML MARC21XML=>MARC21 Dublin Core => MARC EAD=>HTML EAD=>MARC	
Translate to MARC-8	
Results: 8 records were processed in 0.171830 sec	

#### Editing in MarcEdit

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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"<u>immediately</u> 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.

Find/Replace:		×		
Find Replace				
Find what:	=650 \0 \$aGazetteers. 🔷	Replace		
Replace with:	=655 17 \$aGazetteers.\$lcgft 🛛 👻	Replace All		
Search Options: -		Close		
Match case				

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

### <u>In Horizon</u>

- 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 <u>extremely critical</u> 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

							_
Multi-Format Import							
Import File	H:\ROSEMAF				File	т	"itle
Import Source	mpmars	MARS import b	ibs		Code	s	
Overlay Bibs	C Never G	Always 🔿 It	newer than local da	e			
	O If newer the	an Marc date					
Overlay Auths	C Never G	Always 🔿 It	newer than local da	e			
_	C If nowor th	an Mare data					
Overlay if new auth Use Code valida	oose a file cor	ntaining BIBS o	r AUTHORITIES to	import fro	m	? 🛛	
Log to manual rev	Look in:	C MARCEDIT		•	+ 🗈 💣 🗉		
Overlay if auth Use Code invalida		gazetteers.mrc					1
Log to manual rev		🖬 gazetters					
Create new bib if not over	Documents	igazetters1	using MarcEdit to chan	ge genre reci	ords.docx		2
Overlay Ite		🗾 sql for film genr	e mess.txt				2
Delete Ite	Desktop						
New Bib Sta							ľ
Bib Overlay Change Sta	2						2
New Auth Sta	ly Documents						2
Auth Overlay Change Sta							
New Bib Staff C	Mu Computer						ŕ
Selec	ing comparer						2
OK Cancel Parrel							
	My Network F	File name:	gazetteers.mrc		-	Open	
	Maces	Files of type:	× ×		•	Cancel	
Show Titles Cancel							2

- 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.

# <u>PHASE TWO – ADDING 655 7 LCGFT to records that have LCSH subdivisions that contain the LCGFT term</u>

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 <u>subdivision</u> 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.

#### <u>In Horizon</u>

- 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 <u>added</u> to the bibliographic record as an <u>additional</u> 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.

🖶 Main L	ibrary - [Subjects: biography]	_ 2 ×		
🔍 File Ec	dit View Bookmarks Request Home-Service Tools Window Help			
	) : i i i 2 2 [] ] ] = 4 ? K? 4 😌 () 👫 🖸 🖼 🖓 💕 🛤 🍪 🦓 🕌 🔂			
	Celart one or more entries to see titles			
₽	Subject	Titles		
	272. Naval biography	3 🔺		
	273. Opera – Biography	2		
	274. Oral biography	10		
	275. Bible. Genesis – Biography	1		
	276. Photography – Biography	1		
• •	277. Physicians – Biography	14		
	$\sum_{n=1}^{\infty}$ 278. Physicists – Biography	60		
	279. Pitchers (Baseball) – Biography.	2		
÷	280. Presidents – United States – Biography.	1346		
	281. Reincarnation – Biography	6		
	282. Spiritual biography	38		
	283. Rocketry – Biography	2		
	284. Rome – Biography	7		
	285. Scientists – Biography	52		
		•		
	Selection Resume Retrieved 300 of 12614			
	Show Titles Cancel To Alpha List Select All 100.0 %			
• •	Subjects: bio			

• 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
selec	t bib#
from	bib_auth
wher	e auth# like '384470' or (auth# like '384504') or (auth# like '3867(
orde	r by
OF	Cancel

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 subdivsions, 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 <u>adding</u> a field to each bib record in instead of using the "<u>replace</u>" function that you used in Phase 1.

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

MarcEdit.NET Batch Editing Tools				
Add/Delete Field	Add/Delete Field Utility			
<u>Copy Field Data</u>	Field: Field Data: 655 💙 \7\$aBiographies.\$2lcgft	Delete Field		
<u>Edit Fields</u>	Coptions:	Add Field		
Edit Indicators	✓ Match case ☐ Insert before	Close		
Edit Subfield Data	Add field only if not present Add Field If Present			
<u>Swap Fields</u>	Use Regular Expression Remove Duplicate Data Remove if field data does not match Process batch operation			

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