

Sending MARC records to LTI for Authority Express Processing

Use Millennium catalog client.

Create lists - use saved search "LTI Auth Express" adjusting record ranges and criteria as necessary. Or create new list—limit to catdates within the desired period and exclude Serial Solutions records.

Use "data exchange"

from the process pull down menu, select "Output MARC Records (out)"
use "Create C" button

Where "Range" displays in pull down menu, select "Review" then
pick file created above

Name file 'MIDDLyyyyymm'

Hit "Start" button to create MARC records. Wait for records
to be created.

Close "Create C" using close folder button

use "Put FTS" button.

Connect to ftp.librarytech.com

Username & password (ask Michael Warner or Richard Jenkins)

Use filetype binary

Check "rename file" button

Highlight file to send

Hit "put" button

Rename file to filename MIDDL-yyyyymmdd.IN

There should be no need to notify LTI (only for the first time a file was sent)

Contacts at LTI are MHunt@LibraryTech.Com or TGilbert@LibraryTech.Com

To retrieve returned records

Use Millennium catalog client

Use "data exchange"

from the process pull down menu, select "Load Records via locally created load profiles"

Click on button 'Get FTS'

Select Host ftp'librarytech.com' and click on 'connect'

User Name: MIDDL and Password: AGN828

From list of files available, chose the one with the extension '.OUT'

Filetype: binary

Check 'rename file' button

Rename file adding 'Bib' and removing extension ('OUT'); III will supply desired
extension on import

Click "get file". Wait for download.

Disconnect and close

Repeat process to bring in Name authority records (extension 'LCN')

From process pull down menu, select “Load Name Authority Records”, then as above.

Rename—include Nauth & remove extension

Repeat process to bring in Subject authority records (extension “LCS”) and Genre authority records.

From process pull down menu, select “Load Subject Authority Records”, then as above.

Rename—include Sauth (or Gauth) & remove extension

To load retrieved records

Go to 'Data Exchange'

Load bib records:

Choose 'Load records via locally created...'

Highlight file and choose 'prepr'

Click start. Creates 'Imarc' file. Close

Will see new file on list with same name but extension 'Imarc'

Highlight & click on 'load t'

Can choose subset & test

Can create review file of what you load.

Click load.

Look at error report. If any errors indicated, look at error log and correct as needed.

The bib records should all overlay existing records; records that find no match should not be loaded.

Load authority records

Repeat for Name authority records using 'Load Name authorities' (get new file with '.nam')

Repeat with subject authorities using 'load subject authorities' (get new file with '.sub')

Most authority records should be new records but some will be overlays.

To check size of headings file go to telnet access to III.

In telnet can go to mifs--shows status

mifd shows status of new headings file

If want to keep title/bib no info, must save before closing and email to self.

Notify Bill of the number of records processed to match with invoice.

Record b#s added in spreadsheet \\Snowleopard\VOL1\ORGS\LIS\LISstaff\ILS Implementation-II\IIIrecordcounts. Note there are several sheets.

Run authority scoping.

Go to SSH Secure shell client

Log into 'biblio' profile with password 'oldway'

Choose

A. ADDITIONAL SYSTEM FUNCTIONS

U. Scope authority records

LTI reports

To obtain report files:

Go to LTI website and log in. Go to report files there and save to own computer in Word format.

Can use "View" button to see contents, then can use "Print" button from the View window to e-mail contents to self.

Alternatively: Use process "FTP DRA Files" which brings files with extension .drafts

*** Note: change filetype to ASCII for text files.

Retrieve all report files. That is, all files posted by LTI should be accounted for either as records to load or as reports. Currently reports to obtain include:

.ACF, a statistics file. Rename to MIDDLEdddddddStats

.ULH unlinked header file. Rename to MIDDLEdddddddUnlinked

.880chg, 880 fields affected by changes

.nfichg, corrections to non-filing indicators

Save all report files into correct folder in LTI Authority Express folder.

Handling of reports:

- ACF
 - Just look at it and file it.
- ULH
 - Search headings to see if there's an authorized form to change to.
 - At the same time, clear up other errors with same/similar name on hitlist
 - Normally do not bother to look up uniform titles (130) unless they look improperly formulated
 - Normally do not bother with corporate bodies, especially video companies...
- 880chg
 - Call up each record and edit 880 to match its linked field. This mainly involves dates in entries. A change in Romanization probably does not affect the vernacular.
 - Currently 880s are not corrected when reload records. This may be because we aren't loading the 880s from LTI. Mike was looking into it.

- Nfichg
 - Correct any miscorrected filing indicators and report those to LTI by copying and pasting from the LTI report, and adding an explanation.
 - See separate instructions under LTI Authorities Updating for more specifics