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Adding subject headings to vendors' record sets with MarcEdit

NNELS implements FAST and BISAC subject headings. This page provides instructions on how to add these subject headings to vendors' records before importing to Drupal.

Although some vendors' record sets may have FAST or LCSH subject headings present, it is more efficient to carry out the following process to maximize the number of subject headings in our records.

Download the latest version of MarcEdit if you don't have it already.

A. Batch search OCLC with ISBNs

- 1. Open the vendors' xml file in MarcEdit > MarcEditor.
- 2. Save the xml file as mrk by adding the .mrk extension.
- 3. Close the file and reopen it. (I have encountered quite often that edits don't get saved if I work directly with the renamed file. Closing and reopening seems to solve the problem.)
- 4. Open MarcEdit > Tool > Export Tab Delimited Records.
- 5. For MARC File use the converted vendors' mrk file, name the new txt file.
- 6. Choose Tab (t\) as Delimiter.
- 7. Add field 020 and subfield \$a (or the corresponding field with ISBNs).
- 8. Check Normalize Data and click Process.

	MAR	C Utilities		
Batch Process	Character Conversions	MARCJoin	MARCSplit	Export Delimited
MARC File:	NNELS/2019-2020/subject	_headings/tes	t/test03/Black	stone.m 🛅
Save File:	NNELS/2019-2020/subject	_headings/tes	t/test03/Blacks	stone.tx 🛅
Batch Pro	cess			
Delimiter: Tab (\t)	In Field Delimit	er: Context	tual Delimiter	
020\$a				
Normalize	Data			
Field:	Subfield:	+ 🗙		
Settings	0		Process	Close

- 9. Open the new txt file in Excel.
- 10. Remove the first row, i.e., 020\$a.

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Home Insert Draw Page Layout Formula	as Data	Review	View					
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From From New Database Refresh	Z Sort	Filter	Reapply	Text to	Flash Rem	ove Data	Consolid	late
HTML Text Query All 🔒 Edit Links	A↓	16 M	Advanced	Columns	Fill Dupli	cates Validat	ion	
D8 $\stackrel{\bullet}{\downarrow} \times \sqrt{f_x}$								
A B C TETHOVE E	F	G	н	1	1	K	L	
3 9781982601 88:198260183:9781982601195:1982601191								
4 9781982586133;1982586133;9781982586140;1982586141								
5								
7								
8								
9								

- 11. Use Text to Columns to separate the repeated fields if present.
 - 1. highlight the first column
 - 2. go to Data > Text to Columns
 - 3. in the pop-up wizard, choose Delimited, follow the prompts, choose Semicolon, and then Finish

	Convert Text to Columns Wizard - Step 1 of 3	
The Text Wiz	ard has determined that your data is Delimited.	
If this is corre	ct, choose Next, or choose the Data Type that best describes your data.	
Delimited Fixed widt	 Characters such as commas or tabs separate each field. Fields are aligned in columns with spaces between each field. 	
Preview of se	ected data:	
Preview of se Preview of se	ected data: ected data:	
Preview of se Preview of se 1 82050 2 9781982611637; 3 9781982601188; 4 9781982586133; 5 6 7 8	ected data: ected data: 982611634;9781982611644;1982611642 982601183;9781982601195;1982601191 982586133;9781982586140;1982586141	
Preview of se Preview of se 1 8285a 2 9781982611637; 3 9781982601188; 4 9781982586133; 5 6 7 8	ected data: ected data: 982611634;9781982611644;1982611642 982601183;9781982601195;1982601191 982586133;9781982586140;1982586141 Cancel < Back Next > Finish	

- 4. make sure the ISBNs are shown correctly. If not, fix the cell format:
 - 1. go to Home tab, choose More Number Formats...

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Paste 🎸 B	I U • 🕂 •	<u>∧</u> • <u>A</u> • ≡	= = = =	📑 Merge & Center 🛩	ABC General 123 No specific format
A1 ‡ × ~	fx 978198261163	7			123 Number 9781982611637.00
A B	C D	E F	G H	I J	Currency \$9,781,982,611,637.00
2 9.782E+12 198260118 3 9.782E+12 198260118	3 9.782E+12 198260119 3 9.782E+12 198260119	1			Accounting \$9,781,982,611,637,00
4					Short Date
6 7					Cong Date
8 9					Time
10					% Percentage
12 13					1/2 Fraction
14					10 ² Scientific
16 17					ABC Text
18 19					9.78198E+12
20 21					More Number Formats
22				_	

Format Cells

2. go to Custom, and choose 0.

General		
Number	9781982611637	
Currency	Turner	
Accounting	iype.	_
Time	0	
Percentage	General	
Fraction	0	-11
Scientific	0.00	
Text	#,##0	
Special	#,##0.00	
Custom	#,##0_);(#,##0)	
	# ##0 00 \:(# ##0 00)	
	# ##0.00):[Red](# ##0.00)	
	\$#,##0):(\$#,##0)	
	\$#,##0):[Red](\$#,##0)	
	Dela	to
	Dele	
Fund the number f	ormat code, using one of the existing codes as a starting point	

- 12. Copy the first column (records may have more than one ISBN, but likely one ISBN is enough to retrieve useful subject headings) to TextEdit (or any plain text editor) and save. This is to ensure that all formatting is cleared.
- 13. Open Z39.50/SRU Client in MarcEdit.
- 14. Query OLUCWorldCat database. (Contact Content Coordinator for login information.)

- 15. Check Batch Search, choose the newly created txt file with the ISBNs, and choose the name and destination of the save file.
- 16. Select ISBN in the dropdown menu, and click the search icon, which will create a mrc file.

B. Prepare OCLC records

The preparation needed is included in a task file that you are about to download. It includes several steps: move BISACSH from field 650 to a NNELS local field 946\$a, delete all subject headings except LCSH and FAST. You only need to run the task file described below.

1. Download the

Add LCSH and FAST task file

(right click the link and select "Save link as" to download).

- 2. Open MarcEdit.
- 3. Go to MarcEditor.
- 4. Go to Tools > Manage Tasks to open Task Manager.
- 5. Click the dropdown menu of Manage Existing Tasks



- 6. Choose Import Selected Tasks.
- 7. Navigate to the task file you downloaded earlier and import it.
- 8. Open the record set you generated in step A.16 in MarcEditor.
- 9. Go to Tools > Current Tasks and choose the task you just imported: Add LCSH and FAST
 - MarcEditor: 96auexcs.3dsmarc9d53c98201fe4374b51d4f1eafff0845.tmp



10. You should get a Results screen with information on how many records have been processed

	Results	
Loa cha Col 27 Edi Del Fie Res	ading ResultsYour Task has completed in 0.01068311666666667 minutes. Information about anges from the task are as follows: opy Field Results: 73 modifications were made. dit Indicator Results: 546 modifications were made. elete Field Results: eld: 650 \7 eld Data: \$2fast esults: 0 fields were deleted.	
Del Fie	elete Field Results: eld: 650	
6	Close	

11. Save the file in .mrk extension.

C. Prepare vendors' record set

- 1. Open the vendors' .mrk record set.
- 2. Repeat B.9 to B.11.

D. Merge OCLC and vendors' record sets

We will merge two fields (650 and 946) of the two record sets we prepared in B. and C. to get all available LCSH and FAST subject headings.

1. If the option of "Merge MARC records" isn't present in Tools dropdown menu, begin typing mer... in the search bar on the top right corner to call up the tool.



- 2. Make sure both the Source File (vendors' records) and Merge File (OCLC's records) are in mrk format.
- 3. Name the Save File.
- 4. Choose "020\$a" for Merge method (see F. if 20\$a isn't available in the vendors' record set).
- 5. Enter "650" and "946" in Field List and check Merge Unique Items, click Process.

	Merge Records
Source File:	/NNELS/2019-2020/subject_headings/test/te
Merge File:	/NNELS/2019-2020/subject_headings/test/te Close
Save File:	/NNELS/2019-2020/subject_headings/test/te
Merge method	d: 020\$a
Unicode Er	ncoded
Select Fields:	
Enter Field Lis	st: 650 946
	Overlay Existing Items Merge Unique Items
Confidence Va	alue:
0.70	
Merge has cor Documents/M	mpleted!. You can find your merged data at: /Users/Lilith/ y Documents/NNELS/2019-2020/subject_headings/test/test09/

E. Check missing subject headings

1. Go to Edit > Edit Shortcuts > Field Edits > Find Records Missing Field



- 2. Enter 650.
- 3. If the result is 0, your record set is ready.
- 4. Otherwise, highlight the record and click Jump to.
- 5. Note the title and author (since we already did the OCLC search with ISBN, we will use title and author to search for missing subject headings).
- 6. Open Z39.50/SRU Client in MarcEdit.
- 7. Query OLUCWorldCat, using title or author, or a combination of both.
- 8. Choose a record, click View Selected Record, locate the 650 field(s) that contain LCSH and/or FAST subject headings, and copy the field(s) to the corresponding vendors' record.
- 9. Save and repeat the steps with other items without subject headings.
- 10. When you are satisfied with all the records, go to File > Save As and add .xml as file extension.

Note: Although it is possible to do batch search in OCLC using title or author if a lot of records are missing, due to the nature of title and author name variations, it is not easy to ensure that search results are accurate. It is more reliable to work on each record individually.

F. When ISBN isn't in 020\$a

Some record sets may have the ISBNs in a different field, like 028\$a, but Merge MARC records only works with 020\$a. In such cases, the easiest is to use Copy Field instead of changing MarcEdit settings.

- 1. Open the file in Marc Editor. Go to Tools > Copy Field.
- 2. Put "028\$a" in Source Field and "020\$a" in Destination Field, click Process.
- 3. Continue with D.4.
- 4. After the records are merged, delete field 020\$a from the vendors' records (remember to save the file before doing the followings).
 - 1. go to Tools > Add/Delete Field
 - 2. enter 020 in Field
 - 3. click Delete Field

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Last update: 2020/12/18 18:37

