Using Local Fields When Downloading Records

Local fields may be used to create attached records and to specify bibliographic or authority record information during downloading. Detailed information on the use of local fields follows.

In this document, blank MARC indicators are represented by the '^' character.

Local Fields in Bibliographic and Item Record Downloading

Command Lines

- Command Lines use a 949 MARC field with blank indicators (949 ^^). (The MARC tag used can be customized if necessary.)
- All Command Line data is entered into subfield 'a' of the 949.
- The first element of the Command Line must be an asterisk (*).
- All commands, including the last, must end with a semicolon (;).
- Always separate commands relating to one item record with a slash (/).
- Use the equals sign (=) or hyphen (-) to separate the command from the desired input value.
- There must be no embedded spaces in the 949 field, with the exceptions of "ov=", "i=" and "v=".
- If the library uses holdings symbols to specify bibliographic record LOCATION codes, the holdings symbol generated LOCATION will override the LOCATION specified in the default template. If a Command Line exists containing the 'bn=' branch LOCATION command, the command LOCATION will override the holdings symbol table specified LOCATION.

<table>
<thead>
<tr>
<th>Commands</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>recs=</td>
<td>Specifies load table</td>
</tr>
<tr>
<td>ins=</td>
<td>Specifies user initials</td>
</tr>
<tr>
<td>dflt=</td>
<td>Specifies default template(s)</td>
</tr>
<tr>
<td>ov=</td>
<td>Specifies overlay match point</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bibliographic Commands</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>b1=</td>
<td>Sets value of BCODE1 (e.g. BIB LEVEL)</td>
</tr>
<tr>
<td>b2=</td>
<td>Sets value of BCODE2 (e.g. MAT TYPE)</td>
</tr>
<tr>
<td>b3=</td>
<td>Sets value of BCODE3</td>
</tr>
<tr>
<td>bn=</td>
<td>Sets value of Bibliographic LOCATION</td>
</tr>
<tr>
<td>cy=</td>
<td>Sets value of COUNTRY</td>
</tr>
<tr>
<td>la=</td>
<td>Sets value of LANGUAGE</td>
</tr>
<tr>
<td>ct=</td>
<td>Sets value of CAT DATE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item Commands</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>i=</td>
<td>Sets value of Barcode</td>
</tr>
<tr>
<td>loc=</td>
<td>Sets value of Item LOCATION</td>
</tr>
<tr>
<td>cop=</td>
<td>Sets value of COPY#</td>
</tr>
</tbody>
</table>
v= Sets value of VOLUME
ty= Sets value of ITYPE
pr= Sets value of PRICE
sta= Sets value of STATUS
i1= Sets value of ICODE1
i2= Sets value of ICODE2
im= Sets value of IMESSAGE
om= Sets value of OPACMSG
ag= Sets value of AGENCY

Example:

Branch Library A

- Uses holdings symbols
- Downloads with m2tab.b (bibbs and items)
- Has set up a default template for video items

The library downloads a bibliographic record with the following 949^^:

949^^ *recs=b;dflt=vidi;ov=.b12345678;i=35051123456789/pr=34.99;

What Happens:

- Language, Country, MAT TYPE, and BIB LEVEL map in from bibliographic information (008, leader).
- CAT DATE is input according to the load table specifications (today's date in this case).
- A bibliographic LOCATION is created from the holdings symbol.
- Call number is chosen according to the holdings symbol table.
- BCODE3 is taken from the default template for bibliographic records specified for the load table in Database Maintenance System Options (in this case the value is '-').
- Overlay occurs on a specific bibliographic record, .b12345678.
- An item is created. Only Barcode and Price are specified because the "vidi" item template specified in the command line supplies the proper ICODE2, ITYPE, STATUS, LOCATION, and OPACMSG for video.

Subfield Lines

- Use Subfield Lines when you need to insert variable-length fields with embedded spaces such as in call numbers or volume fields.
- Subfield Lines use a 949 MARC field with a blank first indicator and a second indicator of 1 (949^1). (The MARC tag used can be customized if necessary.)
- The user adds one 949^1 for each item record desired.
- Note that variable fields added at the library's request (e.g., GIFT NOTE) may be downloaded as well. Contact the Help Desk if staff wish to download locally-created variable fields not on the default list and cannot do so. These fields must be added to appropriate load tables.

<table>
<thead>
<tr>
<th>Subfields</th>
<th>Action</th>
</tr>
</thead>
</table>

Subfields
a,b  Sets value of CALL NO
f  Sets value of CALL NO PRE STAMP
k  Sets value of CALL NO POST STAMP
d,e  Sets value of repeatable VOLUME/PART
c  Sets value of VOLUME/PART
z  Sets MARC tag of CALL NO
g  Sets value of COPY#
i  Sets value of Barcode
l  Sets value of Item LOCATION
m  Sets value of MESSAGE (variable field)
n  Sets value of NOTE
p  Sets value of PRICE
q  Sets value of ICODE1
r  Sets value of ICODE2
s  Sets value of STATUS
t  Sets value of ITYPE
u  Sets value of IMESSAGE
o  Sets value of OPACMSG
h  Sets value of AGENCY

Example:

Branch Library B

- Does not use holdings symbols
- Downloads with m2btab.b (bibs and items)
- Has set up default bib and item templates for the reference collection

The library downloads a bibliographic record with both the following 949^^ and 949^1 fields. The library adds one 949^1 for each desired item.

```
949  ^*recs=b;dflt=refb,refi;ov=.b19876552;ins=luv;  949  ^1
+i35002004183725+cv. 1  949  ^1  +i35002004183736+cv. 2  949  ^1
+i35002004183747+cv. 3  949  ^1  +i35002004183758+cv. 4  949  ^1
+i35002004183725+cv. 5
```

What Happens:

- Language, Country, MAT TYPE, and BIB LEVEL map in from bibliographic information (008, leader).
- CAT DATE is input according to the load table specifications (today's date in this case).
- BCODE3 is taken from the default template for bibliographic records specified in the load table (in this case '-').
- Bibliographic LOCATION is taken from the default bib template specified.
- Overlay occurs on a specific bibliographic record, .b19876552.
- Five items are created. Fixed fields map in from the default template specified, including STATUS 'o' for LIB USE ONLY. Volume (subfield 'c') and Barcode (subfield 'i') fields are input according to the 949^1s.
Authority Records Downloading

Command Lines

- No Command Line is necessary to export a name authority as a name authority and a subject authority as a subject authority. Simply export the record. However, if downloading a record with 'mixed tags' (e.g., a 150 and a 400) or if the 'anam' and 'asub' load tables have been specially profiled, consider specifying the load table.
- If the library wishes to download one type of authority as another in interactive loading, e.g., a name authority as a subject, the commands shown below may be used.
- If the "atab=" command is used, the system will overlay on the indexed control number. Normally this will be a MARC 010 tag indexed in the 'z' index. Some libraries may have the control number stored in the MARC 001 tag.
- For batch transfers, the library staff choose the appropriate load profile.
- If the library wishes to overlay a specific authority record, the "ov=" command may be used.
- The "ov=" command and the "atab=" command cannot be used together in one record.
- The 'recs=' command is not used.
- Authority load tables may be customized to include Command Line commands for inserting ACODE values.

An authority record may be copied as another type of authority record using the "Copy" function in the Millennium Editor.

<table>
<thead>
<tr>
<th>Commands</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>atab=anam</td>
<td>Invokes the 'name authority' load table</td>
</tr>
<tr>
<td>atab=asub</td>
<td>Invokes the 'subject authority' load table</td>
</tr>
<tr>
<td>ov=</td>
<td>Overlays on record number</td>
</tr>
</tbody>
</table>

Subfield Lines

- Authority load tables may be customized to include subfields for inserting ACODE values.

Examples:

Branch Library F

- Is loading interactively.
- Wants to download some name authority records as subject authority records

The library downloads an authority record with the following 949^^:

949^^ *atab=asub;

What Happens:

- A name authority is downloaded as a subject authority.
- Fixed field values are supplied from a default template invoked by the load table.

Branch Library G
• Is loading interactively.
• Wants to overlay an existing authority record.

The library downloads an authority record with the following 949^^:

```plaintext
949 ^^ ov=.a1988333x;
```

**What Happens:**

• The system overlays the existing authority record with the new record.

**Branch Library H**

• Is loading interactively.
• Wants to set ACODE values using command line commands.

The library downloads an authority record with the following 949^^:

```plaintext
949 ^^ a1=k;a3=n;
```

**What Happens:**

• The system sets the value of ACODE1 to 'k' and sets the value of ACODE3 to 'n'.

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