

Requesting new bibliographic loader for electronic materials

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- USMAI's [Ongoing OCLC Loader](#) serves as the prototype which all other USMAI loaders reference. USMAI institutions with bibliographic records to load to catalogusmai requiring processing with options other than those offered by the Ongoing OCLC loader must specify desired loader options in a document. See checklist below based on the Ongoing OCLC Loader.
- **For non OCLC-sourced records**, the vendor cannot impose any restrictions for sharing these records among USMAI institutions. CPC and USMAI consortium will not support loading a record set that cannot be shared in our single-record shared catalog. Also, there cannot be any restrictions to uploading these purchased records to WorldCat.
- **USMAI new loader request process is as follows:**
 - Institutions provide specifications and test file of records to CPC (cpc@itd.umd.edu) and ITD (aleph@itd.umd.edu) for assessment of database impact.
 - ITD evaluates available programmer resources for any development needed (will have impact on “do-ability” and on scheduling).
 - CPC shares draft specifications with COIcatdbmaint and other communities, as appropriate.
 - ITD loads test file to ALEPH Test.
 - Requesting institution and community members test and assess.
 - CPC/ITD seeks comment from COI(s).
 - ITD and CPC finalize specifications.
 - ITD loads to ALEPH Live following successful test loads.
- **USMAI guidelines for e-book set loader specifications**
 - Campuses should be advised that there will be only one loader written for each vendor record set. Specifications drafted should be generic so as to serve all institutions.
 - 538 fields should be concise and broadly stated, in order to limit the amount of maintenance in the future, if another institution purchased records from the same set.
 - Local notes in the bibs should be added only if absolutely necessary.
 - Linking decisions. The preferred linking mechanism for providing access to the content is through SFX (Find It).
 - a. SFX matches on ISBN. SFX will match on the first 020 \$a in the record. If no \$a is present, SFX will match on \$z. If the ISBN is in a subsequent 020 or in another field or subfield, the location of the ISBN must be specified.
 - b. Ideally, requestors will provide ISBN information to ITD prior to bringing in the load, so that access issues can be resolved early in the process

- c. Requestors will communicate to ITD how their vendors keep link resolvers updated
- d. The specifications should include what the loader should do if the ISBN is missing from some records (e.g. load and report out, or another solution).
- e. When it is not possible to link bib records to resources through SFX, requestors will work with ITD to find a way to provide access.

Special Loader Checklist

I. General Introduction to Processing: Describe the package as fully as possible, including information from vendor's or publisher's web site if helpful. Make sure that the following questions are addressed:

1. Are you purchasing a complete package, or a subset from a package? How many records will be included in the load?
2. Is this one time or ongoing loader? If ongoing, what is the frequency of loads?
3. Is the package content to remain stable or do you expect it to change over time? If the content will change, what is the frequency of changes/updates? How will you be informed of added/dropped titles? Is your institution planning to keep your records/holdings up to date, or do you expect ITD to do that?
4. Can you provide ITD with a list of ISBNs for your title set? (Determining the access and providing as much information as possible early on in the process will help with a timely access upon the load.)
5. Is there a corresponding SFX target for this set? For clarification contact ITD at aleph@itd.umd.edu
6. Are records on OCLC? If not, what is the source of cataloging?
7. Is any preprocessing of bibs required, such as addition of stock call numbers, series, or notes? (Bear in mind that another institution may join in on the purchase, so keep preprocessing at a minimum.)
8. Is there any other information you can provide about the record set?

II. Bibliographic Record Processing

A. Record matching Rules **To avoid duplicate records, indicate the match point(s) to be used for this load. If match will be on field(s) other than 035, detailed specifications of special processing will be needed.**

B. Overlay Rules

Use default (LDR/17 & 18)? Always overlay existing bib? Load only new bibs?

C. Tag Protection Other than default, rarely to be considered. (XPT, 035 9 (former system number), 950 (repeatable with timestamps), MeSH Headings (only tags 650, 651 with 2 in 2nd indicator or 655 with \$2 mesh), 956)

D. Local Data Tags (Super Holdings)
**Any preprocessing of bib file to add local data tags required?
If so, what data with what tagging?**

E. MeSH Subject Headings Handling
Other than default, rarely to be considered.

F. Reordering of Tags
Use default?

III. Indexing
Use defaults? Any preprocessing of bib file required to add indexable data?

1. General Indexes
2. Format Terms
3. Language Terms
4. Normalization

IV. HOLdings, Summary holdings, and Item and Order/Invoice Record Creation
**What records should the loader generate and link to incoming bib?
For items, specify the following, at minimum:**

- **Sublibrary code,**
- **Collection code,**
- **Material type,**
- **Item status,**
- **Item processing status,**
- **Call number precedence.**

**Indicate whether any new item related codes must be established.
For holdings, indicate whether particular notes should be generated.
For Order/Invoice record creation, provide indication of where required data is mapped from/to.**

V. Reports : For currently available reports see [USMAI Reports](#)
Use defaults? Are any default reports unnecessary? Are different reports required?