Unicorn WorkFlows Client for the Java™ Platform Training Guide
Cataloging and Authority Control
(Version GL3.1)

DOC-CATGEN-U
# Table of Contents

**Introduction** ........................................................................................................................ 1
Overview................................................................................................................................... 1
Catalog Record Structure ........................................................................................................... 3
Types of Cataloging................................................................................................................... 5
Cataloging Toolbars and Wizards .............................................................................................. 6
Helpers...................................................................................................................................... 12

**Record Editor** ..................................................................................................................... 15
Overview................................................................................................................................... 15
How It Works............................................................................................................................. 15
Alternative Views........................................................................................................................ 19

**Title Maintenance** ............................................................................................................. 21
Overview................................................................................................................................... 21
Add Title Wizard........................................................................................................................ 22
Modify Title Wizard................................................................................................................... 34
Duplicate Title Wizard.............................................................................................................. 38
Delete Title, Call Numbers or Items Wizard.............................................................................. 41

**Call Number and Item Maintenance Wizard** ................................................................... 45
Overview................................................................................................................................... 45
Add Call Numbers/Items ........................................................................................................... 46
Edit Call Numbers/Items .......................................................................................................... 50
Delete Call Numbers/Items........................................................................................................ 52

**Item Maintenance** ............................................................................................................ 53
Overview................................................................................................................................... 53
Add Items.................................................................................................................................. 54
Edit Items................................................................................................................................... 58
Global Item Modification Wizard.............................................................................................. 60

**Special Cataloging Functions** .......................................................................................... 63
Overview................................................................................................................................... 63
Bound-Withs Wizard .................................................................................................................. 64
Transfers Wizard....................................................................................................................... 70
Review Titles Wizard.................................................................................................................. 84
Copy Cataloging Using SmartPort................................................................. 85
  Overview........................................................................................................... 85
  Using SmartPort.............................................................................................. 85
  Capturing and Loading Records................................................................... 91
Loading Records Using Reports.......................................................... 101
  Overview............................................................................................................. 101
  Importing Records with MARC Import........................................................ 102
  Running the Load Bibliographic Records Report......................................... 105
Cataloging Features..................................................................................... 115
  Overview............................................................................................................. 115
  MARC Holdings Records.............................................................................. 116
  Shadowing Records from Public Display.................................................... 122
  Printing Labels in Unicorn........................................................................... 125
Authority Control......................................................................................... 129
  Overview............................................................................................................. 129
  Add Authority Wizard..................................................................................... 131
  Display Authority Wizard................................................................................ 139
  Duplicate Authority Wizard............................................................................ 142
  Modify Authority Wizard................................................................................ 144
  Delete Authority Wizard................................................................................ 145
  Working with Authority Control from the Bibliographic Record............... 146
  Globally Changing Authority Records....................................................... 153
Appendix A – Cataloging Review File...................................................... 159
  Overview............................................................................................................. 159
  Loading Records for Review......................................................................... 160
  Review Titles Wizard...................................................................................... 166
  Loading Review Records into the Catalog.................................................... 170
  Deleting Records from the Review File......................................................... 176
Appendix B – SmartPort............................................................................... 179
  Overview............................................................................................................. 179
  Capturing and Loading Authority Records................................................ 180
  Saving Records............................................................................................... 189
  E-mailing Records.......................................................................................... 195
  Additional SmartPort Helpers...................................................................... 197
# Table of Contents

**Appendix C – Load Bibliographic Records Report** ................................................................. 199
  - Load Options................................................................................................................... 199
  - Print Options.................................................................................................................. 202
  - Flowchart for Title Control Matching Rule................................................................. 206
  - Using the 948 Entry for Date Stamping ........................................................................ 207
  - Using the 949 Entry for Copy Processing ..................................................................... 207
  - Frequently Asked Questions about Loading Variations ............................................. 210
  - Load Bibliographic Records System Messages............................................................ 214

**Appendix D – Loading Authority Records Using Reports** ................................................. 217
  - Overview....................................................................................................................... 217
  - Importing Records with MARC Import ......................................................................... 218
  - Running the Load Authority Records Report ............................................................. 220

**Appendix E – Authority Control Reference Guide** ............................................................ 227
  - Overview....................................................................................................................... 227
  - Configuration Options .................................................................................................. 227
  - About Authority Record Entries.................................................................................... 229
  - Authority Fixed Fields ................................................................................................... 233
  - Authority Fixed Field Quick Reference....................................................................... 235

**Appendix F – MARC Entries Quick Reference** ................................................................. 237

**Appendix G – Label Designer** ......................................................................................... 243
  - Overview....................................................................................................................... 243

**Index** ................................................................................................................................ 253
Introduction

Overview

The main goals of a library's cataloging and authority control department(s) are to create records for items and maintain bibliographic control over the collection.

The catalog is the core of the Unicorn database. It contains all the bibliographic and physical item information in the system. Conceptually, the catalog can be viewed as a complete shelf list.

Authority control standardizes terms used in the bibliographic description of items in the catalog. It can provide cross-references to improper forms of the terms, related terms, scope notes, and other information about the heading. Headings under authority control are conceptually the same as the Subject/Title/Author access in a traditional card catalog.

This guide explains how the WorkFlows Cataloging module manages title control data, bibliographic descriptions, and volume and item information.

Who should attend?

This course is intended for technical services managers, system managers, and cataloging staff.

Prerequisites

- **Essential Skills** – This course teaches basic skills including navigating WorkFlows, searching, keyboard navigation, using the Help file, and an overview of wizards.
Course Objectives

After completing this course, you will be able to:

• Identify and utilize the wizards on the Cataloging toolbar.

• Understand the functionality of the Record Editor.

• Determine when to create the appropriate record: title, call number, or item.

• Apply special cataloging functions, as appropriate.

• Set-up a Bibload report with appropriate selections.

• Understand the impact of the authority database on the catalog.

• Understand how the WorkFlows Cataloging module manages title control data, bibliographic descriptions, and volume and item information.

• Create, edit, duplicate, and remove bibliographic records.

• Maintain MARC and authority data within the library’s catalog.

• Use the shadow records feature to permit catalog, call number, and item records to be hidden from the online catalog.

• Import bibliographic records into the Unicorn catalog via SmartPort or reports.

• Navigate and retrieve appropriate topics from the WorkFlows Online Help file.
Catalog Record Structure

A thorough understanding of the Unicorn catalog record structure is a necessary foundation for successful cataloging. The following discussion of the catalog record focuses on elements of the record of particular interest in technical services work. For more information on searching and displaying catalog information, see the Essential Skills for WorkFlows and iBistro/iLink or Essential Skills for WorkFlows and Web2 training guides.

A catalog record may include the following types of information:

- **Title or Catalog**
  - Fixed Fields
  - Bibliographic data
  - (Title, Author, Subject)

- **Call Number or Volume**
  - Call Number
  - Class Scheme
  - Library

- **Item**
  - Item
  - ID/barcode
  - Item type

- **Call Number or Volume**
  - Call Number
  - Class Scheme
  - Library

- **Item**
  - Item
  - ID/barcode
  - Item type
All catalog records in Unicorn must contain the title and call number level. These two levels of information can exist without the item level. For example, when a title is on order, its title and call number level records might be in place, although there is not an item present. When an item is not present, Unicorn requires a unique call number because it lacks a unique item ID. You can easily assign unique call numbers by selecting the Auto-generate temporary XX call numbers property available to system administrators and supervisors.

**Search and Display for Catalogers**

*Default Search Type*

A Title search is WorkFlows’ Item Search and Display default search type. You may want to change the search type to General, which searches every indexed field of the record. Using this search type, you can limit a search to a particular entry ID in a bibliographic record by enclosing that value in braces.

To access the default search type, point to the wizard’s toolbar button, right-click, and then click **Properties** on the shortcut menu. We will discuss saving these defaults later in this guide.

Most cataloging begins with a search of the local catalog to determine that another record does not exist for the material in hand. You can execute this type of search using the General index. For example,

```
0060805110 {020}
```

searches the 020 field for that ISBN. Entering the ISBN number without specifying the tag may display the same record, although the value might occur in a different MARC tag.

Your system administrator can change the default wizard properties to set specific functions on your workstation.

*Diacritics*

To work with diacritics, click **Tools**, and then click **Symbol Table**.

For complete information, see the WorkFlows Online Help.
Types of Cataloging

Now that we have looked at the structure of the catalog record, we can discuss the three ways to create catalog records in Unicorn.

**Original cataloging ("at the keyboard") using Cataloging wizards**

Understanding the three-part hierarchical structure of the catalog record and corresponding wizards is important. Even if you typically obtain MARC records from vendors, you may need to create records for local publications for which no other MARC records exist using the Add Title wizard. A discussion of this procedure begins on page 22.

You will also need to use the Call Number and Item Maintenance wizard or the Add Items wizard to manipulate item-level information and add additional copies of materials to the collection.

**Via SmartPort**

SmartPort uses the Z39.50 protocol to search remote catalogs and import bibliographic information to your server a single record at a time. SmartPort creates only title and call number level records. You must add items manually using the Add Item wizard. We will discuss this procedure in detail in Copy Cataloging Using SmartPort on page 85.

**With the two-part Marc Import and Bibload report batch-load process**

The first part of the process involves importing a file of bibliographic records to your server; the second part of the process uses a report to load those records into the library catalog according to your specifications. Your choices in running the report determine if Unicorn uses holdings information from the title records to create items. We will discuss this procedure in detail in “Loading Records Using Reports” on page 101.

This guide explains all three methods, but your local cataloging needs and practices determine which methods you will use most often.
# Cataloging Toolbars and Wizards

The Cataloging toolbar contains the Cataloging wizards. Many of the wizards fall into three groups: Title, Call Number, and Item Maintenance, corresponding with the level of the catalog record to which you need access.

This training guide addresses all three levels of records. We will review the function of each wizard and learn to manipulate its default properties to suit your workflow. This guide also discusses the wizards that perform Special Cataloging functions.

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Common Tasks</td>
<td>Contains wizards that work with call numbers and items, labels, importing records, as well as searching, and other common functions.</td>
</tr>
<tr>
<td>Titles</td>
<td>Contains wizards that create, modify, and remove bibliographic records.</td>
</tr>
<tr>
<td>Items</td>
<td>Contains wizards that create and modify item records.</td>
</tr>
<tr>
<td>Authorities</td>
<td>Contains wizards that display, create, modify, and remove authority records.</td>
</tr>
<tr>
<td>Special</td>
<td>Contains wizards that work with bound-with cataloging, item transfers, and the cataloging review file.</td>
</tr>
</tbody>
</table>
Common Tasks Toolbar

The Common Tasks toolbar contains the following wizards:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Wizard Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="icon" /></td>
<td>Call Number and Item Maintenance</td>
<td>Works with call numbers and items.</td>
</tr>
<tr>
<td><img src="image" alt="icon" /></td>
<td>Label Designer</td>
<td>Works with designing labels.</td>
</tr>
<tr>
<td><img src="image" alt="icon" /></td>
<td>SmartPort</td>
<td>Searches and captures title records from Z39.50 destinations.</td>
</tr>
<tr>
<td><img src="image" alt="icon" /></td>
<td>Item Search</td>
<td>Searches and displays title records, call numbers, and items.</td>
</tr>
<tr>
<td><img src="image" alt="icon" /></td>
<td>Check Item Status</td>
<td>Checks the status of an item and proposes an action to be taken.</td>
</tr>
<tr>
<td><img src="image" alt="icon" /></td>
<td>Help</td>
<td>Opens the WorkFlows Help file.</td>
</tr>
<tr>
<td><img src="image" alt="icon" /></td>
<td>Print</td>
<td>Prints the open record.</td>
</tr>
</tbody>
</table>
**Titles Toolbar**

The Titles toolbar contains the following wizards:

<table>
<thead>
<tr>
<th>Wizard</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add Title</td>
<td>Adds new titles, call numbers, and optional items.</td>
</tr>
<tr>
<td>Modify Title</td>
<td>Modifies existing titles, call numbers, and items.</td>
</tr>
<tr>
<td>Duplicate Title</td>
<td>Creates a new title by copying an existing title.</td>
</tr>
<tr>
<td>Delete Title, Call Numbers or Items</td>
<td>Removes titles, call numbers, and items.</td>
</tr>
</tbody>
</table>

**Item Maintenance Toolbar**

The Item Maintenance toolbar contains the following wizards:

<table>
<thead>
<tr>
<th>Wizard</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add Items</td>
<td>Adds items to existing volume/title records.</td>
</tr>
<tr>
<td>Edit Items</td>
<td>Edits items attached to existing volume/title records.</td>
</tr>
<tr>
<td>Global Item Modification</td>
<td>Makes the same modifications to more than one item.</td>
</tr>
</tbody>
</table>
Authority Toolbar

The Authority Maintenance toolbar contains the following wizards:

<table>
<thead>
<tr>
<th>Authority Tool</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display Authority</td>
<td>Displays detailed information about an authority record.</td>
</tr>
<tr>
<td>Add Authority</td>
<td>Adds a new authority record.</td>
</tr>
<tr>
<td>Duplicate Authority</td>
<td>Creates a new authority record by copying an existing one.</td>
</tr>
<tr>
<td>Modify Authority</td>
<td>Modifies an existing authority record.</td>
</tr>
<tr>
<td>Delete Authority</td>
<td>Removes authority records from the database.</td>
</tr>
</tbody>
</table>
### Special Toolbar

The Special toolbar contains the following wizards:

<table>
<thead>
<tr>
<th>Wizard</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bound-Whits</strong></td>
<td>Links bibliographic descriptions for works bound together.</td>
</tr>
<tr>
<td><strong>Transfers</strong></td>
<td>Transfers titles, call numbers, or items from one record to another existing record.</td>
</tr>
<tr>
<td><strong>Review Titles</strong></td>
<td>Searches and modifies cataloging records, which have been loaded for review.</td>
</tr>
</tbody>
</table>
Wizard Properties

All wizards have properties that determine how the wizard behaves. This can be a tremendous time-saver when working with a number of similar objects.

Properties are grouped into three types: Behaviors, Defaults, and Helpers. Behaviors and Helpers properties are visible only to system administrators and supervisor logins.

However, you can make changes to wizard defaults for your workstation only. These changes may be temporary or permanent.

To make a temporary change for a single WorkFlows session

1. Click any wizard. The Set Properties window appears.
2. Make appropriate changes and click OK. The changes are now saved for this session only.

To make a “permanent” change for multiple WorkFlows sessions

1. Right-click any wizard. The following choices appear:

2. Click Properties. The Set Properties window appears.
3. Make appropriate changes and click OK. When you log out of the workstation, you will be prompted to save your properties. If you click Yes, the changes will be saved “permanently” to your workstation until you make and save changes again.

Once you access the Defaults tab, you can choose one of these options:

- **Wizard Startup** – Displays the Properties window only when you click the wizard from the toolbar.

- **NEVER** – Lets you set defaults only when you point to the wizard’s toolbar button, right-click, and then click Properties on the shortcut menu.
### Helpers

Helpers display in the upper-left corner of a wizard and allow you to perform associated functions while working with a cataloging record. The following helpers are available in the Cataloging module:

<table>
<thead>
<tr>
<th>Helper</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Validate Headings</td>
<td>If you are using Authority Control with checking, this helper lets you check the headings in your record against the authority headings already in the database.</td>
</tr>
<tr>
<td>Insert a Field Before the Current One</td>
<td>While adding or editing a record, you can insert new fields.</td>
</tr>
<tr>
<td>Append a Field at the End of the Record</td>
<td></td>
</tr>
<tr>
<td>Add a Field after the Current One</td>
<td></td>
</tr>
<tr>
<td>Delete Current Field</td>
<td>While editing a record you can delete the current field.</td>
</tr>
<tr>
<td>Display Bibliographic Description</td>
<td>Use this helper to display a detailed description of the selected item.</td>
</tr>
<tr>
<td>Add New Call Number</td>
<td>When using the Bound-With wizard, use this helper to add a new call number with no items to the title.</td>
</tr>
<tr>
<td>List the Catalog by Call Number</td>
<td>Displays all of the call number records in your library's system sharing the same call number or portion of a call number.</td>
</tr>
<tr>
<td>Configure Options for the Item Search</td>
<td>Qualifies the search method you want to use to conduct your search.</td>
</tr>
<tr>
<td>Show/Hide Search Pane</td>
<td>The Item Search and Display window contains three areas (panes). Clicking any of these helpers either displays or hides these panes.</td>
</tr>
<tr>
<td>Show/Hide Viewer</td>
<td></td>
</tr>
<tr>
<td>Show/Hide Circulation and Extended Information</td>
<td></td>
</tr>
<tr>
<td>Show/Hide Tree Information Viewer</td>
<td>When using the Bound-With wizard or the Transfer Item wizard, a “tree information” pane appears. Use this helper to display or hide this pane.</td>
</tr>
<tr>
<td>Print Preview Labels</td>
<td>After you create a label template, you can preview the label using the Print Preview Labels helper before printing.</td>
</tr>
<tr>
<td><strong>Print Label for Selected Item</strong></td>
<td>After you create a label template, you can use the Print Labels helper to print spine and book labels for a title. Printing spine labels using this helper outputs a spine label &quot;as is,&quot; without modification.</td>
</tr>
<tr>
<td><strong>Change Item ID</strong></td>
<td>Available in the Global Item Modification wizard. Use this helper when you need to replace a missing, damaged, or temporary barcode.</td>
</tr>
<tr>
<td><strong>Modify Selected Items</strong></td>
<td>Available in the Global Item Modification wizard. Use this helper to search for items by title, and then select the items you want to modify.</td>
</tr>
<tr>
<td><strong>Global Authority Change</strong></td>
<td>Available in the Add, Duplicate, and Modify Authority wizards. Use this helper to make a global change to all bibliographic headings connected to a specific authority record.</td>
</tr>
<tr>
<td><strong>Review Global Authority Change Reports</strong></td>
<td>Available in the Add, Duplicate, and Modify Authority wizards. Use this helper to view reports run through the Global Authority Change helper.</td>
</tr>
<tr>
<td><strong>Advanced Search</strong></td>
<td>Available in all of the cataloging wizards which open with a bibliographic search.</td>
</tr>
</tbody>
</table>
Record Editor

Overview

The Record Editor simplifies the input of bibliographic data by providing lists of appropriate codes for fixed fields, indicators, and subfields. It also displays an alternate, expanded view of indicator and subfield data. The Record Editor presents MARC 21 definitions for most MARC elements.

Several wizards use the Record Editor:
Add Title, Modify Title, and Duplicate Title.

Note: The Record Editor may also be referred to as the “MARC Editor.”

How It Works

To see the Record Editor in action, try the following demonstration:

1. On the Title Maintenance toolbar, click the Add Title wizard. The Set Properties window appears.

2. Click OK to accept the defaults. The Add Title window appears:
3. Right-click in a fixed field to display the list of valid entries for that fixed field:
When using the Record Editor, follow these guidelines:

- You can move through a MARC record by pressing TAB or clicking in a specific field using the mouse. You can also use shortcut keys (listed in the Help file).

- To help identify the MARC elements, Unicorn displays definitions for every tag and subfield in the record. When you point to a particular MARC field, subfield, control field, or indicator, a brief definition of the element displays in the status bar.

- When modifying information, Unicorn will accept only valid values for entries, indicators and subfields. If you enter an invalid value, an error message appears preventing you from exiting the field.

- Entries that your library has defined as mandatory display in the Editor window with **REQUIRED FIELD** in the data field. See the illustration above.
• When entering text into a field, indicate subfields by using the pipe ( | ) symbol.
• You can use standard Windows keyboard shortcuts to cut, copy, and paste fields, indicators, and subfields.
• To include additional entries, right-click in the field to open the shortcut menu:

![Shortcut Menu Example]

• Click the arrow before the Tag number to expand the entry so you can view the list of valid options:

![Expanded Tag List Example]

• Double-click the entry to display a list of valid subfields and their values:

![Subfield List Example]

For more information, refer to the “About the Record Editor Window” in the WorkFlows Online Help.
Alternative Views

- **Descriptive View** – Displays fixed fields and variable fields separately (this is the default):

```
Add Title

**REQUIRED FIELD**

Content:

- 010
- 100
- 245

**REQUIRED FIELD**
```

- **MARC View** – Displays all fields (fixed and variable) as individual tag entries:

```
Add Title

**REQUIRED FIELD**

Content:

- 010
- 100
- 245

**REQUIRED FIELD**
```
• **Display fixed fields** – Displays fixed field data. Available only if you select the MARC View.

• **Display descriptive labels (for entries)** – Displays descriptive labels in addition to entries or tags. Descriptive labels that display to the left of each entry ID can be helpful when cataloging, particularly for those new to working with MARC entry IDs.

**Note** For more information about the remaining options on the Defaults window, refer to the WorkFlows Online Help. You can set values in these fields to expedite item processing.
Title Maintenance

Overview

Wizards in the Title Maintenance group include:

- Add Title
- Modify Title
- Duplicate Title
- Delete Title, Call Numbers or Items
Add Title Wizard

Use the Add Title wizard to create a new bibliographic record and associated call numbers and items. This wizard presumes you have already searched your local catalog using the Item Search and Display wizard and determined that no other record exists for the material you have in hand. **Unicorn will not alert you to duplicate catalog information.**

**To create a new title**

1. On the Title Maintenance toolbar, click the Add Title wizard. The Set Properties window appears.

**Default Wizard Properties**

Default properties are visible to all logins and can be saved to the machine when you exit the workstation. Because these properties are saved to the Documents and Settings folder under the Windows login, each Windows user may set individual default properties.

The options listed on the Default tab determine what entries display in the Add Title template.

**Note**

Administrator logins will see additional tabs on the Set Properties window. These tabs will not be covered in this training class but are discussed in the *Unicorn Administration* course.
The values set on this page control the defaults that appear while using this wizard. You can choose to display this page as follows:

- **Wizard Startup** – Displays the properties page only when the wizard is selected from the toolbar.
- **NEVER** – Allows you to see these properties only when you point to the wizard’s toolbar button, right-click, and click **Properties** on the shortcut menu.

**Title Default Values**

The following values are available at the title level.
• **Format** – Relates to the catalog record format, not the physical format of the material being cataloged. The format selected, in combination with the Entries Template value discussed below, determines which fixed fields and catalog entries display on the Bibliographic tab. The MARC format is the most commonly used format for monographic materials.

- **Entries template** – When combined with the Format value, this entry determines which fixed fields and catalog entries display on the Bibliographic tab.
  - **TEMPLATE** – Includes many commonly used entries.
  - **FULL** – Includes a more comprehensive list of entries.
  - **BRIEF** – Provides a few fields.
  - **SELECT_ENTRIES** – Lets you create a customized list of entries rather than using one of the predetermined templates. Enter the list of tags to include in the Entries box as a comma-delimited list, for example, `100,245,650`.

• **Shadow title** – Shadows a title from the online catalog as you create it.

• **Add item when creating title** – Automatically adds an item record to the title as soon as you create it. On occasion, you may want a title record without an item record, such as with the Unicorn Acquisitions module. In those cases, you might want to clear this box.

**Editor Display Options**

For information on these display options, see the “Alternative Views” section on page 19, or refer to the WorkFlows Online Help.

2. Make any necessary changes to the Defaults, and click **OK**.
Bibliographic Tab

Information that displays on the Bibliographic tab, which is part of the title-level record, is common to all volumes and copies of the title, and is used primarily to describe the item(s) in question. This tab contains the data that is indexed for keyword searching and browsing. Which fields display is based on the format and template selections in the Title Default Values section on the Defaults tab (Set Properties window).
**Fixed Fields**

The fixed field area is a specially coded part of a MARC 21 bibliographic record description. Unicorn uses descriptive labels similar to those used in OCLC for fixed length data. In MARC 21, these fields are found in the Leader, Directory, and 001-008 tags of the bibliographic record. The fixed fields contain codes identifying specific features of the title being described. Fixed fields can be used across bibliographic and authority MARC 21 formats, but may have different functions in different formats. Non-MARC 21 records do not display a fixed field area.

**Bibliographic Info**

All formats have variable length fields for descriptive information. Some of the Leader and Directory information, as well as other non-modifiable fields, display in the Bibliographic Info section. Each entry has an entry ID, indicators, and variable length data fields. Entry IDs correspond to familiar MARC tags.

---

**Note**  
For more information on MARC entries, refer to “Appendix F – MARC Entries Quick Reference” on page 237.

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3. On the Bibliographic tab, enter appropriate information for the fixed fields and MARC entries. For more information, see the Record Editor section on page 15.

4. After entering fixed fields and bibliographic information, click the Control tab.
Control Tab

Information in the Control tab, which is part of the title-level record, is primarily used "behind the scenes" to administer and maintain the catalog, authority, and review data files. Information in the Control tab is common to all volumes and copies associated with the title.

![Add Title Window](image)

**Basic Title Information**

- **Title control number** – This unique number identifies the item. It is the match point when creating or overlaying bibliographic records. (For more information, see Copy Cataloging Using SmartPort on page 85 and “Loading Records Using Reports” on page 101.)

- **Note** When you manually enter a title using the Add Title wizard, Unicorn auto-generates the title control number (indicated by a lowercase letter a). You should change the auto-generated value to a more significant one, such as ISBN, LCCN, OCLC, or ISSN (indicated by a lowercase letter i, l, o, or s, respectively).
• **Record format** – This is the catalog record format, not the physical format of the material being cataloged. The record format determines which fixed fields and catalog entries display on the Bibliographic tab. The MARC format, corresponding with MARC 21 standards for monographic works, is the most commonly used record format.

• **Number of volumes** – The system-supplied value in this field is generated from the number of volumes, or call numbers, associated with this title record.

**Title Creation**

• **Created by** – Reflects the User Access policy of the login that created the record. When using a shared login such as TECH or MAINTECH, the shared login’s access is reflected in the Control tab. Your system administrator can create individual User Access policies that can be used to link records to individuals, if desired.

• **Date cataloged** – Used for batch load matching purposes. A date in this field could be used to determine if the record is eligible to be overlaid, depending on the batch loading selection criteria.

• **Date created** – Reflects the date that a title entered the catalog. Any titles added to the catalog are immediately searchable in the keyword index.

---

**Note**

For new Unicorn installations, Date Created reflects the date that the records were loaded into the new database; the Created by field shows “BATCH.” Records loaded in subsequent batch loads reflect the User Access policy that loaded those records.

---

**Call Number/Item Tab**

The Call Number/Item tab displays all items associated with the title. Information that displays on this tab is specific to a single volume and/or copy of the title.

Three levels of information are available on this tab. For the purposes of this training, we will call this the “tree”:
Detailed title-level information appears on the Bibliographic tab described previously. On this tab, the title simply acts as a placeholder.

When you select the call number level information, detailed call number information displays in the right pane (as shown in the illustration on the next page).

When you select the item level information, detailed information about this item displays in the right pane.
Call Number Information

- **Call number** – This value may or may not reflect a call number field in the bibliographic record depending on your local preferences.

- **Class scheme** – Select a value from the list. Unicorn does not check to see if the call number is in the correct format for this particular class scheme.

- **Call Library** – This value represents the owning library for this call number. Each library must have its own call number record, even if the call number values are identical.

- **Shelving key** – This box displays the correct version of the call number used for sorting. This box appears only if you selected the Show Shelving Key option on the Defaults window.

- **Shadow call number** – If you click this box, Unicorn hides this call number in the OPAC. As a note, if you shadow the last call number of a title, Unicorn automatically shadows the title from the OPAC.

**Note** The structure of a multivolume work is represented by individual volume or call number records where the |z value differs.
Item Information

You can link each call number to one or more item records. Each item record represents one physical copy or barcode in the collection.

We will discuss some fields on this tab below. For complete information about the information on this tab, refer to the Help file.

- Unicorn requires a unique Item ID to save an item record.

Note If the barcode of an item is not known (for example, when creating a title for ordering purposes), you can auto-generate an item ID, which will consist of a hyphenated numerical value representing the number of titles in your collection, such as 94485-1001. To auto-generate an item ID, type AUTO in this field if this property has not already been set on your workstation.
- The item **Type** and **Home location** fields display the default values selected on the Set Properties page. You can change these values to reflect the material in hand, if necessary.

**Note**

Current location of an item is determined by its home location. As circulation activities occur with an item, its current location changes, for example to CHECKEDOUT or HOLDS. You should not directly edit information in the Current location field.

- **Item category 1** is an optional statistical reference field. Your library may or may not have chosen to use this field.

- **Item category 2** is used to qualify items by reading level for inclusion in Sirsi’s Kids’ Library graphical OPAC feature. Be sure to set the Item Cat2 flag to Juvenile to make your items visible in Kids’ Library.

- **Media desk** is an element of the Unicorn Materials Booking module. This field is optional unless you are booking this item.

- Setting the **number of pieces** field to a value other than 1 has an impact at the circulation desk. When checking an item in or out, circulation staff will be asked to confirm with an override that all elements of a multipart set are in place.

- **Price** can be based on either the value in the 020 of the bibliographic record or on an actual price paid for the item. The price listed in the Price field is the price billed for lost items in circulation.

- **Permanent** indicates whether the item is part of your library's permanent collection. **Circulate** allows items that would normally not circulate, by system-generated circulation rules, to be charged with an override.
**Extended info**

In the **Extended info** section, you can enter notes about this particular item. You can view all three types of notes in the item-level record in WorkFlows. PUBLIC Notes are also visible to patrons when viewing the record in the OPAC.

Properties can be configured to allow information entered in the CIRCNOTE field to display when the item is either checked out with the Checkout Wizard or discharged with the Discharge wizard.

If an item is not associated with the call number, only call number information will display in the Call Number/Item tab.

1. On the Call Number/Item tab, type the call number information.

2. On the “tree,” click the item. In the **Item Information** and **Extended Information** sections, enter appropriate information. You must supply a barcode or other **Item ID** to identify the item. If you set defaults for this window, these should populate automatically.

3. After modifying all tabs, click **Save**.
Modify Title Wizard

Use the Modify Title wizard to make changes to material already in the catalog. This is the only maintenance wizard that gives you access to both bibliographic and title control information.

To change an existing title
1. On the Title Maintenance toolbar, click the Modify Title wizard.

![Modify Title: Set Properties](image)

Display property page:  
- Wizard Startup  
- Never

---

<table>
<thead>
<tr>
<th>Search preferences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type: KEYWORD</td>
</tr>
<tr>
<td>Index: General</td>
</tr>
<tr>
<td>Library: ALL</td>
</tr>
</tbody>
</table>

Extended Info Display Options
- Display staff note on item list
- Display public note on item list

Tab Display Preference
- Control
- Bibliographic
- MARC Holdings
- Call Number/Item
The value set on this page control the defaults that appear while using this wizard. You can choose to display this page as follows:

- **Wizard Startup** – Display the properties page only when the wizard is selected from the toolbar.
- **NEVER** – Allows you to see these properties only when you point to the wizard’s toolbar button, right-click, and click Properties on the shortcut menu.

**Search Preferences**

In the **Type** section, select KEYWORD, BROWSE, or EXACT. You can also select a preferred search **Index** and preferred search **Library**.

**Editor Display Options**

For information on these display options, see the “Alternative Views” section, or refer to the online Help file.

**Call Number/Item Default Values**

Select the **Show shelving key** check box to display the field that controls the sorted display of call numbers.

2. Make any changes to the default properties, and click **OK**. The Modify Title search window appears:
3. Search for the title to modify. The search may return a list of titles.
4. Select your title from the list, and click **Modify**. The Bibliographic tab of the title appears:

5. Modify the entries as needed. Use the helpers to insert fields, as needed. You can also use the Record Editor to modify the fixed fields, indicators, and subfields. For more information, see the Record Editor section on page 15.

6. To modify the information pertaining to the administration and maintenance of the title record, click the **Control** tab.

7. To modify call number and item-level information, click the **Call Number/Item** tab.

8. Once you’ve finished making changes, click **Save** to retain the information.
Duplicate Title Wizard

Use the Duplicate Title wizard to create a new title record by copying the bibliographic data of an existing title, as well as associated call number and item records. Records for new items that are similar to materials already in the catalog, such as a new edition, reprint, or item in a series, can be duplicated to minimize the amount of data entry required of the cataloger.

To duplicate an existing title

1. On the Title Maintenance toolbar, click the Duplicate Title wizard. The Set Properties window appears:
The defaults in the Duplicate Title wizard are similar to those of the Add Title wizard; however these properties are of special note when working with the Duplicate Title wizard.

- The properties here override values within the record you are duplicating. For example, if the properties are set to auto-generate call numbers, the auto-generated call number will replace the call number found in the record.
2. Review the defaults to make sure they are appropriate, make any changes, and click **OK**. The search window appears as discussed previously.

3. Search for the title to duplicate. The search may return a list of titles.

4. Select the title from the list, and click **Duplicate**. Bibliographic information for existing title appears. (Or, if a Current Title appears, and this is the title you want to duplicate, click the title. You don’t need to click Duplicate.)

5. On the **Bibliographic** tab, modify the fields to reflect the new title’s bibliographic information. Use the helpers to insert fields, as needed. You can also use the Record Editor to modify the fixed fields, indicators, and subfields. For more information, see the Record Editor section on page 15.

6. On the **Call Number/Item** tab, modify information as needed. You must supply a barcode or other **Item ID** to identify the item.

7. Click the **Control** tab to modify the information pertaining to the administration and maintenance of the title.

8. Click **Save** to retain the new information.
Delete Title, Call Numbers or Items Wizard

Use the Delete Title, Call Numbers or Items wizard to remove a Title, Call Number, or Item record from the catalog. Once you use this wizard, the catalog record no longer exists in the database. Using reports, you can obtain only the most generic information about the number of items removed.

You can suppress titles (items) from view by moving them to a shadowed location such as DISCARD or MISSING. However, titles with multiple items attached reflect the items in a shadowed location in the total number of copies represented in the OPAC. For example, your library may have 18 copies of a classic novel plus two copies in the DISCARD location. A patron viewing the title in the OPAC will see 20 copies total in all locations.

You cannot remove items with charges, holds, or bills.

To remove an item from the database

1. On the Title Maintenance toolbar, click the Delete Title, Call Numbers or Items wizard. The Set Properties window appears:
2. Make any appropriate changes to the defaults, and click **OK**. The search window appears.

3. Type the search terms in the **Search for** box, and click **Search**. The following window appears:
Notice the check boxes next to the title and all call number and item records:

4. To delete the title and all of its call numbers and items, select the check box next to the title you want to delete. To delete a call number and its associated items, select the check box next to the call number record you want to delete. You can also delete an individual item by selecting the check box next to the item you want to delete.
You cannot delete a call number or item record if any of the following conditions apply:

- A call number/item that has holds or is on reserve cannot be deleted.
- Any item that is charged, has unpaid bills, is booked, or is the last call number under serials control for a particular library can be selected, but cannot be removed until it has been discharged, the bill is paid, or the booking or serial control record is removed.
- If an open order exists for the title, the items associated with the call number used when creating the order cannot be removed.
- If your system is configured to save charge histories and the Delete Items with a Charge History behavior is not selected, an item with history charges cannot be removed.

5. After making your selections, click Delete.

**Note**

If you selected call numbers or copies that are not eligible for removal, these will display in an exception list indicating why the items could not be removed.

6. If you removed the last copy or volume attached to a title, and your properties are set to remove the title when removing the last copy or volume, a confirmation window appears.
Call Number and Item Maintenance Wizard

Overview

Use the Call Number and Item Maintenance wizard to add, edit, or delete call number and item-level records.

Note

If you want to limit the access of student or volunteer workers to just item-level records, you may want to use the Add Items and Edit Items wizards discussed in the Item Maintenance chapter on page 53.
Add Call Numbers/Items

To add a new call number to an existing title

1. On the Common Tasks toolbar, click the Call Number and Item Maintenance wizard. The Set Properties window appears:
2. Select the default search preferences and other defaults as discussed previously.

3. Click **OK**. The Call Number and Item Maintenance search window appears:

4. Type search terms in the **Search for** box and click **Search**, or click the **Current** title, if available.

5. Select the correct title from the list, and click **Modify**. The following window appears:
6. Click **Add Call Number**. The following window appears:

![Add Volume: Library for new call number](image)

**Note** This window can be turned off so that it does not display if you are only cataloging for one library.

7. Select the appropriate library, and click **OK**. The Call Number/Item tab reappears with the new call number and item record added to the list:

![Call Number and Item Maintenance](image)
8. Make any other modifications to either the call number or item record.

9. Scan an item barcode, or type an Item ID, and click Save.

10. Click Close when you are finished.
**Edit Call Numbers/Items**

There may be times when you need to change the information in an existing call number or item record, for example:

- Change the item type or location of an item.
- Edit the public note in an item record.
- Change the call number.

**To edit an existing call number record**

1. On the Common Tasks toolbar, click the Call Number and Item Maintenance wizard. The Set Properties window appears.
2. Select the default search preferences and other defaults as discussed previously.
3. Click OK. The Search window appears.
4. Type your search terms in the Search for box and click Search, or click the Current title, if available.
5. Select the correct title from the list, and click Modify. The Call Number/Item tab appears displaying the item information:
6. To display call number information, click the appropriate call number record:

7. Make modifications to either the Call Number or Item record. Click Save and then Close when finished.
Delete Call Numbers/Items

To delete an existing call number and item record

1. On the Common Tasks toolbar, click the Call Number and Item Maintenance wizard. The Set Properties window appears.

2. Select the default search preferences and other defaults as discussed previously.

   Note
   You cannot select to remove a call number if the call number being removed is the only remaining call number attached to the title.

3. Click OK. The Search window appears.

4. Type your search terms in the Search for box and click Search, or click the Current title, if available.

5. Select the correct title from the list, and click Modify. The Call Number/Item tab appears displaying the item information.

6. Click the call number record to eliminate, and click Delete. This will delete both the call number and item records.

   Note
   You can also remove Title, Call Number, and Item records using the Delete Title, Call Numbers or Items wizard discussed on page 41.
Overview

The wizards in the Item Maintenance group let your cataloging staff add and edit Item records. The Add Item and Edit Item wizards are useful if your library wants to limit the access of student or volunteer workers to just the item level. Otherwise, you may choose to work with items through the Call Number and Item Maintenance wizard as discussed previously.

This chapter discusses three tasks that you can perform using the Item Maintenance wizard group:

- Add Items
- Edit Items
- Global Item Modification
Add Items

Use the Add Items wizard to add a new item to existing call number records.

**Note**  Unicorn cataloging wizards are hierarchical, that is, when you use the Item Maintenance wizards to add or modify item information, you cannot change bibliographic information within these wizards.

**To add an item to an existing call number record**

1. On the Item Maintenance toolbar, click the Add Items wizard. The Set Properties window appears:
2. Select the default search preferences and other defaults as discussed previously.

3. Click OK. The Search window appears.

4. Search for the title for which you want to add items, and click Search.

5. If the search results in a hit list of titles, select the title from the list, and click Modify. You can also click the Current title, if available. The following window appears:
Note that the information on the Call Number/Item tab looks virtually the same as when you used the Call Number and Item Maintenance wizard. However, you do not have the option to add or edit call number records.

6. Click the call number in the tree to which you want to add the new item, and click **Add Item**. The following window appears:
7. Scan or type a new barcode, and make any other changes in the Item information and Extended information sections.

8. Click Save to retain the new item record.

9. Click Close to exit this window.
Edit Items

Use the Edit Items wizard to make changes to item records already in the catalog. This wizard does not give you access to make changes to the bibliographic or title record.

To change information in an existing item record

1. On the Item Maintenance toolbar, click the Edit Items wizard. The Set Properties window appears:

2. Make any appropriate changes to the defaults, and click OK. The search window appears.

3. Search for the title for which you want to edit items, and click Search.
4. If the search results in a hit list of titles, select the title from the list, and click Modify. You can also click the Current title, if available. The following window appears:

5. Click the item in the tree to which you want to make changes.

6. Make changes in the Item information and Extended information sections. Click Save to retain the new information.

7. Click Close to exit this window.
Global Item Modification Wizard

Use the Global Item Modification wizard to create a template of changes that you want to make to selected items, and then apply these changes to all items whose barcodes are scanned.

To apply the same changes to multiple items

1. On the Item Maintenance toolbar, click the Global Item Modification wizard. The Set Properties window appears:

   ![Global Item Modification: Set Properties](image)

   **Display property page:** Wizard Startup Never

   **Defaults**

   **Item Values**

   - **Item type:** Will not be modified
   - **Home location:** REPAIR
   - **Item category 1:** Will not be modified
   - **Item category 2:** Will not be modified
   - **Item library:** Will not be modified
   - **Shadowed:** Will not be modified
   - **Permanent:** Will not be modified
   - **Circulate:** Will not be modified
   - **Price:** $

2. Select the new Item Values to apply to this group of items, and click OK. Set default values on this window, or set the values on the window that appears after you click OK:
3. After setting the new values, scan or type the barcode number of the first item you want to change. The following window appears:
4. Scan the remaining items in this group. As you scan each additional item, Workflows adds it to the list of changed items.

5. Click Clear to erase the list of edited items, or click Close to close the wizard.

**Note**  If you do not have the barcodes or Item IDs of the items you wish to modify, use the Modify Selected Items helper to search for the items.
Overview

This chapter will discuss the three wizards found in the Special wizard group. They include:

- Bound-Withs
- Transfers
- Review Titles
Bound-Withs Wizard

Use the Bound-Withs wizard to link multiple title records with a single item record in situations where you want each title record to be separately searchable. Only one linked title record may have an item record attached.

Restrictions

When using the Bound-Withs feature to link bibliographic descriptions for items bound together, the following restrictions apply:

- A call number with items attached cannot be linked to another call number with items attached.
- Multiple title records may be bound together, but only one may have an item record attached.
- Linked call numbers must be cataloged in the same library.
**To link multiple title records**

1. On the Special toolbar, click the **Bound-withs** wizard. The Set Properties window appears:

2. Make any changes to the search preferences, and click **OK**. The Bound-Withs window appears:
3. Type the search terms in the Search for box, and click Search. The following window appears:
4. Select the title to be bound, and click **Add to tree**.

5. Type the search terms for the next record in the **Search for** box, and click **Search**.
6. Select the second title to be bound, and click **Add to tree**.

7. Click the title in the tree with no copy attached, and click **Retain for Linking**.

**Note** You may also right-click the title and select from the menu options.
8. Click the copy record of the other title, and click Link. A confirmation window appears:

9. Click OK.

10. Click Close to exit the wizard.
**Transfers Wizard**

Use the Transfers wizard to transfer item or call number records to other existing call number or title records. This wizard was designed to conduct searches to collect records, mark them for transfer, and send them to the destination record. The wizard can perform the following functions:

- Transfer an item to an existing call number.
- Transfer a call number and all of its associated items to a different existing catalog record.
- Transfer all call numbers from one catalog record to a different catalog record.

This wizard can be useful in a multilibrary situation where a call number was unintentionally established for the wrong library.

**To transfer an item to an existing call number**

1. On the Special toolbar, click the Transfers wizard. The Set Properties window appears:
2. Make any changes to the search preferences, and click **OK**. The Transfer Item window appears:
3. Type the search terms in the **Search For** box, and click **Search**. The following window appears:
4. Select the title from the list, and click **Add to Tree**. Expand the title to see the call number and copy information.
5. In the Transfer tree pane, select the record to be transferred, and click **Retain for Transfer**.

**Note** You may also right-click the item and select from the menu options.
6. Select the record to which it should be transferred, and click **Transfer**. A confirmation window appears:

7. Click **OK**.

8. Click **Close** to exit the wizard.
To Transfer a call number from one catalog record to a different catalog record.

1. On the Special toolbar, click the Transfers wizard. The Set Properties window appears:

```
Transfers: Set Properties
Display property page: ☑ Wizard Startup ☐ Never

Behavior | Defaults | Helpers

Search preferences
Type: KEYWORD
Index: Title
Library: ALL

OK  Cancel
```

2. Make any changes to the search preferences, and click OK. The Transfer Item window appears:

```
Transfer Titles, Call Numbers or Items
Search for:
Index: Author
Library: ALL
Current:

Add to tree  Remove from tree  Retain for transfer  Transfer  Close
```
3. Type the search terms in the **Search For** box, and click **Search**. The following window appears:
4. Select the titles (the “original” title and the “wrong” or “duplicate” title) from the list and Add them to the tree. Expand titles to see attached call numbers and items.
5. Select the call number attached to the “wrong” or “duplicate” title and click Retain for Transfer.

6. Select the title to which it should be transferred to and click Transfer.
7. If the system is configured, the empty title will be removed if you transferred the last call number to that title.
8. A confirmation window appears.
Updating Information Links for Transferred Items and Modified Call Number Libraries

When objects are transferred or the Library field of a call number is modified, the following links are always maintained:

- Bills
- Charges
- Outreach histories
- Requests

Transferring Items with Holds

Existing copy-level holds in a copy transfer are maintained. However, a copy with an available hold cannot be transferred, nor can a call number or title be transferred or the Library modified if any attached copy has an available hold.

There are some other scenarios when circulation status can prevent an item from being transferred. A copy transfer that would result in the removal of the copy’s current call number is not allowed if the call number has a copy-level hold. A copy or call number transfer or modification of the Library that would result in the removal of the current catalog record is not allowed if the catalog has a title-level hold.

Transferring Items with Orders

When the Unicorn Acquisitions module is in use, order lines associated with call numbers are maintained in call- and title-level transfers.

A copy transfer that would result in the removal of the copy’s current call number is not allowed if the call number is linked to an order line item.
Other Restrictions to Transfer Item or Modified Library Links

- **Academic Reserves** – Copies and call numbers with links to reserves cannot be transferred or the Library modified.

- **Bound-With** – Call numbers that have bound-with links cannot be transferred or the Library modified. Copies cannot be transferred to call numbers that have bound-with links. Copies cannot be transferred from call numbers that have bound-with links.

- **Review records** – Transfers cannot be made to or from titles that have been loaded for review or are locked because they are being updated.

- **Accountability** – Transfers cannot be made to or from titles under accountability.

- **Serials Control** – A transfer resulting in the removal of the catalog record or the last call number belonging to a library that has the title under serial control cannot be transferred or modified. A title that is linked to a serial control record cannot be transferred.

- **Materials Booking** – A copy that is linked to a booking calendar cannot be transferred or the call number Library modified.
Review Titles Wizard

The Review Titles wizard, found in the Special group, is used to display and modify records in the cataloging review file. Review records allow bibliographic records to display at the staff workstation without actually existing as part of the catalog for supervisory control. For more information, see Appendix A Cataloging Review Files on page 159.
Overview

This chapter explains the process of finding and capturing records into the catalog using SmartPort. For more information on using SmartPort, refer to Appendix B – SmartPort.

About Z39.50

Z39.50, the American National Standard Information Retrieval Protocol, provides a standard language for computer-to-computer information retrieval. The Z39.50 protocol translates commands back and forth between the local system and the external database provider. This standard translation of commands allows the local user to search the external database using familiar local commands, and then view search results in familiar local displays.

Using SmartPort

SmartPort is an optional feature that allows dynamic capturing and loading of MARC bibliographic and authority records from a Z39.50 server directly into the library’s catalog.
SmartPort Configuration

When SmartPort captures a record and loads it into the library’s catalog, it uses specified match points to determine if the record already exists in the catalog.

To set default values at your workstation, right-click the SmartPort wizard, and select Properties.

The SmartPort Properties window appears:
You can choose to display this page as follows:

- **Wizard Startup** – Displays the properties page only when the wizard is selected from the toolbar.

- **NEVER** – Allows you to see these properties only when you point to the wizard’s toolbar button, right-click, and click **Properties** on the shortcut menu.

Select one of the following options:

- **Replace current record** – Designates the incoming record to replace the last record touched at the workstation.

- **Match and load** – Allows Unicorn to search for a matching record based on the match points specified in the next field, and then take an action based on the result. If the system finds a match, it will verify that you want to overlay the existing record. If the system does not find a match, it will create a new title record.

**Title control number source**

The Title control number source field indicates the values used to specify the entries in the MARC record that should be checked for a match in the catalog when using the **Match and load** option. If you are a new delivery, your project manager should supply your existing title control hierarchy after your final data load. You will want to use a similar approach to identify materials whether you are pulling in records one at a time using SmartPort or loading in batch via reports.

Specify a sequence of letters representing values in order of preference by using the gadget. Unicorn uses these values to search for a potential match within the title control numbers of existing records. If you are an OCLC library, for example, the OCLC number is probably the primary match point for title records. Other libraries might use an LCCN if definitive, but an ISBN if the other value is not present. The values in this field are letter codes that refer to specific MARC entries.

Unicorn checks the catalog for a match on the first match point value. If no match is found, the second match point is checked. This pattern continues until all match points have been checked. If the match points specified are exhausted, the incoming record is considered new.

**Note**

For more information on how Unicorn looks for match points, refer to the “Flowchart for Title Control Matching Rule” on page 206.
Call sources

The Call sources field specifies the entry or entries to use for the call number. Use the gadget to select the following values:

The above call number load rules reflect the following preferences:

1. The system will look in the 050 entry of the incoming title record for a call number. A class scheme of LC will be assigned. The system will use all subfields in the 050 for the call number. If there are multiple 050 entries, the system will use the last occurrence.

2. If the record does not contain 050 entries, the system will look in the 090 entry. A class scheme LC will be assigned. All subfields in the 090 will be used, if multiple 090 entries exist, the system will use the last occurrence.

3. If the record does not contain 050 or 090 entries, the system will create a default call number in the format XX(12345.0). In this case, the class scheme will be AUTO.
Library

This field specifies the library for which this record is being loaded. This field is required.

Format

This field specifies a default catalog format of the record being loaded to be used if the record does not contain that information. The MARC format is the most commonly used format for monographic materials.

Note

For information on the Authority Record Load Options, refer to “Capturing and Loading Authority Records” on page 180.

Verify options

If Verify options is set to Yes, a window will display these choices every time a record is captured. To suppress this window, set Verify options to No.

Strip junktags

Certain entry IDs may not be used in completed catalog records in your library. These fields can be added to a junktag file on the server by your system administrator.

If the junktag file is in use and this option is set to Yes, those fields are automatically removed from incoming records and cannot be restored.

If this option is set to No, all fields in the imported record will be loaded.

Script for special processing

Users may implement a script to do raw marc processing before capturing or saving the incoming records. Scripts should be saved in the Bincustom directory on the server.

Hit limit for brief display

The Single server limit specifies the number of brief records to display in the search results for single server searches.

The Multi–server limit specifies the number of brief records to display in the Search Results for multiple server searches.

The Browse terms limit determines the number of browse terms to display for servers that support the browse option.
Record request type

The **Searching** option specifies whether a full or brief record will be displayed when searching.

The **Cataloging** option specifies whether a full or brief record will be captured, saved or e-mailed.

Gateway timeout

The **Gateway timeout** specifies a length of time the SmartPort wizard allows for connecting to a Z39.50 server before the request times out.

| Note | Gateway timeout must have a value or SmartPort will be unable to connect to any Z39.50 server. |

Formatted full display

The **Formatted full display** specifies whether or not the record in the viewing window will default to Formatted. **Yes** displays the labeled fields. **No** displays the MARC entry tags.
Capturing and Loading Records

Connecting to a Z39.50 Server

1. On the Common Tasks toolbar, click the SmartPort wizard. The Properties window appears.

2. Click OK to accept the defaults. The following window appears with the available Z39.50 servers as determined by the Unicorn server’s gateway configuration:

![SmartPort: Connect to Databases]

3. Select the server(s), and click Connect. The SmartPort Search window appears:

![SmartPort Search window]

Note
Your system administrator can add Z39.50 servers to your library’s gateway policy. For more information, refer to the WorkFlows Online Help.
Searching with SmartPort

Once you are connected to a server, you can begin searching for records to add to your catalog.

1. Type the search terms in the **Search for** box, select the appropriate **Index**, and click **Search**. The following window appears:

![SmartPort: Search Window](image)

2. Use the helpers to move forward and backward through the list.

3. To view a record, click the title, and click **Display**.
4. Review the record. Use the scroll bar to view additional lines of the record. To view another record, use the helpers to move through the list one record at a time. Click **Close** to return to the Search window.

**Note** Refer to Appendix B for information on how to save or e-mail records using SmartPort.
Capturing Z39.50 Records Using SmartPort

1. When you find a record to add to your library’s catalog, click **Capture** in either the Search or Viewing window. If you selected the **Verify options** check box in the SmartPort Properties, the following window appears:

   ![SmartPort: Capture](image)

   - **Replace current record**
   - **Match and load**

   Title control number source: nys
   Call sources: LC,050,,Y/LC,090,,Y
   Library: ARROWOOD

2. Make any necessary changes. The **Replace current record** option overlays the bibliographic record that was most recently displayed, selected, or in memory in WorkFlows. The **Match and load** option uses the specified match points to determine whether any record in the catalog matches the one being captured.

   **Note**
   Even if you use the Replace current record option, you must complete the Match and load fields.

3. After making changes or accepting defaults, click **OK**. The following window appears:
4. The incoming record has not yet been added to the catalog. Edit the record as needed. Use the helpers to add missing entries or delete unwanted entries.

5. Click **Save** to save the record and add it to the catalog.

   Keep in mind that any record created from SmartPort consists entirely of the title and call number-level records. Copies must always be added using the **Call Number and Item Maintenance** or **Add Items** wizards.

6. Click **Close** to close the window and return to the SmartPort Search window.

7. Continue searching for other titles, or click **Close** to close the SmartPort wizard. This closes all Z39.50 connections.
Replacing Records Using SmartPort

Connect and search according to the earlier instructions. When capturing a record, an existing record can be overlaid if Match and load is selected and a match is found, or if Replace current record is selected.

**Match and load**

If Match and load is selected, Unicorn will search for a matching record, based on the values in the Title control number source field.

The values in the title control number source field prescribe the number used as the title control number in Unicorn. In determining whether an incoming record matches a record already in the Unicorn database, the title control numbers of existing records are matched against the corresponding entries of the incoming record.

Unicorn checks the catalog for a match on the first title control number in the list. If no match is found, the second title control number in the list will be checked, and this pattern will continue until all values have been checked.

If Unicorn finds a matching record, a message will open indicating a matching record was found and on which title control number entry the match was made.
Click **OK** to close the message, and the incoming record is displayed. Edit the record and click **Save**, or click **Close** to cancel the overlay.

If no match is found, a new record will be created and assigned the first title control number source listed for which an entry is found in the incoming record.

**Replace current record**

An individual Unicorn record can also be overlaid with a more complete cataloging record even without meaningful title control information. For example, a brief order level record can be overlaid with the full record from a bibliographic utility, even though the brief record contains no matching title control number values. This can be accomplished by selecting **Replace current record**, as long as the brief order level record is the current record.

![SmartPort: Capture](image)

**Note** To replace the existing title control number for the record, add a forward slash and repeat the title control number sequence in the Title control number source field (for example, “ils/ils”).
If **Replace current record** is selected, the incoming record will replace the last record accessed in the workstation. The following window appears with the call number, author, and title information about the record to be replaced:

Click **Replace** to replace the existing record or click **Cancel** to cancel the transaction. If a bibliographic record has not been accessed in this workstation session, the following error message appears:
Loading Records Using Reports

Overview

Records can also be batch loaded into your Unicorn catalog using a two-step process. The first step is to use MARC Import, which copies a file of records to the Unicorn server. The second step is to run the Load Bibliographic Records (bibload) report, which adds those titles to the catalog. Depending on your selection when scheduling this report, Unicorn can use holdings information in the bibliographic record to create copy-level records, create copies for new titles based on a default Holding Code, or ignore item-level records altogether.

The following discussion describes a common scenario. It walks you through copying a file of records from the hard disk or floppy disk to the proper directory on the Unicorn server. The second phase of the example outlines the options for setting up the report to load those bibliographic records.

For other alternatives to loading records in batch, see “Appendix C – Load Bibliographic Records Report.”
**Importing Records with MARC Import**

Use MARC Import to import files of bibliographic or authority records from floppy disk, hard disk, or tape. Once imported, files can be listed, viewed, or removed.

Authority and bibliographic records can be in the same file—the MARC Import wizard separates the bibliographic and authority records into individual files to be processed separately with the appropriate reports. As part of the import process, Unicorn first creates a file for bibliographic records in the /Unicorn/Marcimport directory on the server and writes any bibliographic records to this file. A file is also created in /Unicorn/Marcimport/Authtemp on the server, and any authority records are written to this file.

**Note**

Some vendors will ftp MARC records for materials you purchase from them directly to this directory (if given server access).

To use the MARC Import wizard to import bibliographic data

1. On the **Utility** toolbar, click the **MARC Import** wizard. The Property window appears.
2. Press ENTER to accept the defaults. The MARC Import window appears:
3. Click **Marc** or **Sirsi flat** (flat ASCII) as the file type to import.

4. Click the **Source** gadget to locate the floppy disk drive, or navigate to a file of records saved on your hard drive.

5. In the **Destination** box, type your new name for the copy of the files on the host machine. Be sure to make a note of the destination file name to load the records into the Unicorn catalog via reports.

   **Note** You may want to establish a naming convention based on the file creator and/or date created in naming your files of bibliographic records. A file copied to the server does not need to be loaded immediately into the catalog. Files can be given a descriptive name to distinguish them from other bibliographic records and loaded at your convenience.

6. Click **Import** to import the files to the server. A verification message appears asking “Is diskette ready?”

7. Click **Yes** even if your files are not located on a diskette. A verification message appears asking “Are there more files to upload?”

8. If you have no other files to load at this time, click **No**. If you have several files to load to the server, click **Yes**. This option will append the next file to the one that has just been loaded. When finished importing files, a log file appears:
9. Click the X in the upper right corner to close this window. The MARC Import window remains open.

10. Click Cancel to exit this window.

After the files load, the file name displays on the Bib Files to Load tab (Authority files display on the Authority Files tab).

Once you complete the first part of the batch load process—saving the file of records to the server—you can load the records into the catalog via reports.
Running the Load Bibliographic Records Report

Follow these steps through the process of loading a file of imported bibliographic records in a common scenario. This example ignores any local holdings information found in the records. It uses a default holding code to create copies when creating titles.

To run the Load Bibliographic Records report

1. On the Reports toolbar, click the Schedule New Reports wizard. The Display Template Reports window appears.

   Note

   If you regularly load records into the system in batch, you may want to add the MARC Import, Schedule New Reports, and Finished Reports wizards to your existing Cataloging toolbar. For information on modifying the toolbar, see WorkFlows online Help.

2. Click the MARC Import tab. The following window appears:

   ![Schedule New Reports: Display Template Reports](image)

<table>
<thead>
<tr>
<th>Report name</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bibliographic Database Overlay</td>
<td>bibloadbatch</td>
</tr>
<tr>
<td>Check Imported BIP Records</td>
<td>checkbipimp</td>
</tr>
<tr>
<td>List Imported MARC Records</td>
<td>lstmarcimp</td>
</tr>
<tr>
<td>Load Bibliographic Records</td>
<td>bibload</td>
</tr>
<tr>
<td>Reload Bibliographic Records</td>
<td>bibreload</td>
</tr>
<tr>
<td>Review Bibliographic Records</td>
<td>bibreview</td>
</tr>
</tbody>
</table>
3. Click **Load Bibliographic Records**, and click **Setup & Schedule**. The Schedule Load Bibliographic Records window appears.

4. Click the **Load** tab to display the following window:

5. On the **Load** tab, make the following selections:
Load Tab

**Input file**

**File to load**

The records to be loaded must have already been imported using MARC Import.

In the **File to load** list, select a file to load from those present in the directory. If you do not see your file name here, it was not loaded properly and you will need to run MARC Import again.

**File format**

Click **MARC** to load any files that are MARC format. Click **flat** to load files in ASCII format.

Enter your library’s selection here:

Title Control Processing

**Title control number source for incoming items**

This field is similar to the Title Control values used with SmartPort. The title control number source rule prescribes the number used as the title control number in Unicorn. In determining whether an incoming record matches a record already in the Unicorn database, the title control numbers of existing records are matched against the corresponding entries of the incoming record. Unicorn checks the catalog for a match on the first match point value. If no match is found, the second match point will be checked, and this pattern will continue until all match points have been checked. If the match points specified are exhausted, the incoming record will be considered a new record. Use the **Title control key rules** gadget to select control number rules. For example, the sequence represented by “ils” looks for an ISBN in the 020 field of the record, then an LCCN in the 010, then an ISSN value in the 022.

Enter your library’s selection here:

---

**Note**

For more information on how Unicorn looks for match points, see the “Flowchart for Title Control Matching Rule” on page 206.
Title control number matching rule

The title control number matching rule determines if matched records will be replaced, if new records should be created and what, if any, records should either load for review or write to an error log. Use the gadget to choose the appropriate option for your library. More information about each option is available in “Appendix C – Load Bibliographic Records Report” on page 199 and the WorkFlows Online Help.

Enter your library’s selection here:

Note
Certain tags, such as the 500, may be designated as Local and are not overwritten when overlaying records. Consult your Unicorn system administrator for more information.

Compare multiple occurrences of a title control number field (not recommended)

If this option is selected, all recurring fields in the record such as ISBN 020 will be compared against the existing title control key. All of the fields with the designated prefix in the incoming record are matched against the existing title control key.

If this option is not selected (disabled), only the first field selected in your match list and encountered in the incoming record will be matched against the existing title control key. The first key encountered is always used for new records.

Enter your library’s selection here:

Update date cataloged

Each record created or updated by the records loaded displays a value in the Date Cataloged field of the Control tab. Use the Calendar gadget to select a date. If you decide to overwrite these records at a later point, you may want to use NEVER to give yourself the most flexibility.

Enter your library’s selection here:
Default record format

If the loader is unable to determine the format of the record, the default record format will be assigned. In the Default record format list, select a record format. MARC is Unicorn’s record format for monographic print materials.

Enter your library’s selection here:

Update title control information from title information entry

Dates created, modified, and cataloged can be updated for each record during the load process using a title information entry such as the 948. If this field is left blank, dates created and modified will be set to the date of the load itself.

Enter your library’s selection here:

Note  See “Using the 948 Entry for Date Stamping” on page 207 for details on using information in the bibliographic record to update the dates created, modified and cataloged.

Bibliographic Record Processing

Update bibliographic record when updating records

It may be more efficient to create or update call numbers and copies from loaded holdings statements than to do it manually.

If no changes need to be made to the bibliographic record and only copy information updated, clear (disable) this option. In most cases, you will want to select this option to update the records’ cataloging information.

Enter your library’s selection here:

Update publication year

This option is preset and cannot be cleared (disabled). The publication year will be updated in the fixed field from the incoming record or entry type.
Remove entries listed in the file “junktag”

Certain entry IDs may not be used in completed catalog records in your library. These fields can be added to a junktag file on the server by your system administrator.

If the junktag file is in use and you select this option, those fields are automatically removed from incoming records and cannot be restored.

If this option is not selected (disabled), all fields in the imported record will be loaded.

Enter your library’s selection here:

______________________________

Remove medical subject headings (MeSH)

If this option is selected, Medical Subject Headings will not be loaded.

If this option is not selected, the Medical Subject Headings will be loaded along with other headings, including Library of Congress Subject Headings. The loader identifies a MeSH heading as any 6xx tag with the second indicator set to 2.

Enter your library’s selection here:

______________________________

Call Number and Copy Processing

Holdings entry preprocessing

Certain types of records require preprocessing.

If you are using the 049 tag in the MARC record to construct your holdings, or new Microlif records with holdings information in the 852 field, or old Microlif records with holdings in a 9xx field, your records may require preprocessing. In these instances, select a preprocessing method in the Holdings entry preprocessing list.

If you use copy processing with a Sirsi holdings statement or are not using a holdings statement at all, these preprocessing methods are not required. In the Holdings entry preprocessing list, click None.

Enter your library’s selection here:

______________________________
Copy processing

Copies can be created automatically during the load process using a holding code, a holdings entry statement such as the 949, or they can be created or modified manually after the load. Use the gadget to choose the appropriate option for your library.

Enter your library’s selection here:

______________________________

Note

See Using the 949 Entry for Copy Processing on page 207 for using information within the bibliographic record to create holdings information not addressed in this example.

Call number load rules

Similar to when you are importing a record with SmartPort, the rules selected in this field determine how the Unicorn call number is created from the bibliographic record and what classification scheme is used. Use the Call Number Load Rule gadget to select a rule or list of rules. As with SmartPort, you must select (1) an Entry ID, (2) a Class scheme, (3) subfields, and (4) first or last occurrence, and you may have multiple options saved in a hierarchy. Use the gadget to save these fields in the proper syntax.

Enter your library’s selection here:

______________________________

Default holding code

All the records loaded by the report use the library and location information defined by the selected holding code. In the Default holding code list, select a holding code.

Be aware that only one holding code (and thus copies established for one library) can be selected per bibload, which could require using the cataloging wizards to modify call number information if titles are loaded for multiple libraries. You may want to work with your system administrator to establish more holding codes and load in smaller batches to minimize cleanup.

Enter your library’s selection here:

______________________________
Note
If your library loads records using holdings statements for copy processing, as explained in Appendix C, the DEFAULT holding code will be used if the subfield h is absent from the holdings statement. If an invalid holding code is found in subfield h, the UNK holding code will be used.

Create/update price from holdings statement, 020 subfield c
Each item has a Price field at the copy level that can be updated from subfield c of the 020 tag. Clear (disable) this option to retain the price in existing copy records when overlaying.
Enter your library’s selection here:

Update AUTO-assigned call numbers
Records created “on the fly” often have an auto-generated call number. Select this option to replace any AUTO call numbers in matched records with the incoming call number.
Enter your library’s selection here:

Error Records
If the Load for review option is selected, records that were selected not to load will be saved to a file on the server, which can be approved later, and then loaded using the Reload Bibliographic Records report. If this option is selected, you must complete the Default review status and Library fields.

- Default review status – All records loaded for review have a designated review status. In the Default review status list, select a default review status.
- Library – All titles in the report that are loaded for review are assigned a review status for the specified library. In the Library list, select a library.

If the Write to error file option is selected, titles that do not load will print in error in the report log, and the MARC records will be stored in files in the /Unicorn/Marcimport/Biberror directory.
Enter your library’s selection here:

Note
If you are using the Load for review option, see “
Appendix A – Cataloging Review File” for additional information.

6. Click the Postload tab. The following window appears:

![Postload Tab](image)

**Postload Tab**

**Transit and Holds Processing**

**Identify items with holds**

If selected, the report will create a list of any new items created by the report that can be used to fill existing holds. If this option is selected, you must complete the Holdable locations field.

- **Holdable locations** – Use the gadget to select locations to include in or exclude from consideration when new items added by the report are checked to see if they can fill an existing hold.

**Sorted by**

If you selected Identify items with holds, the Sorted by option becomes available. Select a sorting option for the list of items with holds.
New items will go intransit from

If selected, new items created by the report will immediately go in transit to their owning libraries. You must also select the originating library for the transit processing.

7. After making your selections, click **Schedule** to run the report. The Schedule Load Bibliographic Records window appears:

**Note** You may want to click **Save As Template** to save your bibload selections as a template before scheduling it to run. If you save a report as a template, the next time you run that report, you will only have to change a limited number of values in the report rather than recreating it. With bibload, you may have to change the file name each time you run the report, depending on your file name conventions.

8. Click **ASAP** to load the records into the catalog as soon as possible, or click **Once** to load the records at a specific date and time. Bibliographic records added or modified will be immediately searchable in the keyword index.

9. Click **Schedule**. A confirmation window appears.

10. Click **Close** to exit this window.
Cataloging Features

Overview

In addition to standard cataloging functions available in the wizards, there are additional features that help you maintain MARC data within your catalog. You can also work with your library’s shadow catalog and produce spine labels. This chapter discusses these processes.
MARC Holdings Records

In Unicorn, MARC Holdings records are typically used with the Serials module to produce compact displays of serials holdings in the public catalog. However, there may be situations that require you to work with MARC holdings in your cataloging workflow. For example:

- The holdings information generated from serials control does not cover the library’s full range of holdings.
- A previous title or ceased publication, which will not have a serials control record created, is cataloged and holdings should display.
- An enumeration statement or textual note that could not be generated from serials control needs to be added.
- A special holdings statement for a non-serial item needs to be added.

About MARC Holdings Records

The most common MARC Holdings record entries include:

- **Location: 852** – Subfield c is required to create a MARC Holdings record in Unicorn. It is based on Location policies in your Unicorn system. Use the Valid 852 Locations helper to select a |c location, if a default value is not already present.
- **Patterns: 853** – This repeatable field is generated by serials control and establishes the format of the display. It provides the appropriate captions for the data.
- **Holdings: 863** – This repeatable field is generated by serials control and indicates the actual enumeration and chronology for a received issue.
- **Textual Holdings: 866** – This repeatable field contains a textual description of holdings.

When a title is being modified, the MARC Holdings tab displays. Additions, modifications, and deletions to MARC Holdings information can be made directly from this tab if this behavior property is selected.
Adding MARC Holding Records

Follow these steps to add a MARC Holdings record to a title manually.

1. Using the Modify Title wizard, identify the title, and click the MARC Holdings tab.

2. Select the library to which to add holdings, and click Add Holdings. The following window appears:
3. Enter 852 subfield c (this field is required). Use the **Show Valid 852 Locations** helper to display a list of valid holdings locations.

4. Enter additional entries and fixed fields as needed. Use the helpers to add fields if necessary.

5. Click **Save and Close** to add the holdings record.
Modifying MARC Holdings Records

Follow these steps to modify an existing MARC Holdings record.

1. Using the Modify Title wizard, identify the title, and click the MARC Holdings tab.

2. Select the Holdings record to modify, and click Modify Holdings.

3. Make necessary changes to the fixed fields and entries that display. Use the helpers to enter additional valid MARC Holdings entries or delete unwanted entries.
4. Click **Save and Close** to save the changes, or click **Close** to discard them.
Removing MARC Holdings Records

Follow these steps to remove an existing MARC Holdings record.

1. Using the Modify Title wizard, identify the title, and click the MARC Holdings tab.

2. Select the Holdings record to remove, and click Delete. A confirmation window appears:

3. Click Yes to delete the record.
**Shadowing Records from Public Display**

Unicorn uses both a standard catalog and a shadow catalog. Users at public workstations can search and display only items from the standard catalog. Library staff can search and display items from both catalogs. By placing items in the shadow catalog, staff can hide (shadow) records that cannot be used by patrons, such as lost or missing items or items still being cataloged by technical services that are not yet available to the public.

As titles, call numbers, and copies are created or modified, each level can be shadowed. Because the catalog is hierarchical, everything below the highest shadowed level is suppressed from the public view so it is only necessary to enable the highest level of shadowing to hide all records below.

The shadow level of any item can be changed easily so that it moves from the standard catalog to the shadow catalog or from the shadow catalog to the standard catalog.
Additionally, materials can be shadowed by either home or current location. LOST-CLAIM, LOST-ASSUM and MISSING are examples of locations delivered as shadowed. Additional shadowed locations can be set up for materials not accessible by patrons, such as items on order or being repaired. However, once a location is set up in the policies as shadowed, its shadow status cannot be changed.

**Note** If the only copy or call number attached to a title is shadowed, the title is shadowed as well.
Putting items into the Shadow Catalog

1. Create or edit the desired record.
2. Enable the **Shadow title**, **Shadow call number** or **Shadow item** checkbox. The shadow options are hierarchical and are found in each level of the record.

Removing items from the Shadow Catalog

1. Modify the desired record.
2. Disable the **Shadow title**, **Shadow call number** or **Shadow item** checkbox. The shadow options are hierarchical and are found in each level of the record.

**Note**

Changes to the Shadow Catalog may make titles unavailable for display until the Add, Delete, Update Databases (adutext) report has run. This report is a regularly scheduled maintenance report that runs nightly.
Printing Labels in Unicorn

Labels can be generated two ways in Unicorn: (1) on demand using helpers or (2) in batch using reports.

Printing Labels on Demand

Two helpers are available when creating, modifying, or displaying a call number- or item-level record. Preview or print labels using these helpers, which use a Label Template to determine content and formatting.

1. Using the Modify Title wizard, identify the title for which to print labels, and click the Call Number/Item tab.

2. Select the record for which to print a label, and click the Print Preview Labels helper. The Preview Labels window appears:

   Early biotic responses to advancing lake acidification / Hendrey, G.

   Item information: Item ID:
   Type:
   Home location:
   Item cat.:
   Media desk:

   Call Number/Item:
   Item:
   E18 1994 - ROCKEF
   8197-1001 - 1 - BOOK - STAG

   Modify Title

   Early biotic responses to advancing lake acidification / Hendrey, G.
3. Use the Print helper to print the displayed labels, or click Close.

**Note** The record selected in the tree determines which label or labels print. In the above example, only one item record was selected. If a call number record is selected, a label will print for each item record attached to that call number.
Printing Labels Using Reports

Labels can also be printed in batch through reports. As with the helpers, a Label Template determines content and formatting.

**Print Custom Labels report**

The Print Custom Labels report is located in the Bibliographic group of reports.

### Schedule New Reports: Schedule Print Custom Labels

<table>
<thead>
<tr>
<th>Basic</th>
<th>Item IDs</th>
<th>Copy Selection</th>
<th>Call Number Selection</th>
<th>Title Selection</th>
<th>Sorting</th>
<th>Label Template</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Library:**
- **Home location:**
- **Current location:**
- **Item type:**
- **Item category 1:**
- **Item category 2:**
- **Permanent:**
- **Circulate:**
- **Extended info:**
- **In the shadow catalog:**
- **Accountable:**
- **Number of pieces:**
- **Date created:**
- **Last activity date:**

Enter individual item IDs to print, or make selections at the title, call number and item levels to identify the items for which labels will print. Also, choose the Label Template to use when printing these labels.

In the example above, the Date created field has been selected to print labels in batch for items added on that specific date.

Here’s the result of this finished report:
<table>
<thead>
<tr>
<th>08</th>
<th>7776</th>
<th>HTML for the World Wide Web</th>
<th>Castro, Elizabeth</th>
</tr>
</thead>
<tbody>
<tr>
<td>54</td>
<td>6766</td>
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</tr>
<tr>
<td>34</td>
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<tr>
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<tbody>
<tr>
<td>54</td>
<td>6766</td>
<td>HTML for the World Wide Web</td>
<td>Castro, Elizabeth</td>
</tr>
<tr>
<td>34</td>
<td>6766</td>
<td>HTML for the World Wide Web</td>
<td>Castro, Elizabeth</td>
</tr>
<tr>
<td>22</td>
<td>6766</td>
<td>HTML for the World Wide Web</td>
<td>Castro, Elizabeth</td>
</tr>
</tbody>
</table>
Authority Control

Overview

Authority control is the method by which a library can standardize headings used in the bibliographic description of items in the catalog. Rules for headings restrict the way information is entered in certain cataloging fields to particular forms, arrangements, and word combinations. The headings created by these rules should be used consistently in the catalog so anyone can find items in the library by searching all or any part of that heading. Headings in authority records can also be used to generate cross-references that aid users in searching the online catalog.

As implemented in Unicorn, authority control has two main functions:

- Creation of cross-references in the public catalog
- Verification of bibliographic headings against authority indexes

Authority Database

The authority database consists of authority records loaded into the system. Authority records can be in MARC or non-MARC formats. These records contain headings used in the catalog, and may contain cross-references to improper forms of the headings or related terms, scope notes, and other information about the headings. The authority database may also include authority records that are not currently used in the catalog.

Authority Indexes

Authorized forms and improper forms of headings that occur in the authority database are indexed in one or more authority indexes. These indexes are used whenever Unicorn checks a heading in a bibliographic record or when a library staff member uses the Browse Authority command. As delivered, Unicorn is configured to have separate authority indexes for Library of Congress name headings and Library of Congress subject headings. Additional authority indexes can be added, or the system can be configured to have a single authority index.
Thesauri

A thesaurus is a separate file of all established and unestablished headings in the authority record database. A thesaurus establishes the full relationships between many headings and creates the online catalog cross-references from the authority file records.

A thesaurus entry for a term is a complete hierarchical structure displaying that term's relationship to broader terms, narrower terms, related terms, or to proper or improper forms. Unicorn may contain multiple thesauri so that headings of a particular type or source can be kept together. As delivered, Unicorn has author, title, and subject thesauri. Additional thesauri, such as a thesaurus for medical subject headings (MeSH), may be created as needed.

Authority records that contain only authorized forms of a heading in 1XX fields, without 4XX, 5XX, and 6XX fields to generate cross-references, are largely "invisible."

Note

Cross-reference searching is not a part of the Item Search and Display wizard in WorkFlows, but is visible in the OPAC.
Add Authority Wizard

Use the Add Authority wizard to create new authorized and provisional headings to be added directly into the authority file.

To create a new authority record
1. On the Authority Maintenance toolbar, click the Add Authority wizard. The Set Properties window appears.

Default Wizard Properties

Default properties are visible to all logins and can be saved to the machine when you exit the workstation. Because these properties are saved to the Documents and Settings folder under the Windows login, each Windows user may set individual default properties.

The options listed on the Defaults tab determine what entries display in the Add Authority template.

Note: Administrator logins will see additional tabs on the Set Properties window. These tabs will not be covered in this training class but are discussed in the Unicorn Administration course.
Editor Display Options

These options are similar to those for bibliographic records, as discussed in the “Alternative Views” section on page 19.

Default Data for New Records

The following default values can be set.

- **Authority format** – Allows you to set a default format, such as LCSH or PERSONAL.
- **Authorization level** – Allows you to set a default of either AUTHORIZED or PROVISIONAL.
- **Source** – Allows you to set a default source for all new records.

2. Make changes to the defaults as necessary, and click **OK**.

The Authority tab of the new authority record appears:
Authority Tab

The Authority tab contains the information used to validate bibliographic record headings. Which fields display is based on the Authority format selected in the properties.

Fixed fields

Fixed fields are part of a MARC 21 authority record. Unicorn uses descriptive labels similar to those used in OCLC for fixed length data for Authority records. In MARC 21, these fields are found in the Leader, Directory, and 001-008 tags of the authority record. Fixed fields contain codes identifying specific features of the authority being described. Fixed fields can be used across bibliographic and authority MARC 21 formats, but may have different functions in different formats. Non-MARC 21 records do not display a fixed field area.

Note

For more information on Authority fixed fields, see “Appendix E – Authority Control Reference Guide.”
Entries

The Entries area contains the primary term heading, in addition to other forms of the heading, broader, narrower, and related terms, and history and verification information about the heading. If you are using a checking option, bibliographic entries are matched against these terms for authorization.

Authority records have entries or tags similar to bibliographic records. Each entry is made up of an entry ID, indicators, and variable length data fields. The entries that display for a new authority are based on the TEMPLATE entries defined for the selected format. The format determines the display of the template in the tab when the record is created.

3. In the **Fixed Fields** and **Entries** areas, type appropriate information.

---

**Note**  
Use the Record Editor to select valid values for fixed fields, indicators and entries. For more information, see the Record Editor section on page 15.
• Notice the circled fixed fields. These are particularly important. The values in the STATUS and AUTHTYPE fields determine whether the headings in this record will be posted to any thesauri. The SUBJ_USE field determines whether or not the heading will be posted to the subject thesauri.

| Note | NAME_USE determines whether or not to post a heading to the author thesauri, and SER_USE determines whether to post a heading to the title thesauri. |

• Use the helpers to include additional entries or delete unwanted entries. Any entries in the template of the authority record left blank will disappear when the record is saved.

| Note | Unicorn is compliant with MARC 21 standards for data and punctuation. For detailed information on authority records, see standard documentation such as MARC 21 Concise Format for Authority Data (available online at http://www.loc.gov/marc/authority/). |

4. After entering fixed fields and entries information, click the Control tab.
Control Tab

Information in the Control tab is used primarily to administer and maintain the authority data file. The authority file contains a record for each authorized or provisional authority heading in the system.

**Basic authority information**

- **Authority ID** – Identifies the item. The authority ID is a unique number used to identify the item. It is an important match point when creating or overlaying authority records. The system auto-generates the authority ID when manually entering an authority record using the Add Authority wizard. You may want to change the auto-generated value to a more significant one, such as LCCN (indicated by a lowercase letter n).

- **Record format** – Indicates the authority record format. The format, in turn, determines which fixed fields and entries display in the Description tab.
• **Source** – Not required, but provides information about the source of the authority record. If using authority records from OCLC, this field may contain the Cataloging Source Code, such as DLC, in the 040 tag identifying the agency that provided the data for the authority record.

**Authorization**

• **Date authorized** – Serves batch load matching purposes. A date in the date authorized field means the record is approved and is not eligible to be overlaid, depending on the batch loading preferences determined.

• **Authorization level** – Specifies two options: AUTHORIZED or PROVISIONAL.

**Note** Authority records marked as PROVISIONAL will not cause corresponding bibliographic headings to be flagged as ?UNAUTHORIZED.

**Authority creation**

• **Date created** – Reflects date that an authority record entered the catalog.

• **Created by** – Reflects the User Access policy of the login that created the record. When using a shared login such as TECH or MAINTECH, the shared login is reflected in the Control tab. Your system administrator can create individual User Access policies that can be used to link records to individuals, if desired.

**Note** For new Unicorn deliveries, Date created reflects the date records were introduced into the new database, while Created by reflects BATCH. Authority records loaded in subsequent batch loads reflect the User Access policy that loaded those authority records.
Basic authority information

- **Date modified** – Reflects the date the authority record was last modified.
- **Modified by** – Reflects the User Access policy of the login that last modified the record.
- **Previously modified by** – Reflects the User Access policy of the login before last that modified the record.

5. Modify the fields in the Control tab as needed. After making changes to this tab, click the **Extended Info** tab.

Extended Info Tab

The Extended Info tab allows you to provide authority information specific to your library, as well as add notes or comments. In some reports, extended information can be used to select and/or output records.

6. Under **Extended Info**, enter appropriate information.
7. Click **OK** to save the new information.
Display Authority Wizard

The Display Authority wizard displays an authority record and any cross references attached to that authorized term.

To display an existing authority record

1. On the Authority Maintenance toolbar, click the Display Authority wizard. The Set Properties window appears:

2. Make any appropriate changes to the defaults, and click **OK**. The Display Authority search window appears:

2. Make any appropriate changes to the defaults, and click **OK**. The Display Authority search window appears:
3. Type the search terms in the **Search for** box, select the appropriate **Index**, and click **Search**. The following window appears:
In the Browse list pane, established authority headings in 1xx fields are preceded by a red check, indicating that this is an authorized heading. Unestablished headings in 4xx fields are preceded by an arrow, indicating a cross-reference to an authorized heading. Established “See Also” headings in 5xx fields are not indexed in the browse list, unless they also exist as a 1xx in another record.

4. Select an authority record from the list to view in the Viewing pane. Click on the Control or Extended Info tabs to view more information about the record.

5. When finished viewing the record, click Close.
Duplicate Authority Wizard

Sometimes new authority records must be added that are similar to established terms already in the authority file such as a heading with subdivisions.

The Duplicate Authority wizard is used to create a new authority record in the authority file by copying the authority information of an existing record.

**To duplicate an existing authority record**

1. On the Authority Maintenance toolbar, click the **Duplicate Authority** wizard. The Set Properties window appears.

2. Make any appropriate changes to the defaults, and click **OK**. The Duplicate Authority search window appears.

3. Type the search terms in the **Search for** box, select the appropriate **Index**, and click **Search**.

4. Select the authority term to duplicate from the list, and click **Duplicate**. The Duplicate Authority window appears with **DUPLICATE AUTHORITY** preceding the leading term in the new record:
5. Modify the entry to the new heading, and add any additional authority information to the fixed fields and entries. Use the helpers to add or delete entries in the Entries area. Modify information in the Control and Extended Info tabs if necessary.

6. Click Save to save the new authority record.

**Note**  
Once the leading term is modified, DUPLICATE AUTHORITY also precedes the old leading term (961) to prevent an old leading term from being generated that matches the leading term in the original authority record.
Modify Authority Wizard

The Modify Authority wizard is used to modify records that are already in the authority database.

To modify an existing authority record
1. On the Authority Maintenance toolbar, click the Modify Authority wizard. The Set Properties window appears.
2. Make any appropriate changes to the defaults, and click OK. The Modify Authority search window appears.
3. Type the search terms in the Search for box, select the appropriate Index, and click Search.
4. Select the authority term to modify from the list, and click Modify. The Modify Authority window appears.
5. Modify authority fixed fields and entries as needed. Use the helpers to add or delete entries in the Entries area. Modify information in the Control and Extended Info tabs if necessary.
6. Click Save to save the new authority record.
Delete Authority Wizard

The Delete Authority wizard guides you through the process of removing authority records from the authority file.

To delete an authority record

1. On the Authority Maintenance toolbar, click the Delete Authority wizard. The Set Properties window appears.
2. Make any appropriate changes to the defaults, and click OK. The search window appears.
3. Type the search terms in the Search for box, select the appropriate Index, and click Search.
4. Select the authority term to delete from the list, and click Delete. A confirmation window appears.

Note
If your library is using a checking option, removing an authority record will leave any occurrence of that heading in your catalog marked as "UNAUTHORIZED."
Working with Authority Control from the Bibliographic Record

Authority control standardizes the use of personal and corporate names and subject headings.

When modifying any bibliographic record, you can use the Validate headings helper on the Bibliographic tab, along with the Browse Authority, to check existing bibliographic records against the authority database, and either correct the heading with an existing authority heading or create a new authority “on the fly.” You can also check indicators for correctness and replace them.

Note  
This option is available only if you selected either the Case-Sensitive or Case-Insensitive checking configurations described in “Appendix E – Authority Control Reference Guide.”

Validating Bibliographic Entries and Indicators

Use the Validate headings helper to check bibliographic headings under authority control and to validate indicators and subfields. This helper displays only in the Bibliographic tab when you create or modify a title.
1. Click the Validate headings helper to check the entries in the Bibliographic record against the headings in the authority database. If an entry is found that does not have a match in the authority database, the following window appears:
2. Select an appropriate replacement heading from the list, and click Get From List. The selected heading replaces the unauthorized heading.
3. Click Next to move to the next unauthorized heading. When all headings have been validated, a confirmation window appears:

4. Click OK to return to the bibliographic record.

5. Click Save to save your changes, and Close to close the wizard.

**Note** Entries may be skipped by using Skip and Skip Rest. However, catalog entries that are skipped and do not match existing records remain flagged as ?UNAUTHORIZED in the bibliographic record.
Proposing Authority Records

During the Validate headings process, you can choose to create a new authority record if one does not exist in the authority database to replace the existing entry.

1. When an unauthorized heading appears, review the authority database for a possible replacement.

2. If no appropriate replacement exists, click Propose to create a new authority record “on the fly.” This new record is based upon the unauthorized entry in the bibliographic record.
3. Fixed fields and entries are populated with information based on the entry in the bibliographic record. Make any necessary changes, and click **OK** to save the record. The Validate Headings window appears:
4. Click **Browse** to add the new proposed authority heading to the list.

5. Click **Get from List**. The **Next** button becomes available.

6. Click **Next** to validate the current heading and continue to check other unauthorized headings.

**Note** The |?UNAUTHORIZED flag may remain in the bibliographic record for proposed authority records until the Add, Delete, Update Databases report runs. This report is a required maintenance report and should run nightly.
Globally Changing Authority Records

Global Authority Change Helper

When modifying an authority record with see from (4XX) headings, you can use the Global Authority Change helper on the Authority tab. This helper updates bibliographic headings in catalog records to the authorized form based on the 4XX entries in the current authority record.
1. Click the **Global Authority Change** helper to check for bibliographic headings matching the 4XX headings in the authority record. The following window appears:

![Modify Authority window](image)

- **Mark unauthorized and unmark authorized entries** – Choose this option to run the Flip Headings report and automatically update the database and replace the unauthorized bibliographic entries with the authorized entry (1XX) from this authority record.
- **Generate records that are to be changed. (test mode)** – Choose this option to generate a list of the headings that would be changed by the Flip Headings report.

2. Select an option for **Update database**.
   - Mark unauthorized and unmark authorized entries
   - Generate records that are to be changed. (test mode)

3. Click **OK**. A confirmation window appears with the name of the report which has been scheduled to run.

![Confirmation window](image)

4. Click **OK** to continue.
Reports run from the Global Authority Change helper may be displayed through the Review Global Authority Change Reports helper. You may view, email, print or remove finished reports using this helper.

1. Click the **Review Global Authority Change Reports** helper to view the finished report.

2. A properties window may appear. Click **OK** to accept the defaults. The following window appears:
3. Select your report from the list, and click **View**. The following window appears:

4. Click **OK**. The finished report opens in your associated word processing application.
Example Flip Headings Report Log

Report Log for Flip Headings
Report fliphdngbyauth scheduled as globalSH85031766
Flip Headings by Authority keys.

UNICORN authority selection GL3.0 started on Thursday, July 14, 2005, 3:12 PM
   The authority ID will be read from standard input.
   The authority primary key will be written to standard output.
   1 authority record(s) considered.
   1 authority record(s) selected.
UNICORN authority selection finished on Thursday, July 14, 2005, 3:12 PM

UNICORN authority Improper term Selections GL3.0 started on Thursday, July 14, 2005, 3:12 PM
   The authority key will be read from standard input.
   Seltext strings will be produced from improper entries and will be written to
   standard output.
   1 authority record(s) read.
   15 seltext strings produced.
UNICORN authority Improper term Selections finished on Thursday, July 14, 2005, 3:12 PM

UNICORN Text selection GL3.0 started on Thursday, July 14, 2005, 3:12 PM
   The database used in the search will be KCAT.
   Search strings will be read from standard input.
   The catalog key will be written to standard output.
   Search will be limited to BOTH visible and shadowed records.
20050714151243 BRS/Search-Engine v.62 started for seltext1
   0 records found for #1: (COOK-BOOKS).T650.
   0 records found for #2: (COOK-BOOKS).T655.
   0 records found for #3: (COOK-BOOKS).DESC.
   0 records found for #4: (COOKBOOKS).T650.
   0 records found for #5: (COOKBOOKS).T655.
   0 records found for #6: (COOKBOOKS).DESC.
  7 records found for #8: (COOKING).T650.
  0 records found for #9: (COOKING).T655.
  0 records found for #10: (COOKING).DESC.
  0 records found for #11: (CUISINE).T650.
  0 records found for #12: (CUISINE).T655.
  0 records found for #13: (CUISINE).DESC.
  0 records found for #14: (FOOD ADJ1 PREPARATION).T650.
  0 records found for #15: (FOOD ADJ1 PREPARATION).T655.
  0 records found for #16: (FOOD ADJ1 PREPARATION).DESC.
15 Search record(s) considered.
  1 Search record(s) selected.
UNICORN Text selection finished on Thursday, July 14, 2005, 3:12 PM

UNICORN Authority check GL3.0 started on Thursday, July 14, 2005, 3:12 PM
   The catalog key will be read from standard input.
   Catalog keys of updated catalog records will be written to standard output.
   Log data will be output to /j/Multi1/Unicorn/Rpttemp/rpt29735.log.
    7 catalog record(s) were modified.
    7 headings were modified.
UNICORN Authority check finished on Thursday, July 14, 2005, 3:12 PM
Example Flip Headings Report Result

<table>
<thead>
<tr>
<th>Authority ID: SH85031766</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authoritative term: 150</td>
</tr>
<tr>
<td>Improper term: 450</td>
</tr>
<tr>
<td>Title control #: 12001126601</td>
</tr>
<tr>
<td>Old Heading: 650 0</td>
</tr>
<tr>
<td>New Heading: 650 0</td>
</tr>
<tr>
<td>Title control #: 12002006618</td>
</tr>
<tr>
<td>Old Heading: 650 0</td>
</tr>
<tr>
<td>New Heading: 650 0</td>
</tr>
<tr>
<td>Title control #: 12002043882</td>
</tr>
<tr>
<td>Old Heading: 650 0</td>
</tr>
<tr>
<td>New Heading: 650 0</td>
</tr>
<tr>
<td>Title control #: 12002113608</td>
</tr>
<tr>
<td>Old Heading: 650 0</td>
</tr>
<tr>
<td>New Heading: 650 0</td>
</tr>
<tr>
<td>Title control #: 12002114194</td>
</tr>
<tr>
<td>Old Heading: 650 0</td>
</tr>
<tr>
<td>New Heading: 650 0</td>
</tr>
<tr>
<td>Title control #: 12003023300</td>
</tr>
<tr>
<td>Old Heading: 650 0</td>
</tr>
<tr>
<td>New Heading: 650 0</td>
</tr>
<tr>
<td>Title control #: 12003274842</td>
</tr>
<tr>
<td>Old Heading: 650 0</td>
</tr>
<tr>
<td>New Heading: 650 0</td>
</tr>
</tbody>
</table>
Appendix A – Cataloging Review File

Overview

Review records allow bibliographic records to be reviewed at the workstation without actually existing as part of the regular catalog. Cataloging review records are not indexed and a review record cannot be created at the workstation. Libraries may want to use review records if student workers and/or staff are retrieving records. Experienced catalogers can then approve the records before making them an actual part of the library’s catalog.

Review records are bibliographically the same as catalog records but are in a separate file and display without any call number or item information. However, the control data in a review record varies from standard catalog records.
Loading Records for Review

Importing Records with the MARC Import

To use the MARC Import wizard to import bibliographic data

1. On the Utility toolbar, click the MARC Import wizard. The Property window appears.

2. Press ENTER to accept the defaults. The MARC Import window appears:

3. Click Marc or Sirsi flat (flat ASCII) as the file type to import.

4. Click the Source gadget to locate the floppy disk drive, or navigate to a file of records saved on your hard drive.

5. In the Destination box, type your new name for the copy of the files on the host machine. Be sure to make a note of the destination file name to load the records into the Unicorn catalog via reports.
Note  You may want to establish a naming convention based on the file creator and/or date created in naming your files of bibliographic records. A file copied to the server does not need to be loaded immediately into the catalog. Files can be given a descriptive name to distinguish them from other bibliographic records and loaded at your convenience.

6. Click **Import** to import the files to the server. A verification message appears asking “Is diskette ready?”

7. Click **Yes** even if your files are not located on a diskette. A verification message appears asking “Are there more files to upload?”

8. If you have no other files to load at this time, click **No**. If you have several files to load to the server, click **Yes**. This option will append the next file to the one that has just been loaded. When finished importing files, a log file appears:

```
UNICORN Skip Flat Records v2003.1 started on
Wednesday, August 25, 2004, 12:34 PM
MARC records will be read from standard input. Flat records will be
written to standard output. Only authority records will
be selected. The default record format will be
TOPICAL. 0 marc record(s) read. 5 marc record(s)
processed. 0 marc record(s) in error. 0 record(s)
written. UNICORN Skip Flat Records finished on
Wednesday, August 25, 2004, 12:34 PM
```

9. Click the **X** in the upper right corner to close this window. The MARC Import window remains open.

10. Click **Cancel** to exit this window.

After the files load, the file name displays on the **Bib Files to Load** tab (Authority files display of the **Authority Files** tab).

Once the file of records has been saved to the server, the records can be loaded into the Cataloging Review file.
Running the Review Bibliographic Records Report

Follow these steps to load a file of imported bibliographic records into the Cataloging Review file.

1. On the Reports toolbar, click the Schedule New Reports wizard. The Display Template Reports window appears.

2. Click on the MARC Import group of reports. The following window appears:

   ![Schedule New Reports: Display Template Reports](image)


4. Click the Review Selection tab to display this window:
5. On the **Review Selection** tab, make the following selections:

**Load format**

Click **MARC** to load any files that are MARC format. Click **flat** to load files in ASCII format.

**Preprocessing method**

Certain types of records require preprocessing.

If you are using the 049 tag in the MARC record to construct your holdings, or new Microlif records with holdings information in the 852 field, or old Microlif records with holdings in a 9xx field, your records may require preprocessing. In these instances, select a preprocessing method in the **Holdings entry preprocessing list**.

If you use copy processing with a Sirsi holdings statement or are not using a holdings statement at all, these preprocessing methods are not required. In the **Holdings entry preprocessing list**, click **None**.

**File to review**

Type the name of the file to load for review. The records to be loaded must have already been imported using MARC Import.
Default record format

If the loader is unable to determine the format of the record, the default record format will be assigned. In the Default record format list, select a record format. MARC is Unicorn’s record format for monographic print materials.

Title control number

This field is similar to the Title Control values used with SmartPort. The title control number prescribes the number used as the title control number in Unicorn. In determining whether an incoming record matches a record already in the Unicorn database, the title control numbers of existing records are matched against the corresponding entries of the incoming record. Unicorn checks the catalog for a match on the first match point value. If no match is found, the second match point will be checked, and this pattern will continue until all match points have been checked. If the match points specified are exhausted, the incoming record will be considered a new record. Use the Title control number gadget to select control number rules. For example, the sequence represented by “ils” would look for an ISBN in the 020 field of the record, then an LCCN in the 010, then an ISSN value in the 022.

Strip unwanted entries

Certain entry IDs may not be used in completed catalog records in your library. These fields can be added to a “junktag” file on the server by your system administrator.

If the “junktag” file is in use and you select this option, those fields are automatically removed from incoming records and cannot be restored.

If this option is not selected (disabled), all fields in the imported record will be loaded.

Default review status

All records loaded for review have a designated review status. In the Default review status list, select a default review status.

Batch file name

All files loaded for review can be designated by a specific batch name. The batch file name is the name you will select to reload this batch using the Reload Bibliographic Records report. In the Batch file name box, enter the batch file name.
Cataloging library

All titles in the report that are loaded for review are assigned a review status for the specified library. In the Library list, select a library.

6. After making your selections, click Schedule to run the report. The Schedule Load Bibliographic Records window appears.

Note  You may want to click Save As Template to save your bibreview selections as a template before scheduling it to run. If you save a report as a template, the next time you run that report, you will only have to change a limited number of values in the report rather than recreating it.

7. Click ASAP to load the records into the catalog as soon as possible, or click Once to load the records at a specific date and time. Bibliographic records added or modified will be immediately searchable in the keyword index.

8. Click Schedule. A confirmation window appears.

9. Click Close to exit this window.
Review Titles Wizard

Use the Review Titles wizard to display and modify records in the cataloging review file.

To review title records
1. On the Special toolbar, click the Review Titles wizard. The Set Properties window appears:

   ![Review Titles Set Properties](image)

   - Search preferences:
     - Index: Title Control 
     - Review status: APPROVE
     - Cataloging library: ALL

   - Editor display options:
     - MARC View
     - Descriptive view
     - Display fixed fields
     - Display descriptive labels (for entry...)

   2. Make changes to the defaults as necessary, and click OK. The Review Title search window appears:
3. Select a **Review status** from the list. In a multilibrary setting, limit the search to one cataloging **Library**. After making your selections, click **Search**. The following window appears:

![Review Titles window](image)

4. Select a title from the list, and click **Modify**. The **Control** tab of the title appears.

5. Click the **Bibliographic** tab.
6. Review the bibliographic record. Make any necessary changes to the fixed fields and entries. Use the helpers to add additional entries or delete unwanted entries.

7. Click the Control tab.
8. If the record is ready to be loaded into the catalog, change the **Review status** to APPROVE. This status allows the Reload Bibliographic Records report to load this record into the catalog.

**Note**

To remove this record from the review file without loading it into the catalog, change the Review status to DELETE. See the “Deleting Records from the Review File” section on page 176.

9. Click **Save** to save your changes.

10. Click **Search** to return to the search list, or click **Close** to close the **Review Titles** wizard.
Loading Review Records into the Catalog

Running the Reload Bibliographic Records Report

To load review records into the catalog
1. On the Reports toolbar, click the Schedule New Reports wizard. The Display Template Reports window appears.
2. Click the MARC Import tab. The following window appears:

3. Click Reload Bibliographic Records, and click Setup & Schedule. The Schedule Reload Bibliographic Records window appears.
4. Click the Reload Selection tab to display this window:
5. On the **Reload Selection** tab, make the following selections:

**File to reload**

In the **File to reload** list, select a file to load from the directory. This is the value entered in the Batch file name selection of the Review Bibliographic Records report.

**Approved status**

In the **Approved status** list, select the approved status. This is the status assigned while reviewing the title record using the Cataloging Review File wizard.
Load error records for review

If enabled, records rejected from the load will be saved to a file on the server, which can later be approved, and then loaded using the Reload Bibliographic Records report. This option must be selected to use the following fields.

- **Batch name** – All files loaded for review can be designated by a specific batch name. The batch name is the name you will select to reload this batch using the Reload Bibliographic Records report.

- **Default review status** – All of the records loaded for review have a designated review status.

If disabled, the titles that do not load will print in error in the report log and the MARC records will be stored in files in the /Unicorn/Marcimport/Biberror directory.

Reload mode

The Reload mode determines how the records being loaded will relate to existing records. These options are similar to the title control number matching rule in the Load Bibliographic Records report.

Date cataloged

Each record that is created or updated by the records loaded display a value in the **Date Cataloged** field on the Control tab. Use the gadget to select a date. If you decide to overwrite these records at a later point, you may want to use NEVER to give yourself flexibility.

Default holding code

All records loaded by the report use the Library and Home Location information defined by the selected holding code. In the **Default holding code** list, select a holding code.

Keep in mind that only one holding code (and copies established for one library) can be selected per load. This may require using the cataloging wizards to modify call number information if titles are loaded for multiple libraries. You may want to work with your system administrator to establish more holding codes and load in smaller batches to minimize cleanup.

If your library loads records using holdings statements for copy processing, as addressed in Appendix C, the DEFAULT holding code will be used if the subfield h is absent from the holdings statement. If an invalid holding code is found in subfield h, the UNK holding code will be used.
Copy processing

Copies can be created automatically during the load process using a Holding Code, a holdings entry statement (such as the 949), or they can be created or modified manually after the load. Use the gadget to choose the appropriate option for your library. More information about each option is available in Appendix C.

Call number load rules

The rules selected in this field determine how the Unicorn call number will be created from the bibliographic record, and what classification scheme is being used. Use the Call Number Load Rules gadget to select a rule or list of rules. You must select (1) an Entry ID, (2) a Class scheme, (3) subfields, and (4) first or last occurrence, and you may have multiple options saved in a hierarchy. Use the gadget to save these fields in the proper syntax.

Update call number

Records created “on the fly” often have an automatically generated call number. Select the Update call number check box to replace any AUTO call numbers in matched records with the incoming call number.

Update price

Each item has a Price field at the copy level, which may be updated from subfield c of the 020 tag. Clear (disable) the Update price check box to retain the price in existing copy records when overlaying.

Update bibliographic record

If no changes need to be made to the bibliographic record and only copy information will be updated, clear (disable) the Update bibliographic record check box. In most cases you will want to select this check box to update the records’ cataloging information.

Update publication year

Select the Update publication year check box to update the publication year in the fixed field from the incoming record or entry type. Sirsi recommends that the publication year is updated when a record is loaded.
Set item type from GMDs

The General Material Designator is in the subfield h (|h) of the 245 field. Most libraries use the default holding code or holding tag to designate type. Your system must be configured to use this option and Sirsi recommends that it not be used.

Dynamic indexing

If selected, titles can be searched in the catalog as soon as they are loaded. If cleared (disabled), the records must be retrieved by title control number, item ID, or call number until the Add, Delete, and Update Databases report has been run.

---

Note: The Add, Delete, and Update Databases (adutext) report is a regularly scheduled maintenance report that runs nightly.

---

Compare all title control key fields

If selected, all recurring fields in the record, such as ISBN 020, will be compared against the existing title control key. All of the fields with the designated prefix in the incoming record will be matched against the existing title control key. If not selected, only the first field that selected in your match list and encountered in the incoming record will be matched against the existing title control key. The first key encountered is always used for new records.

Set title information from title information entry

Dates created, modified, and cataloged may be updated for each record during the load process using a title information entry such as the 948. If this field is left blank, dates created and modified will be set to the date of the load itself.

Use default format

If the loader is unable to determine the format of the record, a Default record format will be used. This format was defined in the Review Bibliographic Records report. If you don’t want to use the default format, clear (disable) the Use default format field.

6. After making your selections, click Schedule to run the report.
Note  You may want to click Save As Template to save your bibreload selections as a template before scheduling it to run. If you save a report as a template, the next time you run that report, you will only have to change a limited number of values in the report rather than recreating it.

7. Click ASAP to load the records into the catalog as soon as possible, or click Once to load the records at a specific date and time.

8. Click Schedule. A confirmation window appears.

9. Click Close to exit this window.
Deleting Records from the Review File

Running the Remove DELETE Records Report

**To delete records from the review file**

1. On the Reports toolbar, click the Schedule New Reports wizard. The Display Template Reports window appears.
2. Click the Bibliographic tab.
3. Select the Remove DELETE Records report from the list, and click Setup & Schedule.
4. Click the Review Selection tab to display this window:

   ![Schedule New Reports: Schedule Remove DELETE Records](image)

5. Use the gadget to select a Cataloging library to limit the removal of review file records to only those of the library selected. If no selection is made, all review records with a status of DELETE will be removed for all libraries in the system.
6. Click the Title Selection tab to display this window:
7. Use the gadget to select a **Date created** to limit the removal of review file records to only those created on a particular date or within a range of dates. If no selection is made, all review records with a status of DELETE will be removed.

8. After making your selections, click **Schedule** to run the report. The Schedule Load Bibliographic Records window appears.

9. Click **ASAP** to load the records into the catalog as soon as possible, or click **Once** to load the records at a specific date and time. Bibliographic records added or modified will be immediately searchable in the keyword index.

10. Click **Schedule**. A confirmation window appears.

11. Click **Close** to exit this window.
Appendix B – SmartPort

Overview

The Copy Cataloging Using SmartPort section earlier in this guide (page 85) discussed capturing and loading bibliographic records. This section will explain how to capture authority records, how to save or e-mail records, and how to use various SmartPort helpers.
Capturing and Loading Authority Records

SmartPort Authority Configuration

When SmartPort captures a record and loads it into the library’s catalog, it uses specified match points to determine if the record already exists in the catalog.

To set default values at your workstation, right-click the SmartPort wizard, and select Properties.

The SmartPort Properties window appears:
Authority Record Load Options

Select one of the following options:

- **Replace current record** – Designates the incoming record to replace the last record touched at the workstation.

- **Match and load** – Allows Unicorn to search for a matching record based on the match points specified in the next field, and then take an action based on the result. If the system finds a match, it will verify that you want to overlay the existing record. If the system does not find a match, it will create a new title record.

- **Authority control number source** field specifies the entries in the MARC authority record that should be checked for a match. The values in this field are codes that refer to specific MARC authority entries. Unicorn checks the authority database for a match on the first match point value. If no match is found, the second match point will be checked, and this pattern will continue until all match points have been checked.

---

**Note**

For information on other SmartPort properties, see Copy Cataloging Using SmartPort on page 85.
Capturing and Loading Authority Records

1. On the Common Tasks toolbar, click the SmartPort wizard. The Properties window appears.

2. Click OK to accept the defaults. The following window appears with the available Z39.50 servers as determined by the Unicorn server’s gateway configuration:

   ![SmartPort Search window]

   **Gateway name** | **Description** | **Selected**
   --- | --- | ---
   CATALOG | Catalog | ☐
   LC | Library of Congress Board | ☐
   LCAUTH | LCAUTH at Sirsi | ☑
   LCMARC | LCMARC at Sirsi | ☐
   OCLC-DEMO | OCLC WorldCat Sample | ☐

   Select a server with authority records, and click Connect. The SmartPort Search window appears:

   ![SmartPort Search window]

   Note: Your system administrator can add Z39.50 compliant catalog destinations to your library’s gateway policy. For more information, see the WorkFlows Online Help.
4. Type the search terms in the **Search for** box, select the appropriate **Index**, and click **Search**. The following window appears:
5. Use the helpers to move forward and backward through the list.

6. To view a record, click the title, and click **Display**.

7. Review the record. Use the scroll bar to view additional lines of the record. To view another record, use the helpers to move through the list one record at a time. Click **Close** to return to the Search window.

8. When you find a record to add to your library’s catalog, click **Capture** in either the Search or Viewing window. If you selected the **Verify options** check box in the SmartPort Properties, the following window appears:
9. Make any necessary changes. The **Replace current record** option overlays any bibliographic record that was most recently displayed, selected, or in memory in WorkFlows. The **Match and load** option uses the specified match points to determine whether any record in the catalog matches the one being captured.

**Note** Even if you use the Replace current record option, you must complete the Match and load fields.

10. After making changes or accepting defaults, click **OK**. The following window appears:

11. The incoming record has not yet been added to the catalog. Edit the record as needed. Use the helpers to add missing entries or delete unwanted entries.

12. Click **Save** to save the record and add it to the catalog.
13. Click **Close** to close the window and return to the SmartPort Search window.

14. Continue searching for other titles, or click **Close** to close the SmartPort wizard. This closes all Z39.50 connections.

**Note**

Overnight maintenance reports must run for cross-references to be visible in the OPAC.

---

**Replacing Authority Records Using SmartPort**

Connect and search according to the earlier instructions. When capturing a record, an existing record can be overlaid if **Match and load** is selected and a match is found, or if **Replace current record** is selected.

**Match and load**

If **Match and load** is selected, Unicorn will search for a matching record, based on the values in the **Authority control number source** field.

![SmartPort: Capture](image)

The values in the authority control number source field prescribe the number used as the authority control number in Unicorn. In determining whether an incoming record matches a record already in the Unicorn database, the authority control numbers of existing records are matched against the corresponding entries of the incoming record.

Unicorn checks the authority database for a match on the first authority control number in the list. If no match is found, the second authority control number in the list will be checked, and this pattern will continue until all values have been checked.

If Unicorn finds a matching record, a message will open indicating a matching record was found and on which authority control number entry the match was made.
Click **OK** to close the message, and the incoming record is displayed. Edit the record and click **Save**, or click **Close** to cancel the overlay.

If no match is found, a new record will be created and assigned the first title control number source listed for which an entry is found in the incoming record.

**Replace current record**

An individual authority record can also be overlaid without meaningful authority control information. For example, a provisional authority record can be overlaid with the full record from an authority source, even though the brief record contains no matching authority control number values. This can be accomplished by selecting **Replace current record**, as long as the provisional authority record is the current record.

<table>
<thead>
<tr>
<th>Authority control number source:</th>
<th>(nc)</th>
</tr>
</thead>
</table>

**Note** To replace the existing authority control number for the record, add a forward slash and repeat the authority control number sequence in the Authority control number source field (for example, “nc/nc”).
If **Replace current record** is selected, the incoming record will replace the last record accessed in the workstation. The following window appears with the authority control information about the record to be replaced:

![Confirmation Window]

Click **Replace** to replace the existing record or click **Cancel** to cancel the transaction. If an authority record has not been accessed in this workstation session, the following error message appears:

![Error Window]
Saving Records

Records viewed through SmartPort can be saved to a file or emailed for later review and loading with the Load Bibliographic Records report or the Load Authority Records report.

Saving Records Using SmartPort

1. On the Common Tasks toolbar, click the SmartPort wizard. The Properties window appears.
2. Click OK to accept the defaults. The SmartPort window appears with the available Z39.50 servers as determined by the Unicorn server’s gateway configuration.
3. Select the server(s), and click Connect. The SmartPort Search window appears.
4. Type the search terms in the Search for box, select the appropriate Index, and click Search. The following window appears:
5. Use the helpers to move forward and backward through the list.

6. To view a record, click the title, and click Display.

7. Review the record. Use the scroll bar to view additional lines of the record. To view another record, use the helpers to move through the list one record at a time. Click Close to return to the Search window.

8. When you find a record to save, click the Save helper. The following window appears:

![Save record from Library of Congress Books](Image)
9. Click the **Save record as** gadget to display the Select File window:

![Select File Window]

10. Type the **File name** under which to save this record (including the .mrc extension), and click **OK**.

11. Click **Raw** to save the record in MARC format, or click **Text** to save the record in ASCII format. A confirmation window appears:

![Confirmation Window]

**Note** Only MARC format records can be saved in raw format. If you display a non-MARC record, such as a COSATI/CENDI record, and attempt to save it in raw format, an error message will display, and the record will not be saved.

12. To save this record into an existing file, select the file in the Select File window, and click **OK**. If the incoming records
are in the same format as the existing file, the following window appears:

![Confirmation Window]

13. Click **Replace** to replace the existing file, or click **Append** to add this record to the existing file.
Saved Files Helper

Files saved with the Save helper may be viewed, copied, or removed using the Saved Files helper:

Click the **Saved files** helper. The following window appears:
To view a saved file

1. Select a file from the list to view, and click the View helper. The Viewing window appears:

![Viewing window](image)

2. Use the helpers to move forward or backward in the file of records.

To remove a saved file

1. Select a file from the list to remove, and click the Remove helper. A confirmation window appears.

2. Click Yes to remove the file, or click No to cancel and return to the Saved files window.
E-mailing Records

E-mailing Records Using SmartPort

1. On the Common Tasks toolbar, click the **SmartPort** wizard. The Properties window appears.

2. Click **OK** to accept the defaults. The SmartPort window appears with the available Z39.50 servers as determined by the Unicorn server’s gateway configuration.

3. Select the server(s), and click **Connect**. The SmartPort Search window appears.

4. Type the search terms in the **Search for** box, select the appropriate **Index**, and click **Search**.

5. Use the helpers to move forward and backward through the hit list.

6. To view a record, click the title, and click **Display**.
7. Review the record. Use the scroll bar to view additional lines of the record. To view another record, use the helpers to move through the list one record at a time. Click **Close** to return to the Search window.

8. When you find a record to email, click the **Email** helper. The following window appears:

![Email window](image)

9. Type the **Email address** to which to send this record, and click **OK**.

10. Click **Raw** to email the record in MARC format, or click **Text** to email the record in ASCII format.
Additional SmartPort Helpers

Change Search Pane View Helper

The Change Search Pane View helper toggles between the Single Field Search and the Labeled Field Search.

**Single Field Search**

![Single Field Search Diagram]

**Labeled Field Search**

![Labeled Field Search Diagram]
Add/Remove Destinations Helper

The Add/Remove Destinations helper allows you to connect to additional Z39.50 servers. This helper also allows you to disconnect from a Z39.50 server without closing SmartPort.

Click the Add/Remove Destinations helper. The following window appears:

Select another Z39.50 server to connect to and click Connect. Alternately, you may clear an existing selection to disconnect from that server.
Appendix C – Load Bibliographic Records Report

Load Options

Most of the options on the Load tab are defined in the Running the Load Bibliographic Records Report in the “Loading Records Using Reports” chapter. The following options require further description.

Title control number matching rule

The title control number matching rule determines how the records being loaded relate to existing records. The following title control number matching rules are available.

Rule 1: Create Only

Only new records will be created. Records with title control numbers matching existing records will not load. Error records are printed in the report log with the header flex already exists.

Rule 2: Create and Update if Date Cataloged is NEVER

New records will be created. Records with title control numbers matching existing records will only load for records that do not have a date cataloged. Records matched that have a date cataloged specified will not load. Error records that match existing records will be printed in the report log with the header flex already exists and the corresponding date in the Date Cataloged field.

Rule 3: Update only if Date Cataloged is NEVER

Records with title control numbers matching existing records will load only for records that do not have a date cataloged. New records and records that match a record with a date cataloged specified will not load. Error records that match existing records will be printed in the report log with the header flex already exists and the corresponding date that is in the Date Cataloged field.
Rule 4: Always Create and Update

New records will be created. Records with title control numbers matching existing records will always load, replacing records that may have previously had cataloging activity.

Rule 5: Always Update only

Records with title control numbers matching existing records will always load, replacing records that may have previously had cataloging activity. New records will not load. Error records will be printed in the report log with the header "flex not found."

Note

Error records not related to flexkey matching are only printed in the log if there is a problem with the MARC record or copy processing.

Copy processing

Copies can be created automatically during the load process using a holding code, a holdings entry statement (such as the 949), or they can be created or modified manually after the load. Use the Copy Processing gadget to select a copy processing method. When using the Copy Processing gadget, the following values display:

Create NO copies

All of the records in the file will load only bibliographic records and call numbers, but not copies. This option is useful when loading records for acquisitions. The call number will be assigned the library information from the default holding code.

Note

This selection is not available if a Holdings entry preprocessing method has been specified.

Create but do not update copies using holdings statement

If your library uses a holdings statement, such as the 949, copies will be created from the holdings statement for new copies. Existing copies will not be updated from the holdings statement.
Ignore holdings statements & create ONE copy only when creating a title
Holdings statements will not be used, but one copy will be created for each new title loaded. Updated records will not have any copy processing regardless of existing holdings statements. The call number and copy will be assigned the library, location, and item information from the default holding code.

Note This selection is not available if a Holdings entry preprocessing method has been specified.

Create and update copies using holdings statement
Both new and updated records will use holdings statements. Existing copies will be updated using the incoming holdings statement information.

Create copies using holdings statement only when creating a title
Only new records will use holdings statements. When a title control number is matched in an updated record, all existing copies associated with that call number are retained and only bibliographic information is updated.

Entry ID
The Entry ID containing the holdings information for call numbers and copies is repeatable, but only one entry ID can be selected. If your records have been preprocessed using one of the Holdings entry preprocessing methods, use the default 999 entry ID. Use the drop-down list to select the entry ID used by your library.
Print Options

This report is designed to load MARC records into the catalog. You have the option to print or not print the titles that are loaded in the Print Loaded Title tab. If the checkbox is selected, the records that are loaded will print as report results. Records that do not load are always included in the load report log.

This report can also print various labels for imported records. The labels are created in separate reports. These display in the finished reports list with the titles OC_[report title] for the OCR labels, and SP_[report title] for the spine and pocket labels. The line spacing formats, which are usually defined when viewing, printing, or e-mailing results for label type reports, are instead defined using the OCR Call Number Label and Spine And Pocket Label tabs when the Load Bibliographic Records report is scheduled. The labels report logs are included in the primary report log and cannot be reviewed separately.

Note

If the spine and/or OCR label reports fail, the catalog record or records will still be loaded.

If the user wants to print different labels or use different label stock (other than the OCR labels) the Label Designer and the Print Custom Labels report can be used.

Sample Log and Results from a Load Bibliographic Records Report

```
Report Log for Catalog Record Load Report 'bibload' scheduled as 'Load Bibliographic Records'
Load bibliographic records into catalog.
UNICORN Catalog MARC load vXX started on Monday, July 6, 1998, 11:22 AM
Records will be interpreted according to the MARC format.
The item number will be updated.
The price will be updated.
The year of publication will be updated.
The OCLC number (001) will be used as the flexible key
The OCLC number (035) will be used as the flexible key
The ISBN (020) will be used as the flexible key
The LCCN (001) will be used as the flexible key
The LCCN (010) will be used as the flexible key
The first occurrence of the specified flexible key fields will be compared to the flexible key index for matching. Records not matched will be loaded, and records which match will be updated if date_cataloged is NEVER.
Date cataloged will be set to 7/6/1998.
Bib records will be matched by flexible key.
MARC records will be read from standard input.
DEFAULT will be used as the default holding code.
One copy will be added for each new title.
LC call number will come from first 050 tag.
```
All subfields will be included in the call number.
MARC records with errors will be saved in
/sirsi/Unicorn/Marcimport/Biberror/98070600103.em.
Item keys for label generation will be saved in
/sirsi/Unicorn/Marcimport/Bibwork/ labelids_bdgk.

4 MAIN DEFAULT item(s) created.
4 total item(s) created.
0 total item(s) ignored.
4 line(s) read
4 bib record(s) read
0 bib record(s) in error
4 bib record(s) loaded
0 bib record(s) cancelled
0 full bib record(s) replaced
0 brief record(s) replaced by full records
UNICORN Catalog MARC load finished on Monday, July 6, 1998, 11:22 AM
The catalog key will be read from standard input.
The output will be a record by record list.
Catalog bibliographic information will be written to standard output.
Entry IDs: ALL.
Entry IDs will precede catalog data.
Subfield codes will appear in output.
The report title option will be used.
4 catalog(s) printed.
0 catacnt(s) printed.
0 call number(s) printed.
0 item(s) printed.
0 itemacnt(s) printed.
UNICORN item printing finished on Monday, July 6, 1998, 11:22 AM
The callnum key will be read from standard input.
The callnum primary key will be written to standard output.
The string from standard input will be written to standard output.
The shelving key will be written to standard output.
4 callnum record(s) considered
4 callnum record(s) selected
UNICORN call number selection finished on Monday, July 6, 1998, 11:22 AM
UNICORN print item number labels v9.B started on Monday, July 6, 1998, 11:22 AM
Call number key will be read from standard input
The item number label will be written to standard output
4 item number label(s) printed.
UNICORN print item number labels finished on Monday, July 6, 1998, 11:22 AM
Item key will be read from standard input
The item labels will be written to standard output
Location will be printed on spine
Copy will be printed
1 lines will be skipped after each label
Labels will be indented 1 columns
Labels spinewidth will be 20 columns
Labels pocketwidth will be 40 columns
Labels label length will be 7 columns
4 item(s) printed.
UNICORN print spine and pocket labels finished on Monday, July 6, 1998, 11:23 AM

LOADED BIB RECORDS
Produced Monday, July 6, 1998 at 11:22 AM
000: |aam1 On
001: |a 67019264 /AC/r85
003: |aDLC
005: |a19850926000000.0
008: |a850920r1967 pau j 000 1 eng
010: |a 67019264 /AC/r85
040: |aDLC|cDLC|dDLC
050: 00 : |aPZ7.B33|bHan2
082: 00 : |a[Pic]
100: 10 : |aBawden, Nina,|d1925-
245: 12 : |aA handful of thieves.
260: 0 : |aPhiladelphia,|bLippincott|c[1967]
300: |a189 p.|c22 cm.
520: |aWhen a confidence man disappears with Fred's grandmother's savings, the five children of the committee set out to find the man
and recover the money.

Forced to quit school and enter the coal mines during the Depression, sixteen-year-old Danny makes a name for himself by courageous action during a mine cave-in.

596: 1  |aCoal mines and mining|xFiction.

Forced to quit school and enter the coal mines during the Depression, sixteen-year-old Danny makes a name for himself by courageous action during a mine cave-in.

650: 1  |aCoal mines and mining|xFiction.

Forced to quit school and enter the coal mines during the Depression, sixteen-year-old Danny makes a name for himself by courageous action during a mine cave-in.

596: 1  |aCoal mines and mining|xFiction.

Forced to quit school and enter the coal mines during the Depression, sixteen-year-old Danny makes a name for himself by courageous action during a mine cave-in.

596: 1  |aCoal mines and mining|xFiction.
Standard Spine and Pocket Labels

3  A handful of dust / by Evelyn Waugh.
  .W356
  HAN
  1977
Flowchart for Title Control Matching Rule

This example uses “ils”—ISBN (020), LCCN (010), and ISSN (022) as the match points for the title control number source.
Using the 948 Entry for Date Stamping

As records are loaded into Unicorn, Sirsi uses the following formats to interpret item information located in the 948 holding tag.

<table>
<thead>
<tr>
<th>Subfield</th>
<th>Label</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>Date Title Created</td>
<td>12/06/1995</td>
</tr>
<tr>
<td>b</td>
<td>Date Title Updated</td>
<td>12/20/1995</td>
</tr>
<tr>
<td>c</td>
<td>Date Title Cataloged</td>
<td>02/20/1996</td>
</tr>
</tbody>
</table>

Example
948 |a12/06/1995|b12/20/1995|c02/20/1996

The 948 tag is not required. There should be only one 948 entry per record.

Using the 949 Entry for Copy Processing

Your library does not have to use a specific Entry ID for your Sirsi holdings statement, but it is recommended that you use the 949 or 999 fields.

There should be one 949 or 999 for each item to be loaded in association with a given bibliographic record. For instance, if you are adding a new record, and you have two copies of that item, there should be two 949s. If you have an item with two volumes, there should be two 949s. If adding a copy or a volume to an existing bibliographic record, there should be a 949 for each new item you are adding.

As records are loaded into Unicorn, Sirsi uses the following formats to interpret item information located in the holding tag to create copy information.

<table>
<thead>
<tr>
<th>Subfield</th>
<th>Label</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>Call Number</td>
<td>TK7872 .H45</td>
</tr>
<tr>
<td>v</td>
<td>Volume Number</td>
<td>V. 2</td>
</tr>
<tr>
<td>w</td>
<td>Class Scheme**</td>
<td>LC</td>
</tr>
<tr>
<td>c</td>
<td>Copy Number</td>
<td>1</td>
</tr>
<tr>
<td>h</td>
<td>Holding Code**</td>
<td>BKSTACKS</td>
</tr>
<tr>
<td>i</td>
<td>Barcode Number</td>
<td>12345678901234</td>
</tr>
<tr>
<td>m</td>
<td>Library**</td>
<td>MAIN</td>
</tr>
<tr>
<td>d</td>
<td>Last Activity mm/dd/yyyy</td>
<td>03/05/1999</td>
</tr>
<tr>
<td>e</td>
<td>Date Last Charged</td>
<td>03/05/1999</td>
</tr>
</tbody>
</table>
** Values in these subfields must exist in your Unicorn policy tables. All policy values should be in uppercase.

** Example **

```
949 |aTK7872 .R45|vV. 2|c1|i12345678901234|hBKSTACKS|d03/05/1995
949 |aTK7872 .R45|wLC|c1|i12345678901234|hBKSTACKS|d03/05/1995
949 |aTK7872 .R45|c0|i12345678901234|hBKSTACKS
949|aTK7972.R45|vV.2|wLC|c1|i12345678901234|d03/05/95|e03/05/95|j3|o.COMMENT.Ordered for Director|n10|rY|sY|tBOOK|u05/01/92|xNONFICTION|zADULT
```
Do not enter a subfield marker and code if you do not have data for that entry. All subfield designations should be lowercase. The order of subfields is important for subfields a, v, w, and c, which corresponds to call number, volume, class scheme, and copy respectively. The call number must always be in |a, followed by |v, followed by |w, followed by |c. The text of |v will be loaded exactly as it appears. Include labels for volume information. Do not include a label for copy information. Unicorn does not use a label in the copy field, and the presence of an alphabetic character at the beginning of |c causes the copy number to be interpreted as an error.

When a Holding Code is used, the values for Library, Home Location, Item Type, Item Category1, Item Category2, Circulate Flag, Permanent Flag, and Price may be defined by the Holding Code. If there is a value defined by the Holding Code, a value entered into an independent subfield in the 949 overrides the default Holding Code policy value.

Note

If an invalid holding code is found in subfield h, the UNK holding code will be used.

If the Class Scheme is not indicated in a subfield of the 949, the default Class Scheme as defined in the Call number Load Rule Gadget will be assigned.

All dates are in a MM/DD/YYYY format.
Frequently Asked Questions about Loading Variations

The following information describes variations to the standard Load Bibliographic Records report process.

How do I schedule the Load Bibliographic Records report to load cataloged records regularly without having to modify the report?

1. Make your selections in the report. In the Update date cataloged field, select TODAY to minimize the chances of the bibliographic records being overwritten in a subsequent record load. In the File to load field, select an existing file or type in a file name. (If the file does not exist you will get an INCORRECT VALUE flyby message, but the report can still be scheduled.)

2. Schedule the report to run daily (or at some other interval) at a regularly scheduled time.

3. Regularly review the completed report in the Finished Reports list to confirm that the load completed successfully and to determine the appropriate action to be taken, such as reloading error records. Reload files if necessary.

4. Use MARC Import after the scheduled Load Bibliographic Records report has been run and reviewed to import a file. Use the same name as the file selected in the originally scheduled report.

5. Repeat steps 3 and 4 at the intervals determined by the scheduled report.

Note

If you have not imported a file between subsequent runnings of the scheduled report, the report will end in ERROR indicating that no data has been imported. If you have not run the report between subsequent uses of MARC Import, and another file using the same file name is imported, the first file will be overwritten.
How do I update existing titles without changing the copies while also creating new titles with copies in the same file?

1. Use the Always Create and Update option for the Title control number matching rule.
2. Use the Title control number source rule gadget to select the field or fields that will be matched against existing title control keys for overlaying.
3. Use the Create copies using holdings statement only when creating a title option for the Copy processing.
4. Include the Entry ID, such as 999 or 949, that defines the copy processing in the catalog records being loaded.
5. Specify one or more Call number load rules, such as LC,999,a,N/LC,050,,N.
6. Select to update the bibliographic record when updating records.

How do I update existing title records without changing any existing copies while creating new titles without creating any copies in the same file?

1. Use the Always Create and Update option for the Title control number matching rule.
2. Use the Title control number source rule gadget to select the field or fields that will be matched against existing title control keys for overlaying.
3. Use the Create NO copies option for the Copy processing.
4. Specify one or more Call number load rules, such as LC,050,,N.
5. Select to update the bibliographic record.
How do I add new titles for ordering without updating any existing records?

1. Use the Create option for the Title control number matching rule.
2. Use the Title control number source rule gadget to select the field or fields that will be matched against existing title control keys. Records in the loaded file that match existing title control keys will be rejected as errors and will not load.
3. Use the Create NO copies option for the Copy processing.
4. Specify one or more Call number load rules, such as LC,050,,N.

How do I update existing titles using the 049 field in the incoming records for copy processing and load new records using a Sirsi holdings statement?

1. Use the Always Update only option for the Title control number matching rule.
2. Select the Convert OCLC 049 to 999 option from the verify list for the Holdings entry preprocessing.
3. Use the Title control number source rule gadget to select the field or fields that will be matched against existing title control keys for overlaying.
4. Use the Create copies using holdings statement only when creating a title option for the Copy processing.
5. Include the Entry ID, such as 999 or 949, that defines the copy processing in the new catalog records being loaded.
6. Specify one or more Call number load rules, beginning with a call number load rule for the holdings statement, such as LC,999,a,N/LC,050,,N.
7. Select to update the bibliographic record.
How do I add new titles with one default call number and copy attached?

1. Use the Create Only option for the Title control number matching rule.

2. Use the Title control number source rule gadget to select the field or fields that will be matched against existing title control keys. Records in the loaded file that match existing title control keys will be rejected as errors and will not load.

3. Select a Default holding code. A single copy will be created with the copy information defined by the holding code.

4. Use the Ignore holdings statements & create ONE copy only when creating a title option for the Copy processing.

5. Specify one or more Call number load rules, such as LC,050,,N. The loaded records will have a single call number created from this field.
Load Bibliographic Records System
Messages

If the configuration of the Load Bibliographic Records report does not match the incoming data, the report will not load the data and will produce error messages in the report log. Here are examples of common errors, along with information on how to resolve them.

Holding does not have corresponding call number

If you are using a holding tag for copy processing in incoming records, such as the 949, but you have not created a call number load rule referring to this holding tag, such as LC,949,a,N, the report will generate an error with the above message. No records will be loaded until there is a call number rule added to the Load Bibliographic Records report that refers to the holding tag.

There is no imported data to load

This message displays if the Load Bibliographic Records report has been set up to load a file, and that file is not in the system to be loaded. For example, a library schedules the Load Bibliographic Records report to run every night like any other maintenance report, and the file that it loads every night is called load.marc. For this report to run successfully every night, the library staff must use MARC Import to load a file called load.marc every day so that the report can then load that file. If the library staff does not load that file on a given day and the report still runs, the report will generate an error with the above message. This does not affect the system because the report was unsuccessful at loading.

No holdings tags found

This message displays if the Load Bibliographic Records report was configured to look for holdings information in a certain tag and that tag did not exist in the incoming records. If the report is configured to look for the 949 tag in the incoming records and the incoming records do not have a 949, the report will generate an error with the above message. No items will be created.
Flex already exists: o21671577

This message displays if the Load Bibliographic Records report is configured to create bibliographic records only, and when checking for duplicates, it finds a match. The Title Control Key field determines the match key and if the incoming record matched this number with a record already in the system, and the report was set to create only, the report would print an error with the above message. This is an informational message that lets the library staff know why a record was not created.
Appendix D – Loading Authority Records Using Reports

Overview

As with loading bibliographic records, the process of loading authority records from another source into Unicorn involves two steps. The first step is to use MARC Import, which copies a file of records to the Unicorn server. The second step is to run the Load Authority Records (loadauthimp) report, which adds those records to the authority database.
**Importing Records with MARC Import**

Use MARC Import to import files of bibliographic or authority records from floppy disk, hard disk, or tape. Once imported, files can be listed, viewed, or removed.

Authority and bibliographic records can be in the same file—the MARC Import wizard separates the bibliographic and authority records into individual files to be processed separately with the appropriate reports. As part of the import process, Unicorn first creates a file for bibliographic records in the /Unicorn/Marcimport directory on the server and writes any bibliographic records to this file. A file is also created in /Unicorn/Marcimport/Authtemp on the server, and any authority records are written to this file.

**Note** Some vendors will ftp MARC records for materials you purchase from them directly to this directory (if given server access).

**To use the MARC Import wizard to import authority data**

1. On the Utility toolbar, click the MARC Import wizard button. The Property window appears.
2. Press ENTER to accept the defaults. The MARC Import window appears:
3. Click **MARC** or **Sirs flat** (flat ASCII) as the file type to import.

4. Click the **Source** gadget to locate the floppy disk drive, or navigate to a file of records saved on your hard drive.

5. In the **Destination** box, type your new name for the copy of the files on the host machine. Be sure to make a note of the destination file name to load the records into the Unicorn catalog via reports.

6. Click **Import** to import the files to the server. A verification message appears asking “Is diskette ready?”

7. Click **Yes** even if your files are not located on a diskette. A verification message appears asking “Are there more files to upload?”

8. If you have no other files to load at this time, click **No**. If you have several files to load to the server, click **Yes**. This option will append the next file to the one that has just been loaded. When finished importing files, a log file appears:

   ![log.txt - Notepad](image)

   **UNICORN Skip Flat Records v2003.1 started on Wednesday, August 25, 2004, 12:34 PM**
   **MARC records will be read from standard input.**
   **Flat records will be written to standard output.**
   **Only authority records will be selected.**
   **The default record format will be**
   **TOPICAL.**
   **0 marc record(s) read.**
   **5 marc record(s) processed.**
   **0 marc record(s) in error.**
   **0 record(s) written.**
   **UNICORN Skip Flat Records finished on Wednesday, August 25, 2004, 12:34 PM**

9. Click the **X** in the upper right corner to close this window. The MARC Import window remains open.

10. Click **Cancel** to exit this window.

   After the files load, the file name displays on the **Authority Files** tab (Bibliographic files display on the **Bib Files to Load** tab).

   Once you complete the first part of the batch load process—saving the file of records to the server—you can load the records into the authority database via reports.
Running the Load Authority Records Report

Follow these steps through the process of loading a file of imported authority records.

To run the Load Authority Records report

1. On the Reports toolbar, click the Schedule New Reports wizard. The Display Template Reports window appears.

2. Click the Authority tab. The following window appears:

3. Click Load Authority Records, and click Setup & Schedule. The Schedule Load Authority Records window appears.

4. Click the Authority Data File tab to display this window:
5. On the **Authority Data File** tab, make the following selections:

**Authority file**

The records to be loaded must have already been imported using MARC Import.

In the **Authority file** list, select a file to load from those present in the directory. If you do not see your file name here, it was not loaded properly and you will need to run MARC Import again.

**Mode**

Incoming authority records are matched against the existing records based on the Authority ID. Select one of the following options.

- **Create** – Only records that are new to your authority database will be loaded. Records that have matching authority IDs will not load and will be reported in an error.

- **Update** – Only records whose authority IDs match incoming records will be modified. Records that do not match will not load and will be reported in an error.

- **Create and update** – New authority records are created. Records that have matching authority IDs are updated.
Date cataloged

Each authority record imported will reflect this date in the Date Authorized field. Use the gadget to select a date.

Check for subfield 5 on overlay?

Subfield 5 contains the MARC code of the institution or organization that has added a tracing, reference, or linking entry field to an authority file record. It is used for institution-specific information that may or may not apply to the universal use of the authority record. A subfield 5 may be in a 4XX field, a 5XX field, or a note field.

The Check for subfield 5 on overlay? checkbox is available only if the Mode is either Update or Create and Update.

By default, this checkbox is cleared (disabled) and the MARC record is overwritten in its entirety, including the fields containing a subfield 5. If selected, and one of the NUC codes specified in the following Subfield 5 Text field matches subfield 5 of a 4XX, 5XX, or note field, that field will not be overwritten on update.

Subfield 5 text

This option is available only if the Mode is either Update or Create and Update, and the Check subfield 5 on overlay? checkbox is selected. Use the gadget to select the NUC code or codes for which you do not want to overlay the fields. If the code matches subfield 5 from a field in an existing authority record, this field will not be deleted, but will be merged with the incoming record.

6. After making your selections, click Schedule to run the report. The Schedule Load Authority Records window appears:

| Note | You may want to click Save As Template to save your loadauthimp selections as a template before scheduling it to run. If you save a report as a template, the next time you run that report, you will only have to change a limited number of values in the report rather than recreating it. With loadauthimp, you may have to change the file name each time you run the report, depending on your file name conventions. |
7. Click **ASAP** to load the records into the catalog as soon as possible, or click **Once** to load the records at a specific date and time. Authority records added or modified should be immediately searchable, but overnight maintenance reports need to run before cross references are available for display in the OPAC.

8. Click **Schedule**. A confirmation window appears.

9. Click **Close** to exit this window.

---

### Sample Log and Results from a Load Authority Records Report

<table>
<thead>
<tr>
<th>Report Log for Load Authority Records into Authority Database</th>
<th>Report logauthimp scheduled as Load Authority Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>Imported authority record load.</td>
<td></td>
</tr>
<tr>
<td>UNICORN authority load v2003.1 started on Friday, February 27, 2004, 9:18 AM</td>
<td>Authority records will be read from standard input.</td>
</tr>
<tr>
<td>Records not matched will be created, and records which match will be updated.</td>
<td></td>
</tr>
<tr>
<td>ID will come from control tag 010.</td>
<td></td>
</tr>
<tr>
<td>ID will come from control tag 001.</td>
<td></td>
</tr>
<tr>
<td>Records will be marked as authorized.</td>
<td></td>
</tr>
<tr>
<td>The date cataloged will be set to 2/27/2004.</td>
<td></td>
</tr>
<tr>
<td>Records with errors will be saved in /t/sirsi/Trainers/Unicorn/Marcimport/Auth temp/errfile.</td>
<td></td>
</tr>
<tr>
<td>175 line(s) read.</td>
<td></td>
</tr>
<tr>
<td>10 authority record(s) read.</td>
<td></td>
</tr>
<tr>
<td>0 authority record(s) in error.</td>
<td></td>
</tr>
<tr>
<td>6 authority record(s) loaded.</td>
<td></td>
</tr>
<tr>
<td>4 authority record(s) replaced.</td>
<td></td>
</tr>
</tbody>
</table>

**UNICORN authority load finished on Friday, February 27, 2004, 9:18 AM**

**UNICORN authority printing v2003.1 started on Friday, February 27, 2004, 9:18 AM**

The authority key will be read from standard input.

All entries will be written to standard output.

The authority report will be written to standard output.

10 authority record(s) printed.

**UNICORN authority printing finished on Friday, February 27, 2004, 9:18 AM**

---

**AUTHORITY REPORT**

Produced Friday, February 27, 2004 at 9:18 AM

| 000: | az n 0n |
| 001: | an 42000072 |
| 005: | a19840332000000.0 |
| 008: | a821220n acsabaa a ana |
| 040: | aDLC|cDLC |
| 130: | 0|aJossey-Bass social and behavioral science series. |
| 430: | 0|aPaperback sourcebooks in the Jossey-Bass social and behavioral sciences series. |
| 430: | 0|aJossey-Bass social and behavioral sciences series. |
| 643: | aSan Francisco|bJossey-Bass |
| 644: | af|5DLC |
| 645: | at|5DLC |
| 646: | as|5DLC |
| 670: | |aPhone call to publisher 6-16-83|b("Paperback sourcebooks in [etc.]" is not a separate series) |
| 961: | |aJossey-Bass social and behavioral science series |
| 000: | az n 0c |
| 001: | an 42000104 |
| 005: | a19841015153432.9 |
643:  |aChicago|bUniv. of Chicago Press
644:  |af|5DLC
645:  |at|5DLC
646:  |as|5DLC
961:  |aConference report (National Bureau of Economic Research)
Appendix E – Authority Control Reference Guide

Overview

The Authority Control module in Unicorn can be configured in three different ways:

- Cross-Reference only
- Case-Insensitive checking
- Case-Sensitive checking

Configuration Options

Cross-Reference Only

This configuration setting allows the use of the X-Refs button in the OPAC. Searches on improper headings produce a browse screen that points the user to the proper heading. Searches on proper headings with related terms cause the X-Refs button to display, which if selected displays a list of related terms. For examples of cross-references, see “See From” and “See Also From Headings” later in this section.

As new catalog records are added to the system, they are not checked against the authority indexes. Headings in the catalog records are not verified automatically by Unicorn, but a cataloger can always manually search the authority indexes and make corrections to bibliographic records. Authority control records can also be created or edited, primarily for creating new cross references.

Note

This configuration setting is best suited to libraries that do not have sufficient staff to perform day-to-day authority control functions. In some cases, these libraries may choose to send their bibliographic database periodically to an authority control vendor for updating and correction of headings.
Case-Insensitive Checking

If the Authority Control module is configured for case-insensitive checking, any time a bibliographic record is added or edited, all bibliographic headings under authority control, most typically name and subject headings, are checked against the appropriate authority indexes. Headings in catalog records that do not match an authoritative term are marked as UNAUTHORIZED when displayed at staff workstations. When matching bibliographic headings against the authority indexes, the capitalization of the bibliographic heading need not exactly match that of the authorized term from the authority record.

If checking is case-insensitive, the following bibliographic heading would be considered a match to the following authorized term from the authority record:

Bazaars, charitable (Bibliographic heading)
Bazaars, Charitable (Authorized term)

With this configuration, cross-references, as described previously, are also available in the OPAC.

Case-Sensitive Checking

The case-sensitive checking configuration option is similar to case-insensitive checking, except that bibliographic headings must exactly match the capitalization of authoritative terms in authority records.

If checking is case-sensitive, the following bibliographic heading would NOT be considered a match to the following authorized term in the authority record:

Navigation Acts, 1649-1696 (Bibliographic heading)
Navigation acts, 1649-1696 (Authorized term)

| Note            | Authority checking is best suited to libraries with sufficient staff to handle time intensive, day-to-day authority control functions. |
About Authority Record Entries

These are the entry types most typically used for authority control:

- X00 Personal name
- X10 Corporate body
- X11 Meeting
- X30 Title
- X50 Topical subject
- X51 Geographic place name

The authority record contains the following elements:

- Established Heading
- See From Headings
- See Also From Headings

Established Heading

Each authority record contains one established heading. This heading is stored in a 1xx entry.

See From Headings

Each authority record may contain multiple See From headings. These headings are stored in 4xx entries. The purpose of SEE FROM headings is to reference forms of a heading that are not valid for use in a bibliographic record description.

If an invalid, incorrect, or old form of heading is entered as part of an OPAC search, a See reference is displayed.
Example – An authority record has the following headings:

<table>
<thead>
<tr>
<th>Teq</th>
<th>Ind.</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>150</td>
<td></td>
<td>Cookery</td>
</tr>
<tr>
<td>450</td>
<td></td>
<td>Cook-books</td>
</tr>
<tr>
<td>450</td>
<td></td>
<td>Cookbooks</td>
</tr>
<tr>
<td>450</td>
<td></td>
<td>Cooking</td>
</tr>
<tr>
<td>450</td>
<td></td>
<td>Cuisine</td>
</tr>
<tr>
<td>450</td>
<td></td>
<td>Food preparation</td>
</tr>
<tr>
<td>550</td>
<td></td>
<td>[wg]Home economics</td>
</tr>
<tr>
<td>550</td>
<td></td>
<td>Dinners and dining</td>
</tr>
<tr>
<td>550</td>
<td></td>
<td>Food</td>
</tr>
<tr>
<td>550</td>
<td></td>
<td>Gastronomy</td>
</tr>
<tr>
<td>550</td>
<td></td>
<td>Table</td>
</tr>
</tbody>
</table>

If a user searches the subject term COOKING, the following SEE reference message appears:
See Also From Headings

Each authority record may contain multiple See Also From headings. These headings are stored in 5xx entries. The purpose of SEE ALSO FROM headings is to reference headings related to the established heading. These terms can be related to the established heading as follows:

- A later or earlier heading
- A fuller, broader, or narrower term
- A basically equivalent term

The entry of related headings in an authority record generates SEE ALSO references in the online catalog. If an established heading is entered as part of an OPAC search, SEE ALSO references as well as a list of library items found by the established term display.

Example – An authority record has the following headings:

If an OPAC user searches the subject term FOOD, a list of records containing the subject term appears. The X-Refs button also displays, and pressing it produces the following list of related headings:
Cataloging Training Guide

Your Electronic Library on the Web

Search/Home  Find It Fast!  Kids' Library  I Need Material
Knowledge Portal  Reserve Desk  My Account  Contact Us

Go Back  Help  New Search  Logout

Catalog Lookup by Cross Reference

Search topics related to the subject FOOD

COOKING  COOKERY  DIET  DIETIARIES  GASTRONOMY  NUTRITION

subdivision Food under ethnic groups; and individual animals and groups of animals, e.g. Fishes--Food;
also headings beginning with the word Food; and individual foods and beverages, e.g. Bread, Milk

[Bistro at Carnegie Public Library]
Your Electronic Library on the Web
Copyright © 2000-2008
**Authority Fixed Fields**

Proper coding of fixed fields is essential if the Authority records are to function properly. The following elements of the Authority record affect whether the term is Authoritative.

<table>
<thead>
<tr>
<th>Fixed Fields</th>
<th>Possible Codes</th>
<th>Code Definition</th>
<th>Resulting treatment of the headings by Unicorn</th>
</tr>
</thead>
<tbody>
<tr>
<td>STATUS</td>
<td>a</td>
<td>Increase in encoding level</td>
<td>1XX is considered authoritative, and headings may be posted to a thesaurus.</td>
</tr>
<tr>
<td></td>
<td>c</td>
<td>Corrected or revised</td>
<td></td>
</tr>
<tr>
<td></td>
<td>n</td>
<td>New</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o</td>
<td>Obsolete</td>
<td></td>
</tr>
<tr>
<td></td>
<td>d</td>
<td>Deleted</td>
<td></td>
</tr>
<tr>
<td></td>
<td>s</td>
<td>Deleted; split into two or more headings</td>
<td>1XX is NOT considered authoritative, and headings will not post to any thesaurus.</td>
</tr>
<tr>
<td></td>
<td>x</td>
<td>Deleted; replaced by another heading</td>
<td></td>
</tr>
<tr>
<td>AUTHTYPE</td>
<td>a</td>
<td>Established heading</td>
<td>1XX is considered authoritative, and headings may be posted to thesauri.</td>
</tr>
<tr>
<td></td>
<td>f</td>
<td>Established heading and subdivision</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b</td>
<td>Untraced reference</td>
<td>1XX is NOT considered authoritative, and headings will not post to any thesaurus.</td>
</tr>
<tr>
<td></td>
<td>c</td>
<td>Traced reference</td>
<td></td>
</tr>
<tr>
<td></td>
<td>d</td>
<td>Subdivision</td>
<td></td>
</tr>
<tr>
<td></td>
<td>e</td>
<td>Node label</td>
<td></td>
</tr>
<tr>
<td></td>
<td>g</td>
<td>Reference and subdivision</td>
<td></td>
</tr>
<tr>
<td>NAME_USE</td>
<td>a</td>
<td>Appropriate</td>
<td>Headings post to the author thesaurus and the 1XX is authoritative for names.</td>
</tr>
<tr>
<td></td>
<td>b</td>
<td>Not appropriate</td>
<td>Headings will NOT post to the author thesaurus.</td>
</tr>
<tr>
<td>SUBJ_USE</td>
<td>a</td>
<td>Appropriate</td>
<td>Headings post to the subject thesaurus and the 1XX is authoritative for subjects.</td>
</tr>
<tr>
<td></td>
<td>b</td>
<td>Not appropriate</td>
<td>Headings will NOT post to the subject thesaurus.</td>
</tr>
<tr>
<td>SER_USE</td>
<td>a</td>
<td>Appropriate</td>
<td>Headings post to the title thesaurus and the 1XX is authoritative for titles.</td>
</tr>
<tr>
<td></td>
<td>b</td>
<td>Not appropriate</td>
<td>Headings will NOT post to the title thesaurus.</td>
</tr>
</tbody>
</table>
Note

Some authority headings may be authorized for more than one thesaurus. For example, the heading Shakespeare, William, 1564-1616 is authorized for both NAME_USE and SUBJ_USE according to the Library of Congress. Therefore, both of these fixed field elements should be marked with ‘a’ for appropriate.

Control Subfield for Cross-references

Cross reference (4XX, 5XX) entries can contain a control subfield (|w) that allows additional control over the thesauri. Subfield w contains four coded positions. Unicorn makes special use of positions 0, 1, and 3.

/0 Special relationship

Position 0 can be used to generate Notes in a cross reference display. These Notes describe the relationship between the 1XX and a 4XX or 5XX.

| g | Broader Term Generates Note | Search also under the narrower term |
| h | Narrower Term Generates Note | Search also under the broader term |

/1 Tracing use restriction

Position 1 can be used to restrict further posting of individual cross-references to particular thesauri.

| a | Post to authors thesauri only |
| b | Post to subject thesauri only |
| c | Post to titles thesauri only |
| d | Post to authors and subject thesauri |
| e | Post to authors and titles thesauri |
| f | Post to subject and titles thesauri |
| g | Post to authors, subject, and title thesauri |

/3 Reference display

Position 3 can be used to restrict posting of an individual cross-reference to all thesauri. When Position 3 is coded with a, b, c, or d, the cross-reference does not display in any thesaurus.
## Authority Fixed Field Quick Reference

<table>
<thead>
<tr>
<th>Fixed Fields</th>
<th>Field Definition</th>
<th>MARC 21 position</th>
</tr>
</thead>
<tbody>
<tr>
<td>REC_TYPE</td>
<td>Record Type</td>
<td>Leader 06</td>
</tr>
<tr>
<td>ENC_LVL</td>
<td>Encoding level</td>
<td>Leader 17</td>
</tr>
<tr>
<td>STATUS</td>
<td>Record status</td>
<td>Leader 05</td>
</tr>
<tr>
<td>ENTRD</td>
<td>Date entered on file</td>
<td>008/00-05</td>
</tr>
<tr>
<td>DIR/IND</td>
<td>Direct or indirect geographic subdivision</td>
<td>008/06</td>
</tr>
<tr>
<td>ROMAN</td>
<td>Romanization scheme</td>
<td>008/07</td>
</tr>
<tr>
<td>AUTHTYPE</td>
<td>Kind of record</td>
<td>008/09</td>
</tr>
<tr>
<td>RULES</td>
<td>Descriptive cataloging rules</td>
<td>008/10</td>
</tr>
<tr>
<td>SYS/THES</td>
<td>Subject heading system/thesaurus</td>
<td>008/11</td>
</tr>
<tr>
<td>SER_TYPE</td>
<td>Type of series</td>
<td>008/12</td>
</tr>
<tr>
<td>SER_NUM</td>
<td>Numbered or unnumbered series</td>
<td>008/13</td>
</tr>
<tr>
<td>NAME_USE</td>
<td>Heading use--main or added entry</td>
<td>008/14</td>
</tr>
<tr>
<td>SUBJ_USE</td>
<td>Heading use--subject added entry</td>
<td>008/15</td>
</tr>
<tr>
<td>SER_USE</td>
<td>Heading use--series added entry</td>
<td>008/16</td>
</tr>
<tr>
<td>SUBDIV</td>
<td>Type of subject subdivision</td>
<td>008/17</td>
</tr>
<tr>
<td>GOVT_AGN</td>
<td>Type of government agency</td>
<td>008/28</td>
</tr>
<tr>
<td>REF_EVAL</td>
<td>Reference evaluation</td>
<td>008/29</td>
</tr>
<tr>
<td>UPD_PROC</td>
<td>Record update in process</td>
<td>008/31</td>
</tr>
<tr>
<td>UNIQNAME</td>
<td>Undifferentiated personal name</td>
<td>008/32</td>
</tr>
<tr>
<td>LEVL_EST</td>
<td>Level of establishment</td>
<td>008/33</td>
</tr>
<tr>
<td>MOD_REC</td>
<td>Modified record</td>
<td>008/38</td>
</tr>
<tr>
<td>SOURCE</td>
<td>Cataloging source</td>
<td>008/39</td>
</tr>
</tbody>
</table>
## Appendix F – MARC Entries
### Quick Reference

<table>
<thead>
<tr>
<th>Entry</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>006</td>
<td>Fixed-Length Data Elements—Additional Material Characteristics</td>
</tr>
<tr>
<td>007</td>
<td>Physical Description Fixed Field (Microforms, Motion Pictures, Video Recordings, Projected Graphics, Non-projected Graphics, Sound Recordings, Maps, Globes, Computer Files)</td>
</tr>
<tr>
<td>010</td>
<td>Library of Congress Control Number</td>
</tr>
<tr>
<td>012</td>
<td>Terminal Display</td>
</tr>
<tr>
<td>013</td>
<td>Patent Control Information</td>
</tr>
<tr>
<td>015</td>
<td>National Bibliography Number</td>
</tr>
<tr>
<td>016</td>
<td>National Bibliographic Agency Control Number</td>
</tr>
<tr>
<td>017</td>
<td>Copyright or Legal Deposit Number</td>
</tr>
<tr>
<td>018</td>
<td>Copyright Article-Fee Code</td>
</tr>
<tr>
<td>019</td>
<td>OCLC Control Number Cross-Reference</td>
</tr>
<tr>
<td>020</td>
<td>International Standard Book Number</td>
</tr>
<tr>
<td>022</td>
<td>International Standard Serial Number</td>
</tr>
<tr>
<td>024</td>
<td>Other Standard Identifier</td>
</tr>
<tr>
<td>025</td>
<td>Overseas Acquisition Number</td>
</tr>
<tr>
<td>026</td>
<td>Fingerprint Identifier</td>
</tr>
<tr>
<td>027</td>
<td>Standard Technical Report Number</td>
</tr>
<tr>
<td>028</td>
<td>Publisher Number</td>
</tr>
<tr>
<td>029</td>
<td>Other System Control Number</td>
</tr>
<tr>
<td>030</td>
<td>CODEN Designation</td>
</tr>
<tr>
<td>032</td>
<td>Postal Registration Number</td>
</tr>
<tr>
<td>033</td>
<td>Date/Time and Place of an Event</td>
</tr>
<tr>
<td>034</td>
<td>Coded Cartographic Mathematical Data</td>
</tr>
<tr>
<td>035</td>
<td>System Control Number</td>
</tr>
<tr>
<td>036</td>
<td>Original Study Number for Computer Data Files</td>
</tr>
<tr>
<td>037</td>
<td>Source of Acquisition</td>
</tr>
<tr>
<td>038</td>
<td>Record Content Licensor</td>
</tr>
<tr>
<td>040</td>
<td>Cataloging Source</td>
</tr>
<tr>
<td>041</td>
<td>Language Code</td>
</tr>
<tr>
<td>042</td>
<td>Authentication Code</td>
</tr>
<tr>
<td>043</td>
<td>Geographic Area Code</td>
</tr>
<tr>
<td>044</td>
<td>Country of Publishing/Producing Entity Code</td>
</tr>
<tr>
<td>045</td>
<td>Time Period of Content</td>
</tr>
<tr>
<td>046</td>
<td>Special Coded Dates</td>
</tr>
</tbody>
</table>
047 Form of Musical Composition Code
048 Number of Musical Instruments or Voices Code
049 Local Holdings
050 Library of Congress Call Number
051 Library of Congress Copy, Issue, Offprint Statement
052 Geographic Classification Code
055 Classification Numbers Assigned in Canada
060 National Library of Medicine Call Number
061 National Library of Medicine Copy Statement
066 Character Sets Present
070 National Agricultural Library Call Number
071 National Agricultural Library Copy Statement
072 Subject Category Code
074 GPO Item Number
080 Universal Decimal Classification Number
082 Dewey Decimal Classification Number
084 Other Classification Number
086 Government Document Classification Number
088 Report Number
090 Locally Assigned LC-type Call Number
092 Locally Assigned Dewey Call Number
096 Locally Assigned NLM-type Call Number
098 Other Classification Schemes
099 Local Free-Text Call Number
100 Main Entry—Personal Name
110 Main Entry—Corporate Name
111 Main Entry—Meeting Name
130 Main Entry—Uniform Title
210 Abbreviated Title
222 Key Title
240 Uniform Title
242 Translation of Title by Cataloging Agency
243 Collective Uniform Title
245 Title Statement
246 Varying Form of Title
247 Former Title
250 Edition Statement
254 Musical Presentation Statement
255 Cartographic Mathematical Data
256 Computer File Characteristics
257 Country of Producing Entity for Archival Films
260 Publication, Distribution, Etc. (Imprint)
261 Imprint Statement for Films (Pre-AACR1 Revised)
262 Imprint Statement for Sound Recordings (Pre-AACR2)
263 Projected Publication Date
265 Source for Address
270 Address
300 Physical Description
305 Physical Description for Sound Recordings (Pre-AACR2)
306 Playing Time
307 Hours, etc.
310 Current Publication Frequency
321 Former Publication Frequency
340 Physical Medium
342 Geospatial Reference Data
343 Planar Coordinate Data
351 Organization and Arrangement of Materials
352 Digital Graphic Representation
355 Security Classification Control
357 Originator Dissemination Control
362 Dates of Publication and/or Volume Designation
400 Series Statement/Added Entry—Personal Name
410 Series Statement/Added Entry—Corporate Name
411 Series Statement/Added Entry—Meeting Name
440 Series Statement/Added Entry—Title
490 Series Statement
500 General Note
501 “With” Note
502 Dissertation Note
504 Bibliography, Etc. Note
505 Formatted Contents Note
506 Restrictions on Access Note
507 Scale Note for Graphic Material
508 Creation/Production Credits Note
510 Citation/References Note
511 Participant or Performer Note
513 Type of Report and Period Covered Note
514 Data Quality Note
515 Numbering Peculiarities Note
516 Type of Computer File or Data Note
518 Date/Time and Place of an Event Note
520 Summary, Etc. Note
521 Target Audience Note
522 Geographic Coverage Note
523   Time Period of Content Note
524   Preferred Citation of Described Materials Note
525   Supplement Note
530   Additional Physical Form Available Note
533   Reproduction Note
534   Original Version Note
535   Location of Originals/Duplicates Note
536   Funding Information Note
538   System Details Note
539   Data Elements of Reproduction Note
540   Terms Governing Use and Reproduction Note
541   Immediate Source of Acquisition Note
544   Location of Associated Archival Materials Note
545   Biographical or Historical Data Note
546   Language Note
547   Former Title Complexity Note
550   Issuing Body Note
551   Entity and Attribute Information Note
555   Cumulative Index/Finding Aids Note
556   Information About Documentation Note
561   Ownership and Custodial History Note
562   Copy and Version Identification Note
563   Binding Information Note
565   Case File Characteristics Note
567   Methodology Note
580   Linking Entry Complexity Note
581   Publications About Described Materials Note
583   Action Note
584   Accumulation and Frequency of Use Note
585   Exhibitions Note
586   Awards Note
590   Local Note
599   Differentiable Local Note
600   Subject Added Entry—Personal Name
610   Subject Added Entry—Corporate Name
611   Subject Added Entry—Meeting Name
630   Subject Added Entry—Uniform Title
648   Subject Added Entry—Chronological Term
650   Subject Added Entry—Topical Term
651   Subject Added Entry—Geographic Name
653   Index Term—Uncontrolled
654   Subject Added Entry—Faceted Topical Terms
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>655</td>
<td>Index Term—Genre/Form</td>
</tr>
<tr>
<td>656</td>
<td>Index Term—Occupation</td>
</tr>
<tr>
<td>657</td>
<td>Index Term—Function</td>
</tr>
<tr>
<td>658</td>
<td>Index Term—Curriculum Objective</td>
</tr>
<tr>
<td>690</td>
<td>Local Subject Added Entry—Topical Term</td>
</tr>
<tr>
<td>691</td>
<td>Local Subject Added Entry—Geographic Name</td>
</tr>
<tr>
<td>699</td>
<td>Added Class Number</td>
</tr>
<tr>
<td>700</td>
<td>Added Entry—Personal Name</td>
</tr>
<tr>
<td>710</td>
<td>Added Entry—Corporate Name</td>
</tr>
<tr>
<td>711</td>
<td>Added Entry—Meeting Name</td>
</tr>
<tr>
<td>720</td>
<td>Added Entry—Uncontrolled Name</td>
</tr>
<tr>
<td>730</td>
<td>Added Entry—Uniform Title</td>
</tr>
<tr>
<td>740</td>
<td>Added Entry—Uncontrolled Related/Analytical Title</td>
</tr>
<tr>
<td>752</td>
<td>Added Entry—Hierarchical Place Name</td>
</tr>
<tr>
<td>753</td>
<td>System Details Access to Computer Files</td>
</tr>
<tr>
<td>754</td>
<td>Added Entry—Taxonomic Identification</td>
</tr>
<tr>
<td>760</td>
<td>787 Introduction to Linking Entry Fields</td>
</tr>
<tr>
<td>762</td>
<td>Subseries Entry</td>
</tr>
<tr>
<td>765</td>
<td>Original Language Entry</td>
</tr>
<tr>
<td>767</td>
<td>Translation Entry</td>
</tr>
<tr>
<td>770</td>
<td>Supplement/Special Issue Entry</td>
</tr>
<tr>
<td>772</td>
<td>Supplement Parent Entry</td>
</tr>
<tr>
<td>773</td>
<td>Host Item Entry</td>
</tr>
<tr>
<td>775</td>
<td>Other Edition Entry</td>
</tr>
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<td>776</td>
<td>Additional Physical Form Entry</td>
</tr>
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<td>777</td>
<td>Issued With Entry</td>
</tr>
<tr>
<td>780</td>
<td>Preceding Entry</td>
</tr>
<tr>
<td>785</td>
<td>Succeeding Entry</td>
</tr>
<tr>
<td>786</td>
<td>Data Source Entry</td>
</tr>
<tr>
<td>787</td>
<td>Nonspecific Relationship Entry</td>
</tr>
<tr>
<td>790</td>
<td>Local Added Entry—Personal Name</td>
</tr>
<tr>
<td>791</td>
<td>Local Added Entry—Corporate Name</td>
</tr>
<tr>
<td>792</td>
<td>Local Added Entry—Meeting Name</td>
</tr>
<tr>
<td>793</td>
<td>Local Added Entry—Uniform Title</td>
</tr>
<tr>
<td>800</td>
<td>Series Added Entry—Personal Name</td>
</tr>
<tr>
<td>810</td>
<td>Series Added Entry—Corporate Name</td>
</tr>
<tr>
<td>811</td>
<td>Series Added Entry—Meeting Name</td>
</tr>
<tr>
<td>830</td>
<td>Series Added Entry—Uniform Title</td>
</tr>
<tr>
<td>850</td>
<td>Holding Institution</td>
</tr>
<tr>
<td>852</td>
<td>Location</td>
</tr>
<tr>
<td>856</td>
<td>Electronic Location and Access</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>-------------------------------------------------</td>
</tr>
<tr>
<td>871</td>
<td>Variant Form of Entry</td>
</tr>
<tr>
<td>880</td>
<td>Alternate Graphic Representation</td>
</tr>
<tr>
<td>886</td>
<td>Foreign MARC Information Field</td>
</tr>
<tr>
<td>887</td>
<td>Non-MARC Information Field</td>
</tr>
<tr>
<td>910</td>
<td>User-Option Data</td>
</tr>
<tr>
<td>936</td>
<td>Dates or Volume Designations of Last Issue Consulted</td>
</tr>
<tr>
<td>938</td>
<td>Vendor Specific Ordering Data</td>
</tr>
<tr>
<td>945-949</td>
<td>Local Processing Information</td>
</tr>
<tr>
<td>956</td>
<td>Local Electronic Location and Access</td>
</tr>
<tr>
<td>987</td>
<td>Local Romanization/Conversion History</td>
</tr>
</tbody>
</table>
Appendix G – Label Designer

Overview

The Label Designer wizard creates book and spine labels. You can create multiple label templates that include text elements, as well as elements from bibliographic, call number, and item records. When configuring book and spine labels you can customize splitting call numbers onto separate lines. You can also print labels, as well as preview labels before printing.

Once your label templates are created, you can select one as your system default for all labels. The customized templates you create are stored in the Config\LabelDesigner directory. Be sure to create a backup of this directory once you have created your templates.

Creating Label Templates

The Label Designer is used to create label templates that contain the fields you want to appear on your spine and book labels.

Before you can print labels, you must create a label template that determines what information you want to print on the label. You can create more than one label template and use different templates for different types of material.
To create a label template

1. On the Cataloging module toolbar, click the Common Tasks toolbar, and then click the Label Designer wizard. If a Set Properties window appears, click OK to accept the defaults.

2. Click Add to create a new template.

3. Type a Name for the template, and click OK.

4. Select the new template from the list, and click Modify.

5. In Label Set Preview, select the label to which to add information. By default, the spine label is selected.

6. Under Label, select the line to which you want to add an element. By default, the Label Designer creates one line with an empty element (<> ) when you add a new template.
Each line appears with one of the following indicators:

- Appears for lines that definitely display on your printed label as determined by calculation of the label size, margins, and the font size.
- Indicates a line might not appear in your printed label.
- Indicates a line will not appear.

Click Add line to add additional lines to your label.

To delete a line, select the line you want to delete, and then click **Delete line**.

7. In the **Elements** box, select the empty element (< >).

Click **Add element** to include additional elements.

To delete an element, select the element you want to delete, and then click **Delete element**.

8. In the **Maximum number of lines** box, type the maximum number of lines on the label this line of information may require.

9. Select a **Type** of label element from the list. You can add the following types of label elements:

   - **Text**: Use text elements to add punctuation or other information to the label.
   - **Bibliographic Entries**: Use information from a MARC Field/Subfield.
   - **Call/Copy**: Use fields from the Call Number or Item record.
   - **Holdings**: Use information from a MARC Holdings record.

   **NOTE** For more information on configuring each **Type** of label element, see the WorkFlows Online Help.

10. Select a **Value** from the list. The values are MARC Field/Subfield or a predefined field. The predefined fields that display change depending on the **Type** of label element you select.
11. Repeat steps 5 – 10 to add as many values to your labels as you want. You can click or to reorder lines on the label. Click or to reorder elements in a line.

12. In the Label Set Preview area, click the book label. Repeat the above steps to add information to your label.

13. Click OK to save your template.

NOTE When editing label templates, keep in mind that you cannot remove: the last element of a line except by removing the line, the last line of a label except by removing the label, or the last label of a template except by removing the template.

Splitting Call Numbers

The Label Designer can split a call number to display on more than one line.

To split a call number

1. On the Cataloging module toolbar, click the Common Tasks toolbar, and then click the Label Designer wizard. If a Set Properties window appears, click OK to accept the defaults.

2. Select a Label Template from the list, and click Modify.

3. Under Label Set Preview, select the label to contain the call number.

4. In the Label box on the left side of the window, select an existing line, or click Add Line.

5. In the Elements box, select an existing line, or click Add Element to add an empty element (< >).

6. Under Configure element, in the Type box, select Call/Copy from the list.

7. In the Value box, select Call Number from the list.

8. Click Configure. The following window appears:
9. Based on the classification scheme used, select the appropriate check boxes for where the call number should split. Type an example **Call number** to test the choices and view a **Result**.

10. Click **OK** when finished.

11. Type a **Maximum number of lines** to the number of lines needed for the split call number.

12. Click **OK** to save the Label Template.
Configuring the Label

The Label tab configures the positions, dimensions, text margins, and fonts for the selected label.

To configure the label

1. On the Cataloging module toolbar, click the Common Tasks toolbar, and then click the Label Designer wizard. If a Set Properties window appears, click OK to accept the defaults.

2. Select a Label Template from the list, and click Modify.

3. Under Label Set Preview, select the label to configure.

4. On the Label tab, change the values in the Positions, Dimensions, and Text Margins boxes, as necessary.

5. If you want to change the default font type and size for the selected label, click Font. The Font window appears. Change the Font, Font style, and Size for the selected label.

   The selected font is used for both viewing and printing labels in Print Preview Labels.

6. Click OK when finished.
Configuring the Label Page

The Page tab configures the top and left margins of a selected label on the page, selects the units of measurement to apply to label values, and selects the paper size.

To configure the label page

1. On the Cataloging module toolbar, click the Common Tasks toolbar, and then click the Label Designer wizard. If a Set Properties window appears, click OK to accept the defaults.
2. Select a Label Template from the list, and click Modify.
3. Under Label Set Preview, select the label to configure.
4. Click the Page tab.
5. Type the value for the top and left Margins on the page. For example, you can set the value for the margin from the top of the page to the label and from the left of the page to the label.
6. Select the appropriate type of Paper from the list.
7. Select the appropriate Measurement units from the list: centimeters or inches.
8. Click OK when finished.
Configuring the Label Set

The Label Set tab configures the width and height of the label set, select the number of labels that appear on one page, and select the number of copies of the label set to print for one item.

To configure the label set

1. On the Cataloging module toolbar, click the Common Tasks toolbar, and then click the Label Designer wizard. If a Set Properties window appears, click OK to accept the defaults.

2. Select a Label Template from the list, and click Modify.

3. Click the Label Set tab.

4. Type the Dimensions. If you set the value for the width and height to 11.00 cm, for example, you will see the label set area increase.

5. Type the Number of label sets across and down that display on one page.

6. Type the number Label Sets per item.

7. Click OK when finished.

NOTE For more information on setting up label stock and configuring your printer to print labels, refer to the WorkFlows Online Help.
Setting a Default Label Template

You will need a default template to use the Print Labels or Print Preview Labels helpers. The first template created automatically becomes the Default Template. When using multiple templates, you may need to change the Default Template depending on the type of labels you are printing.

To change the default template

1. On the Cataloging module toolbar, click the Common Tasks toolbar, and then click the Label Designer wizard. If a Set Properties window appears, click OK to accept the defaults. The following window appears:

![Label Templates window]

2. Select the Template to set as the default, and click Default.

3. Click Close.
Index

9
948 entry for copy processing .................207
948 entry for date stamping .....................207

A
Add Authority wizard..............................131
Add Items wizard ......................................54
Add Title wizard........................................22
Authority control
  database..................................................129
  indexes ....................................................129
  overview..................................................129
  Thesauri..................................................130
Authority control from the Bibliographic
  record....................................................146
Authority control reference guide
  case-insensitive checking ..........................228
  case-sensitive checking .............................228
  configuration options ..............................227
Authority fixed field quick reference ....235
Authority fixed fields ..............................233
Authority record entries
  about......................................................229
  control subfield for cross-references ..........234
  established heading ................................229
  see also from headings .............................231
  see from headings ..................................229

B
Bibliographic record
  authority control.......................................146
Bound-With wizard ...................................64
  restrictions.............................................64
Browse authority gadget..........................150

C
Catalog record structure .........................3
Catalog records
  create..................................................5
Cataloging Review wizard ......................84, 166

D
Delete Authority wizard ..........................145
Delete Title, Call Numbers or Items wizard
  ............................................................141
Diacritics...............................................41
Display Authority wizard .......................139
Duplicate Authority wizard .....................142
Duplicate Title wizard .............................38

E
Edit Items wizard......................................58

F
FAQs
  loading variation ..................................210

G
Global Item Modification wizard ...............60

I
Item Maintenance wizard group .................53
Items
  add.......................................................54
  edit......................................................58
  modify globally .....................................60

L
Label Designer wizard.............................243
Load bibliographic records report ...........105
Load bibliographic records system messages
  ..........................................................214
Loading records using reports ................101
Loading variation
  FAQs.......................................................210

M
MARC entries quick reference ..................237
MARC holdings records
  about ..................................................116
  modifying ..............................................119
  overview ...............................................116
  removing ...............................................121
MARC Import ...........................................102, 218
Modify Authority wizard..........................144
Modify Title wizard ..................................34

Print spine labels report .........................127

Record Editor ...........................................15
Records
  import using MARC Import .........................102, 218
Reload bibliographic records report ..........170
Remove DELETE Records Report .................176
Reports
  Load bibliographic records ......................105
  loading records .....................................101
  Remove DELETE Records..............................176
Review bibliographic records report .........162
Review file
  deleting records ...................................176
Review records
  loading records into the catalog .............170

Search and display for catalogers ............4
SmartPort
  capturing and loading authority records ...182
  capturing and loading bib records ...........95
  configuration ........................................86, 180
  emailing records ....................................195
  replacing authority records ....................186
  replacing bibliographic records ...............97
  saving records .......................................189
  searching ..............................................93
Spine and pocket labels .........................125
Spine and pocket labels using reports .......127
Spine label helper ..................................125

Title control matching rule

flowchart ..............................................206
Toolbar
  Authority Maintenance ............................ 9
  Item Maintenance .....................................8
  Special Cataloging Functions ....................10
  Title Maintenance ....................................8
Transfer Titles, Call Numbers or Items
  wizard ..................................................70

Updating information links for transferred
  items and modified call number libraries ....82

Validate Headings helper .........................146

Wizard
  properties ...........................................11
Wizards
  Add Authority .........................................131
  Add Items .............................................54
  Add Title .............................................22
  Bound-With ..........................................64
  Cataloging Review ................................84, 166
  Delete Authority ...................................145
  Delete Title, Call Numbers or Items ............41
  Display Authority ....................................139
  Duplicate Authority ................................142
  Duplicate Title ......................................38
  Edit Items ...........................................58
  Global Item Modification .........................60
  Item Maintenance .....................................53
  Label Designer .......................................243
  Modify Authority ....................................144
  Modify Title .........................................34
  Transfer Titles, Call Numbers or Items ......70

Z39.50 records
  capturing records using SmartPort .........95, 182
  replacing records using SmartPort ..........97, 186
Z39.50 server
  connecting ..........................................91