

ADVANCE

Cataloguing User's Guide

(Release 6.82)

September 2000

NOTE: To navigate in this manual, you can click on:

- *table of contents headings*
- *index entry page numbers*
 - *blue cross-references*
- *Acrobat bookmark list headings, at the left.*

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Software Described ADVANCE Library System
Release 6.82 (September 2000)

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Introduction

Purpose	<p>The centre of the ADVANCE System is cataloguing, which allows library holdings to be described in an online database that consists of bibliographic, authority, and holdings records. You can define the structure and content of records for the materials in your library.</p> <p>The <i>Cataloguing User's Guide</i> explains to you how to add, delete, and update the bibliographic, authority, and holdings records in your database.</p>
Contents	<p>Chapter 2 provides a brief overview of the Cataloguing Module, and a discussion of special features and common commands. It should be read prior to using Chapter 3 or 4. A function/menu map is also included.</p> <p>Chapter 3 discusses the process of bibliographic cataloguing, and describes how to enter original (new) bibliographic records, copy, or modify existing records, and maintain authority control by searching the authorities database directly from bibliographic cataloguing. Original bibliographic records may be filed directly into the database or into workfiles for review before being filed into the database. Also included is a section on editing records in non-MARC mode which may be used in the Community Information Module.</p> <p>Chapter 4 discusses authority cataloguing and describes the steps in entering original (new) authority records, and modifying existing records.</p> <p>Appendix A: Using ADVANCE - an overview of how to use the system.</p> <p>Appendix B: Edit Functions - the edit functions presented in table format.</p> <p>Appendix C: Diacritics - describes how to use mnemonics to input information when non-diacritics terminals are used.</p>

Appendix D: Glossary - definition of terms as used by ADVANCE

Screen Index

General Index

Other Documentation

Consult other guides for related information:

- the *Cataloguing Management Guide* describes how to set up and customize the Cataloguing Module, how to use the background processing jobs, reports, and loaders, and so on.
- the *Utilities Management Guide* describes general ADVANCE setup and management: port definitions, access control, the Report Writer, and so on.

Typographical Conventions

Two special text styles are used in this guide:

1. The function identifiers, text that you can enter, and screen messages are in a monospace font style. Examples: “BSR”, “Y”, “Enter search string for record to merge”.
2. The names of screen fields and options, and cross-references to section or manual titles, are in italics. Examples: “*Local Control Number*”, “*Exit*”, “see Chapter 3, *Bibliographic Cataloguing*”.

Generic Examples

Because the system can be tailored by the library’s system managers to meet local needs, the screens and options shown in this document may not match exactly the ones at your library.

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Overview

ADVANCE Integrated Library system is a functionally rich library automation solution designed to be easily tailored to meet the needs of a wide range of libraries.

ADVANCE provides an easy and convenient means to create, update, or delete bibliographic and authority records. The MARC cataloguing and authority control modules use tables to define every valid field, indicator and subfield within each format. The system administrator maintains these tables.

The system allows libraries to set up online workforms or input templates. These prompt cataloguers for input, and can require that certain fields must be present to file records. An unlimited number of workforms may be locally defined and maintained.

Three Record Formats

Bibliographic, authority, and holdings records are stored in separate but linked databases.

Bibliographic Records

Bibliographic records are stored in the MARC bibliographic database. ADVANCE supports the creation of cataloguing records for all defined MARC formats and all MARC material types.

Authority Records

Authority records, *See* and *See Also* references, and blind authorities, are stored in the MARC authorities database. In the course of bibliographic cataloguing, the authorities database may be searched and authorities linked to the bibliographic record.

Holdings Records

The bibliographic record may be linked to one or many holdings records containing the data specific to the various physical pieces of the bibliographic item - such as location, shelfmark/call number, barcode). This means that if two copies of a publication in three physical volumes are held, a holdings record can be entered for each volume and each copy, giving a total of six holdings records.

Record Linking

These three types of records (authority, bibliographic and holdings) are stored in three different files, and linked as shown below.

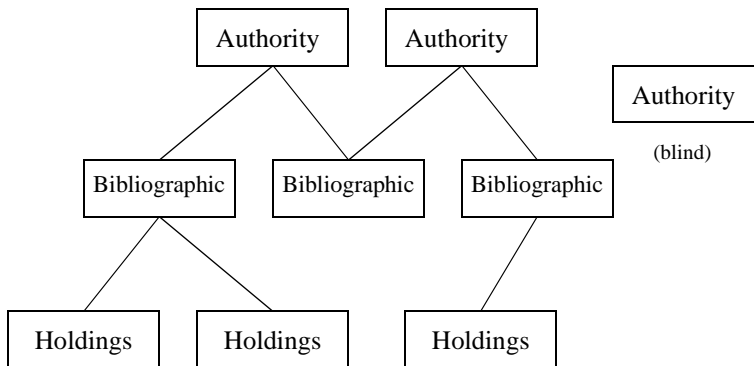


FIGURE 2.1 ADVANCE Record Linking

NOTE: A bibliographic record may be linked to multiple authority records. You may retain *blind* authorities in your database, i.e. authorities which are not yet linked to a bibliographic record. However, a holdings record must be linked to a bibliographic record - usually a single bibliographic record. ADVANCE allows linking of multiple bibliographic records to a single piece through its **bound with** option.

All authority-controlled fields of a bibliographic record may be indexed, in addition to fields not subject to authority control. Therefore, the data input in these fields can be used in locating the bibliographic record.

Authority records contain the tracings from related established headings (see also from tracings), and from rejected or variant forms of the heading (see from tracings). These display as *see* and *see also* references in the online catalogue.

The established, related, and rejected or variant forms are entered in the authority record as follows:

- the established headings forms in the 2XX (UNIMARC block) or in the 1XX (USMARC) block
- the rejected, or variant forms (reference *See* in the 4XX (UNIMARC and USMARC) block
- the related forms (reference *See also*) in the 5XX (UNIMARC and USMARC block)

Authority Record Linking

Authority records can be created as part of the process of creating a bibliographic record (ADVANCE BMC function).

If no authority records are located via an authorities search, the system will use data entered into an authority-controlled field to create an authority record when the bibliographic record is filed into the database. An authority record created by filing a bibliographic record will contain no see or see also tracings. The tracings from related headings or rejected (variant) forms of the heading can be added to the newly created authority from the authority cataloguing module.

The option to create new authorities or edit previously existing authorities while in the process of editing a bibliographic record is also available. The new or modified authority record can then be linked explicitly prior to filing the bibliographic record.

Deleting Linked Records

Certain records can only be deleted after the records or headings linked to it have been deleted. It is, therefore, impossible to delete an authority record without first deleting the bibliographic record(s) linked to it; neither is it possible to delete a bibliographic record without first deleting the items that are linked to it.

Cataloguing Work Flow

Records are created, edited and deleted under the following functions:

- BMC (Bibliographic MARC Cataloguing)
 - a. Bibliographic, authority, and holdings records
 - b. bibliographic records may be filed into or deleted from the main database and/or the bibliographic cataloguing workfiles
- AMC (Authority MARC Cataloguing)
 - a. authority records only
 - b. authority records may be filed into or deleted from the main database and/or the authority cataloguing workfiles
- CEHI (Edit Holdings Information)
 - a. creating, editing, and deleting Holdings records only

Alternatively, they may be imported from a database external to the library. See the *Cataloguing Management Guide* to find out more about importing procedures.

Validity Checking

ADVANCE setup functions allow the Library to define validity checks for each tag, indicator and subfield specific to each MARC format (e.g. printed monographs, audio recording) used by the Library. Each format can be defined with validation checks on mandatory fields and subfields, repeatable fields, and subfields, and indicator settings.

For fixed fields, the positions, labels, required/optional fields, and valid data may be specified.

The checks are invoked during cataloguing. Fields and subfields not defined for the format are not permitted to be filed into the database. Complete record validation prior to filing the record can be invoked using the Reformat option, and appropriate modifications made. Errors encountered are immediately displayed to the user. A record containing errors may not be filed into the database, but can be filed into the Cataloguing Workfiles for later retrieval, modification, and indexing (i.e. filing into the database).

Cataloguing Workforms

In addition to providing for library specified validity and edit checking, the Library is able to define workforms - input templates- for the cataloguing of both authority and bibliographic records.

Workforms may be defined for each MARC format and material type within the format. Each workform - or input screen - can contain all of the fixed and variable fields, indicator settings, and subfields used in the cataloguing of the specific type of material. For instance, the recorded music format can have an input screen specifically defined for CD's, another for vinyl disc, and another for simplified cataloguing of music materials. Each workform may also contain default data common to all material catalogued with the workform.

Cataloguers can change workforms as desired during the cataloguing process, or add and delete and move tags as necessary. Validity checks are applied as defined for the format of the workform.

Workfiles

A record can be filed directly into the main database at the time of its creation. It is immediately accessible by the OPAC. It can also be stored temporarily in a workfile, inaccessible to the OPAC, but available to authorized Library Staff.

There are separate work files for bibliographic and authority records.

Certain users can be permitted to file their records to a workfile only. Later, authorized users can call up these records, edit them as required, and file them into the catalogue.

To find out more about workfiles, please see the *Cataloguing Management Manual*.

Cataloguing Commands

When a bibliographic record or authority record is retrieved or created, available commands are displayed across the bottom of the screen - this is known as the option line. Not all options are available when a new record is being created. Many options are common to both authority and bibliographic cataloguing. The available options are described below. Their use is described in greater detail in Chapters 3 and 4.

Filing/Deleting bibliographic and authority records in ADVANCE.

File Option: To file or delete a MARC record, you must first have retrieved the MARC record. Use the `File` command to initiate a file (indexing) or delete (deindexing) function. Upon use of the file option, you are prompted for a status code. It is this status code that tells ADVANCE whether to execute a file or delete it. The status codes are defined in Bibliographic and Authority cataloguing setup. There are eight system defined status codes determining the result:

- | | |
|-----|--|
| 1 | Index into workfile. |
| 2 | De-index from workfile. |
| 3 | Index into main database. |
| 4 | De-index from main database. |
| | NOTE: deleted records are placed by the system into a Deleted Records Workfile. |
| 13 | File into Workfile and Main Database. |
| | NOTE: this option creates two copies of the record, at some point one record, usually the workfile, must be deleted. |
| 23 | Delete from Workfile and index into Main Database. |
| 24 | Delete from Workfile and Main Database. |
| 173 | Index into Workfile, strip unwanted tags from MARC record and index the stripped record into the Main Database. |

After you have specified a status, the system will perform certain checks and prompt for confirmation.

The other commands are as follows:

?help	Provides access to a Library-defined help screen
# tag	Entering a tag number on this option places the cursor in the record on the specified tag.
Copy Cataloguing	This command copies the retrieved record and assigns it a new LCN (Local Control Number) when the record is filed. This option is not available when creating new records.
Overlay Workform	This option is available in both authority and bibliographic cataloguing. The system prompts the user for the type of overlay and the workform name to be used.
Item Update	This option is only available for retrieved bibliographic records. It displays a list of holdings records and provides the ability to display, update, or add holdings records to the bibliographic record.
Link	Link is available in bibliographic cataloguing only. It is used for linking component and header (host) records in analytic cataloguing. The system prompts for the record to link.
Unlink	Unlink is available in bibliographic cataloguing only. It is used for unlinking components and host records. The system prompts for the record to unlink.
Reformat	This option performs validity checking on the record and displays any errors encountered. It is recommended to be used prior to the file command to facilitate the workflow.
Restore	Restore the record exactly as it was at retrieval (losing any changes that were made before the restore command was used.)
Replace	This system prompts for a record to replace. Optionally, you may move holdings from one bibliographic record to another.
Merge	This option prompts for the record to merge and merges tags from both records. It incorporates record replacement and holdings movement

	options when used in Bibliographic Cataloguing. This option is not available when creating new bibliographic or authority records.
Labelled Display	This option replaces tag numbers with abbreviated mnemonics as defined by setup for each tag.
Print	This prints the MARC record to a system or terminal printer.
Backward	Displays the previous screen in a multi-screen record.
Forward	Displays the next screen in a multi-screen record.
Exit	This option loses all data entered after the command to create a new record was entered, or an existing record was retrieved. However, item records created or modified using the Item Update option, or analytic record linked or unlinked will not be affected by exiting from the bibliographic record.
Leader	Used to display/edit the leader information in Bibliographic and Authority Cataloguing.

Cataloguing Commands in Non-MARC Mode

# line	Enter a line number to place the cursor in the record on the line specified.
Toggle mode	Toggles the record display between the non-MARC descriptions (defined for each tag) and the numeric MARC tags. This option appears only when you are editing records in a database defined for non-MARC cataloguing.

Text Editing and Tag/Subfield Manipulation

ADVANCE provides special functions for:

- adding, deleting, moving, and copying tags and subfields
- modifying the data contained within the variable fields in both authority and bibliographic records, for both line edit and window edit modes.

A table listing all of the functions is provide in Appendix B of this manual. It is applicable to both Authorities and Bibliographic Cataloguing. The tables are referenced in the appropriate sections of both Chapter 3 and 4.

Menu Structure

The menus and functions you may encounter in using the Cataloguing Module are listed in this section. The user-availability, location, and titles of these items might have been modified by the library.

- Items in *italics* are covered in the *Cataloguing Management Guide*, except for the Holdings Setup Menu (CHSM) which is covered in the *Circulation Management Guide*.
- Non-italic items are covered in the *Cataloguing User's Guide*.
- Items in **bold** are menus.

MM ADVANCE Master Menu

CAT Cataloguing Main Menu

CSM *Cataloguing Set-Up Menu*

CSMC *MARC Codes Menu*

- MFC* *MARC Format Codes*
- MMC* *MARC Material Codes*
- MTC* *MARC Transaction Codes*
- CSMDC* *Tag/Subfield Deletion Codes*

CSGC *General Codes Menu*

- CSCC* *Country Codes*
- CSLC* *Language Codes*

CSRC *Related Codes Menu*

- DCF* *Define Conversion on the Fly Screens*
- CDC* *Call # Duplicate-Exclusion Class Range*

CSAL *Action Logging*

CSSA *Stopword and Article List Menu*

- DSTOP* *Stopword Display*
- DART* *Leading Article Display*

CSOP *Enhanced Options*

BCM *Bibliographic Cataloguing Menu*

BSM *Set-Up Menu*

- BTSD* *Tag & Subfield Descriptions*
- BTSE* *Tag & Subfield Edit Checks*
- BCW* *Cataloguing Workforms*
- BSC* *Status Codes*
- BWBD* *Workfile Browse Delimiter*

	<i>BDBD Deleted Records Workfile Browse Delimiter</i>
	<i>BEBD Indexing Errors Workfile Browse Delimiter</i>
	<i>BHBD History Records Workfile Browse Delimiter</i>
	<i>BDAD Discarded ACQ Workfile Browse Delimiter</i>
BCWS	Cataloguer's Work Screen
BSR	Search Online Catalogue
BMC	MARC Cataloguing
BWC	Work File Cataloguing
BAWM	Additional Work Files Menu
	<i>BWDR Deleted Records</i>
	<i>BWIE Indexing Errors</i>
	<i>BWHR History Records</i>
	<i>BWDF Discarded Acquisitions Records</i>
ACM	Authority Cataloguing Menu
ASM	Set-Up Menu
	<i>ATSD Tag & Subfield Descriptions</i>
	<i>ATSE Tag & Subfield Edit Checks</i>
	<i>ACW Cataloguing Workforms</i>
	<i>ASC Status Codes</i>
	<i>AWBD Workfile Browse Delimiter</i>
	<i>ADBBD Deleted Records Workfile Browse Delimiter</i>
	<i>AEBD Indexing Errors Workfile Browse Delimiter</i>
	<i>AHBD History Records Workfile Browse Delimiter</i>
ACWS	Cataloguer's Work Screen
ASR	Search Online Catalogue
AMC	MARC Cataloguing
AWC	Workfile Cataloguing
AAWM	Additional Work Files Menu
	<i>AWDR Deleted Records</i>
	<i>AWIE Indexing Errors</i>
	<i>AWHR History Records</i>
CHM	Cataloguing Holdings Menu
CHSM	Holding Setup Menu
	<i>CHIC Institution Codes</i>
	<i>CHSC Sublocation/Building Codes</i>
	<i>CHCC Collection Codes</i>
	<i>CHPC Call# Prefix Codes</i>
	<i>CHNC Class Number Codes</i>
	<i>CDPT Default Price Tag</i>
	<i>HDD Holdings Display Definition</i>
	<i>PUBP Publication Pattern Type</i>
	<i>FREQ Frequency Codes</i>

CHRN *Chronology Codes*
 CHKT *Checkin Type*
 PHYS *Physical Format*
 CLMSG *Claim Message Codes*
 CLMCD *Claim Cycle Codes*
 SHPTO *Shipto Codes*
 NUMB *Numbering Codes*
 PREG *Publication Regularity*
 PREGL *Publication Regularity Labels*

CHMP *Materials Processing Codes Menu*

CHCSL *Call Number Spine Label*
 CEHI *Edit Holdings Information*
 CEHD *Holdings Default Definition*
 FLSC *Flag Shelf Cards (not fully implemented)*
 PRSC *Print Shelf Cards (not fully implemented)*
 SCPC *Shelf Card Print Control (not fully implemented)*

CRM *Cataloguing Reporting Menu*

CCR *System Reports*
Cataloguing Authority
Cataloguing Authority Statistics
Cataloguing Bibliographic
Cataloguing Bibliographic Statistics
OCLC Microenhancer Exception Reports
 RW *Report Writer*
 CRGC *Report Group Codes*
 RPC *Report Prompt Codes*

CUTI *Cataloguing Utilities Menu*

GBLCNG *Global Change Utility*

CICM *Community Information Cataloguing Menu*

CCM *CIM Cataloguing Menu*
CCSM *CIM Cataloguing Set-Up Menu*
 CTSD *CIM Tag & Subfield Descriptions*
 CTSE *CIM Tag & Subfield Edit Checks*
 CCW *CIM Cataloguing Workforms*
 CWBD *CIM Workfile Browse Delimiter*
 CDBD *CIM Deleted Records Workfile Browse Delimiter*
 CEBD *CIM Indexing Errors Workfile Browse Delimiter*
 CHBD *CIM History Records Workfile Browse Delimiter*
 CCWS *CIM Cataloguer's Work Screen*

CCMC CIM MARC Cataloguing
CWC CIM Work File Cataloguing
CAWM CIM Additional Work Files Menu
CWDR CIM Deleted Records
CWIE CIM Indexing Errors
CWHR CIM History Records

CACM CIM Authority Cataloguing Menu

CASM CIM Set-Up Menu

CATSD CIM Tag & Subfield Descriptions

CATSE CIM Tag & Subfield Edit Checks

CACW CIM Cataloguing Workforms

CAWBD CIM Workfile Browse Delimiter

CADBD CIM Deleted Records Workfile Browse Delimiter

CAEBD CIM Indexing Errors Workfile Browse Delimiter

CAHBD CIM History Records Workfile Browse Delimiter

CACWS CIM Cataloguer's Work Screen

CACMC CIM MARC Cataloguing

CAWC CIM Workfile Cataloguing

CAAWM CIM Additional Work Files Menu

CAWDR CIM Deleted Records

CAWIE CIM Indexing Errors

CAWHR CIM History Records

CGBLCNG CIM Global Change Utility

Utilities Menu

MM	ADVANCE Master Menu
	UTIL <i>Utility Menu</i>
	UTLM <i>Import/Export Menu</i>
	UBIM <i>Bibliographic Importing Menu</i>
	UBII <i>Import Standard MARC</i>
	UBIX <i>Index MARC Records</i>
	UBIS <i>Stop MARC Indexing</i>
	RF173 <i>Index Report Log</i>
	UAIM <i>Authority Importing Menu</i>
	UAI1 <i>Import Standard MARC</i>
	UAIX <i>Index MARC Records</i>
	UAIS <i>Stop MARC Indexing</i>
	RF172 <i>Index Report Log</i>
	UAEM <i>MARC Exporting Menu</i>
	UAES <i>Exporting Selection Codes</i>
	UABE <i>Authority & Bibliographic Exporting</i>
	UPIM <i>Patron Importing Menu</i>
	UPIR <i>Import Patron Records</i>
	UIPR <i>Index Patron Records</i>

3

Bibliographic Cataloguing

To work with the cataloguing module, you should be familiar with the contents of *Chapter 2* of this manual.

You can perform the following functions on bibliographic records:

- Editing
- Copying
- Deleting
- Linking to components/hosts
- Merging and replacing
- Creating original records
- Filing

Work Sessions

You can work on records from:

- the database
- workfiles

Or, you can create new records.

Working from Existing Records

The steps involved are:

1. Search for, locate and retrieve record the record to be edited.
2. Edit the record.
3. File the record into the database or workfile.

*Creating
New Records*

Alternatively, you may create an original record

1. Call up the new record screen or workform using the command N.
2. Enter the data.
3. File the record into the database or workfile.

Retrieving Records from the Database

From the BIBLIOGRAPHIC CATALOGUING MENU, you can retrieve a record by selecting:

- BSR (Search Online Catalogue)
Locate a record using the OPAC search screen.
- BMC (Bibliographic MARC Cataloguing)
Locate records by:
 - Any search method offered in BSR
 - Local Control Number [LCN]
 - LST (last bibliographic record accessed)

Using BSR to Retrieve Records

You may search the online catalogue from within bibliographic cataloguing:

1. Enter a search request.
2. A browse list or word search results screen appears. If an exact match is made, a brief or full display screen appears.
3. Select an item number from the browse list.
4. A Brief or Full Display screen appears.
5. Select *Retrieve*.
6. A message appears:
`Loading LCN: 10029687`
7. You are ready to modify the record.

Using BMC to Retrieve Records

From the BIBLIOGRAPHIC MARC CATALOGUING screen, you can retrieve a record using a browse, keyword, direct key search term, or by using the LST command (retrieves the last record accessed). If the Local Control Number (LCN) is known you can retrieve a record by entering the eight digit number.

Example To retrieve the record with the LCN number of 10029687:

1. Enter that number at the prompt.
2. The system displays the message: Record 10029687 Loading.
3. The record is displayed.
4. You can now modify the record.

Using the Last Command

Use the LST command to access the last bibliographic record you created or retrieved. The last bibliographic record is set:

- when a bibliographic record is retrieved or created in Bibliographic MARC Cataloguing (BMC), or
- retrieved in Edit Holdings (CEH), or Edit Holdings Information (CEHI).

In Bibliographic MARC Cataloguing (BMC), the system displays the message Last (Main Database) LCN: 99999999 when the last bibliographic record has been set.

Record Location

If a bibliographic record resides in more than one place (e.g., a copy of the record exists in a workfile and in the database) or if the record is currently being edited by another cataloguer, the system displays the MARC RECORD LOCATION AND AVAILABILITY SCREEN.

```
MARC RECORD LOCATION AND AVAILABILITY SCREEN

Local Control Number : 10026953
Availability Message : Database with Workfile Record(s)
                    Record locked at a previous level

Location
Code      LCN      Wkf. ID   Last Updated   Database Date
-----
1. DBS    10026953                02/12/96 13:22:27
2. B      10000835   OCLC      02/12/96 12:27:26   02/13/90 12:02:54

Options:
Exit   Copy cataloguing   ? help
```

This screen identifies the following:

- | | |
|-----------------------------|--|
| <i>Local Control Number</i> | The record number by a database LCN. |
| <i>Availability Message</i> | <p>This tells you where the record is located and whether it is available for editing. Among the messages displayed are:</p> <ul style="list-style-type: none"> • Database with Workfile Record(s)
Copies of the record exist in a workfile and in the database. • No lock, record can be edited
There is no lock on the record. It can be retrieved and edited, using the <i># line</i> option. • Locked by another user [User/Port] username/port
Another cataloguer is editing the record. The person editing the record is identified by their user ID and port number. The <i># line</i> option is not available, so you cannot edit the record. • Record locked at a previous level
You are attempting to re-edit a record you already have locked. For example, when you retrieve an authority record in Authority MARC Cataloguing (AMC) you lock the record. If you choose the <i>Display works</i> option to view the bibliographic records linked to this authority and retrieve one of them, and then use the hot key to search for the original authority, the edit authority option will be available. If you choose it, the MARC RECORD LOCATION AND AVAILABILITY SCREEN appears and displays the message: Record locked at a previous level. The <i># line</i> option is not available, so you cannot edit the record. • Aborted lock [User/Port] username/port
A previous editing session was terminated abnormally. This could be due to a system failure, or a user breaking their connection to the host machine. The user who last had the record locked and the port they were working on are displayed in the message. The system recognizes that the lock is left over from a previous session. You will be allowed to choose this line number, clear the existing lock, and lock the record for editing. |

<i>Location Code</i>	Indicates the record's location: <ul style="list-style-type: none">• DBS for database,• B for cataloguing workfile
<i>LCN</i>	Local control numbers for: <ul style="list-style-type: none">• The database• The workfile
<i>Wkf. ID</i>	Displays the ADVANCE user identification code of the person who filed the record.
<i>Last Updated</i>	Indicates the date that the database or workfile record was last modified and filed.
<i>Database Date</i>	The date the database record was last filed. Appears only for the workfile record.

Selecting or Copying

From the MARC RECORD LOCATION AND AVAILABILITY SCREEN, you can edit a database or workfile record by choosing the appropriate line number.

- If you select the database record, and a workfile record with a more recent filing date/time exists, the system displays the message:

```
Warning : Record exists in the workfile Continue (Y/N) :"
```

- If you choose a workfile record, and the database record has a more recent filing date/time, the system displays the message:

```
Warning : Database record has been modified Continue (Y/N) :
```

In either case, answer Y to retrieve the selected version of the record, or N to redisplay the option line.

Note: if your workfile browse delimiter is not set to allow you to edit the workfile record chosen, the system displays the message:

```
You are not authorized to update this user's workfile records. Press <ENTER> to continue
```

If the record is locked, the *# line* option will not be available. However, you can use the *Copy Catalogue* option in order to view the content of

the database record. This creates a new record when you *File*. Select *Exit* if you do not wish to create a new record.

Return to Search

If you use a search command to retrieve a MARC record for editing, and then exit or file the record, you will be returned to your original search listing and you can choose another record to edit. The return to search feature is available when you use Search Online Catalogue (BSR) to search for and retrieve a record, or when you enter a search command in Bibliographic MARC Cataloguing (BMC).

Work File Cataloguing (BWC)

Purpose New records created from BMC (Bibliographic MARC Cataloguing), as well as records edited in BMC/BWC can be filed into the workfile for later retrieval and modification. Catalogue in workfiles if records must be verified before indexing them into the main database or if the record is incomplete. Workfile access is dependent upon:

- the system access tables,
- the workfile browse delimiters
- the browse ID you specify when you file a record into the workfile.

Access To retrieve a workfile record:

1. Use BWC to display the Workfile Cataloguing search screen.
2. From Workfile Cataloguing screen select a search type or enter LST to access the last bibliographic workfile record. The system displays the message: Last (Workfile) LCN: 99999999 when the last bibliographic workfile record has been set.
3. The *Cataloguing Workfile Browse* screen is displayed.

```

                                CATALOGUING WORKFILE BROWSE

Browsing : A

Code  LCN      ID      Heading
-----
1.  A 10000126 OCLC   Heinlein, Robert A.
2.  A 10000030 DEMO   Hemingway, Ernest,
3.  T 10029929 CATS   Hotel directory for government employees /
4.  A 10000001 MASTER Kafka, Franz,
5.  A 10000202 MASTER King, Stephen,
6.  A 10000015 MASTER Lawrence, Karen
7.  A 10000010 CATSUP Lees, Gene.
8.  T 10000015 MASTER The Life of Helen Alone /
9.  T 10000190 KAY    Lonesome dove
10. T 10000009 CATSUP Love in a Cold Climate
11. T 10000013 CATSUP Magic for lovers
12. A 10000013 CATSUP McCormack, Kathleen

Options:
# line  Forward  Backward  Search jump  Exit  New search  ? help

```

Search statements produce a summary list that displays the LCN number, the workfile ID, and a heading. (If the search statement used the command `ALL`, the display also includes a code to identify the term as an author (A), title (T), or ISBN/ISSN (I). It is not possible to do a browse search for an LCN.)

NOTE: Author and title searches from this screen will find data in the author and title main entry fields only. (e.g., the 100, 110, 245 fields, but not the 700 or 740.) No added entry fields are searchable in the workfiles.

4. Select a line number using the `# line` option.
5. The *Bibliographic MARC Cataloguing* screen appears.
(If more than one record exists, the MARC Record Location and Availability screen appears. Select an item from this list.)
6. Update the record contents as you would in `BMC` or `BSR`.

Changing Format and Workform Defaults

The default format and workform are set up in BCWS (the Cataloguer's Work Screen) and will be the default format/workform used when a new record is created. The default can easily be changed from *Bibliographic MARC Cataloguing*. You can change both the default format and default workform from this screen.

1. At the Bibliographic MARC Cataloguing (BMC) screen enter C to change the format.
2. The *Cataloguer's Work Screen* appears.

CATALOGUER'S WORK SCREEN					
FORMAT	-WORKFILE-		NEW	-DATABASE-	
	NEW	EDITED		EDITED	DELETED
BK	6	7	59	109	23
KB		0			
MU		1	1	3	1
SE	2	1	2	11	
VM		0	2	2	

1) Default Format : BK Book & monographs
 2) Default Workform :
 3) Default Browse ID:

Options:
 ? help # line File Exit

3. Select # line and enter 1.
4. Enter an appropriate two letter MARC format code.
 Optionally, enter the name of a workform defined for the format. You can use ?? to display a list of workforms available for the format and select a line number from the list.
5. Optionally, enter a previously defined browse ID in line 3. If left blank, workfile records you file will be filed to your workfile.

6. File the changes.
7. The new default format is displayed on the *Bibliographic MARC Cataloguing* screen. (See *Editing a Retrieved Record* on page 3-12.)

Editing a Retrieved Record

The display of a MARC record retrieved in either BWC (Bibliographic Workfile Cataloguing) or BMC (Bibliographic MARC Cataloguing) includes the leader and fixed field data, and all tags and subfields defined for that particular record. Editing functions are provided to modify/edit the data contained within the fields. The following screen is an example of a Bibliographic MARC Cataloguing screen (first screen of book format record.)

```
BIBLIOGRAPHIC MARC CATALOGUING

Local Control # : 10017419   Transaction type : RECON
Last updated    : 14 MAR 1990 Leader       : camIi020
Cataloguer     : System

008      890613s1979   caua           00110 eng d
035 BB a AUB10017419
        z AUB10207424
040 BB a IWA
        c IWA
        d m.c.
        d ORE
020 BB a 0898150043
        z 0898150035
        b pbk. :
        c $4.95
090 BB a TL430

Options:
? help # tag Leader Copy cataloguing Overlay workform
Item update Link Unlink Reformat Restore Replace Merge
Labelled display Print Backward Forward File Exit
```

Traversing the Record

To enter the record, use the # tag option. Enter a tag number on the option and <ENTER>. Once in the record, you can use the cursor control or tab keys to move from tag to subfield, tag to tag, subfield to subfield.

The cursor control keys are:

Tab	The Tab key moves the cursor right to the next tag, indicator, or subfield.
.<ENTER>	The period moves the cursor to the previous tag, indicator, or subfield.
→	The right arrow moves the cursor one character to the right.
↑	The up arrow moves the cursor up to the next tag or subfield.
↓	The down arrow moves the cursor down to the next tag or subfield.
space<ENTER>	Use to exit from a tag or subfield number to the option line.

Editing Variable Fields

Use the # tag option to access a tag number. This places the cursor on the specified tag, and makes available a number of field level functions:

- inserting another tag before or after the cursor
- moving the tag
- copying the tag
- deleting the tag.

The TAB and right cursor key are available to move the cursor to the right into the first subfield.

NOTE: If the insert/overlay toggle was used while editing, reset it to overlay. You may not be able to get out of edit mode otherwise. Do this by <Esc> O or the function key defined for this purpose.

Edit Checks

Edit checks defined for each field during cataloguing setup alert you if the indicators or subfield codes entered are not defined as valid in the system tables. As the cursor is moved from field to field, all valid codes are listed on the bottom of the screen. Further error messages may be issued at the time a record is filed if information has been incorrectly entered in certain fields.

Authority Control

Typically, several of the fields in a record are authority-controlled. For example, the 1XX, 240, 4XX, 6XX, 7XX, and 8XX fields. When an authority-controlled field is entered, the system indicates that the field is authority-controlled.

1. Enter a tag number which is authority controlled.

Use the tab key to move to the first subfield or use the arrow keys to move a character space.

2. Position the cursor in the data subfield:

```
110 BB a Tennessee Valley Authority
```

3. Press the hot key (ESC 1) to start an authority search. A prompt and the current search term are displayed at the bottom of the screen.

```
All = Tennessee Valley Authority
```

If needed, replace the current search term with your new search term. Enter any standard OPAC search command.

4. The results of the search appear on a Heading Browse List.

The `Add Authority` option is available on the screen. (See *Editing an Authority Record* on page 4-9.)

NOTE: Depending on how OPAC is setup, the sequence of screens displayed may be different from that indicated here.

5. Select a heading.

The Authority MARC Display screen appears.

If this heading is the one you want, use the retrieve option. The heading will be inserted into the bibliographic record.

From this screen you may select `edit authority` to make changes to the authority record. You may also choose *Display works* which shows you a title summary (or detailed display if there is only one bibliographic record) of the records linked to this authority.

For additional information, refer to the chapter *Authority Cataloguing*.

Add/Edit Authority

Authority records can be edited from within bibliographic cataloguing.

The `Add Authority` option may be used to create a new authority record after the `<esc> 1` search is executed. If selected, a blank authorities workform will be selected. After creating an authority record and filing it, you may use the `Retrieve` option to link the heading to the bibliographic record.

The `Edit Authority` option allows you to edit an existing authority, and file the changes. You may then use the `Retrieve` option to link the heading to the bibliographic record.

Tag/Subfield Level Functions

Adding a Tag or Subfield After an Existing Tag or Subfield

1. Move the cursor with the tab key, arrows or <ENTER> to the tag/subfield above the location for the new entry.
2. Press the *CAT INSERT AFTER* key <ESC 5>.
3. The system supplies a space to enter the tag number or subfield identifier, and positions the cursor on the new line.
4. Type the tag number or the subfield identifier.
5. Enter the required information.
6. <ENTER>.

Adding a Tag or Subfield Above an Existing Tag or Subfield

1. Move the cursor to the tag/subfield.
2. Press the *CAT INSERT BEFORE* key <ESC 6>. The system inserts a space above the tag or subfield and positions the cursor on the new line.
3. Enter the tag number or subfield identifier.
4. Enter the required information.
5. <ENTER>.

Deleting a Tag/Subfield

1. Place the cursor over the tag number or subfield number you wish to delete.
2. Press # and <ENTER>.
3. The tag or subfield is deleted. To restore the tag or subfield, press the space bar to return to the option lines and select *RE* (restore) to restore the whole record. This will not restore a deleted tag/subfield which was never filed. Note that any other changes made prior to using the *Restore* command will also be lost.

Moving a Tag or Subfield

1. Place the cursor over the tag that will be moved.
2. Press the *MOVE* key <Esc 2>.

3. The system responds: Move TAG after which tag?
4. Enter the number of the tag that will precede the tag that you want to move. If multiple tags exist, the system will prompt for the occurrence.
5. The tag is moved and placed **after** the tag specified in step 4.

Copying a Tag or Subfield

1. Place the cursor over the tag that will be copied.
2. Press the COPY key <Esc 3>.
3. The system responds: Copy tag after which tag?
4. Enter the number of the tag preceding the location where you want the copy to be inserted.
5. The system prompts:
How many copies of this tag? (default = 1)
<ENTER> for one copy, or enter the number of copies and <ENTER>.
6. The tag is copied.

Editing Text Within a Field

ADVANCE provides special functions for modifying data contained within the variable fields in both authority and bibliographic records, for both line edit and window edit modes.

A table listing all of the functions is provided in *Appendix B* of this manual. It is applicable to both Authorities and Bibliographic Cataloguing.

Modifying the Leader

The leader contains coded information about a record, such as the record type, bibliographic level, and creation date. The system can assign leader defaults in a workflow. The leader (LE) option allows you to modify the MARC leader.

Using the leader option (LE) displays the MARC Fixed Fields screen with the defined leader fields for the format type of the record. The following screen is an example of a MARC Fixed Fields screen for a Book format type record.

The leaders type of record and bibliographic level determines the records *format*. Change these fields to change the record to a different format, i.e., book to visual material.

NOTE: Only the numbered fields can be edited.

```

                                MARC FIXED FIELDS

Format                          : BK Book & monographs
Local Control Number            : 10017419
Transaction type                : RECON
Date record created             : 13 JUN 1989
Date of last record update     : 14 MAR 1990  15:49:25

1. Record status                : c
2. Type of record               : a
3. Bibliographic level         : m
4. Encoding level              : I
5. Descriptive cat. form      : i
6. Indicator Length            : 2

Options:
? help  # line  Line by line  File  Exit

```

Local Control Data

The local control number, transaction type, creation date, and date-of-last-update are supplied by the system when the record is created. These fields are used by ADVANCE and are not part of the MARC record generated for tape output or telecommunications transfer.

Edit the leader by using the # line or line-by-line option and typing over the existing data. File the changes, or Exit if you do not wish to keep your changes. See also, [Editing Fixed Fields](#) on page 3-17.

Editing Fixed Fields

Templates for fixed field data entry are provided with ADVANCE based on current MARC standards

When fixed fields (e.g., 008) are activated, either through cursor movement or specific tag entry, the MARC Fixed Fields screen is displayed. The following screen is an example of the MARC Fixed Fields screen for the 008 field of a record in the Book format.

```

                                MARC FIXED FIELDS

Format                          : BK Book & monographs
Local Control Number           : 10017419
Transaction type               : RECON
Date record created            : 13 JUN 1989
Date of last record update    : 14 MAR 1990  15:49:25

1. Date entered on file       : 890613   12. Festschrift           : 0
2. Type of date code         : s         13. Index                 : 1
3. Date 1                    : 1979     14. Main entry in body    : 1
4. Date 2                    :           15. Fiction                : 0
5. Place of publication      : cau       16. Biography             :
6. Illustrations            : a         17. Language              : eng
7. Target audience          :           18. Modified record       :
8. Form of item             :           19. Cataloguing source   : d
9. Nature of contents       :
10. Government publication :
11. Conference publication  : 0

Options:
? help # line Line by line Backward Forward File Exit

```

MARC Fixed Fields This screen is an example of a fixed field template and is designed specifically for entry of 008 data elements.

1. Edit lines either individually by entering a specific line number, or sequentially by using the line-by-line option.
2. As each line is updated it is edit-checked against the definitions for the workform or against the format's tags definitions in the (BTSE) code tables. These codes may be viewed by entering ?? at the prompt. (Or, they display at the bottom of the screen when the cursor is in that field.)
3. Select FILE to save the changes.
4. To abort any changes and restore the leader/fixed field to the original data, use the option Exit on this screen.

The system returns to the *Bibliographic MARC Cataloguing* screen when you use either File or Exit. Note that once filed, all changes made to the fixed fields will be reflected in the MARC record with the data elements displayed in their correct positions within the fixed fields.

Cataloguing Command Options

Copy Cataloguing

This option could be used when a title closely matches another and a bibliographic record is not available from another source.

You can make an exact copy of a retrieved record, and either modify it or store it for later modification. You can use this to apply one version of bibliographic information to another material format. Libraries that use bibliographic utilities may avoid copy cataloguing due to restrictions on the use of their records.

Procedure

1. Retrieve the required record from the database.
2. Enter the option command `Copy Cataloguing(CC)` at the prompt on the *Bibliographic MARC Cataloguing* screen.
3. The system makes a copy of the record and displays it on the screen. The words `New Record` appear in the `Local Control #` field.
4. To modify the new record, see [Editing a Retrieved Record](#) on page 3-12.
5. To index the record into a workfile and/or the main database, use the `File` option and enter the status 1 to file into the Workfile, or 3 to file into the main database. A complete list of files statuses may be displayed by entering `??` at the status prompt.

Example

The following procedure demonstrates how a bibliographic record for a book can be used to create a record for a sound recording.

1. Retrieve the required record from the database.
2. When the MARC record appears, select the copy cataloguing option (CC).
3. ADVANCE copies the record. The words `New Record` appear in the `Local Control #` field.
4. Select the leader option (LE) and change the type of record to a sound recording and the bibliographic level to a monograph. (If this change is not allowed, you may have to change your set up in Tag and Subfield Edit Checks (BTSE).

5. Select overlay workform (OW). The pre-defined workforms for sound recordings are displayed. See *Overlaying a Workform* on page 3-21.
6. If needed, modify the new record.
7. To save the record, use the file command (FI).

Overlaying a Workform

There are two ways to overlay workforms:

- workform over record
- record over workform

Each has a different effect on the record.

Use this method to add needed tags

Workform over record causes all tags in both the record and workform to be displayed. Use this selection to add needed tags. If tags are defined as repeatable in *Tag and Subfield Edit Checks* in Cataloguing Setup, they are duplicated on the screen. Tags which are not repeatable are only displayed once, from the record.

Use this method to remove unwanted tags

Record over workform causes all tags and subfields that are not defined for the workform to be stripped from the record. Tags which are defined for the work form but not present in the record are inserted. Duplicate tags, where tags are not repeatable, and blank, non-fixed tags are stripped.

Procedure

To use the overlay function, perform the following steps.

1. Create a new record, or retrieve a record either through Bibliographic MARC Cataloguing or Workfile Cataloguing.
2. If the format type of the new workform is different than the format type of the record you retrieved, modify the leader so that the type of record code and Bibliographic level code correspond to the new format type.
3. Select `Overlay Workform (OW)` and `<ENTER>`. The module displays the following prompt, along with a list of valid workforms.
Enter workform name:
4. Enter a workform name and `<ENTER>`. The module displays the prompt: (1) Workform over Record, (2) Record over Workform or (3) Select Only:
5. Enter the number for the correct type of overlay and `<ENTER>`.

The overlay is performed and the record is redisplayed on the screen, along with the cataloguing options. From this point the record can be

edited and filed, or the record can be exited and the changes made to the record discarded.

Replacing Records

The replace option allows you to:

- move the first record's contents and all its holdings to the second record and discard the first record,

or

- move some of the first record's holdings to the second record and keep both bibliographic records.

Use the following procedure to replace records:

1. Retrieve a first record through Bibliographic MARC Cataloguing.
2. Use the `Replace` option (`RP`) and `<ENTER>`.

The module displays the following prompt:

```
Enter search string for record to replace:
```

3. Enter a valid search statement and `<ENTER>`. The module displays the search results.
4. Type `R` and `<ENTER>` to retrieve a second record.

The module redisplay the first record and prompts:

```
Record will be replaced upon filing. Press <ENTER> to continue.
```

5. `<ENTER>`.

The module redisplay the option line.

You may now edit and file the record; if you exit instead, the replace is not done and the records remain unchanged.

6. If you file the record, the module prompts:

```
This record will replace an already existing bibliographic record. LCN: [2nd record's LCN] Do you wish to continue? (Y/N):
```

This prompt asks which of the following you want done:

- `Y` means **discard the first record** (depending on your answer to the holdings *move* prompt described below), and **update the second record** (replacing its contents with the contents on display)

- N means **just update the first record** (replacing its contents with the contents on display), and leave the second record untouched.
7. If you answered Y to the *replace* prompt, the module prompts:

```
Institution Codes to move: AU,PUB
```

This prompt lists all the Institution Codes of the first record's holdings, and asks you to identify (by code) which holdings you want reassigned to the second record. If the first record has no holdings, the code list is empty.

8. If you <ENTER> without reducing the code list, the module discards the first record, writing it to the deleted records workfile and reassigning all its holdings (if any) to the second record.

Alternatively, if the first record has holdings and you reduce the code list before <ENTER>, then the module keeps the first record with whichever of its holdings you did not transfer to the second. Therefore, you have not made a replacement, you have only moved some holdings from one bibliographic record to another.

Merging Records

The merge option allows you to merge bibliographic and holdings data from another record.

NOTE: You cannot merge analytic header or component records.

An explanation of all prompts and the effect of responses follows. Steps to achieve specific objectives follow this general explanation

1. Retrieve a first record through Bibliographic MARC Cataloguing.
2. Select the Merge option (MG) and <ENTER>. The module displays the following prompt:

```
Enter search string for record to merge:
```

3. Enter a valid search statement and <ENTER>. The module displays the search results.
4. Type R and <ENTER> to retrieve a second record. The module merges the two records' contents and prompts:

```
Records have been merged. Press <ENTER> to continue
```

5. <ENTER>. The system redisplay the option line and shows the merged contents: the leader information and tags from the first record plus any additional or different tags from the second record.

When a different version or extra occurrence of a tag comes from the second record, the module places it above the corresponding tag(s) from the first record.

You may now edit and file the new contents; if you exit instead, the merge is not done and the records remain unchanged.

6. If you file the record, the module responds:

```
# holdings moved from LCN to LCN. Press <ENTER>
```

7. The holdings have been moved from the second record to the first record and the second bibliographic record has been deleted.

Reformatting and Filing a Record

When tag or subfield editing has been completed, place the cursor on the tag number, press the *space bar* and <ENTER> to return to the option line. Select **RF** (reformat) to check edit table compliance prior to filing the record.

When reformat is selected, the system performs an edit check to ensure that all the required fields/subfields are listed. If any errors are encountered, they must be corrected before the system files the record into the database. Reformat will also strip the optional empty tags in the record prior to filing.

Filing/Deleting a Record

The procedures described below refer to the following types of records:

- modified
- copy catalogued records
- new original records.

The status code requested must be defined in Bibliographic Setup. There are eight system-defined codes:

- | | |
|-----|--|
| 1 | Index into workfile. |
| 2 | De-index from workfile. Only applies to the specific workfile record you are editing. Other versions of the same record may occur in the database and these are not removed by this filing action. |
| 3 | Index into main database. |
| 4 | De-index from main database. This places a copy of the MARC record in the Deleted Records workfile from which it may be restored, if needed. |
| 13 | File into Workfile and Main Database.
NOTE: this option creates two copies of the record, at some point one record, usually the workfile, should be deleted. |
| 23 | Delete from Workfile and index into Main Database. |
| 24 | Delete from Workfile and Main Database. |
| 173 | Index into Workfile, strip unwanted tags from MARC record and index the stripped record into the Main Database. (Deletes duplicates.) |

Steps To file or delete records:

1. Select the `file` option (`FI`) to initiate the process.
2. The system displays the following prompt.

```
Enter cataloguing status:
```

Enter the number of the cataloguing status that specifies the type of function to be performed. (For example, the status code **1** indexes a record into a workfile.) Use `??` to display the list of status codes

3. The system edit checks the record. If a required tag or subfield is missing, the system displays the *Cataloguing Warning/Error List screen*. Select `Exit` to return to the *Bibliographic MARC Cataloguing*.

```
CATALOGUING WARNING/ERROR LIST

The following errors/warnings were found in this record.
They must be corrected before the record is filed into the main database

1) Tag 260 is not repeatable in BK format.

Options:
? help  Print  Exit
```

4. If there are no errors, the system displays the following prompt:
Function requested by status code, e.g.,
Index into Main Database
Are you sure? (Y/N):
Enter **Y** to continue filing the record. (N returns to the prompt: Enter cataloguing status:)
Enter another status or `<ENTER>` to return to the option line.
5. If the record is being filed into a workfile, the system displays the prompt:
Destination Workfile ID: default ID
`<ENTER>` to file the record using the default ID specified. If a different ID is required, enter the new ID then `<ENTER>`.

6. The requested function is executed and the system returns to the initial *Bibliographic MARC Cataloguing* screen. The LCN of the record just filed will be displayed on the screen.
7. To return to the *Bibliographic Cataloguing Menu*, <ENTER>.

Editing a Retrieved Record in Non-MARC Mode

Selecting Non-MARC Mode

You may catalogue in MARC or non-MARC mode in the Community Information Module by specifying a choice on the Available OPAC Databases screen on the Utility Menu. In MARC mode, records display with MARC tags; in non-MARC mode records display with labelled fields.

Editing in Non-MARC Mode

Use CIM MARC Cataloguing (CCMC) or CIM Work File Cataloguing (CWC) to retrieve and edit Community Information records. These functions are similar to Bibliographic MARC Cataloguing (BMC) and Bibliographic Workfile Cataloguing (BWC). However, editing in non-MARC mode is more restricted than in MARC mode:

- Indicators cannot be changed from their workform definitions.
- Tags and subfields which are not defined for the current workform or which do not already exist in the retrieved record, may not be inserted into the record. (You must toggle to MARC mode to do this.)
- The *Labelled Display* option is not available and not needed in non-MARC mode.

The field labels for the non-MARC display and editing mode come from the subfield descriptions entered in the Tag and Subfield Definitions tables.

Additional Overlay Workform Feature

Non-MARC mode provides an additional overlay workform feature which allows, for a selected field, the insertion of subfields not present in the current record but present in the selected workform. See [Overlaying a Workform in Non-MARC Mode](#) on page 3-35.

NOTE: When you retrieve a record using CIM MARC Cataloguing (CCMC) or CIM Work File Cataloguing (CWC), the screen title displays as BIBLIOGRAPHIC MARC CATALOGUING.

```

                                BIBLIOGRAPHIC MARC CATALOGUING

Local Control # : 10004348      Transaction type : Original Entry
Last updated   : 25 MAY 1995   Leader           : nqn  2
Cataloguer     : Janet Ferguson (AU)

1. General Fixed Field : 950404uuuuuueng
2. Classification numb+: 12111
3. Personal name      : Clemente, Celia
4. Address            : 570 DuBois Rd.
   City               : Ithaca
   State or province  : NY
   Postal code        : 14850
   Telephone number   : (607) 387-5723
5. Description note   : TRANSLATION: Will translate legal and other
   documents
6. Biographical or his+: EDUCATION:BA, Sociology--New York University.
   MS, Social Work--Syracuse University, 1979.

Options:
? help # line Leader Copy cataloguing Overlay workform
Item update Link Unlink Reformat Restore Replace Merge Print
Backward Forward File Exit Toggle mode

```

Traversing the Record

To enter the record, use the # line option. Enter a line number on the option and <ENTER>. Once in the record, you can use the cursor control or tab keys to move from tag to subfield, tag to tag, subfield to subfield.

The cursor control keys are:

- | | |
|-------------------|---|
| Tab | The Tab key moves the cursor right to the next tag, or subfield definition. |
| .<ENTER> | The period moves the cursor to the previous tag, or subfield definition. |
| → | The right arrow moves the cursor one character to the right. |
| ↑ | The up arrow moves the cursor up to the next tag or subfield. |
| ↓ | The down arrow moves the cursor down to the next tag or subfield. |
| Space Bar <ENTER> | Use to exit from a subfield definition to the option line. |
| !, E, e | Use to exit from a tag or subfield definition to the option line. |

Editing Variable Fields

Use the # line option to access a tag definition. This places the cursor on the specified tag, and makes available a number of field level functions:

- inserting another tag before or after the cursor
- deleting the tag.

The TAB and right cursor key are available to move the cursor to the right into the first subfield.

NOTE: If the insert/overlay toggle was used while editing, reset it to overlay. You may not be able to get out of edit mode otherwise. Do this by <Esc> O or the function key defined for this purpose.

Edit Checks

Error messages may be issued at the time a record is filed if information has been incorrectly entered in certain fields.

Authority Control

Typically, several of the fields in a record are authority-controlled. For example, the 1XX, 240, 4XX, 6XX, 7XX, and 8XX fields. When an authority-controlled field is entered, the system indicates that the field is authority-controlled.

1. Enter a line number for a tag definition which is authority controlled.

Use the tab key to move to the first subfield or use the arrow keys to move a character space.

2. Position the cursor in the data subfield:

```
Personal name      :  Clemente, Celia
```

3. Press the hot key (ESC 1) to start an authority search. A prompt and the current search term are displayed at the bottom of the screen.

```
All = Clemente, Celia
```

If needed, replace the current search term with your new search term. Enter any standard OPAC search command.

4. The results of the search appear on a Heading Browse List.

The Add Authority option is available on the screen. (See *Editing an Authority Record* on page 4-9.)

NOTE: Depending on how OPAC is setup, the sequence of screens displayed may be different from that indicated here.

5. Select a heading.

The Authority MARC Display screen appears.

If this heading is the one you want, use the retrieve option. The heading will be inserted into the bibliographic record.

From this screen you may select `edit authority` to make changes to the authority record.

For additional information, refer to the chapter *Authority Cataloguing*.

Add/Edit Authority

Authority records can be edited from within bibliographic cataloguing.

The Add Authority option may be used to create a new authority record after the <ESC I> search is executed. If selected, a blank authorities workform will be selected. After creating an authority record and filing it, you may use the `Retrieve` option to link the heading to the bibliographic record.

The `Edit Authority` option allows you to edit an existing authority, and file the changes. You may then use the `Retrieve` option to link the heading to the bibliographic record.

Tag/Subfield Level Functions

In non-MARC cataloguing, the <ESC 5> and <ESC 6> functions work as described below provided the tags/subfields being copied are repeatable.

Adding a Tag or Subfield After an Existing Tag or Subfield Definition

1. Move the cursor with the tab key, arrows or <ENTER> to the tag/subfield definition that you want to copy.
2. Press the *CAT INSERT AFTER* key <ESC 5>.
3. The system creates a new copy of the tag/subfield and positions the cursor on the new line.
4. Enter the required information.
5. <ENTER>.

Adding a Tag or Subfield Above an Existing Tag or Subfield Definition

1. Move the cursor to the tag/subfield that you want to copy.
2. Press the *CAT INSERT BEFORE* key <ESC 6>. The system creates a copy of the tag/subfield and positions the cursor on the new line.
3. Enter the required information.
4. <ENTER>.

Deleting a Tag/Subfield

1. Place the cursor over the tag or subfield definition you wish to delete.
2. Press # and <ENTER>.
3. The tag or subfield is deleted. To restore the tag or subfield, press the space bar to return to the option lines and select *RE* (restore) to restore the whole record. This will not restore a deleted tag/subfield which was never filed. Note that any other changes made prior to using the *Restore* command will also be lost.

Overlaying a Workform in Non-MARC Mode

The Community Information Module provides three methods of overlaying workforms:

- workform over record
- record over workform (see *Overlaying a Workform* on page 3-21.)
- **select only.**

Exploding a Tag

Select only is available only in non-MARC mode and allows you to add, for a selected field, subfields not present in the current record but present in the selected workform.

1. Enter OW (Overlay Workform).
2. At the prompt, enter a workform name. The system displays the names of valid workforms.
3. The system prompts:

```
(1) Workform over Record, (2) Record over Workform or (3)
Select only.
```
4. Enter 3 <ENTER>.
5. The record re-displays.
6. Position the cursor on the Tag that you want to expand. <Tab> to the right of the colon. A period marks the insertion area.
7. <x> **to explode the tag.**
8. The system inserts all the subfields that are defined in the workform for this tag.
9. <Space Bar> to return to the option line.

Editing Text Within a Field

ADVANCE provides special functions for modifying data contained within the variable fields in both authority and bibliographic records, for both line edit and window edit modes.

A table listing all of the functions is provided in *Appendix B* of this manual. It is applicable to both Authorities and Bibliographic Cataloguing.

Modifying the Leader

The leader contains coded information about a record, such as the record type, bibliographic level, and creation date. The system can assign leader defaults in a workform. The leader (LE) option allows you to modify the MARC leader.

Using the leader option (LE) displays the MARC Fixed Fields screen with the defined leader fields for the format type of the record. The leader's type of record and bibliographic level determines the record's *format*. Change these fields to change the record to a different format, for example, book to visual material.

NOTE: Only the numbered fields can be edited.

The following screen is an example of a MARC Fixed Fields screen for a Community Information format type record.

```

                                MARC FIXED FIELDS

Format                          : CI Community Information
Local Control Number            : 10004348
Transaction type                : Original Entry
Date record created             : 04 APR 1995
Date of last record update     : 25 MAY 1995  09:12:22

1. Record Status      : n
2. Type of Record    : q
3. Kind of Data       : n
4. Privileged Record :
5. Indicator Count    : 2

Options:
? help  # line  Line by line  File  Exit

```

Local Control Data

The local control number, transaction type, creation date, and date-of-last-update are supplied by the system when the record is created. These fields are used by ADVANCE and are not part of the MARC record generated for tape output or telecommunications transfer.

Edit the leader by using the # line or line-by-line option and typing over the existing data. File the changes, or Exit if you do not wish to keep your changes. See also, [Editing Fixed Fields](#) on page 3-17.

Editing Fixed Fields

Templates for fixed field data entry are provided with ADVANCE based on current MARC standards

When fixed fields (e.g., 008) are activated, either through cursor movement or specific tag entry, the MARC Fixed Fields screen is displayed. The following screen is an example of the MARC Fixed Fields screen for the 008 field of a record in the Community Information format.

```

                                MARC FIXED FIELDS

Format                          : CI Community Information
Local Control Number            : 10004348
Transaction type                 : Original Entry
Date record created              : 04 APR 1995
Date of last record update      : 25 MAY 1995  09:12:22

1. Date on file                  : 950404
2. Volunteer opportunities      : u
3. Volunteers provided           : u
4. Child care arrangements       : u
5. Speakers bureau              : u
6. Mutual support groups        : u
7. Meeting rooms/facilities     : u
8. Language                      : eng

Options:
? help  # line  Line by line  File  Exit
```

MARC Fixed Fields This screen is an example of a fixed field template and is designed specifically for entry of 008 data elements.

1. Edit lines either individually by entering a specific line number, or sequentially by using the line-by-line option.
2. As each line is updated it is edit-checked against the definitions for the workform or against the format's tags definitions in the (CTSE) code tables. These codes may be viewed by entering ?? at the prompt. (Or, they display at the bottom of the screen when the cursor is in that field.)
3. Select `FILE` to save the changes.
4. To abort any changes and restore the leader/fixed field to the original data, use the option `Exit` on this screen.

The system returns to the *Bibliographic MARC Cataloguing* screen when you use either `File` or `Exit`. Note that once filed, all changes made to the fixed fields will be reflected in the MARC record with the data elements displayed in their correct positions within the fixed fields.

Creating a New Record

Creating an original record requires:

- the completion of the workform defined for the format type of the record
- filing (saving) the record either to the database or to a workfile for later indexing to the database.

Record Creation The following procedure describes the creation of an original bibliographic record.

1. Select **BMC** to display the MARC Cataloguing menu.
2. Enter **N** on the initial *Bibliographic MARC Cataloguing* screen.

If no default workform had been specified at the Cataloguer's Workscreen, a blank screen is displayed with the cursor positioned on the **# tag** option. You can use the **overlay workform** option to bring in the workform of your choice. (See [Overlaying a Workform](#) on page 3-21.)

BIBLIOGRAPHIC MARC CATALOGUING

```
Local Control # : New record  Transaction type : Original Entry
Last updated   :              Leader           : am  2
Cataloguer     :
```

```
Options:
? = ? help      # = # tag      LE = Leader      CC = Copy cataloguing      = scroll options
OW = Overlay workform  RF = Reformat      RE = Restore      RP = Replace
```

If a default workform has been specified, it will be displayed on the screen with the cursor positioned in the record at the first data entry field.

The following screen illustrates a screen that displays in response to the N command when a default workform has been defined, and the information toggle is turned on.

```
BIBLIOGRAPHIC MARC CATALOGUING

Local Control # : New record  Transaction type : Original Entry
Last updated   :                Leader         : aamp 2
Cataloguer     :

008           930316s1992   onc
100 1B a
      d
INFORMATION
  Authority Number :

Repeatable     : No           Required  : No           Fixed Length : Yes
```

Information Toggle

The help information lines at the bottom of the screen are displayed for each tag or subfield on which the cursor is positioned. The information displayed here includes: the name of the current tag or subfield, the valid entries for indicators, the valid subfields, and whether the particular tag or subfield is repeatable, required, or fixed. This help information display can be turned off, allowing more tags to be displayed on the screen. The display is controlled by the *Information Toggle* key use <Esc> 4 to toggle the help on or off.

The following example shows the information display for MARC tag 100 (Author main entry heading).

Example

```
MAIN ENTRY HEADING, PERSONAL NAME
```

```
Authority Number:
```

```
Repeatable: No           Required: No           Fixed Length:
No
```

3. Edit the record using the procedures described under *Editing Variable Fields*, *Modifying the Leader*, *Editing Fixed Fields*, and

Command Options. Note that the merge, item update, and link/unlink options are not available when first creating records.

4. Use `Reformat` to provide edit checks.
5. When all fields have been completed, the new original record must be filed in order to save the contents. See [Filing/Deleting a Record](#) on page 3-27 for complete instructions.

*Exit New
Record*

To abandon the creation of the new record, enter `Exit`. This aborts the record creation and discards any data entered in the workform and returns you to the Bibliographic MARC Cataloguing search screen.

Analytic Cataloguing

Analytic cataloguing allows you to describe separately the components of an item, for example, the individual pieces of a musical recording, or essays in a collection. Descriptive records of the component parts are linked to the host (referred to as a header in ADVANCE) record and vice-versa. This allows OPAC users to move easily between the header (host) record and the component records. Component records are special in that they can not have attached items. All items are attached to the header record.

Preparation for Linking Records

Before records can be linked, the following conditions must exist:

- Header and component records must exist in the main database.
- Header records must be designated as *m* (monograph/item) or *s* (serial) in the bibliographic level (item 3) of the leader.
- Component records must be designated as *a* (monograph component part) or *b* (serial component part) in the bibliographic level (item 3) of the leader.

The system prohibits the following:

- changing the bibliographic level if that would make an existing link become inconsistent.
- changing the bibliographic level to *a* or *b* while there are pieces attached to the record.
- deleting records from the main database if there are any links to other records.
- adding items to a component record.

Linking Records

Records can be linked from either header to component or component to header. Any number of components can be linked to a header record.

From bibliographic cataloguing (BMC):

1. Retrieve a header or component record.
2. Select `Link`.
3. This message appears:

```
Enter search string for record to (un)link or LCN#:
```


- If you enter a local control number, the bibliographic MARC record is retrieved. The message

Records have been linked. Press <ENTER> to continue.

appears.

If you enter an OPAC search, retrieve the bibliographic record for the item. When the record is retrieved, the message:

Records have been linked. Press <ENTER> to continue.

appears.

4. The records are linked. It is not necessary to file these changes.

Unlinking Records

Records can be unlinked from either a header or component.

From bibliographic cataloguing (BMC):

1. Retrieve a header or component record.
2. Select unlink.
3. The message

Enter search string for record to (un)link or LCN#:

appears.

- If you enter a local control number, the bibliographic MARC record is retrieved. The message

Records have been unlinked. Press <ENTER> to continue.

appears.

- If you enter a OPAC search, you can retrieve the bibliographic record for the item. When the record is retrieved, the message:

Records have been unlinked. Press <ENTER> to continue.

appears.

4. The records are unlinked. It is not necessary to file these changes.

Additional Work Files Menus

These menus provide access to temporary workfiles that contain specific types of records:

- deleted
- indexing errors
- history
- discarded acquisitions

Select the screen identifier `BAWM` to access the Bibliographic Work Files Menus.

You can browse the temporary files to locate specific records, or enter a LCN number to access the record directly. You can browse search on

- author
- title
- ISBN number
- all of the above.

NOTE: The contents of workfiles are never cleared unless you explicitly delete them. Therefore, periodic maintenance of these files is required to delete entries that are no longer wanted.

Deleted Records

This temporary work file stores records which have been deleted from the database. Previously deleted records can be restored to the database from the deleted records workfile.

Indexing Errors

This temporary work file stores all records that could not be indexed into the database because of incompatibility problems when downloaded from tape or file.

History Records

This temporary work file stores any records written to it. Records can be filed in the history workfile by specifying *workfile ID*\BH during filing.

Discarded Acquisitions

The temporary work file for this menu stores records which have been modified in Acquisitions after they have been transferred to the database by the UPMDB phantom processor. This action can be forbidden in acquisitions setup.

Retrieving Records You can not retrieve workfiles unless you have been authorized to do so in cataloguing set up.

To retrieve a temporary workfile record:

From the Bibliographic Cataloguing Menu (BCM):

1. Select Bibliographic Work Files Menu (BAWM).
2. Select a record type (deleted, indexing, history or discarded acquisitions).
3. The Bibliographic Workfile Cataloguing - [record name] screen appears. You can retrieve a record by entering a LCN or by browse searching by:
 - author
 - title
 - ISBN/ISSN
 - ALL
4. From the list of records retrieved, enter an item number.
5. Retrieve the record.

4

Authority Cataloguing

Prior to using this chapter, you should be familiar with the contents of *Chapter 2*.

Authority control helps maintain the integrity of the database and facilitates faster retrieval of bibliographic items in the OPAC. Authority control is provided by:

- a file of records which contain established forms for bibliographic headings
- tracings for *See* and *See also* references

Basic authority records without cross-references are created by ADVANCE when a bibliographic database is first indexed, and thereafter whenever a bibliographic record containing a new heading for which no authority record exists is added to the database. New authorities created from filing a bibliographic record default the *Level of establishment* to *c*, provisional.

ADVANCE generates *See* and *See also* references from tapeloaded or downloaded authority records which contain cross-references. These references are indexed, and may be searched in the online catalogue. They display on heading summary lists.

Multiple bibliographic records may be linked to several authority records and vice versa.

You can perform the following on authority records:

- add cross-references
- make changes
- merge records

Procedures common to both authority and bibliographic cataloguing are:

- editing tags and subfields
- deleting tags, subfields or records
- filing
- copy cataloguing

Tags, indicators, and subfield codes, edit checks and workforms are defined for the MARC authority format in the same manner as for the various bibliographic formats.

Indexing

Bibliographic and authority records are separate from each other, but index keys are extracted from both sets of files. For example, to create the author index, the system extracts index keys from both the authority records and the bibliographic records, interfiling both sets of index keys in alphabetical order in a single index for author information. Indexes for bibliographic records are generated from specific authority controlled fields, as profiled by the Library.

Authority Control

Authority records may contain the following types of headings:

- personal name
- conference name
- corporate name
- topical subject heading
- locally defined subject headings
- uniform title, including series titles
- geographic subject headings

An authority record can contain a number of variable length MARC fields. (The following table is an example of USMARC fields.)

0XX	Control information and numbers, classification codes for geographic area, etc.
260	Complex <i>See</i> reference -Subject.
360	Complex <i>See Also</i> reference - Subject.
1XX	Established or authorized heading.
4XX	See from reference tracings which point to the authorized heading in the 1XX field.
5XX	See Also from reference tracings which point to the authorized heading from other authority records.
6XX	Notes giving information on the source, scope, history, of the authorized heading.

Work Sessions

Authority records may be entered:

- in the main database
- from workfiles
- from bibliographic utilities or other storage media.

Working from Existing Records

This process involves:

1. Retrieving a record
2. Performing the modification
3. Filing the record

Creating from New Records

You may create an original record by:

1. Creating a new record
2. Entering the data
3. Filing the record.

Retrieving Records

You may perform a browse or keyword search by selecting:

- ASR (Search Online Catalogue).

You may access the online catalogue from within authority cataloguing. Avoid searching by LCCN, ISBN, LCN, or call number because these searches retrieve bibliographic records rather than authority records.

- AMC (Authority MARC Cataloguing).

Authority MARC Cataloguing

The following search methods are provided:

- direct key
- search command
- the last (LST) command
- return to search

Direct Key

Enter the eight digit authority control number when the Authority MARC Cataloguing screen appears.

Search Commands

Use the *ALL=search term* command to search and retrieve BLIND references (headings in the authority file, but not yet used in any bibliographic records).

The heading browse list for all-index browse searches (*ALL=*) indicates which index each heading is found in. If a heading appears in multiple indexes, it is displayed once for each index. The index names, shown beside each heading, are:

(Subject)	Subject index
(Title)	Title index
(Author)	Author index
(Series)	Series index
<i>nothing</i>	Blind reference.

The following screen illustrates an example of an ALL index search. Note the blind authority example (line 9). (Depending on how OPAC is setup, your screen display may be different.)

```

                                Main Online Catalogue - Heading Browse
Browsing Headings: ALL=BLISET

    Heading                                Number of Titles
1. Blake, Michael                          (Author)          1
2. Blake, William, 1757-1827               (Author)          1
3. Blanco, Manuel, 1778-1845               (Author)          1
4. Blaschke, Wilhelm, 1885-                (Author)          1
5. Bleicher, Hugo Ernst, 1899-            (Author)          1
6. Bleyer, Benno, 1885- joint ed          (Author)          1
>>>
7. Bliss, Anne                             (Author)          1
8. Block, Irvin                           (Author)          1
9. Blom-Cooper, Louis Jacques              0
10. Blt, Blbrecht, 1883-                  (Author)          1
11. Der Blte Orient                       (Title)           8
12. Der Blte Orient                       (Series)          8
13. Blunt, Wilfrid Scawen, 1840-1922 -- Biography (Subject)        1

...Continued...
Options:
# line(s)  Forward  Backward  Prior screen  Search jump
Modify search  Review search  OPAC parms  New search  Reset
Print #(s)  ? help
```

Using the Last Command

Use the LST command to access the last authority record you created or retrieved. The system displays the message Last (Main Database) LCN: 99999999 when the last authority record has been set. The last authority record is set:

- when you retrieve an authority record in AMC/BMC
- when you create an authority in AMC
- when you create an authority record in BMC using the *Add Authority* option.

Return to Search

If you use a search command to retrieve a MARC record for editing, and then exit or file the record, you will be returned to your original search and you can choose another record to edit. The return to search feature is available when you use Search Online Catalogue (ASR) to search for and

retrieve a record, or if you enter a search command in Authority MARC Cataloguing (AMC).

Authority Searches from an Authority Record

When a MARC Authority record is retrieved, and an authority controlled field is accessed, ADVANCE displays a message at the bottom of the screen that describes the field. A message indicating that you can use the hot key to search the authorities database is displayed also.

```

                                AUTHORITY MARC CATALOGUING

Auth. Control # : 10068808      Transaction type : Original Entry
Last updated   : 14 MAR 1990 Leader       : z n 2
Cataloguer    : (AU)

008          890613  a                a a    d
100 10 a Cuthbertson, Tom

Authority controlled tag/subfield. Use the authority hot key to search
ESTABLISHED HEADING - PERSONAL NAME
Name
Valid subfields : a,b,c,d,e,f,g,h,k,l,m,n,o,p,q,r,s,t,x,y,z
Repeatable      : No           Required   : Yes           Fixed Length : No

```

To Search for Another Authority

From a MARC record, you may search for another authority record:

1. Position the cursor on a tag.

Use the tab key to move to the next field or use the arrow keys to move a character space.

2. Position the cursor in the data subfield:

100 10 a Cuthbertson, Tom



cursor position

3. Press the hot key (Esc 1) to start an authority search. A prompt and the current search term (i.e., the subfield content) are displayed at the bottom of the screen.

ALL = Cuthbertson

4. If needed, replace the current search term with your new search term. Enter any standard OPAC search command. Alternatively, <ENTER> to accept the current search term and begin the search.
5. The results of the search appear on a *Heading Summary List*.

NOTE: Depending on how OPAC is setup, the sequence of screens displayed may be different.

6. Select a heading.
7. The Authority MARC Display screen appears.

```

Main Online Catalogue - MARC Display      (1 of 1 headings)

Auth. Control # : 10002306      Transaction type : Original Entry
Last updated   : 03 AUG 1993   Leader           : nz o 2
Format type    : Authority

008      900210   ac              a a
040 BB a DLC
        c DLC
110 20 a Commonwealth Scientific and Industrial Research Organization
        (Australia)

Options:
  Forward  Backward  Prior screen  Leader  Fixed field tag  New search
Retrieve  Edit authority  Display works  ? help  Review search
```

8. Select *Edit authority* to modify the authority record before retrieving it.
9. Select *Display works* to see the bibliographic records linked to this authority.

10. Select retrieve to insert the heading into the authority record you were editing when you used the *hot key*.

Editing an Authority Record

Purpose

Retrieving an authority record allows you to:

- add See and See Also references,
- update headings,
- add more information to the record.

To edit an existing authority record:

1. Search for the authority record.
2. Select a heading.
3. Retrieve the record.
4. Enter the tag number you wish to edit. Use the TAB key to move among tags and the arrow keys to move around.

Tab The Tab key moves the cursor from tag to indicator, from indicator to subfield.

.

The period moves the cursor to the previous tag, indicator, or subfield.

→ The right arrow moves the cursor one character to the right.

↑ The up arrow moves the cursor up one line.

↓ The down arrow moves the cursor down one line.

5. If you use the HOT KEY <Esc 1> you may search the database and retrieve the correct authority. The system automatically brings the chosen entry to your existing authority record once the retrieve option is selected.
6. Use the following procedures to edit the record.

Esc 1 Authority search hot key

Esc 2 Move a tag or subfield after a tag.

- Esc 3 Copy a tag or subfield after a tag.
- Esc 5 Add a tag or subfield after an existing tag.
- Esc 6 Add a tag or subfield above an existing tag.
- # Delete a tag or subfield

Also refer to the text editing commands in *Appendix B*.

7. When you have completed your editing, press space bar from a subfield or space <ENTER> from a tag, to return to the option line.
8. File the record. If you file into the database, the system will double check for existing authorities that may be merged with your current one. Records that are exactly alike are merged. If records are similar, the system lists their control numbers which you can use to access these records.

Updating Records

Changes to a given authority will be immediately reflected in all of the bibliographic records linked to that authority.

Example 1 If you have 10 bibliographic records with the subject heading *Baseball managing* and the Library of Congress changes their heading to *Baseball - Management*, you can access the existing authority heading and change it to the new one.

Example 2 The other kind of authority record change that is possible is to *merge* like records. These are headings for which only one authority should exist, but for some reason multiples exist, for example:

```
151 BO a United States
      x History
150 BO a United States
      x History
```

The second heading has an incorrect tag number. By changing 150 to 151, the system automatically merges the two headings and all bibliographic references attached to both headings will now have only one authority. Thus, it will not appear twice on the online catalogue screen.

See References

See references (tracings) can be added to link rejected or variant forms of a heading to the established heading. For example,

To add a *See* reference tracing:

1. Once you have retrieved an authority record enter your 4XX tag number on the # tag option and <ENTER> . This will place the cursor on the 1XX tag.
2. <Esc> 5 (or the equivalent tag insert function key on your system).
3. Enter 4XX, the indicators and subfields.
4. Enter the data for subfield and <ENTER>.
5. If another subfield is needed, place the cursor over the subfield number, <Esc> 5 and enter the subfield number, data, and <ENTER>.
6. Once you have completed your work, press the Space Bar or <ENTER> for the option line. File your work and the system will return you to the search screen.

See-Also References

See also tracings may be added to create reciprocal or non-reciprocal links between established headings.

Example reciprocal see-also reference:

```

100  10  a    Holt, Victoria,
      d    1909-
500  10  a    Plaidy, Jean,
      d    1909-

100  10  a    Plaidy, Jean,
      d    1909-
500  10  a    Holt, Victoria,
      d    1909-

```

If the 5XX tracing is entered in only one of the authority records, the reference will be uni-directional.

Example non-reciprocal see-also reference:

```

150  B0  a    Counterpoint
550  B0  a    Music

```

This authority record leads the OPAC user from the subject term *Music* to the term *Counterpoint*. If you want a cross reference

from *Counterpoint* to *Music*, you must enter a 500 *Counterpoint* in the authority record for *Music*.

1. Once you have retrieved an authority record, enter the 5XX tag number on the # tag option and <ENTER>.
2. Press <Esc> 5 (or the equivalent tag insert function key on your system).

Enter your 5XX, indicators, and subfields. When you enter into the subfield, the system tells you that this is an authority controlled field. Press the HOT KEY (Esc 1) to search the authorities.

NOTE: You can enter a See-Also reference if the 1XX/5XX heading is blind, i.e., not linked to a bibliographic record. However, until the traced heading is linked, it will not display in the OPAC. The exception to this is references to non-provisional, topical subject headings, which do display in the OPAC, even if the headings are blind.

3. Search the database and retrieve your reference. The system will insert the heading into your authority record.
4. Enter all 5XX tags you wish to enter and then press Space Bar <ENTER> for the option line.
5. File the record. The *See-Also* reference will be immediately available in the online catalogue, or as soon as the traced heading is linked to a bibliographic record.

ADVANCE supports:

- broader
- narrower
- earlier
- later
- full form

see also tracings, following input standards in the USMARC authority manuals. These display as cross references in the OPAC, e.g., *Orchestral Music* [see also narrower term] *Symphonies*.

Merging Multiple Authority Records

Merging is a powerful and potentially dangerous authority cataloguing function. When an authority record is merged with another authority record, all bibliographic records formerly retrieved by searching the former heading may now only be retrieved by searching the heading of the record into which the former heading was merged. The bibliographic record tags controlled by the merged authority record are automatically changed to the new heading.

NOTE: When you search for records that will be merged, keep in mind that the first record (LCN) retrieved is the record that is retained at the end of the merge process.

- Example
1. Search and retrieve an authority record, i.e., S=Hawaiian Islands
 2. Select the *Merge* option.
 3. Enter search string for record to merge:


```
S= Hawaii
```
 4. Select and retrieve the record you want to merge with the first record.
 5. The system merges the contents of the two records and prompts:


```
Records have been merged. Press <ENTER> to continue.
```

The system displays the option line and shows merged contents of the record which includes the leader information and tags from the first record plus any additional or different tags from the second record. When a different version or extra occurrence of a tag comes from the second record, ADVANCE places it above the corresponding tag(s) from the first record. You may now edit and file the new contents; if you exit instead, the merge is not done and the records remain unchanged.

If the subject heading Hawaiian Islands is deleted from the merged record and the subject heading Hawaii is left, an OPAC subject search for the heading Hawaiian Islands results in zero hits. All bibliographic records formerly containing the 651 tag with the contents Hawaiian Islands now contain the 651 tag with the contents Hawaii.

Note that the Hawaiian Islands 1XX could have been changed to a 451 tracing in the resultant merged record to provide access by the rejected form.

Merging of authority records is usually performed for two reasons:

- to remove an incorrect form of heading (e.g., misspelled, incorrect punctuation, or capitalization) by editing it to match the correct form,
- to create a cross-reference from a conflicting downloaded heading to an existing main authority record.

NOTE: Since there is no way to easily unmerge authority records, the merge function should be undertaken cautiously.

Merging Authorities

The filing logic contains the appropriate validation logic for checking all interdependencies between the authority fields and between the authority and its current uses.

Examples:

* USMARC 150 authority requires that 008/11 be set to something other than blank

* USMARC authorities which have been used by a bibliographic 1XX or 7XX field must have 008/14 set to “a”.

With the validation in place, the system allows you to merge any two (or more) authorities together. The system validates that the resultant authority is suitable for replacing all the selected authorities. If it is, then a single authority will be filed and the other authorities and their uses will all be flipped to the new authority form.

Updates to Linked Records

When an authority record is filed, the system then proceeds to update all linked records. If the authority has many (100 or more) linked records, this can take a fair amount of time. To reduce the impact on the system, the library has the option of running the cataloguing phantom (background processor). After the authority record is filed and all its indexes are updated, the system checks if the cataloguing phantom is running. If it is, the system then passes the remaining work over to the phantom processor and releases the terminal for further work. While the system performs the retroactive updates to the linked records, the original authority changed by the cataloguer will remain locked. This prevents cataloguers from making retroactive changes to the same authority before the previous update completes. The User ID to whom the record is locked will be changed to `BACKFLUSH` during this part of the update. This prevents the cataloguer who edited the record initially as well as

any other cataloguer from retrieving the record for editing while the system performs the remaining updates. The linked records are processed in LCN sequence.

Merging Authority Records

You can merge the contents of one record into another, have the second record deleted and its bibliographic records reassigned to the first.

Use the following procedure to merge records:

1. Retrieve a first record through Authority MARC Cataloguing (or Authority Work File Cataloguing).
2. Use the `Merge` option and `<ENTER>`. The module displays the following prompt: `Enter search string for record to merge:`
3. Enter a valid search statement and `<ENTER>`. The module displays the search results.
4. Use the `Retrieve` option and `<ENTER>` to retrieve a second record. The module merges the two records' contents and prompts: `Records have been merged. Press <ENTER> to continue.`
5. `<ENTER>`. The module re-displays the option line and shows the merged contents: the leader information and tags from the first record plus any additional or different tags from the second record. When a different version or extra occurrence of a tag comes from the second record, the module places it above the corresponding tag(s) from the first record. You may now edit and file the new contents; if you exit instead, the merge is not done and the records remain unchanged.

Also refer to the text editing commands in Appendix B.

6. When you have completed your editing, press space bar from a subfield or space `<ENTER>` from a tag, to return to the option line.
7. File the record. If you file into the database, the system will double check for existing authorities that may be merged with your current one. Records that are exactly alike are merged. If records are similar, the system lists their control numbers which you can use to access these records.

Merging New Authority Records with Existing Ones

When you file a record that exactly matches an existing authority record heading, the system displays a warning message.

```
CATALOGUING WARNING/ERROR LIST

The following errors/warnings were found in this record.
They must be corrected before the record is filed into the main database

1) The lxx matches a lxx on the following record
   10005987 100 1B $aSmith, John

Options:
? help  Print  Exit
```

ADVANCE only verifies that the headings are exact matches. The cross-reference fields and other authority data may be different, and should be checked. If the record contains unique or required data, the records should be explicitly merged using the MERGE option.

Select E to return to the authority MARC Cataloguing.

- Y Asks for the confirmation of the cataloguing status.
- N Should be entered if you want to check the other authority record before merging.

Filing/Deleting a Record

The procedures described below refer to the following types of records:

- modified
- copy catalogued records
- new original records.

The status code requested must be defined in Bibliographic Setup. There are eight system-defined codes:

- | | |
|-----|--|
| 1 | Index into workfile. |
| 2 | De-index from workfile. Only applies to the specific workfile record you are editing. Other versions of the same record may occur in the database and these are not removed by this filing action. |
| 3 | Index into main database. |
| 4 | De-index from main database. This places a copy of the MARC record in the Deleted Records workfile from which it may be restored. |
| 13 | File into Workfile and Main Database.

NOTE: this option creates two copies of the record, at some point one record, usually the workfile, should be deleted. |
| 23 | Delete from Workfile and index into Main Database. |
| 24 | Delete from Workfile and Main Database. |
| 173 | Index into Workfile, strip unwanted tags from MARC record and index the stripped record into the Main Database. (Deletes duplicates.) |

Steps

To file or delete records:

1. Use the `File` option to file.
2. The system displays the following prompt.

```
Enter cataloguing status:
```

Enter the number of the cataloguing status that reflects the type of function to be performed. (For example, the status code **1** indexes a record into a workfile.)

3. The record is validated. If a required tag or subfield is missing, the system displays the *Cataloguing Warning/Error Lists* screen. (The errors listed in the example are for example purposes only.)

```
CATALOGUING WARNING/ERROR LIST

The following errors/warnings were found in this record.
They must be corrected before the record is filed into the main database

1) The lxx matches a lxx on the following record:
10013425: 100 10 $a Kedrick, Wilson
2) The lxx matches a 4xx on the following record:
10114801: 100 10 $a Samuels, George P.
3) The 4xx matches a lxx on the following record:
10113214: 130 BB $a Wilson's Journal
4) The 5xx matches a 4xx on the following record:
10113215: 100 10 $a Wilson, Kedrick A.
5) The lxx has a near match on the following record:
112023113: 100 20 $a Wilson Kedrick
6) The 4xx has a near match on the following record:
10113298: 100 30 $a Guelf, House of
7) The 5xx has near match on the following record:
10113298: 100 30 $a Guelf, House of

Options:
? help  Print  Exit
```

Select **E** to return to the *Authority MARC Cataloguing*.

If the edit checking routine finds a single 1XX that is an exact match of the record being filed, ADVANCE prompts you to merge the records.

If the edit checking routine finds more than one 1XX that is an exact match of the record being filed, ADVANCE prompts for a merge of the first of the matched records. NOTE: When filing matched 1XX headings the most recently created record should be retrieved first. That is, retrieve the heading that appears last in the browse list and file it to merge with the heading that appears before it in the browse list.

4. The system displays the following prompt:

```
File into main database?

Are you sure? (Y/N):
```

Enter **Y** to continue filing the record. (N returns to the prompt: Enter cataloguing status:)

5. If the record is being filed into a workfile, the system displays the prompt:

Destination Workfile ID: default ID

<ENTER> to file the record using the default ID specified. If a different ID is required, enter the new ID then <ENTER>.

6. The requested function is performed and the systems returns to the initial *Authority MARC Cataloguing* screen.

To return to the *Authority Cataloguing Menu*, <ENTER>.

Warning Messages

The following warning messages represent significant changes from previous releases of ADVANCE.

```
100$a: Warning : Tag has possible incorrect trailing comma  
punctuation
```

Starting at Release 6.8 the end punctuation on bibliographic records will be stripped before the authority record is looked up. When authority records are edited, it is important that commas are not left on the end of an authority tag by mistake.

This could occur when a record with the tag 1XX \$a Lastname, first-name,

\$d 1906-

was edited and the last subfield, \$d, is deleted, but the cataloguer forgets to remove the last comma in the \$a subfield.

If the comma is left and the bibliographic record is updated, the system will not find the authority and would create a new provisional authority record. If you try to file a blind provisional record the system displays a message.

```
Warning : This is a Blind Provisional record that will be  
DELETED
```

A provisional record is defined by tag 008/33=c with only a tag 008,040,1XX.

A

Using ADVANCE

This appendix provides some general instructions on how to use ADVANCE:

- the parts of a screen
- selecting menu items
- selecting screen options
- editing in data fields
- editing in data field windows.

The Parts of a Screen

The ADVANCE screens follow a common design, as illustrated in the following sample menu — the ADVANCE MASTER MENU.

Menu Screens

Each menu screen typically has:

- the **software name** (Geac ADVANCE Library System) and **release number** (RRRR, e.g. 5.00), and your **library system name** (Your Library Name), at the top centre of the screen
- the **date** (DD MMM YYYY) and **time** (HH:MM), in the top left corner of the screen
- the terminal's **Port Code** (PPPPPP) and default **Institution Code** (IIIIII), in the top right corner of the screen
- a **screen title** (e.g. MASTER MENU), four lines down in the centre of the screen
- an **information display** or **work area**, in the middle of the screen
- an **options area** for entering a menu option, at the very bottom of the screen.

```
DD MMM YYYY          Geac ADVANCE Library System (RRRR)          PPPPPP  IIIIII
HH:MM
                                Your Library Name

                                MASTER MENU

1. CAT  Cataloguing          4. ACQ  Acquisitions
2. CIRC Circulation          5. SER  Serials Control
3. OPAC Online Catalogue    6. UTIL Utilities

                                7. ON    Change User
                                8. OFF   Log Off

Enter the number of your selection and press <ENTER>
or ? followed by <ENTER> for Help :
```

Non-Menu Screens

Most non-menu screens lack the information shown in the top three lines of menu screens, and list the options across the bottom of the screen. A sample ordering screen from Acquisitions is shown below.

The operator's **User ID** (UUUUUU) is shown in the top right corner of many screens.

```

                                ORD - ORDERING DATA                                UUUUUU
PO#/LINE#: 9200000314/0001      VENDOR   : PENGUIN      ORDER DATE: 02/08/93
REQUEST #: 920123                ORDER TYPE: REGULAR  REQST DATE: 02/08/93
LIBRARY  : UL                    CONDITION : OPEN     EST DELVRY: 02/22/93
ISBN/ISSN: 0898598125          LC CARD # : 85029331 RECEIVED  :
AUTHOR   : Buss, Arnold H., 1924-
TITLE    : SOCIAL BEHAVIOR AND PERSONALITY.

STATUS   : Rush Order

1. VENDOR   : PENGUIN      6. SELECTOR : ACQ          10. UNIT COST:      46.50
2. PAY TYPE : PAY          7. TOTAL CPY: 6           11. DISCOUNT%: 15.000
3. TRANSFER : Y            8. PRIORITY : RUSH       12. TAX %      : 8.000
4. CLM CODE : DFLT        9. CURRENCY : CDN        13. ADDED CHG:      0.00
5. REQUESTOR: C. Smith    14. CONDITION: OPEN

15. VENDOR  : Please supply ASAP
    NOTE    :

Options:      Description of selected option
File # line  Line by line  Bibliographic  Allocation  Notes  Status
Conditions  Serial Publication  Vendor inquiry  Prior screen  ? Help
Exit

```

Selecting Menu Items

The ADVANCE modules are menu-driven. Menu screens which list available sub-menus or functions are offered at the highest levels of the module. There are two ways to select a menu item.

Menu Item Number

To select a menu item, you may enter the item's reference number on the menu and <ENTER>. For example, to select the Serials Module on the ADVANCE MAIN MENU, enter the number 5 and <ENTER>; similarly, to select the Vendor Maintenance Menu on the SERIALS CONTROL MAIN MENU, enter the number 4 and <ENTER>.

Screen Identifiers

Each menu item also has a short alphabetic name, called a screen identifier. For example, the Publications Pattern Function, an item listed on the SERIALS CONTROL MAIN MENU, has the identifier PUBM. You can enter the identifier instead of the menu item number on this menu.

Furthermore, you do not have to be on the menu that lists the function when you enter the screen identifier — you can enter the screen identifiers on any menu in the module to go **directly** to the screen you want, skipping any intermediate menus.

Selecting Screen Options

Many non-menu screens have a list of options at the bottom. The way these options are presented depends on whether or not the “option bar” feature is turned on for your particular ADVANCE module (e.g. Serials) or your terminal’s port. (This feature is controlled by the system administrator at a setup table — see the *Utilities Management Guide*.)

All sample screens in this guide show option lines with this feature turned on.

Option Bar

If the “option bar” feature is turned **on**, the option line will look something like the following, with one of the options highlighted and a brief description of it shown on the first line.

```
Options:   Get more information
Check in  Holdings  Claims  Order detail  Forward  Backward
Prior screen  ? help  Exit
```

To select an option:

1. move the highlighted bar in any of three ways:
 - press an arrow key
 - press the space bar
 - type the first (capitalized) letter of the option. If more than one option begins with the same letter, type the letter a second time to proceed to the second option.
2. and then <ENTER> to execute it.

Option Code

If the “option bar” feature is turned **off**, the option line will look something like the following, with a code (or “command”) shown to the left of each option.

```
Options:                                     <ENTER> = scroll options
C = Check in   H = Holdings   CL= Claims       O = Order detail
F = Forward    B = Backward  P = Prior screen  ? = ? help
```

To select and execute an option, enter the option’s code and <ENTER>. For example, enter CL and <ENTER> for *Claims*.

Scrolling If the system does not have enough room to list all options at once, you can <ENTER> to scroll forward in the list. For example, the previous sample display will change to:

```
Options:                                     <ENTER> = scroll options
F = Forward    B = Backward    P = Prior screen    ? = ? help
E = Exit
```

and then to:

```
Options:                                     <ENTER> = scroll options
E = Exit
C = Check in    H = Holdings    CL= Claims          O = Order detail
```

and then finally back to the original display.

Editing in Data Fields

Many screens have fields into which you can place the cursor to add or change data. These fields are usually the numbered fields.

Single-field Access

To access a particular field, select the *# line* option and type the field's reference number. Afterward, you can leave the field and return to the option line by <ENTER>.

Line-by-Line, Multi-field Access

To access all the screen's fields, one after another, instead select the *Line by line* option; this places the cursor in the screen's first field. <ENTER> takes you to the next field rather than down to the option line.

When you add a **new** record, the system displays a screen with most or all of the fields left blank and automatically puts you into line-by-line entry mode.

Commands

The commands you can use to edit text or display help within a field are described in the following table.

Use the Back Space key and type over existing text, or use the <ESC> commands, when necessary. Be careful about using **arrow keys** for this purpose because they work differently on different types of terminals.

NOTE: The library might have different commands defined for some functions, such as <ESC>OO rather than <ESC>O for the insert/over-type mode toggle. If necessary, ask your system manager or Geac Customer Support, who can check the ADV.DEFINE.CURSORS file.

Enter	Description
<ENTER>	To leave the current field as is and proceed , just <ENTER>. In line-by-line mode, the system places the cursor at the next field; otherwise, it places the cursor down at the option line.
(blank)	To leave the current field as is and send the cursor down to the option line , even in line-by-line mode, enter a blank at the beginning of the field and <ENTER>.
.	To leave the current field as is and go back one field, type a period at the beginning of the field and <ENTER>. In line-by-line mode, the system places the cursor back at the preceding field; otherwise, it places the cursor down at the option line.
#	To clear the current field and proceed, type a number sign at the beginning of the field and <ENTER>. In line-by-line mode, the system places the cursor at the next field; otherwise, it places the cursor down at the option line.
?	For library-defined help on the field, type a single question mark at the beginning of the field and <ENTER>.
??	<p>At fields which take a setup code as the value, you can have the system display the list of valid codes. Type two question marks at the beginning of the field and <ENTER>.</p> <p>For example, typing ?? in the <i>CHRONOLOGY CODE</i> field of the PUBM - PUBLICATION PATTERN screen causes the system to superimpose the CHRONOLOGY CODE - (CHRN) table. If you wish, you can assign one of the listed Chronology Codes to the field by entering the code's reference number at this table before returning to the original screen.</p>
<ESC>A	ErAse character under the cursor (the cursor moves to the left).
<ESC>B	Tab Backwards within the field.
<ESC>D	Delete character under the cursor (the cursor does not move).
<ESC>H	Go to the beginning of the field (Home).
<ESC>I	Insert (paste) text from your preceding deletion/capture in the field.
<ESC>L	Go to the end of the field.
<ESC>O	Toggle between insert and Overtyping modes.

Enter	Description
<ESC>P	For some fields, the system can only show the first line of information stored in the field. (If there is more text than can be shown, the system displays a plus sign, +, at the end of the line.) If the system does not automatically display and allow you to edit this text when you access the field, use this command to open an edit window . See the next section for a list of window editing commands.
<ESC>Q	Delete (and capture) text to the beginning of the field.
<ESC>R	Restore the field (undo changes).
<ESC>Z	Delete (and capture) text to the end of the field.

<ESC> Commands

1. Press the keys one after another rather than together. To use “<ESC>E”, for example, press the Escape key, release it, and then press the “E” key.
2. Enter characters in upper or lower case, as you wish. For example, <ESC>h is equivalent to <ESC>H.

For convenience, some libraries have set up **function keys** to take the place of the commands listed in the table.

Editing in Windows

The following table lists the commands required for editing text within a field window. A window is a temporary workspace for a field in which you may enter or edit several lines or “pages” of data and use some special editing commands. You may also use the arrow, Tab, and Back Space keys as usual.

NOTE: The library might have different commands defined for some functions, such as <ESC>OO rather than <ESC>O for the insert/over-type mode toggle..

Enter	Description
<ESC>A	erAse character under the cursor (the cursor moves to the left)
<ESC>B	tab Backwards
<ESC>D	Delete character under the cursor (the cursor does not move)
<ESC>E	Exit from the window (and save changes)
<ESC>F	reFormat the contents of the window
<ESC>H	go to the beginning of the line (Home)
<ESC>I	Insert (paste) text from your preceding deletion/capture
<ESC>L	go to the end of the Line
<ESC>M	go to the bottoM of the window
<ESC>O	toggle between insert and OvertypE modes
<ESC>P	go to the next Page; oPen a window
<ESC>Q	delete (and capture) text to the beginning of the line
<ESC>R	Restore the line (undo changes)
<ESC>S	Split the line into two lines
<ESC>T	go to the Top of the window
<ESC>U	go Up to the previous page
<ESC>Z	delete (and capture) text to the end of the line

<ESC> Commands

1. Press the keys one after another rather than together. To use “<ESC>E”, for example, press the Escape key, release it, and then press the “E” key.
2. Enter characters in upper or lower case, as you wish. For example, <ESC>h is equivalent to <ESC>H.

For convenience, some libraries set up **function keys** to take the place of the commands listed in the table.

B

Edit Functions

Edit Function Keys

Key	Function
Arrows	Move the cursor around a space at a time on tag or subfield.
Tab	Moves right, field, indicators and subfield on tag or subfield.
<ENTER>	Moves down a field at a time or places cursor at the subfield designation when pressed at the end of a line of text. If used on the middle of text line, deletes the remainder of the line.
Space bar <ENTER>	Returns the option line. If you are cataloguing in non-MARC mode, <space bar> on a numbered field takes you to the next field.
#	Deletes a tag or subfield as well as its contents.
ESC 1	Authority Hot Key (within authority-controlled tag).
ESC 2	Move Tag/Subfield to another part of the record. Cursor must be on a tag or subfield.
ESC 3	Copy Tag/Subfield to another part of the record. Cursor must be on a tag or subfield.
ESC 4	Information toggle. Cursor must be on a tag or subfield.
ESC 5	Insert Tag/Subfield After. Cursor must be on a tag or subfield. If you are cataloguing in non-MARC mode, the system will insert a copy of the current tag/subfield after the current tag.
ESC 6	Insert Tag/Subfield Before. Cursor must be on a tag or subfield. If you are cataloguing in non-MARC mode, the system will insert a copy of the current tag/subfield before the current tag.
ESC A	Backspace (delete under cursor). Use in text line or window mode.

Edit Function Keys (Continued)

Key	Function
ESC B	Backward tab. Use in text line or window mode.
ESC D	Delete character. Use in text line or window mode.
ESC E	Exit from window. Use in text line or window mode.
ESC F	Reformat window contents. Use in text line or window mode.
ESC H	Move to beginning of line. Use in text line or window mode.
ESC I	Insert deletion buffer. Use in text line or window mode.
ESC L	Move to end of line.
ESC M	Move to bottom of window. Use in text line or window mode.
ESC O	Insert/overlay toggle. Use in text line or window mode.
ESC P	Opens a text editing window (Only works when cursor is within a subfield.).
ESC Q	Delete to beginning of line. Use in text line or window mode.
ESC S	Cut line or split a line within a window. Use in text line or window mode.
ESC R	Restore a line.
ESC T	Move to top of window. Use in text line or window mode.
ESC U	Move to previous page. Use in text line or window mode.
ESC Z	Delete to end of line. Use in text line or window mode.

Note: Escape commands are not case sensitive.

Edit Function Keys for Cataloguing in Non-MARC MODE

Key	Function
!, E, e	Return to option line.
x	Explode the current tag/subfield definition to contain all of the subfields defined in the current workflow.

Edit Functions

Function	Key(s)	Description
Activate Command Mode	Space Bar	Use the space bar to exit from edit mode and display the option lines on the screen.
Backspace	Backspace or ESC A	Deletes the character under the cursor, then moves the cursor one character to the left.
Backward Tab	ESC B	Moves the cursor one tab position to the left. Use in window mode.
Bottom of Window	ESC M	Moves the cursor to bottom of the window. Use in window mode.
Copy	ESC 3	<p>Allows the cataloguer to copy the current tag/subfield to a new location in the record (display). The system will prompt for the insertion point, i.e., the tag following which the cut tag/subfield will be inserted. If there is more than one occurrence of the insertion point, the system will prompt for the number of the occurrence following which the tag/subfield will be inserted.</p> <p>The system also allows you to make multiple copies of a tag. Enter the number of copies after the prompt: <i>How many copies of this tag?</i>. The default is 1.</p>
Cursor Home	ESC H	Moves the cursor to the beginning of the line.
Cursor Movement	Arrow Keys	Use the arrow keys to move the cursor around the screen.
Delete to Beginning of Line	ESC Q	Deletes all characters from the cursor left to the beginning of the line.
Delete Character	ESC D	Deletes the character at the current cursor position.
Delete to End of Line	ESC Z	Deletes all characters from the cursor right to the end of the line.
Delete Tag/Subfield	#	Deletes the tag or subfield at the current cursor position.
Enter Window Mode	ESC P	The window provides a separate area where the data for a field can be entered or modified, before being inserted into a field. The cursor must be at a subfield to invoke window mode.

Edit Functions (Continued)

Function	Key(s)	Description
Hot Key	ESC 1	Allows the cataloguer to search the authority records for a correct entry for an authority-controlled field.
Information Toggle	ESC 4	Turns the display of the tag/subfield information lines on or off. The information lines display tag/subfield name, authority information, valid subfields, or entries.
Insert After	ESC 5	Allows the cataloguer to insert a tag or subfield after another tag or subfield in a record. The new tag or subfield is inserted immediately below the current cursor position. An inserted tag is numbered 000. An inserted subfield creates a blank line.
Insert Deletion Buffer	ESC I	Inserts the contents of the deletion buffer at the current cursor position. The deletion buffer contains the most recent data deleted using delete to end of line function. Use in window mode.
Insert Before	ESC 6	Allows the cataloguer to insert a tag or subfield before another tag or subfield in a record. The new tag or subfield is inserted immediately above the current cursor position. An inserted tag is numbered 000. An inserted subfield creates a blank line.
Insert/Overlay Toggle	ESC O	Changes the edit mode from insert to overstrike and back to insert. Allows characters to be inserted (insert mode) or overwritten (overstrike mode) in a subfield or in the window.
Move	ESC 2	Allows the cataloguer to move the current tag/subfield to a new location in the record. The system will prompt for the insertion point, i.e, the tag following which the cut tag/subfield will be inserted. If there is more than one occurrence of the insertion point, the system will prompt for the number of the occurrence following which tag/subfield will be inserted.
Move Cursor to End of Line	ESCL	Moves the cursor right to the end of the line.
Page Up	ESC U	Moves the cursor to the previous page in the window. Use in window mode.
Reformat Window	ESC F	Reformats and redisplayes the contents of the window. Use in window mode.
Restore Line	ESC R	Restores line to its original contents.
Split Line	ESC S	Splits a line in two by placing the right truncated portion on the next line. Use in window mode.
Tab to Field	Tab	Moves the cursor one field at a time; from tag to indicator to subfield.

Edit Functions (Continued)

Function	Key(s)	Description
Top of Window	ESC T	Moves the cursor to the top of the window. Use in window mode.
Window Exit	ESC E	Exits the window mode and writes the data in the window to the current subfield.

C

MARC Diacritics

The ability to catalogue foreign-language materials requires ADVANCE to have the capability to include diacritics and special characters in the MARC character set.

Diacritics display and printing requires either specific software or hardware to accommodate the needs of the extended character set. Diacritics can be displayed by using either:

- LTS software running on a PC, or
- a diacritics terminal.

For non-diacritics terminals, diacritics are stripped for display. For input from non-diacritics terminals, the mnemonic method has to be used. This chapter describes how ADVANCE translates these characters, both for display and in filing.

This chapter also contains tables identifying diacritics by name, by mnemonic, and by hexadecimal value.

MARC Character Set

The MARC character sets ASCII (ANSI X3.4) and ANSEL (ANSI Z39.47) include many diacritics (sometimes called accents) and special characters to accommodate library cataloguing of foreign-language materials, both in the national character sets for Roman alphabet-based languages such as German or Turkish, and in Romanized form for languages such as Russian or Chinese.

Diacritical marks or diacritics are stored in the MARC format as separate characters before the letters that they modify. When diacritics appear both below and above a letter, the normal convention is to place the mark(s) which appear below the letter first, followed by the mark(s) which appear above the letter. In some languages which use diacritic marks very heavily (e.g., Vietnamese), further conventions apply.

These diacritic conventions are used even for portions of some letters which are not properly diacritical marks at all. For example, the ñ is a separate letter in Spanish. Similar instances of characters which are taken apart in the MARC character set exist for the Scandinavian alphabets, some Eastern European languages, etc.

In addition to those portions of characters similar to those in the standard Roman alphabet which are divided into the standard character and one or more modifiers, the character set also includes some special characters such as the Scandinavian Ø, the Icelandic *thorn*, Anglo-Saxon Eth (or Edh), and the patent mark, which are not represented on ordinary keyboards and cannot be displayed on standard computer terminals.

ADVANCE Displays

ADVANCE will transmit full MARC diacritics and special characters to terminals capable of displaying them. However, the conventions for translating special characters which are described below are always used for sorting and filing.

For standard ASCII terminal input and output, two substitution conventions are employed. For cataloguing input and display, the series of mnemonics discussed below under *Cataloguing Display* are used to uniquely describe each diacritic and special character. For online catalogue input and display, diacritics are stripped, but special characters are displayed and filed as their closest Roman alphabet equivalents, as discussed under *Online Catalogue Display*.

Filing Order

There is no agreed-upon international standard for filing. Even most Roman alphabet languages have their own variations of the basic Roman alphabet filing order. Since libraries have to interfile names and titles in many different languages in their catalogues, a number of filing schemes have been developed. The filing of browse lists and summary displays in ADVANCE is based on the *ALA Filing Rules* (Chicago: American Library Association, 1980) which were designed specifically for automated library catalogues.

In looking for names or titles with letters not in the English alphabet, remember that many letters in other Roman alphabets are often broken up into English letters and diacritics in the MARC format. This means that they do not file the same way that they would in a catalogue filed in their own language's alphabet.

Diacritics are ignored in filing, while modified letters and special characters are filed as their closest English equivalents. The last table, titled *Online Catalogue Display*, shows all substitutions made by ADVANCE for filing and online catalogue display purposes.

After diacritics and special characters have been ignored or converted, apostrophes (as in *L'Enfant*) are ignored, punctuation and spaces are treated as blanks or spaces, and the headings are sorted word by word.

The same *normalization* performed on diacritics and special characters for filing also applies to keywords. For example, as the *Online Catalogue Display* table indicates, the only way to retrieve a keyword with an Anglo-Saxon Eth is to key an English letter *d*.

Cataloguing Display

ADVANCE translates diacritics and special characters into unique character sequences to allow cataloguers using ASCII terminals to display them in existing records and add them to new or modified records. In browse lists and summary displays, the online catalogue conventions are used. These conventions are used only for display and input. Filing in browse lists and summary displays follows the conventions described in *Filing Order*, and in *Online Catalogue Display*.

Mnemonic Sequences

Each diacritic and special character display sequence consists of a backslash (\) followed by a two-character mnemonic. For example, the uppercase digraph Æ is translated to \AE for display. Similarly, if a cataloguer keys \AE, the system will translate it into the internal computer code (hexadecimal value) for Æ when it stores it in the MARC record.

The mnemonic sequences are shown in three different orders in the tables at the end of this document, first sorted by mnemonic, second by name of the diacritic, and third by ASCII/ANSEL hexadecimal value.

Greek Characters

The MARC character set supports entry and display of three Greek characters through use of an escape sequence. In ADVANCE, keying \GO will turn the Greek set on, and \GF will turn it off. The Greek characters: *Alpha* (α), *Beta* (β), and *Gamma* (γ), are represented within the escape sequence by the lowercase Roman letters: a, b, and c. For example to enter *Alpha*, key \GOa\GF. The Greek letters stored in the MARC records are displayed using the same escape sequences.

Superscripts and Subscripts

Any character in the MARC character set can be entered as a superscript or subscript by using the proper escape sequence. Keying \SPO and \SPF will start and end a superscript sequence, while \e^SBO and \e^SBF will start and end a subscript sequence. For example, keying the character sequence H\eSBO2\eSBFO will produce H₂O. The same escape sequences are used for cataloguing displays.

Modifying Cataloguing Displays

In ADVANCE, a library may easily change the mnemonics assigned to the individual MARC diacritics and special characters to reflect any local

usages. Since the mnemonics are used only for input and output, and the actual MARC characters are stored in the records, changing the mnemonics used in cataloguing has no effect on the library's MARC database.

However, the library should not define new MARC characters if it ever intends to share records with other libraries, since this could at minimum require reprocessing at some future date to strip out or convert any non-standard characters.

Online Catalogue Display

The following conventions are used for sorting (filing), display and search input in ADVANCE online catalogue displays on ASCII terminals. The sole exception is the full MARC record display, which uses the cataloguing conventions.

Diacritics

Diacritics are ignored in sorting and display, and should not be included in search input. However, if an apostrophe (single quote) or double quote is inputted in a search string as itself or as a substitution for a diacritic, the search will succeed since both characters are removed during search normalization. Thus, searching for *O'Henry* will find entries sorted as *OHENRY*, searching for *L'vov* will find entries sorted as *LVOV*, etc. All punctuation marks other than apostrophes and quotes are treated as blanks for searching purposes.

Special Characters

Special characters are translated into their closest displayable, sortable, and searchable equivalents. For example, the Scandinavian Ø displays as *O* and diagraph letters are displayed as their two-letter equivalents. Modified letters sort as their unmodified equivalents in browse lists and summary displays, and are inputted as such for retrieval purposes. The last table in this document shows the ADVANCE substitutions for special characters and their impact on filing and search input.

Greek Characters

The MARC escape code sequences for Greek characters are stripped from online catalogue displays, so that Alpha, Beta, and Gamma display, sort, and are inputted for searching as lowercase a, b, and c.

Superscripts and Subscripts

The escape sequences for superscripts and subscripts are stripped so that they are displayed, sorted, and searched as normal characters. Thus, $E=MC^2$ will display as $E=MC2$.

Cataloguing Display by Mnemonic

Mnemonic	Diacritic Name	Mnemonic	Diacritic Name
\(p ^\(mi	Plus or minus	\LL	Left Ligature
\AC	Acute	\LT	Left tilde
\AE	\(AE uppercase	\MA	Macron
\ae	\(ae lowercase	\MF	Musical flat
\AG	Angstrom	\MZ	Miagkyi znak
\AL	Alif	\O/	\(O/ uppercase
\AY	Ayn	\o/	\(o/ lowercase
\BP	British pound	\OE	\(OE uppercase
\BR	Breve	\oe	\(oe lowercase
\CA	Candrabindu	\OH	O hook uppercase
\CB	Circle below letter	\oH	o hook lowercase
\CC	Comma centered high	\P/	Thorn uppercase
\CF	Circumflex	\p/	thorn lowercase
\D/	D with crossbar upper	\P?	Pseudo question mark
\d/	d with crossbar lowercase	\PM	Patent mark
\DA	Double acute	\RC	Right cedilla
\DB	Dot below letter	\RH	Right hook
\DD	Double dot below letter	\RL	Right ligature
\DM	Dot in middle of line	\RT	Right tilde
\DU	Double underscore	\SD	Superior dot
\ET	Eth (or Edh)	\Ti	Turkish \(\ui without dot
\GR	Grave	\TL	Tilde

Cataloguing Display by Mnemonic (Continued)

Mnemonic	Diacritic Name	Mnemonic	Diacritic Name
\HA	Hacek	\TZ	Tverdyi znak
\HC	High comma off center	\UH	U hook uppercase
\L/	L slash uppercase	\uH	u hook lowercase
\l/	l slash lowercase	\UM	Umlaut (dieresis)
\LC	Left cedilla	\UP	Upadhmaniya
\LH	Left hook	\US	Underscore

Cataloguing Display by Name of Diacritic

Mnemonic	Diacritic Name	Mnemonic	Diacritic Name
\AC	Acute	\LC	Left cedilla
\AE	\(AE uppercase	\LH	Left hook
\ae	\(ae lowercase	\LL	Left ligature
\AL	Alif	\LT	Left tilde
\AG	Angstrom	\LL	Ligature left half
\AY	Ayn	\RL	Ligature right half
\BP	British pound	\MA	Macron
\BR	Breve	\MF	Musical flat
\CA	Candrabindu	\MZ	Miagkyi znak
\LC	Cedilla (left)	\O/	\(O/ slash uppercase
\AG	TCircle above letter (Angstrom)	\o/	\(o/ slash lowercase
\CB	Circle below letter	\OE	\(OE uppercase
\CF	Circumflex	\oe	\(oe lowercase
\CC	Comma centered high	\OH	O hook uppercase
\HC	Comma off center high	\oH	o hook lowercase
\D/	TD with crossbar uppercase	\PM	Patent mark
\d/	Td with crossbar lowercase	\(pl\^(mi	Plus or minus
\UM	Dieresis (Umlaut)	\L/	Polish slash L uppercase
\AE	Digraph \(\AE uppercase	\I/	Polish slash I lowercase
\ae	Digraph \(\ae lowercase	\BP	Pound (British)
\OE	Digraph \(\OE uppercase	\P?	Pseudo question mark
\oe	Digraph \(\oe lowercase	\RC	Right cedilla
Mnem	Diacritic Name	Mnem	Diacritic Name

Cataloguing Display by Name of Diacritic (Continued)

Mnemonic	Diacritic Name	Mnemonic	Diacritic Name
\DB	Dot below letter	\RH	Right hook
\DM	Dot in middle of line	\RL	Right ligature
\DA	Double acute	\RT	Right tilde
\DD	TDouble dot below letter	\O/	Scandinavian \<O/ uppercase
\LL	Double ligature left half	\o/	Scandinavian \<o/ lowercase
\RL	Double ligature right half	\PM	Subscript patent mark
\LT	Double tilde left half	\SD	Superior dot
\RT	Double tilde right half	\TL	Tilde
\DU	Double underscore	\P/	Thorn uppercase
\ET	Eth (or Edh)	\p/	Thorn lowercase
\GR	Grave	\Ti	Turkish \<(ui without dot
\HA	Hacek	\TZ	Tverdyi znak
\CC	High comma centered	\UH	U hook uppercase
\HC	High comma off center	\uH	u hook lowercase
\P/	Icelandic thorn uppercase	\UM	Umlaut (dieresis)
\p/	Icelandic thorn lowercase	\US	Underscore
\L/	L slash uppercase	\UP	Upadhmaniya
\l/	l slash lowercase		

Because the names used for diacritics vary (e.g., umlaut and dieresis), many diacritics appear more than once in this table.

Cataloguing Display by Hexadecimal Value †

Hexadecimal Value	Mnemonic	Diacritic Name	Hexadecimal Value	Mnemonic	Diacritic Name
A1	\L/	Polish slash L uppercase	E1	\GR	Grave
A2	\O/	Scandinavian \O/ uppercase	E2	\AC	Acute
A3	\D/	TD with crossbar uppercase	E3	\CF	Circumflex
A4	\P/	Icelandic thorn uppercase	E4	\TL	Tilde
A5	\AE	Digraph \AE uppercase	E5	\MA	Macron
A6	\OE	Digraph \OE uppercase	E6	\BR	Breve
A7	\MZ	Miagkyi znak	E7	\SD	Superior dot
A8	\DM	Dot in middle of line	E8	\UM	Umlaut or dieresis
A9	\MF	Musical flat	E9	\HA	Hacek
AA	\PM	Subscript patent mark	EA	\AG	Angstrom or circle above
AB	\(pl\^(mi	Plus or minus	EB	\LL	Ligature first half
AC	\OH	O hook uppercase	EC	\RL	Ligature second half
AD	\UH	U hook uppercase	ED	\HC	High comma off center
AE	\AL	Alif	EE	\DA	Double acute
B0	\AY	Ayn	EF	\CA	Candrabindu
B1	\l/	Polish slash l lowercase	F0	\LC	Cedilla

Cataloguing Display by Hexadecimal Value † (Continued)

Hexadecimal Value	Mnemonic	Diacritic Name	Hexadecimal Value	Mnemonic	Diacritic Name
B2	\o/	Scandinavian \(o/ lowercase	F1	\RH	Right hook
B3	\d/	Td with crossbar lowercase	F2	\DB	Dot below character
B4	\p/	Icelandic thorn lowercase	F3	\DD	Double dot below character
B5	\ae	Digraph \((ae lowercase	F4	\CB	Circle below character
B6	\oe	Digraph \((oe lowercase	F5	\DU	Double under- score
B7	\TZ	Tverdyi znak	F6	\US	Underscore
B8	\Ti	Turkish \((ui without dot	F7	\LH	Left hook / tail
B9	\BP	British pound	F8	\RC	Right cedilla
BA	\ET	Eth (or Edh)	F9	\UP	Upadhmaniya
BC	\oH	o hook lower- case	FA	\LT	Double tilde first half
BD	\uH	u hook lower- case	FB	\RT	Double tilde second half
E0	\P?	Pseudo question	FE\((dd	\CC	High comma centered

† MARC records are encoded using ASCII (American Standard Code for Information Interchange — ANSI X3.4) and ANSEL (American National Standard for Extended Latin Alphabet Coded Character Set for Bibliographic Use — ANSI Z39.47), both established by the American National Standards Institute (ANSI).

In ADVANCE internal storage, Hex FE is relocated to He 87 because the Pick operating system uses Hex FE as a reserved character. It is reconverted back to Hex87 for production of MARC format tapes.

Online Catalogue Display

Special Character	Graphic	Substitution Character(s)
\(AE digraph	AE	Upper or lowercase AE
D with crossbar	D	Upper or lowercase D
O hook	O	Upper or lowercase O
\(OE digraph	OE	Upper or lowercase OE
Polish slash L	L	Upper or lower case L
Scandinavian \((O/	O	Upper or lowercase O
Turkish \((ui (no dot)	i	Lowercase i
U hook	U	Upper or lowercase U

The substitutions for characters are used for filing and must be input as part of search strings.

D

Glossary

This glossary explains many of the terms you may encounter in the documentation or while performing system activities.

Words shown in *italics* are defined elsewhere in the glossary.

A

- AACR2 Anglo-American Cataloguing Rules, version 2. These are the rules that form the “bible” of cataloguing procedure as they relate to the construction of catalogues and other lists.
- access level A number between 0 and 99. The higher the number, the more you are allowed to do. See also *priority level*.
- access point An entry point into a catalogue. A heading by which a bibliographic record may be retrieved.
- accession number A number assigned by the library to an individual *bibliographic item* when it is added to the library’s collection. In ADVANCE, the accession number is usually replaced by assigning a *barcode* to the item. Barcodes themselves may constitute a form of accession number, if they are sequential.
- account Accounts are used within the PICK system software. ADVANCE is an account in SYSPROG.
- accounts receivable The Circulation process by which patron fines are paid, created, or assessed and other financial transactions are performed.
- Acquisitions module The ADVANCE module used to order and keep track of the purchase of items for a library, both serials and monographs.

added entry	An entry, other than a subject entry and additional to the main entry, under which a bibliographical entity is represented in a catalogue.
ALA character set	An extended 8-bit ASCII character set defined for MARC records and adopted by the American Library Association. Of the 256 characters allowed for by this code, US/MARC defines 208.
application	A software program or set of programs that uses the computer as a tool, as opposed to the software necessary to run the computer.
archive tape	Tape from a <i>bibliographic utility</i> (<i>OCLC</i> , <i>WLN</i> , <i>RLIN</i> , or <i>UTLAS</i>) which are released to each library and contain a copy of that library's records from the utility's database. Tapes are produced regularly.
ASCII	An acronym for "American Standard Code for Information Interchange". A standard 7-bit code representing up to 128 characters. The ASCII code is used in computer communications.
attach	To connect a job or terminal to the computer in such a way that they can communicate. Also, to define communications characteristics for a terminal.
authoritative form	The form of a heading that has been chosen as the standard form to be used in all bibliographic records.
authority control	<p>A way of handling and standardizing bibliographic information using "see" and "see also" references.</p> <p>The classic example of a "see reference" is Mark Twain vs. Samuel Clemens. The library decides which of these names for the same author will be the "established" form — say, Mark Twain. If users look for "Clemens, Samuel", they will find the reference, "see Twain, Mark".</p> <p>"See also references" are generally used in subject searches. A user who looked under the subject of "Home" might find "see also Family".</p> <p>Authority control refers to the sum of the library's cataloguing decisions as to which bibliographic elements will be established form headings, rejected form headings, and related headings.</p>
authority file	Records of the correct forms of names, series, or subjects used in the catalogue. The purpose of the authority file is to keep entries uniform.
authority hot key	The function key a user can press to browse and retrieve an authority heading for the MARC field they are cataloguing.

B

- backup** An exact copy of a primary unit that can be used in place of the primary unit in case the primary unit fails. Usually 'backup' refers to copies of ADVANCE software and the library's data files which are kept on tape. If the disk versions of these files get damaged, the files can be restored from the backup versions on tape.
- barcode** A series of printed lines and spaces representing numbers, letters, or other symbols. Barcodes are not eye readable. The format of the barcode varies from one manufacturer to another. Geac equipment can work with several barcode formats, including 'CODABAR' and Code 39.
- barcode reader** A device for reading barcode labels into a system. Generic term for 'laser scanner' or 'lightpen'.
- batch** A collection of commands and input held in an editor file. Similar to a program, but relatively simple. Batches feed instructions to the computer without requiring the presence of an operator. When you execute a batch, it usually performs several control console commands and may run several programs in a pre-assigned order.
- baud rate** Also simply "baud". A standard unit, in bits per second, used to express the data transmission capability of lines, terminals, and interface equipment.
- bibliographic item** A document or set of documents in any physical form, published, issued, or treated as an entity, and as such forming the basis for a single bibliographic description. Contrast with *physical volume* and *copy*.
- bibliographic record** In ADVANCE, the MARC format record that describes one bibliographic item. For example, if the library owns 10 copies of a three-volume edition of "War and Peace", it will describe them in one Bibliographic Record with 30 items or pieces in the Item File — 10 for each of the separate volumes.
- bibliographic utility** An online processing centre whose services are based on a machine-readable database of catalogue records. The main North American utilities are *OCLC*, *WLN*, *UTLAS*, and *RLIN*.
- binding entry** An entry in a bibliographic record to indicate that an item is physically bound with one or more other items. Used with books bound together, AV kits, etc.

- bit A binary digit. A data field that has only two possible values, 0 or 1 — that is: NO or YES; OFF or ON.
- blind heading This is an authorized heading for which no authors or subjects exist in the bibliographic database. In general, blind headings do not appear in the Online Catalogue. Note, however, that blind, non-provisional, topical subject headings do appear in the Online Catalogue. All blind headings can be searched for in the Cataloguing module.
- blind reference This is a reference to an authorized heading that does not exist in the bibliographic database. In general, blind references do not appear in the Online Catalogue. Note, however, that references to blind, non-provisional, topical subject headings do appear in the Online Catalogue.
- Boolean searching A searching technique in which search terms are presented to the system in a particular manner. These terms are operated on with Boolean logic, which means the search terms may be separated by the operators AND, OR, NOT. For example, consider the subject search: COMPUTERS AND CARS. This search would result in the retrieval of a series of items in which both COMPUTERS and CARS formed a subject term.
- boot Short for “boot strap”. The operation of loading the initial elements of the ‘operating system’ into computer memory.
- borrower Known as *patron*.
- BOT Reflective marker to identify the beginning of a tape.
- bug An error in a program or hardware function that causes the function to work incorrectly.
- byte A character of data, normally represented by 8 bits.

C

- call number Alphanumeric code used to identify and locate a particular item on the shelves. Call numbers usually consist of a classification number and author or cutter number; they may also include an accession number. In most systems, the call number also classifies the subject material of the book. Various systems exist - common ones are *LC* and *Dewey*.
- CAN/MARC Canadian version of the MARC format.

carriage return	Indicates the use of the ENTER or RETURN key on the keyboard. Operators use this key to send data to the computer, or to respond to a prompt. Sometimes abbreviated to “<CR>”.
Cataloguing module	The ADVANCE module that automates bibliographic and authority control.
cataloguing source number	Unique number assigned by the provider of the cataloguing record: e.g. OCLC, LC.
charge	Known as <i>checkout</i> . A function in the Circulation module: the process by which a library item is lent to a patron. To loan a book to a patron is to charge it out to the patron.
checkdigit	A calculated digit added to the end of a number used to validate the correctness of the sequence of digits. Used in <i>barcodes</i> , <i>ISBNs</i> , and so on.
checkin	1) In the Circulation module, the process of checking returned items in at the circulation desk. Also known as <i>discharge</i> . 2) In the Acquisition and Serials modules, <i>checkin</i> is the process of receiving an item shipped to the library, and recording the receipt on the system.
checkout	A function in the Circulation module: the process by which a library item is lent to a patron. To loan a book to a patron is to <i>charge</i> it out to the patron.
chronology	Date that identifies an issue of a serial — e.g. “June 1991”.
Circulation module	The ADVANCE module that automates circulation functions and transactions.
citation	A display of bibliographic information describing a given work.
CODABAR	A 14-digit <i>barcode</i> format that ADVANCE uses.
COM	Acronym for “Computer Output on Microform”. Information is recorded on microfilm or microfiche instead of paper.
command	An order telling the system to start, stop, or continue an operation within a function. Commands are usually entered by typing a mnemonic code.

compile	To translate a program from a high-level source language to a machine-executable form.
content designator	The means of identifying data elements and/or of providing additional information about a data element. Content designators consist of tags, indicators, and subfield identifiers.
control characters	Keyboard letters, numbers, or symbols which are entered while the <CONTROL> key is held down. They are not normally printable characters.
control console	A terminal, usually in the computer room, from which the system may be controlled.
conversion	The process of turning machine-readable records in one format into machine-readable records of a different format.
copy	A single piece of a document; a duplicate; an instance of a serial issue. See also <i>bibliographic item</i> , <i>physical volume</i> , <i>piece</i> , and <i>copy set</i> .
copy number	A number assigned by the library to a copy. The number need not be unique. Its usual purpose is to distinguish between different copies of the same title, or different copy sets of the same serial title.
copy set	A duplicate run of issues of a serial; simplistically a “subscription”.
copy-specific hold	A hold placed on a specific copy. A copy-specific hold may be used, for example, to capture a particular copy to be sent to the bindery. Contrast with title-level hold.
core	Computer memory, usually measured in megabytes: “MB”.
CRT	Cathode Ray Tube screen of a terminal. Also known as VDU (visual display unit).
CSN	Cataloguing Source Number.
cursor	A small square or line on the terminal screen which tells you where the next character you type will appear.
cutter number	Part of the <i>call number</i> used to identify the author for filing purposes.

D

database	A pool of data held in computer storage, controlled by a central authority, and available to any application capable of accessing the storage. It is designed to meet the requirements for consistent and current data by many or all of an organization's application systems.
data communication	The transmission of data across geographically separated locations.
data element	The smallest unit of information that is explicitly identified in MARC format. Within a variable field, a data element is identified by a subfield identifier. Within the record label, the directory, and a fixed-length subfield, a data element is identified by its character positions.
date of last use	The date of the last transaction associated with a particular record.
Dewey	Dewey Decimal Classification system, developed by Melvil Dewey.
diacritics	Also "diacritic characters/marks". The marks, such as accents, which appear under or over characters, used to denote a specific sound for a given character. Sometimes used to refer to non-English alphabetic characters as well.
discharge	Known as <i>checkin</i> . A function in the Circulation module: the process by which library staff record that a borrowed item has been returned by the patron.
disk	Also "hard disk". A magnetic storage medium, like magnetic tape, but in the form of a platter, similar to a phonograph record.
disk drive	A data storage device that holds, reads from, and writes to <i>disks</i> .
diskette	Also "floppy disk". Similar to <i>disk</i> , typically used with microcomputers.
DOS	Disk Operating System, for a microcomputer.
download	The data flow from the host computer system down to the microcomputer.

E

edit record	The “edit” records are the temporary, work versions of bibliographic records, stored in the Work File. Edit records are not shown in the Online Catalogue.
edition	A new edition of a work, revision. Edition information may modify some but not all of the bibliographic information for a work. According to AACR2, a new bibliographic record must be created for a new edition.
editor	A program that enables the user to create, purge, retrieve and update variable-length record source files.
editor file	A file created using the editor.
enumeration	Numbering that identifies an issue of a serial — e.g. “Vol.3 Pt.A”.
EOF	The magnetically recorded mark at the end of a file.
EOT	The reflective marker at the end of a tape attached to the tape surface.
established form	This is the form of a heading that has been chosen as the standard form that should be used in all bibliographic records. Also known as <i>authoritative form</i> .

F

F.E.	Stands for “Field Engineer”. Also written “FE”.
F.E.D.	Also written “FED”. Field Engineering Division — the Geac department responsible for maintaining and repairing hardware.
field	<p>1) A MARC “field” is a defined part of a MARC record used to contain only a specific category of data. For example, included in the Bibliographic Record is the Main Entry - Personal Name Field (Tag 100), the Title Statement Field (Tag 245), and the Local Call Number Field (Tag 090). There are two kinds of MARC fields - <i>variable length</i> and <i>fixed length</i>. Some people use the word “tag” to refer to a MARC field.</p> <p>2) An area on the screen where you can enter data, or where the system will display information: for example, author, title. Fields often appear on the screen with a descriptive word beside them. For example, the author field usually has “AUT:” or “AUTHOR” beside it.</p>

field separator	A control character used at the end of each <i>variable field</i> to separate it from the next.
file	<p>A collection of related records treated as a unit.</p> <p>A file is a logical structure which associates a set of items. On a PICK system, files are organized in a hierarchical structure. There are four levels of files: the System Dictionary, a users' Master Dictionary, File-level Dictionaries, and the Data Files. A PICK system can contain any number of files, which can contain any number of data items, limited only by the size of the disk drive.</p>
file structure	The rules of organization that relate records within a file.
fixed-length field	Also "fixed field" and "control field". A MARC field of pre-defined length in a bibliographic record: for example, the Physical Description Field (Tag 007). Fixed-length fields are made up of one or more fixed-length data elements (sometimes called <i>offsets</i>).
fixed-length field element	Part of a MARC <i>fixed-length field</i> whose length and contents are pre-defined. For example, the language code (character positions 35 to 37) in Tag 008.
fixed-length subfield	A <i>subfield</i> whose length is invariant, being determined for all occurrences by provisions of this format. A fixed-length subfield may be defined to contain one or more data elements. Fixed-length subfields may occur in both fixed-length fields (e.g. field 100, subfield ‡a), and variable-length fields (e.g. field 200, subfield ‡z).
frame	Disk drive storage is divided into sections called "frames". Each frame is numbered, giving the system direct access to that particular frame-id or FID. The physical size of a frame is machine-dependent, and limited only by the size of the disk drive.
function	<p>In ADVANCE, "function" refers to each of the possible actions available in the main menus.</p> <p>For example, in the Circulation module, "function" refers to an operation available in the online menus: e.g. checkout.</p>
fund	The library can define amounts of money to be encumbered, spent, referred to, and reported on through named "funds" within the Acquisitions module. The term "fund" is used to contrast with external "accounts" which are not system-maintained.

G

GFE Group Format Error. A GFE typically indicates that the data may be corrupted. Normally GFEs are caused by a sudden power failure.

H

- hang Refers to the situation where the computer does not respond to terminal activity. Usually the result of some kind of fault, either in the software or the hardware.
- hold Sometimes called “reservation”. A facility in Circulation referring to the process by which an item not currently available is reserved for the patron. It is normally used when all copies are on loan. When the item becomes available, the library sets it aside for the requesting patron.
- holdings **Piece holdings:** the physical volumes that the library owns of a given work.
Copy holdings: the issues that the library owns of a serial.
Summary holdings statement: a description of the range of copy holdings.
- host The controlling or main computer in a data network.
- hot key See *authority hot key*.

I

- imprint Publisher name, including date and place of publication.
- index A list of data arranged in some order (usually alphabetical) using a special “key” (such as author, title, etc.) which acts as an access point to the database. Indexes facilitate quick access to a large body of data.
- index entry A word, phrase, or number used to locate an item within a specific index.
- index key The term or phrase from a source record which allows you to search for that record - for example, “Twilight Zone”, or “Bowie, David”.
- indicator A special data element in a MARC variable field. Each US/MARC variable field must have two one-character indicators.

intensity	The brightness of the characters on the screen.
interface	To interconnect devices or systems with different characteristics. Usually involves converting data suitable for one system into a form suitable for a second system. The term can be used as a verb or a noun. It can be applied to a cable or a connector, to a device that performs a conversion operation, or to a conceptual boundary.
interlibrary loan	The arrangement whereby a library system may borrow items from another library system. Either or both of the two libraries may be Geac customers. ILL patron privilege classes and material types should be defined in the Policy Tables.
invoice	An accounting document supplied to the library by a vendor, indicating the character, quantity, price, terms and nature of delivery of goods sold or services rendered. In the Acquisitions module, staff members will create a system record for each invoice received.
I/O	Abbreviation of “input/output”.
ISBD	“International Standard Bibliographic Description” — a format for describing bibliographic information.
ISBN	“International Standard Book Number” — an alphanumeric code (with dashes) assigned by some publishers to their works. The same work published in different countries will have different ISBNs.
ISO	Short form for “International Standards Organization”.
ISSN	International Standard Serial Number. Similar to ISBN, except for serials.
issue	A publication unit of a serial, usually identified by unique enumeration (numbering) and chronology (cover date).
item	Used variously, in different contexts, to mean <i>bibliographic item</i> , <i>physical volume</i> , <i>copy</i> , or barcoded <i>piece</i> .

J

job	Often used as a synonym for “program”. A unit of work to be done using the computer. Often accomplished through the use of a batch or program.
-----	--

journal entry In the Acquisitions module, a transaction record specifying the transfer of money into or out of one or more funds.

K

KB Short for “kilobyte” — 1024 *bytes* of memory.

keyword A word which is used as an access point to the bibliographic record. These words are taken from author, title, and subject, and individually indexed without regard to order of appearance.

L

laser scanner Device for reading barcodes or OCR labels. See also *barcode reader*.

LC Short for “Library of Congress”. It refers to the Library of the Congress of the United States, a body with some of the characteristics of a national library. Also used to refer to the classification system used by the Library of Congress.

LCSH “Library of Congress Subject Headings”. A subject classification system for cataloguing.

LC Card Number Sometimes abbreviated to “LCCN”. “Library of Congress Control Number” — the number assigned to an item by the Library of Congress production services as a printing control number / inventory number after an item has been catalogued.

LC MARC Records Records in *US/MARC* format produced by the Library of Congress.

leader The beginning portion of a MARC record. The leader contains coded information about a record, including record type, bibliographic level, and creation date. The information is stored in a fixed-length format.

library system Also called “library”, or more often, “site”. A purchaser of ADVANCE. A library system may consist of a central library, along with its branches and departments. Alternatively, a library system may be a consortium or co-operative. A library system is composed of one or more “agencies” which share the same CPU.

lightpen The pen-like device attached by a cord to the terminal. It is used to read *barcodes* into the system for operations such as registering new patrons

to the system, searching quickly and accurately for those already there, or entering a patron or item during a function such as CHECKIN, CHECKOUT, etc.

- line The transmission medium and equipment for carrying speech and/or data between separated locations, usually between host computer and remote terminal.
- line printer The printers used to print reports are often called “line printers”, so named because they print one line at a time. Printing speed for line printers is given in number of lines per minute: for example, “600 lpm”.
- linking The process of adding holdings information and (in particular) a barcode number for an item to the item’s bibliographic record.
- Also used in the Reserve Book Room to bring together specific courses with items.
- load To mount a tape on the tape drive and set it to the load point.
- load point The beginning of the usable portion of a tape. The load point occurs when the tape drive detects a one inch reflector on the tape (the *BOT* mark). A tape at load point may be used as soon as the drive goes online.
- local call number Known as *shelf location*.
- local copy number Known as *copy number*.
- log To record events and their time of occurrence.
- log on See *sign on*.
- log off See *sign off*.

M

- magnetic tape Storage medium for information. Usually used in conjunction with a computer system. Typically, the magnetic tape is 1/2 inch in width, and comes in various lengths.
- main entry In a manual cataloguing system, the primary access point for a bibliographic item. Normally the author but sometimes the title.

MARC field	A <i>fixed-length</i> or <i>variable-length field</i> in a MARC format record.
MARC format	“MACHINE Readable Cataloguing” — a standardized communications format for storing and transferring bibliographic and authority cataloguing data records on magnetic tape. A MARC record is composed of a leader, a directory to the fields, fixed length fields, and variable length files. National libraries issue records for various materials in their own versions of MARC: for example, US/MARC, CAN/MARC, UK/MARC.
material type	A category of library materials used in the library. For example, newspapers, adult fiction paperbacks, and video cassettes could all have different material types. The library usually categorizes its materials based on its circulation policies (such as loan period) and the statistical reports desired. Every item is assigned a material type. A two-character code identified by MARC.
master record	Completed bibliographic records, stored in the main bibliographic file, or the main record for binding entry records.
MD or M/DICT	“Master Dictionary” — each user account on the system has a Master Dictionary associated with it. It is structurally similar to all other files on the system. Many things that a user enters at the TCL prompt are contained in the user’s Master Dictionary: verbs, procs, connectives, file-names, etc.
menu	A listing of the functions available online that allows a user to choose and perform a variety of actions. The user selects the action by entering certain key(s).
module	An “application” package within the ADVANCE System — examples: the Circulation module, the Cataloguing module.
monograph	Book; contrast with <i>serial</i> .

N

non-filing	Words or characters that do not affect sorting. For example, The Joy of Cooking is filed under “J” for “Joy”, not “T” for “The”. “The” is a non-filing word.
non-filing count	A specific number of characters which will be ignored for sorting purposes. Usually applied to the title of a work, and usually counted from the first character in the title. For example, The Joy of Cooking ,

filed under “J” for “Joy”, would have a non-filing count of “4” (the three characters in “The” plus one space). This count is normally placed in one of the indicators of a MARC record.

normalization To improve the matching and filing of index entries, several “normalization rules” are applied automatically. For example, all letters may be converted to upper case, and some punctuation marks can be converted to blanks or stripped.

note A type of field or screen display where library staff can enter free text about a patron or item.

notice In ADVANCE, “notice” generally refers to an item printed by the library, but meant to be circulated outside the library, such as a fine notice, overdue notice, or claim notice (in Acquisitions).

O

OCLC A bibliographic utility, formerly “Ohio College Library Center”, now “Online Computer Library Center”. Among other services, it provides a machine-readable database for cataloguing.

OCR Optical Character Recognition or Reader.

offline Opposite of *online*.

offset Another term for fixed-field data elements.

online “Online” has two meanings:

1. Connected directly to and interacting with a computer.
2. A major program used to make computer interaction easier: for example, the Circulation online.

Online Catalogue One of the ADVANCE modules, the Online Catalogue is an online query system that automates manual catalogue systems for lookup only. It allows library patrons to search the MARC records database. Patrons can examine bibliographic records, locating items through standard indexes such as subject, title, author, series, keywords, and bibliographic identification numbers.

OPAC Short for “Online Public Access Catalogue”. The ADVANCE OPAC is known as the “Online Catalogue”.

operating system	Often referred to as “OS”. The set of programs that control the computer and its processing.
operator	The person using a terminal.
order	See <i>purchase order</i> .
OS	Short form for <i>operating system</i> .
OSI	Stands for “Open System Interconnect.” An international standard developed by <i>ISO</i> and used for communication between different types of computers. The OSI model defines 7 levels for the interconnect.

P

parity	A system of detecting errors in data transmissions and transfers. By selectively adding a single bit to bit patterns, parity causes the bit patterns to have either an odd number of bits turned On (odd parity), or an even number of bits turned On (even parity).
parity error	Parity errors occur when the bit patterns caused by the system’s ‘parity’ setting are incorrect: for example, when the system detects a “0” but expected a “1”. Parity errors imply that one portion of the system has detected a non-recoverable failure by another part of the system.
password	A code which is typed by an operator to sign on to the system or to a module. The password determines the operator’s <i>access level</i> .
password security	The type of security in which staff passwords are used. The password indicates the operator’s access level which, in turn, determines the commands he or she is permitted to use.
patron	Refers to the individuals who use the goods and services offered by a library. Also called “borrower” and “user”.
patron agency	The location/library where a patron is registered.
patron class	Known as “patron privilege class”.
patron record	The record that describes a patron. The description includes: name, barcode number, address, and other patron-related information.

peripheral	Also “peripheral device”. In a computer system, a functional unit that makes and/or receives data transfers. The term includes storage devices (such as tape drives), input devices (such as terminals), and output devices (such as printers).
physical volume	All that is contained in one binding, portfolio, etc., whether as originally issued or as bound after issue. A physical volume does not necessarily coincide with a bibliographic volume, which is characterized by a title page and separate pagination. See also <i>piece</i> .
PICK	The operating system and database management system used by ADVANCE.
piece	A barcoded circulation unit, usually corresponding to a physical volume. Each barcoded volume of a monographic bibliographic item is a piece. In ADVANCE, piece control is handled by the Cataloguing module’s holdings function.
pointer	A data element which specifies the record-number of a record in a file, or in a related file.
policies	Each library has certain characteristic ways of handling the way it conducts business. These are referred to as “policies”. Circulation Setup policies include loan periods, book limits, material types, renewal limits, fine amounts, and so on.
policy parameters	Library policies stated explicitly in the form of sets of values for the Geac-supplied tables, lists of options, and so forth.
policy tables	The tables completed by a library during the installation process. These define the library policies, contain the decisions regarding library options, outline the structure of the system and list the various codes used by the library. Each module has its own set of tables.
port	An interface that connects one or more devices (e.g., terminals, printers) to the computer. Each port has a unique number.
powerfail recovery	The computer’s ability to recover from power failures without losing data.
printer	A peripheral device used to provide hard copies of data.

priority level	Refers to a “security level” required to perform a function. There is a level of security associated with each command, ranging from 0 to 99 (highest = most). Synonymous with <i>access level</i> .
PROC	PROC is short for stored procedure. PROC allows the user to pre-store a complex series of operations which can be invoked by a single command. Anything which can be done at the TCL level can be accomplished with a PROC.
program	A sequence of machine-readable instructions that a computer can execute. When a program is executed, it performs some function or operation.
project manager	The Geac Project Manager is responsible for liaison between Geac and the individual customer.
prompt	A message from the <i>operating system</i> or an <i>application</i> program. Prompts appear on the CRT screen, and require a response from the computer operator.
publication pattern	A serial’s <i>enumeration</i> pattern, <i>chronology</i> pattern, and publication frequency pattern, used by the Serials module to predict issues.
purchase alert	A warning that additional copies of a title may be needed. Usually because all copies are missing or because the “hold ratio” for this item (that is, the number of holds compared to the number of active copies) is very high.
purchase order	A record authorizing a vendor to deliver materials or services, usually at a set price, to the library. One or more copies of one or more items can be covered by a single purchase order (sometimes abbreviated “PO”).

R

reboot	To perform a second or subsequent <i>boot</i> .
recall	To require that a book on loan be returned before the expiry of the due date that was assigned when the charge was made.
recompile	To perform a second or subsequent <i>compile</i> of a program.
recon	Retrospective conversion of bibliographic records into machine-readable format. This process typically occurs when a library purchases a

	library automation system but still has some bibliographic records that were never put into machine-readable format.
record	To make computer processing easier, data items are brought together to form a unit called a “record”. A group of records makes up a “file”.
recovery	The process of returning a system to operable condition following a failure.
reel	A magnetic tape volume or the tape and the spool on which it is wound.
registration	The process of recording information about individual patrons for the Circulation system, and especially of assigning barcode numbers to those patrons. Usually, “patron registration” applies to the initial entry of this information onto the system.
release	Release refers to a particular version of a package of software: for example, Release 5.0 of ADVANCE.
remote	A term applied to a device or operation that is geographically-separated from a computer but communicates with it.
renewal	The process whereby a borrowed item is checked out again to the same patron, effectively extending the loan period.
report	A result of processing in which data from various data fields is selected and presented in a particular way to provide certain pre-defined information to the user. The hard copy of this data is printed as a “report”.
reserve	A “reserve collection” is also known as “short loan collection”. In academic libraries, a type of material in high demand that has short loan periods assigned to it. Reserve is often applied to required course reading materials, or to new or topical items. The term “reserve” is sometimes used by public libraries to mean <i>hold</i> .
reserve book room	“RBR” is a function within the Circulation module designed to handle high-use materials in the reserve collection, often items associated with a course. It allows the user to enter instructor and course information, and links titles with the appropriate courses.
reserve recall	An item is recalled for the Reserve Book Room.

- response time Used in connection with computer systems. The amount of time it takes for an online system to give data requested of it. It is measured as the amount of time between the point when a user presses the ENTER or RETURN key and the point when the first character of response appears on the screen.
- restore To replace something which has been removed, deleted or damaged. Restoration is part of recovery, and usually refers to the process of replacing disk files with the backup copies on tape.

S

- scanning Also “wandering”. The act of drawing the lightpen across a barcode to read the barcode into the system.
- security level The level assigned to each function, command, and override in order to restrict its usage. Only those functions and commands having a priority level at or below the operator’s active access level may be used.
- “see also” reference A reference from an established form of a heading to one or more related headings. Also known as a "see also" cross reference.
- see reference A reference to the established form of a name from a form which should not be used as a heading. Also known as a “‘see’ cross reference”, “rejected form heading”, or “variant form heading”.
- serial A publication issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely. This includes periodicals, newspapers, annuals, etc. In ADVANCE, a serial is a *bibliographic item* (catalogued in the Cataloguing module) which may also have a *publication pattern* and *copy set* defined in the Serials module. A serial may also have *pieces* (barcoded items) assigned to it. Also see the definitions of *issue*, *copy*, and *holdings*.
- Serials module The ADVANCE module that automates serials control — primarily checkin and issue prediction.
- shelf list A catalogue of the items in a library; items are described in the same order that they are arranged on the shelves.
- shelf location Also “local call number”. The *call number* assigned to a specific copy of an item.

sign off	Also “log off” and “logging off”. To enter the necessary information to end a session on a terminal. The console command is “OFF”. Compare to <i>sign on</i> .
sign on	Also “log on”, “log in”, and “logging on”. To enter the necessary information (such as an identification number or password) to begin a session on a terminal. The console command is entry of a valid account name.
site	Customer library, usually where the computer is located.
sort	To arrange entities according to some pre-defined criteria, usually alphabetic.
spine label	Label for the spine of a book, typically with the call number.
string	Any succession of characters. These can be numbers, letters, blanks, or other characters. The PICK system treats most data simply as a sequence of symbols or “string”.
subfield	In MARC format, the name for a defined part of the field in a MARC <i>variable-length field</i> , such as subfield b.
subfield code	The one-character code which identifies a MARC subfield: for example, the “a” in “ \ddagger a”.
subject headings	Authorized terms that describe the contents of a book. Several may apply to a single work. One North American standard is LC Subject Headings.
surcharge	The charge automatically levied against a patron to cover certain costs, such as the cost of postage for notices, or ordering and cataloguing a replacement book.
syndetic structure	The logical organization of the catalogue, using “ <i>see</i> ” and “ <i>see also</i> ” <i>references</i> to interrelate the concepts represented in the catalogue.
SYSPROG	System Programmer. The highest-level account within PICK.
system backup	To copy (back up) all the files making up the system.
system manager	The library staff member responsible for the systems staff and the computer.

T

tag	The labelling mechanism used by MARC to associate data elements with their functions. Tags are composed of three digits: for example, “210” is the tag for the Abbreviated Title Field. Each different tag represents a different piece of bibliographic information: e.g., personal author, uniform title. “Tag” is sometimes used to mean MARC field.
tag number	A term sometimes used to mean <i>tag</i> .
tape	A magnetic tape reel or cassette, or the tape on the reel or cassette.
tape backup	The process of making a copy of data files and/or the system software. The library uses the backed-up tapes as a security precaution, in case the need for a 'restore' arises.
tape drive	The equipment that holds, reads from, and writes to magnetic tapes.
TCL	“Terminal Control Language” processor. TCL is the primary interface between end-users and the computer. The state in which the computer <i>prompt</i> is displayed and is waiting for user input is commonly called being “at TCL”.
telecommunications	The organization and facilities that provide communications service between users in geographically separated locations. The term encompasses telephone, telegraph, radio, and satellite-based systems; unless otherwise indicated, telephone is usually assumed.
terminal	A device used by a person to communicate with the computer.
Terminal Number	Each terminal in a library system is assigned a unique number.
title	The name of a work, including any alternate title, subtitle, or other associated descriptive matter preceding the author, edition, or imprint statement on the title page.
tracing	Any record of entries or references that have been made in connection with the cataloguing of a particular work or publication, or with establishing a particular heading. Also known as subject headings or added entries.
track	A unit of data storage space on disk.

-
- transfer To read data in one location and write it in another location.
 - transaction Any checkin, checkout, renewal, or hold.

U

- UK/MARC The United Kingdom version of the MARC format.
- UNIX A computer *operating system* developed by Bell Laboratories.
- upload The data flow from the microcomputer **up** to the host computer system.
- UPS “Uninterruptable Power Supply” — essentially a series of batteries that conditions the power to the computer, and, with the absence of electricity, provides power to the computer for a period of time (e.g. 30 minutes.)
- user Same as *patron*.
- US/MARC The version of the MARC format used in the USA.

V

- variable-length field Also “variable field”. A MARC field in a bibliographic record whose length is not pre-defined: for example, the Title Statement Field (Tag 245). A variable field is composed of two one-digit *indicators* and one or more *subfields*.
- vendor A dealer, wholesaler, or other organization supplying books or other materials to the library.
- volume Bibliographic element of a series. For example, **The Art of Computer Programming** has three volumes. The important point is that volumes normally share SOME bibliographic elements with each other.
- voucher A request for the complete or partial payment of one or more invoices, usually sent to the library’s financial services department.

W

- wand Device for reading barcodes. Known as *lightpen*.
- wanding Known as *scanning*.

- WLN “Western (formerly ”Washington“) Library Network” — a bibliographic utility.
- word A unit of data storage: 8, 16, or 32 bits depending on the computer.
- work file A file where data is temporarily stored before being placed in the database. Used in the Cataloguing module.

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