

ADVANCE

Pre-6.8 Upgrade Instructions

(Release 6.8)

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Software described

ADVANCE Library System
Release 6.8 (1998)

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Appendix A: Changes to B.INDEX

Pre-6.8 Upgrade Instructions

Release 6.8 significantly changes how holdings information is stored and maintained. The purpose of the 6.8 Pre-Upgrade Setup program is to standardize current holdings data and provide default information for new tables that are part of Release 6.8.

Complete all the Pre-6.8 Upgrade steps before installing Release 6.8. See the *Release 6.8 Impact Statement* for details about 6.8 installation.

Pre-Upgrade Installation Steps

The installation consists of the following steps:

- Based on the site's current release level, the Geac installer will send the appropriate files to the site. See *Installation Steps Done by Geac* on page -5.
- The Geac installer should run the program CONV.INDEX on all databases. This program analyses the current B.INDEX and A.INDEX files and identifies the variances from the 6.8 format. The report produced can be reviewed and final forms of the index profiles can be created before the initial 6.8 ZIPDEX REMAP is done.
- At the site, the 6.8 Pre-Upgrade Setup program must be run from within ADVANCE. See *Site Installation Summary* on page -23.
- The site should run the conversion program (CONV.T008.HEADING.USE) which will provide definitions for A.MARC Tag 008 offsets 14, 15, and 16 that are required for indexing in this release

Purpose of the Pre-Upgrade

The purpose of the Pre-upgrade Program is to:

- a. analyze and edit the captions currently in use on PIECES and publication patterns before the new holdings structure is implemented. If captions are not standardized the system will create a large number of unnecessary records.

- b. set up a default SHIPTO Code. A new or existing code can be used. In prior releases, SHIPTO Codes were not required for active copy sets; Release 6.8 requires a SHIPTO Code for all active copy sets.
- c. define a default location (Institution, Sublocation Codes) for electronic titles. This allows electronic holdings to display in the Online Catalogue. Existing or new codes can be used for this purpose.
- d. set up DCODES that allow a site to use multiple thesauri (LCSH, MESH, etc.). If the site does not use this feature the SETUP.THESAURI6.8 record must be filed with blank values.
- e. provide the definitions for A.MARC Tag 008 offsets 14, 15, and 16 that are required for indexing in this release. NOTE: The conversion program (CONV.T008.HEADING.USE) affects provisional records only, not those purchased from a cataloguing source. Run this conversion during off hours and make a backup copy of your A.MARC file before you begin.

Installation Steps Done by Geac

1. Two files, PRE68.1 and PRE68.2, have been created in the SCCS.TAPES area (/a3/sccs/SCCS.TAPES on Sam). These files contain the items required to install the pre-Release 6.8 software and keywords.

File Selection

2. Send the appropriate files to the site and save them in the ADV directory:

- Select the upgrade file based on the current release level:
 - If the site has a release **prior to Release 6.5** send the **PRE68.1** file.
- OR
- If the site has **Release 6.5 or higher** send the **PRE68.2** file.

- Select the new version of the SCCS program file from the SCCS.TAPES area:
 - For uniVerse sites select the REL.PGM.UV file
- OR
- For PI/open sites select the REL.PGM.INFO file.

Send these selected files to the site and save them in the ADV directory.

3. At the site, replace existing files with the updated versions. At TCL type:

```
>ED &UFD& rel.data
>FD (to delete the original from &UFD&)
>ED &UFD& PRE68.1
```

OR

```
>ED &UFD& PRE68.2
```

Whichever is applicable, then

```
>SAVE rel.data
>FD
```

```
>ED &UFD& REL.PGM.UV
```

OR

```
>ED &UFD& REL.PGM.INFO
```

```
>SAVE BP SCCS.LOAD.TAPE
```

Answer Y(es) to overwrite existing files from &UPD&.

```
>FD (to delete the original from &UFD&)
```

4. Then compile and replace existing programs with the new programs. Enter:

```
>BASIC BP SCCS.LOAD.TAPE
```

```
>CATALOG BP SCCS.LOAD.TAPE
```

5. Run `SCCS.LOAD.TAPE` to load the pre-release software.

6. Copy `SADLIB CAT.REBUILD.MARC`
TO: `(SADLIB ZIP.REBUILD.MARC.PRE.`

7. Compile the new program at `TCL`. Type:

```
>CB SADLIB ZIP.REBUILD.MARC.PRE
```

8. Create a *draft* copy of the MAIN database's B.INDEX and A.INDEX files. (See [Check and Convert Current Index Profiles \(CONV. INDEX\)](#) on page -8.)

At `TCL` do the following:

- a. `>CREATE.FILE 68.BINDEX` (use same file parameters as B.INDEX)

- b. `>CREATE.FILE 68.AINDEX` (use same file parameters as A.INDEX)

- c. `>CONV.INDEX` (convert MAIN database)

- d. `>SPOOL CALENDAR.OUTPUT CONV.INDEX`

- e. Review report and make any changes to 68.BINDEX and/or 68.AINDEX

9. Create a *draft* copy of the B.INDEX and A.INDEX files for the other databases. For each database at `TCL` do the following (**db** refers to the name of the database):

- a. `>CREATE.FILE 68.BINDEX.db` (use same file parameters as B.INDEX.db)

- b. >CREATE.FILE 68.AINDEX.**db** (use same file parameters as A.INDEX.**db**)
- c. >CONV.INDEX (convert **db** database)
- d. >SPOOL CALENDAR.OUTPUT CONV.INDEX.**db**
- e. Review report and make any changes to 68.BINDEX.**db** and/or 68.AINDEX.**db**

Check and Convert Current Index Profiles (CONV . INDEX)

Purpose Provides assistance in forming new indexing profiles for the initial 6.8 REMAP. This program (CONV . INDEX) must be used for all databases.

Description The indexing of authorized data in 6.8 will conform more closely to the USMARC standard. It is now taking into account the *appropriate for use* fields in the 008 tag of the authority record. Consequently, the descriptive codes (DCODES) for entries that are authorized will now be based upon the content of the authority record rather than the definition in the index profile (B.INDEX).

This program analyzes the current B.INDEX and A.INDEX files of the library and identifies particular variances from the 6.8 format. It will transfer the index information to new database files. It will also optionally convert the new index files to a form that will conform to the 6.8 format. These files can be reviewed by a Geac representative with the library. The final forms of the index profiles will be used in the initial 6.8 ZIPDEX REMAP.

The program is checking for:

- the use of non-reserved DCODES in authorized bibliographic entries,
- reserved DCODES in non-authorized bibliographic entries, and
- the use of incorrect authorizing tags in authority entries.

The list of valid DCODES may vary from tag to tag and from database to database. A copy of the tables used by the program is provided at the end of this section.

In addition, the program will optionally add default pivot and subfield order information. (See *Changes to B.INDEX* on page A-1.) The Pivot information is used to indicate which portions of an author-title join belong to the author and which parts belong to the title. The subfield order information is used when the subfield information changes in the authority record. The application uses this entry to determine how to reflect this change back into the bibliographic record. It should be noted that the default PIVOT and SUBFIELD ORDER information are inserted only if you are converting the MAIN database.

A copy of the report will be placed in the file CALENDAR.OUTPUT under the name CONV.INDEX.**db** where **db** is the name of the database. The report file for the MAIN database will be under CONV.INDEX.

Run Time Requirements

The execution of the program is done from TCL (Universe) level. This program may be run at any time. The program will write to the files 68.BINDEX and 68.AINDEX. If you are converting a database other than MAIN, you must add the suffix *.dbname* where *dbname* is the name of the database (e.g. 68.BINDEX.CIM and 68.AINDEX.CIM for CIM conversion). These files must exist before the execution of the program. Note that these files will be cleared at the start of the conversion.

Prompts

The following questions are asked by the program. A brief explanation is provided for each.

1. Databases available for conversion
are:ABI,CIM,IAC,MAIN,WIL

Enter Database (default MAIN) :

Enter the name of the database you wish to copy/convert. If Community Information processing is selected, the following message will appear.

This is a Community Information Index conversion.

2. Do you want to convert the B.INDEX File (Y/N) ?

Enter Y if you want to convert the contents of the B.INDEX file to conform to Release 6.8 standards. The converted data is placed into the 68.BINDEX file. The B.INDEX file remains unchanged.

Enter N if you want to copy the contents of the B.INDEX file into 68.BINDEX.

3. Do you want to convert the A.INDEX File (Y/N) ?

Enter Y if you want to convert the contents of the A.INDEX file to conform to Release 6.8 standards. The converted data is placed into the 68.AINDEX file. The A.INDEX file remains unchanged.

Enter N if you want to copy the contents of the A.INDEX file into 68.AINDEX.

4. About to start the conversion. Do you want to continue? (Y/N)

At this point, the user has the choice to either start the conversion or abort the program. If the user continues, the files 68.BINDEX and 68.AINDEX will be cleared and filled with the new information

NOTE: To ensure that all the terminal attributes are set correctly, the user should enter the ADVANCE online and exit back to TCL prior to starting the program.

Messages

The following are examples of messages issued by the program along with a brief explanation.

System assigned DCODE Entry : decode string

This tells the user what decode string (such as AMSQ) will be assigned to the entry. This message will appear for authorized B.INDEX entries.

System assigned default PIVOT information : pivot string

This tells the user what pivot string will be assigned to the entry.

System assigned default SUBFIELD ORDER information : subfield order string

This tells the user what subfield order string will be assigned to the entry.

DCODE decode value is not in the list of valid DCODES for this Authority tag.

Action - User should create a new non-authorized entry if they still wish to use this DCODE by creating a new multivalued entry.

System Removed DCODE decode value from the list of DCODES.

Informs the user that the entry was not valid according to the 6.8 format. It also suggests the user review the entry listed and makes any necessary changes, possibly adding a new non-authorized entry. This message will appear for authorized B.INDEX entries.

Obsolete reserved DCODE character decode value found in DCODE list

Action - System Removed DCODE decode value from the list of DCODES.

This tells the user that a decode that was reserved is no longer used. This decode will not be among the values assigned to this entry. This message will appear for authorized B.INDEX entries.

Tag 199 is no longer valid
Action - System changing it to 0

The program has found tag 199 that is being used as an authorizing tag. This was used by the application before 6.8 for joining. This is no longer valid. This program will change this to 0. This message will appear for authorized B.INDEX entries.

Tag tag number is not a valid authorizing tag
Action - Please review this entry

The program found an authorizing tag that does not appear in its list of authorizing tags. The program suggests that this entry be reviewed, as it may not be indexing correctly without the addition of special indexing code. This message will appear for authorized B.INDEX entries.

DCODE decode value is in a possible conflict with the Reserved list of DCODES.

Action - User should Review this tag and DCODE.

This message tells the user that a reserved decode was used in a non-authorized entry. This also informs the user to review the entry and make any necessary changes. This message will appear for non-authorized B.INDEX entries.

Authorizing tag is :4xx
Action - System changing it to 1xx

The program encountered a 4xx as the authorizing tag in the entry. This is incorrect according to the 6.8 format. The program changed the 4xx to a 1xx. This message will appear for authorized A.INDEX entries.

Validation Tables

Reserved DCODES for All Databases Except CIM

DCODE	Description
M	Established heading
C	Traced reference
A	TAG 1XX (NOT 130) with TAG 008/014 (Main or added entry) = a
G	TAG 130 (Uniform Title) with TAG 008/014 (Main or added entry) = a
Q	TAG 1XX (NOT 130) with TAG 008/016 (Series added entry) = a
P	TAG 130 (Uniform Title) with TAG 008/016 (Series added entry) = a
S	TAG 1XX with TAG 008/011 (Subject added entry) = a and TAG 008/011 (Thesaurus) # a, c or r
1	Personal Name
2	Corporate Name
3	Conference Name
4	Uniform Title
5	Topical Subject
6	Geographic Name
7	Occupation, Function, Faceted Topical and Index Terms
8	Genre

Valid DCODE Characters By Tag - All Databases Except CIM

Tag	DCODE Characters
000	M
100	1AMSQ
110	2AMSQ
111	3AMSQ
130	4GMSQ
150	5AMSQ
151	26AMSQ
153	7AMSQ
154	7AMSQ
155	8AMSQ
156	7AMSQ
157	7AMSQ
Other	AMSQ

Reserved DCODES for CIM Database

DCODE	Description
M	Established heading
C	Traced Reference
A	TAG 1XX (NOT 130) with TAG 008/014 (Main or added entry) = a
G	TAG 130 (Uniform Title) with TAG 008/014 (Main or added entry) = a

Reserved DCODES for CIM Database

DCODE	Description
Q	TAG 1XX (NOT 130) with TAG 008/016 (Series added entry) = a
P	TAG 130 (Uniform Title) with TAG 008/016 (Series added entry) = a
S	TAG 1XX with TAG 008/011 (Subject added entry) = a and TAG 008/011 (Thesaurus) # a, c or r
B	TAG 110 (Organization) with TAG 008/014 (Main or added entry) = a
1	Personal Name
2	Corporate Name
3	Conference Name
4	Uniform Title
5	Topical Subject
6	Geographic Name
7	Occupation, Function, Faceted Topical and Index Terms
8	Genre

Valid Dcode Characters By Tag - CIM Database

Tag	DCODE Characters
000	M
100	1AMSQ
110	2BMSQ
111	3AMSQ
130	4GMSP

Valid Dcode Characters By Tag - CIM Database

Tag	DCODE Characters
150	5AMSQ
151	26AMSQ
153	7AMSQ
154	7AMSQ
155	8AMSQ
156	7AMSQ
157	7AMSQ
Other	AMSQ

B.INDEX Default Pivot Table - Main Database

Tag	Pivot Table	Description
100	<t	Set on Authorized tag
110	<t	Set on Authorized tag
111	<t	Set on Authorized tag
400	>=t	Set on Non-Authorized tag with DCODE T
410	>=t	Set on Non-Authorized tag with DCODE T
411	>=t	Set on Non-Authorized tag with DCODE T
600	>=t	Set on Non-Authorized tag with DCODE T
610	>=t	Set on Non-Authorized tag with DCODE T

B.INDEX Default Pivot Table - Main Database

Tag	Pivot Table	Description
611	>=t	Set on Non-Authorized tag with DCODE T
700	>=t	Set on Non-Authorized tag with DCODE T
710	>=t	Set on Non-Authorized tag with DCODE T
711	>=t	Set on Non-Authorized tag with DCODE T
800	>=t	Set on Non-Authorized tag with DCODE T
810	>=t	Set on Non-Authorized tag with DCODE T
811	>=t	Set on Non-Authorized tag with DCODE T

B.INDEX Default Subfield Order Table

Tag	Subfield Order
100	abcdequ4,fglnpt,6
110	abceu4,flpt,6
111	acdegqu4,flpt,6
130	adfgklmnoprst,6
240	adfgklmnoprs,6
243	adfgklmnoprs,6
400	abcdequ4,fglnptvx,6
410	abceu4,flptvx,6

B.INDEX Default Subfield Order Table

Tag	Subfield Order
411	acdegqu4,fklptvx,6
440	anpvx,6
490	alvx,6
600	abcdequ4,fghlmoprst,vxyz,236
610	abceu4,fhlmoprst,vxy
611	acdegqu4,fhklpst,vxyz,236
630	adfgklmnoprst,vxyz,236
650	abcde,vxyz,236
651	a,vxyz,236
653	a,6
654	abc,vxyz,236
655	abc,vxyz,236
656	ak,vxyz,236
657	a,vxyz,236
690	abcde,vxyz,236
700	abcdequ4,fghlmoprstx,356
710	abceu4,fhlmoprstx,356
711	acdegqu4,fhklpstx,356
730	adfgklmnoprstx,356
740	adfgklmnoprstx,356
755	a,vxyz,236
800	abcdequ4,fghlmoprstv,6
810	abceu4,fhlmoprstv,6
811	acdegqu4,fhklpstv,6

B.INDEX Default Subfield Order Table

Tag	Subfield Order
830	adfgklmnoqrstv,6
840	adfgklmnoqrstv,6

A.INDEX Default Pivot Table

Tag	Pivot table
100	>=t
110	>=t
111	>=t
400	>=t
410	>=t
411	>=t

A.INDEX Default Subfield Order Table

Tag	Subfield Order
400	w,abcdeq,fgklmnoqrst,vxyz,i56
410	w,abce,fhlmnoqrst,vxyz,i56
411	w,adfgklmnoqrst,vxyz,i56
430	w,adfgklmnoqrst,vxyz,i56
450	w,ab,vxyz,i56
451	w,a,vxyz,i56

A.INDEX Default Subfield Order Table

Tag	Subfield Order
453	w,a,i56
454	w,a,vxyz,i56
455	w,a,vxyz,i56
456	w,a,vxyz,i56
457	w,a,vxyz,i56
500	w,abcdeq,fglmnoprst,vxyz,i56
510	w,abce,fhlmoprst,vxyz,i56
511	w,acdegq,fhklpst,vxyz,i56
530	w,adfgklmnoprst,vxyz,i56
550	w,ab,vxyz,i56
551	w,a,vxyz,i56
553	w,a,i56
554	w,a,vxyz,i56
555	w,a,vxyz,i56
556	w,a,vxyz,i56
557	w,a,vxyz,i56

Sample Report - CIM Database

A copy of the report is placed in the Universe file
CALENDAR.OUTPUT under the name CONV.INDEX.CIM.

Example Checker Report B.INDEX.CIM

```
CONV.INDEX INDEX FILE CHECKER / CONVERSION      20 NOV 1998  02:19pm

Verifying B.INDEX conformance of B.INDEX.CIM
This is a Community Information Index file.
Creating New Index file in 68.BINDEX.CIM

Verifying A.INDEX conformance of A.INDEX.CIM
Creating New A.INDEX file in 68.AINDEX.CIM

Reserve characters are :ACGMPQS12345678

M - Established heading
C - Traced reference
A - TAG LXX (NOT 130)
  with TAG 008/014 (Main or added entry) = a
G - TAG 130 (Uniform Title)
  with TAG 008/014 (Main or added entry) = a
Q - TAG LXX (NOT 130)
  with TAG 008/016 (Series added entry) = a
P - TAG 130 (Uniform Title)
  with TAG 008/016 (Series added entry) = a
S - TAG LXX
  with TAG 008/011 (Subject added entry) = a
  and TAG 008/011 (Thesaurus) # a,c or r
B - TAG 110 (Organization)
  with TAG 008/014 (Main or added entry) = a
1 - Personal Name
2 - Corporate Name
3 - Conference Name
4 - Uniform Title
5 - Topical Subject
6 - Geographic Name
7 - Occupation, Function, Faceted Topical
  and Index Terms
8 - Genre

Valid Dcode Characters By Tag
Tag      Dcode Characters
000      M
100      1AMSQ
110      2BMSQ
111      3AMSQ
130      4GMSP
150      5AMSQ
151      26AMSQ
153      7AMSQ
154      7AMSQ
155      8AMSQ
156      7AMSQ
157      7AMSQ
Other    AMSQ
```

Example Conversion Report B.INDEX.CIM

```

B.INDEX.CIM conversion

Tag 100 System assigned DCODE Entry : '1AMSQ'

Tag 110 Entry 1 DCODES 1BM indexing subfields a,b,c,d,e
  Authorizing tag is :110
  DCODE '1' is not in the list of valid DCODES
    for this Authority tag.
  Action - User should Create a new non-authorized entry
    if they still wish to use this DCODE by creating
    a new multivalue.
    System Removed DCODE '1' from the list of DCODES.
  System assigned DCODE Entry : '2BMSQ'

Tag 111 System assigned DCODE Entry : '3AMSQ'
Tag 440 System assigned DCODE Entry : '4GMSQ'
Tag 600 System assigned DCODE Entry : '1AMSQ'
Tag 610 System assigned DCODE Entry : '2BMSQ'
Tag 611 System assigned DCODE Entry : '3AMSQ'
Tag 630 System assigned DCODE Entry : '4GMSQ'
Tag 650 System assigned DCODE Entry : '5AMSQ'
Tag 651 System assigned DCODE Entry : '6AMSQ'
Tag 690 System assigned DCODE Entry : '5AMSQ'
Tag 691 System assigned DCODE Entry : '6AMSQ'
Tag 692 System assigned DCODE Entry : '1AMSQ'
Tag 693 System assigned DCODE Entry : '2BMSQ'
Tag 694 System assigned DCODE Entry : '3AMSQ'

Tag 695 Entry 1 DCODES 4MST indexing all subfields except 6
  Authorizing tag is :130
  DCODE 'T' is not in the list of valid DCODES
    for this Authority tag.
  Action - User should Create a new non-authorized entry
    if they still wish to use this DCODE by creating
    a new multivalue.
    System Removed DCODE 'T' from the list of DCODES.
  System assigned DCODE Entry : '4GMSQ'

Tag 700 Entry 1 DCODES 1AMX indexing all subfields except 6,w
  Authorizing tag is :100
  Obsolete reserve DCODE character X found in DCODE list
  Action - System Removed DCODE 'X' from the list of DCODES.
  System assigned DCODE Entry : '1AMSQ'

Tag 710 Entry 1 DCODES 1BMX indexing all subfields except 6,w
  Authorizing tag is :100
  DCODE 'B' is not in the list of valid DCODES
    for this Authority tag.
  Action - User should Create a new non-authorized entry
    if they still wish to use this DCODE by creating
    a new multivalue.
    System Removed DCODE 'B' from the list of DCODES.

Tag 710 Entry 1 DCODES 1BMX indexing all subfields except 6,w
  Authorizing tag is :100
  Obsolete reserve DCODE character X found in DCODE list
  Action - System Removed DCODE 'X' from the list of DCODES.
  System assigned DCODE Entry : '1AMSQ'

Tag 711 Entry 1 DCODES 3AMX indexing all subfields except 6,w
  Authorizing tag is :100
  DCODE '3' is not in the list of valid DCODES
    for this Authority tag.
  Action - User should Create a new non-authorized entry
    if they still wish to use this DCODE by creating
    a new multivalue.
    System Removed DCODE '3' from the list of DCODES.

```

Example Report
(Continued)

```
Tag 711 Entry 1 DCODES 3AMX indexing all subfields except 6,w
      Authorizing tag is :100
      Obsolete reserve DCODE character X found in DCODE list
      Action - System Removed DCODE 'X' from the list of DCODES.
      System assigned DCODE Entry : '1AMSQ'

Tag 730 Entry 1 DCODES 4MT indexing all subfields except 6,w
      Authorizing tag is :130
      DCODE 'T' is not in the list of valid DCODES
            for this Authority tag.
      Action - User should Create a new non-authorized entry
            if they still wish to use this DCODE by creating
            a new multivalued.
      System Removed DCODE 'T' from the list of DCODES.
      System assigned DCODE Entry : '4GMSP'

B.INDEX.CIM Finished - records read      = 26
                    - records in conflict = 8
```

Example Report
A.INDEX.CIM Conversion

```
A.INDEX.CIM Finished - records read      = 21
                    - records in conflict = 0
```

Site Installation Summary

1. The site should:
 - a. Use the R68 keyword to access the R68-1 and R68-2 menus.
 - b. Select menu item R68-1 to access Release 6.8 Holdings Setup. Use the keywords CPL, CAS, SHP68 and ELS68 to complete the standardization of captions, define a default SHIPTO Code, and create a default electronic location.
 - c. Select menu item R68-2 to access Release 6.8 Cataloguing Setup. Use the THES68 (Thesauri DCODE Setup) keyword to create the CODES table required for Release 6.8.
2. From TCL run CONV.T008.HEADING.USE. This program modifies the Tag 008 values in A.MARC records. **Make a backup of A.MARC** before you run this program. You should not run this program during the day when the ADVANCE system is being used.

6.8 Pre-Upgrade Setup (R68)

The 6.8 Pre-Upgrade Setup program must be run before release 6.8 is installed. Programs should be run in the order presented on the menus.

The time required to install the pre-release software is estimated to be minimal.

Build/Maintain Holdings Setup (R68-1)

Procedure

1. At the MASTER MENU in any release from 6.0 to 6.7, type the keyword R68. The Release 6.8 Pre Upgrade Setup menu appears.

```
02 SEP 1998          Geac ADVANCE Library System          DEFAULT AU
 14:23              ADVANCE Development

                    Release 6.8 Pre Upgrade Setup

                    1. R68-1  Build/Maintain Holdings Setup

                    2. R68-2  Cataloguing Setup

Enter the number of your selection and press <ENTER>
or ? followed by <ENTER> for Help.
Press <ENTER> to return to previous level :
```

2. Select *R68-1 Build/Maintain Holdings Setup*. The *Release 6.8 Holdings Setup* menu appears.

```
02 SEP 1998          Geac ADVANCE Library System          DEFAULT  AU
 14:24              ADVANCE Development

                    Release 6.8 Holdings Setup

                    1. CPL68  Caption Abbreviation Setup

                    2. CAS    Caption Abbreviation Standardization

                    3. SHP68  Default SHIPTO Code

                    4. ELS68  Default Electronic Location Setup

Enter the number of your selection and press <ENTER>
or ? followed by <ENTER> for Help.
Press <ENTER> to return to previous level :
```

Caption Abbreviation Setup (CPL68)

Purpose

This program analyzes the captions (labels) used to describe numbered pieces and publication patterns that currently exist in the library's ADVANCE system. It produces a report that contains all of the labels in use on the system and a count of how many times each has been used in PIECES and SRLM records. The output file produced is used as input to the *Caption Abbreviation Standardization (CAS)* program.

Procedure

1. From the *Release 6.8 Holdings Setup* menu select item 1, *Caption Abbreviation Setup*.
2. The system automatically runs the program once you select the menu item. The screen displays information similar to that shown on the following screen.

```

Processing PIECES labels.....

1380 record(s) selected to SELECT list #0.
14:52:17 08 SEP 1998 PIECES records done 1000
Processing SRLM labels.....

29 record(s) selected to SELECT list #0.
14:52:17 08 SEP 1998 end 29
See the report now (Y/N) :
    
```

3. When the processing is complete the system prompts:

See the report now (Y/N):

- Y The system displays the report (similar to the following display). You cannot edit the report from this screen. When you reach the end of the report, the system automatically displays the *Release 6.8 Holdings Setup* menu. See [Caption Abbreviation Standardization \(CAS\)](#) on page -28
- N The system displays the *Release 6.8 Holdings Setup* menu.

```

LIST CF "DFLT.CAPTION.ABBREVS" F5 F3 F4 F1 ID-SUPP 01:59:30pm 28 Sep 1998 PAGE
 2
F5..... F3..... F4..... F1.....
NO                0 11          NO
                  0 7           no
NO.              120 0         NO.
                  1 1          No.
                  33 0         no.
NUM.             18 0         NUM.
P.               1 0          p.
PART             11 0         PART
                  4 0          Part
                  29 0         part
PART.            4 0          PART.
                  4 0          Part.
                  22 0         part.
PT               4 7          PT
                  6 6          pt
PT.             36 2          PT.
    
```

The report and file that is produced is sorted alphabetically. The report contains the following information:

- The label in uppercase from the SRLM or PIECES record (Column F5).
- The number of SRLM (publication pattern) records that contain this label (Column F3).
- The number of PIECES records that contain this label (Column F4).
- The label as it appears in the SRLM and/or PIECES record (Column F1).

Caption Abbreviation Standardization (CAS)

Purpose Allows the library to standardize the labels (captions) used in its database before converting to the new Holdings structure in Release 6.8.

Run CAS after CPL68 has been run. The file produced by the CPL68 keyword is used as the default in this keyword.

Procedure

1. From the *Release 6.8 Holdings Setup* menu select item 2, *Caption Abbreviation Standardization* or enter the keyword CAS.
2. The system displays the report generated when CPL68 was run. It will be similar to the report shown on the following screen.

CAPTION ABBREVIATION STANDARDIZATION			MASTER		
OLD CAPTION	NEW CAPTION	PIECES	CNT	PUBPAT	CNT
49. NO	NO	0		11	
50. no	no	0		7	
51. NO.	NO.	120		0	
52. No.	No.	1		1	
53. no.	no.	33		0	
54. NUM.	NUM.	18		0	
55. p.	p.	1		0	
56. PART	PART	11		0	
57. Part	Part	4		0	
58. part	part	29		0	
59. PART.	PART.	4		0	
60. Part.	Part.	4		0	
61. part.	part.	22		0	
62. PT	PT	4		7	
63. pt	pt	6		6	
64. PT.	PT.	36		2	

Options:

# line	Line by line	Forward	Backward	Default original	File
? help	Exit				

Screen Display

OLD CAPTION Caption currently found in the library's database

NEW CAPTION Caption that the library wants to change the old caption to.

PIECES CNT Number of *PIECES* that are currently using the *OLD CAPTION* in the library's database

PUBPAT CNT Number of *PUBLICATION PATTERNS* that are currently using the *OLD CAPTION* on the library's database

Editing the Captions

Use the *Line by line* or *# line* options to update the *NEW CAPTION* column. After making some or all of your changes, use the *File* command to save your changes on disk. The values in the *NEW CAPTION* column will be used during the Release 6.8 Holdings conversion to standardize the labels used within your database. In the example below, all variations of spelling of the number (*NO*, *no*, *NO.*, *No.*, *no.*, *Num.*) and part (*P.*, *PART*, *Part*, *part*, *PART.*, *Part.*, *part.*, *PT*, *pt*, *PT.*) labels will be replaced with 'no.' and 'pt.' respectively.

CAPTION ABBREVIATION STANDARDIZATION			MASTER	
OLD CAPTION	NEW CAPTION	PIECES CNT	PUBPAT CNT	
49. NO	no.	0	11	
50. no	no.	0	7	
51. NO.	no.	120	0	
52. No.	no.	1	1	
53. no.	no.	33	0	
54. NUM.	no.	18	0	
55. p.	pt.	1	0	
56. PART	pt.	11	0	
57. Part	pt.	4	0	
58. part	pt.	29	0	
59. PART.	pt.	4	0	
60. Part.	pt.	4	0	
61. part.	pt.	22	0	
62. PT	pt.	4	7	
63. pt	pt.	6	6	
64. PT.	pt.	36	2	

Options:

# line	Line by line	Forward	Backward	Default original	File
? help	Exit				

You do not have to make all of your changes in one session. Use the *File* option whenever you want to save the changes you have made. When you choose the *CAS* keyword again, the system displays the file that you last made changes to. If you want to start

again using the original default file from the CPL68 keyword, use the *Default original* option.

You do not have to add a '.' (period) to the end of all of your labels. Even though all labels (except those that are suppressed - enclosed in '()' or '[]') will contain punctuation in Release 6.8, the Holdings conversion program will add any missing punctuation at the time of the Release 6.8 upgrade.

Once you have made all necessary changes using CAS, use the *File* option to save your changes. Nothing more needs to be done with this file. Its contents will be used during the upgrade to Release 6.8 to create Type of Holding and Publication Pattern records for captions created in CAS.

Default SHIPTO Code (SHP68)

Purpose

Creates a control record that contains the default SHIPTO code that will be assigned to copy sets lacking a SHIPTO code during the Release 6.8 conversion. In Release 6.8, the SHIPTO code field is required for active copy sets.

The library may want to create a new SHIPTO CODE (see SHPTO in Acquisitions) or may want to assign an existing code.

Procedure

1. From the *Release 6.8 Holdings Setup* menu select item 3, Default SHIPTO Code, or enter the keyword SHP68. The DEFAULT SHIPTO FOR CONVERSION screen appears.

```

                                DEFAULT SHIPTO FOR CONVERSION

                                : DFLT.SHIPTO.69
                                -----
                                1. Default SHIPTO code?   : MAIN = MAIN LIBRARY

Options: ? help  # line  Line by line  Print  Exit

```

2. Enter an existing SHIPTO CODE or enter ?? to browse a list. *File* to save changes.

NOTE: To create a new SHIPTO CODE see the setup tables chapter of the *Acquisitions Management Guide*, the *Cataloguing Management Guide*, or the *Serials Management Guide*.

Default Electronic Location Setup (ELS68)

Purpose

Creates a control record that contains the default location information for electronic materials. This control record is used during the Release 6.8 conversion. As part of the conversion, if one or more 856 (Electronic Location and Access) tags appear in a bibliographic record, an electronic location record will be created for the title in ADVANCE. The electronic location record will contain the information found in the 856 tags.

ADVANCE can then display these electronic holdings to the OPAC user along with the holdings that the library physically has.

Although the keyword allows you to specify the location information down to the copy number level, it is very likely that a library would only specify the first two fields (institution and sublocation).

The library may want to create an entirely new INSTITUTION CODE (see CHIC in Circulation) for electronic materials. Other libraries may choose to identify their electronic materials through a new SUBLOCATION CODE (see CHSC in Circulation).

Procedure

1. From the *Release 6.8 Holdings Setup* menu select item 4, *Default Electronic Location Setup*, or enter the keyword ELS68. The DEFAULT ELECTRONIC LOCATION FOR CONVERSION screen appears. Enter an existing INSTITUTION CODE or enter ?? to browse a list. *File* to save changes.

DEFAULT ELECTRONIC LOCATION FOR CONVERSION

: DFLT.ELECT.LOC.69

```

-----
1. Institution           : AU = ACADEMIC LIBRARY STANDARDS
2. Sublocation          : WWW = WWW
3. Collection           :
4. Call number prefix   :
5. Call number          :
6. Call number suffix   :
7. Copy number          :

```

Options:

```
? help # line Line by line Print Exit
```

For the setup above, the conversion to Release 6.8 will result in the creation of electronic holdings for AU WWW.

Following is a sample OPAC display containing one electronic and one paper copy of a journal:

Main Online Catalogue - BRIEF DISPLAY (1 of 1 titles)

```
TITLE           : Classical and quantum gravity.
LANGUAGE        : ENGLISH
```

The following copies are held, select one for more detail.

1. AU CAM1 JOURNAL c.1
Latest issue on display.
v.49:n.1(JAN:1:1994)-v.67:n.5(SEP:20:1996)
2. AU WWW
URL:<http://www.iop.org/EJ/welcome>

Cataloguing Setup (R68-2)

Release 6.8 requires that the thesauri DCODES be set up even if they will not be used.

Thesauri DCODE (THES68)

Purpose

Allows you to define DCODES that will be used by the indexing software to show the Thesauri headings for LC Subject (LCSH), Medical Subject Headings (MESH), Art and Architecture, and tag 040 \$f subject heading. Suggested DCODES are provided.

If a site does not want to use Thesauri headings, the fields can be left blank, but the record should be filed.

The CODES record that the THES68 table creates will be used by the Release 6.8 upgrade.

Procedure

```
02 SEP 1998          Geac ADVANCE Library System          DEFAULT  AU
 14:23              ADVANCE Development

                    Release 6.8 Pre Upgrade Setup

                    1. R68-1  Build/Maintain Holdings Setup

                    2. R68-2  Cataloguing Setup

Enter the number of your selection and press <ENTER>
or ? followed by <ENTER> for Help.
Press <ENTER> to return to previous level :
```

1. From the Release 6.8 Pre Upgrade Setup menu select Cataloguing Setup, or enter the keyword R68-2.

```

17 NOV 1998          Geac ADVANCE Library System (6.5.10)          DEFAULT AU
16:14                6.5 Development

                    Release 6.8 Cataloguing Setup

                    1. THES68  Thesauri DCODE Setup

Enter the number of your selection and press <ENTER>
or ? followed by <ENTER> for Help.
Press <ENTER> to return to previous level :
    
```

2. Select *Thesauri DCODE Setup*, or enter the keyword THES68. The *PRE 6.8 SETUP CODES FOR THESAURUS* screen appears.

```

                    PRE 6.8 SETUP DCODES FOR THESAURI

: SETUP.THESAURI6.8                                     *** New Record ***
-----
Select a DCODE for the Thesauri handing.
Leave blank the ones you do not want to use.
Please select the DCODES carefully as to not use ones
that are already defined.

1. DCODE for LC Subject Headings      (LCSH) ( Suggested = \ )  :
2. DCODE for Medical Subject Headings (MESH) ( Suggested = [ )  :
3. DCODE for ART & ARCHITECTURE      ( Suggested = ] )  :
4. DCODE for TAG 040 $f Subject heading ( Suggested = > )  :

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

3. Enter the character that you want to use as the DCODE for the individual Subject Headings or leave the field blank if you do

not want to use this Subject Heading. Avoid assigning a DCODE twice; this will produce erroneous search results.

NOTE: If sites do not need the special characters for thesauri headings, they can be assigned to search other indexes.

Tag 008 Conversion

Purpose Prior to Release 6.8, the offsets 14, 15, and 16 in the 008 Tag were not used for indexing. These offsets are used by the indexing routines and therefore are required for Release 6.8.

Summary When you run the program CONV.T008.HEADING.USE it analyzes the 008 tag of all provisional Authority records in the database and defines a heading use and value if one does not exist:

- main or added entry (offset 14)
- subject added entry (offset 15)
- series added entry (offset 16).

Changes are made based on the 1XX tags in the record. The program produces a report which indicates the number of records read and how many changes to 1XX tags were made.

Authority records purchased from a cataloguing source are not affected.

Offsets Affected

Offset 14	Heading use -- main or added entry (a - Appropriate, b - Not appropriate)
Offset 15	Heading use -- subject added entry (a - Appropriate, b - Not appropriate)
Offset 16	Heading use -- series added entry (a - Appropriate, b - Not appropriate)

Conversion Rules

1. All records that have a tag 150 will have offset 14 set to **b**; offset 15 set to **a**; and offset 16 set to **b**.
2. All records that have a tag 100, 110, 111, or 151 and are not traced references, will have offsets 14, 15, and 16 set according to the following rules:
 - If the Tag 008 offset 10 is **n** (Not applicable) then the 008 offset 14 will be set to **b**.

- If the Tag 008 offset 10 is a value other than **n** (Not applicable) and the 1XX does not have a subfield **v**, or **x**, or **y** or **z**, then the 008 offset 14 will be set to **a**.
 - If the Tag 008 offset 10 is a value other than **n** (Not applicable) and the 1XX has a subfield **v**, or **x**, or **y** or **z** then the 008 offset 14 will be set to **b**.
 - If the Tag 008 offset 11 is **n** (Not applicable) then the 008 offset 15 will be set to **b**.
 - If the Tag 008 offset 11 is a value other than **n** (Not applicable) then the 008 offset 15 will be set to **a**.
 - If the Tag 008 offset 12 is **n** (Not applicable) then the 008 offset 16 will be set to **b**.
 - If the Tag 008 offset 12 is a value other than **n** (Not applicable) and the 1XX does not have a subfield **v**, or **x**, or **y** or **z** then the 008 offset 16 will be set to **a**.
 - If the Tag 008 offset 12 is a value other than **n** (Not applicable) and the 1XX does have a subfield **v**, or **x**, or **y** or **z** then the 008 offset 16 will be set to **b**.
3. All records that have Tag 008 offset 9 set to **c**, a record with a traced reference, offsets 14, 15, and 16 are all set to **b**.

Procedure

To minimize the impact to users, run this program overnight.

1. Create a backup copy of your A.MARC file.
2. At TCL, type `CONV.T008.HEADING.USE`.
3. When the program finishes a report is displayed. The total number of records read and number of changes made in each 1XX tag is reported.

Report

```

Finished - records read      =          31,395
          - tag 100 changed =    1  ok =    9,496
          - tag 110 changed =    0  ok =    4,761
          - tag 111 changed =    0  ok =     372
          - tag 151 changed =    0  ok =    2,080
          - tag 150 changed =    4  ok =   11,832
          Traced ref changed =    0  ok =     539
Total changed=                5  ok =   29,080
    
```



Changes to B.INDEX

Pivot Field

ADVANCE now allows extraction of the subfields which relate to the name or title portion of a tag.

This field in B.INDEX can contain a 'pivot' subfield to be used for extraction. Its purpose is to allow the extraction of subfields which relate to the name portion or the title portion of a tag without getting the subfields of the other. Some subfields are present in both parts of the field and therefore only their position (before or after) the subfield tells us which portion the subfield belongs to. The pivot field can be set to "<x", ">=x" or left blank. "<x" will limit the extraction to only those subfields prior to the subfield x. ">=x" will limit the extraction to only those subfields after (and including) the x. This field applies to the creation of authority records, indexing, and joining of tags. It will affect the display in the Heading Browse screen. This field is repeatable (multi-valued) for each index access point defined for a tag.

The B.PIVOT attribute is defined for B.INDEX and A.INDEX in attribute 23.

Example 1:Tag 100

0001: a{b{c{d{k{q

0007: A.TREE

0010: 1AM

0023: <t

For tag 100, the B.PIVOT value defined for indexing the author (the first value mark) is set to '<t'. This means that only the subfields that are prior to the \$t in the 100 tag will be used as the author portion. If there is no value in attribute 23 then all valid subfields from the B.INDEX field 1 and field 2 in the tag can be used as the author portion.

Example 2 :Tag 400

0001: a{b{c{d{f{k{l{n{p{q{t | f{k{l{n{p{t|x
0007: A.TREE | A.TREE | ISNO
0010: 1QM | T
0023: | >=t

For tag 400, the B.PIVOT values defined for indexing the title (second multivalued - DCODE T) is set to '>=t'. This means that only the subfields that are after and including the \$t in the 400 tag will be used as the title portion. If there is no value specified in attribute 23 then all valid subfields from B.INDEX field 1 and field 2 in the tag can be used as the author or title portion.

The ADVANCE release 6.8 pre-release conversion sets up default values for the B.PIVOT (attribute 23) field in the B.INDEX and A.INDEX files. The defaults are as follows:

- * Tag 100, 110, 111 B.PIVOT first multivalued is set to <t.
- * Tag 400, 410, 411, 600, 610, 611, 700, 710, 711, 800, 810, 811 with DCODE set to "T" is set to >=t.

Subfield Order Field

Prior to release 6.8, all non authorized subfields in a tag in the bibliographic record would appear after the authorized subfields even if entered into the bibliographic tag in another order. In release 6.8, the user can specify the relative order that the system will use to interfile authorized and non-authorized subfields in a bibliographic tag when an authority record is changed. This new field for ordering subfields only needs to be defined for bibliographic tags that have both authorized and non-authorized subfields and when the non-authorized subfields would not naturally appear in the bibliographic tag after the authorized subfields. The system only needs to do any ordering when the authority record is altered and it is reapplied back into the bibliographic record. If there is a value in the B.SUBFLD.ORDER field for the B.INDEX entry, the system will use the order of the subfields in the authority record and the order of the non-authorized subfields in the bibliographic record and the contents of the B.INDEX B.SUBFLD.ORDER field to interfile them back together. The order of the non-authorized subfields remains the same but may have the new authorized subfields intermixed.

This new field in B.INDEX is a grouping of subfields that is comma ‘,’ delimited for subfield ordering. From the B.SUBFLD.ORDER field for the B.INDEX entry, ADVANCE determines which group authorized or non authorized subfields are in and thereby determines whether one subfield is filed before or after another subfield. (A subfield in the first group will file before a subfield in the second group.) This field is NOT repeatable (multivalued) for each index access point defined for a tag. There is only one subfield order.

Example 1:B.INDEX 100

0006: a{b{c{d{k{q

0024: abcdequ4,fglnpt,6

 ^ ^----third group
 ^-----^-----second group
 ^-----^first group

Start with a Bibliographic tag:

100 \$a \$b \$c \$e \$u \$q

The subfield ‘e’ and ‘u’ are not authorized.

The Authority tag has the following subfields:

100 \$a \$b \$c \$q

Add a subfield ‘d’ to the Authority tag:

100 \$a \$b \$c \$d \$q

The Bibliographic tag is changed to :

100 \$a \$b \$c \$d \$e \$u \$q

The user has inserted the new subfield ‘d’ after subfield ‘c’ and before subfield ‘q’ in the authority tag. This will create the same order of authorized subfields in the bibliographic tag but the system will interfile the non-authorized bibliographic subfields that are between the subfield ‘c’ and subfield ‘q’ in the bibliographic tag. The subfield ‘d’ is in the first group and the non-authorized subfield ‘e’ from the bibliographic tag is also in the first group. The authorized subfield ‘d’ will interfile before

the non-authorized subfield 'e' because the authorized subfields take priority over the non-authorized subfields of the same group.

Example 2. If the authorized subfield is in the first group and the non-authorized is in the second group then the authorized subfield will appear before the non-authorized.

Example 3. If the authorized subfield is in the first group and the non-authorized is also in the first group then the authorized subfield will appear before the non-authorized. The authorized takes priority over the non-authorized.

Example 4. If the authorized subfield is in the second group and the non-authorized is in the first group then the authorized subfield will appear after the non-authorized.

The system does NOT sort the subfields into the order in attribute 24. It is only used for the interfiling of the authorized and non authorized subfields in the bibliographic record.

The system is not limited on the number of groups that can be setup for one tag.

The system will always keep the order of the subfields as keyed in when entering them from the bibliographic record.

If a subfield is not in the B.SUBFLD.ORDER field for the B.INDEX entry then it floats. It is treated as if it belongs to the same group as the subfield that appears before it in the bibliographic tag.

NOTE: This field replaces the setup in Tag & Subfield Descriptions (BTSD). BTSD displays this field.