



STREAMLINING MUSIC CATALOGING

BRINGING TOGETHER PROCEDURES AND CORRESPONDING MACROS

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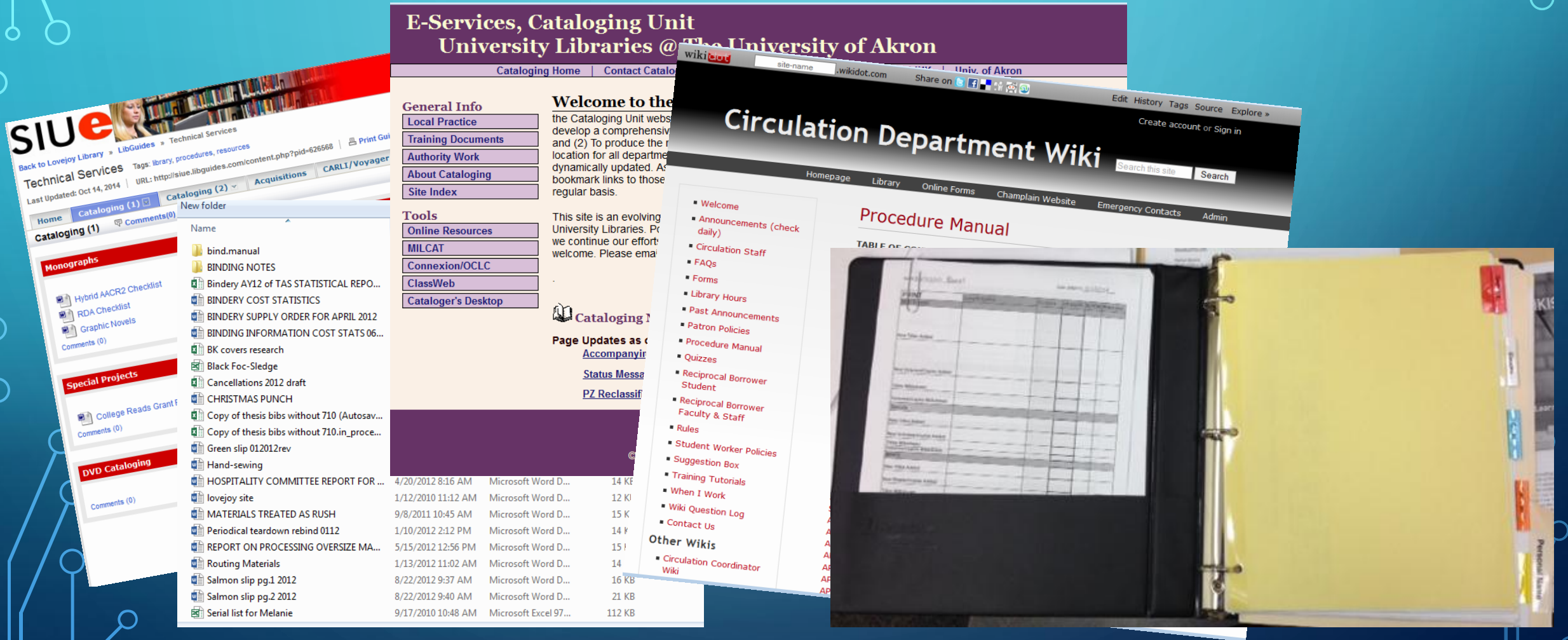
PROCEDURES- WHAT ARE THEY?

- Provide consistent direction
- Record institutional knowledge
- Saves time
- An effective training tool
- Demonstrate how the unit is upholding institutional policies



Helps you to avoid situations where you feel like this

FORMATTING OPTIONS



MACROS

- Script that automatically executes tasks
- In coding language- OCLC Macro Language (OML)
- Saves time
- Provides consistency
- Standard set come with the Connexion Client
- More can be found online



No, you and your staff will not become robots from using macros

PLACES TO FIND MACROS

- OCLC Website: <https://oclc.org/support/services/connexion/macros.en.html>
- “Better Living Through MACROS” by John Hahn
<http://www.hahnlibrary.net/libraries/oml/index.html>
- Walt Nickeson’s MACROS:
<https://docushare.lib.rochester.edu/docushare/dsweb/View/Collection-2556>

TIP 1: RESEARCH

- Find out what's out there
- OCLC survey regarding MACRO use
- Try creating your own!
 - My macros:
 - AACR2-RDA ebooks
 - AACR2-RDA DVDs

BatchAction: Execute OCLC actions on a list of records.

BrowseBibliographicIndex: Begins a browse search in the bibliographic indexes based on a heading in a displayed authority or bibliographic record.

ClipboardSearch macro: Performs a directed search from text on the clipboard.

Cnx2XL: Copy the author (if any), title, OCLC number, record format, and today's date from a displayed record into an existing Excel file, in order to keep cataloging statistics.

DupRecsReportHelper macro: Gets the OCLC numbers of several records and writes them to a text file.

GetAllControlNumbers macro: Gets all control numbers (current and previous) from a record and formats them into a string for a Macro Express macro to search Voyager.

Macro book SearchVgerFromOCLC: Contains a single macro to help search OCLC control numbers in Voyager.

OCLCCNQuickSearch macro: Searches WorldCat for the number string on the clipboard.

PrintRecordNoDiacritics: Dump a record to the Windows default printer, with all diacritics converted to printable characters.

RandomRecord macro: Searches for a random record.

RecordToText macro: Puts the displayed record on the Clipboard in the classic layout.

SaveRecordAsFile: A Connexion version of Passport's *SaveScreen* macro, this takes the currently-displayed record and saves it to a text file in the Connexion program directory.

SrchVgerFromOCLC Macro Express macro: Macro Express macro for searching OCLC control numbers in Voyager.

Page from the OCLC Macro Usage survey

TIP 2: ORGANIZE

- Create a central location for your local macro books and procedures
- Include the macro that can be used within a procedure.
 - Example:
 - Add the 3xx fields
 - Enhance the 505

RDA Copy Cataloging Checklist For Books – In Workflow Order (7/9/2014)

Field	Things to check	Example edits
020	<ul style="list-style-type: none"> ✓ ISBN (\$a only) ✓ Remove ISBNs for other formats 	
245	<ul style="list-style-type: none"> ✓ Title ✓ Indicators ✓ Statement of responsibility 	245 00 A woman who loves cats / \$c by Rita Lesemann. ~Change to~ 245 12 A woman who loves cats / \$c by Rita Lesemann.
246	<ul style="list-style-type: none"> ✓ Provide helpful alternate titles 	
1XX, 7XX	<ul style="list-style-type: none"> ✓ Use authorized forms ✓ Add MARC relator terms as appropriate 	100 1_ Rose, Mary. ~Change to~ 100 1_ Rose, Mary <u>Zuehlke</u> , \$d 1966- \$e author.
7XX	<ul style="list-style-type: none"> ✓ Provide necessary access points with MARC relator terms 	
250	<ul style="list-style-type: none"> ✓ Edition statement 	
264	<ul style="list-style-type: none"> ✓ Publisher and date ✓ Change 260 field to 264 field(s) ✓ Indicators 	260 Edwardsville, IL : \$b SIUE Press, \$c 2013, c2012. ~Change to~ 264 _1 Edwardsville, IL : \$b SIUE Press, \$c 2013. 264 _4 \$c ©2012
300	<ul style="list-style-type: none"> ✓ Pagination 	300 x, 319 pages : \$b illustrations ; \$c 24 cm.
33X	<ul style="list-style-type: none"> ✓ Check for 336, 337, 338; add if missing; blank indicators 	[Add33x]
Series	<ul style="list-style-type: none"> ✓ Change 440 to 490 & 8XX 	440 _0 Korean vampires ~Change to~ 490 1_ Korean vampires 830 _0 Korean vampires.
6XX	<ul style="list-style-type: none"> ✓ Remove non-English & non-LCSH/non-MESH/non-FAST ✓ Revise misleading subjects 	
Call number	<ul style="list-style-type: none"> ✓ LC class & Cutter numbers match previous edition if applicable ✓ Search LC class number (portion before author/title Cutter) <ul style="list-style-type: none"> ○ Does subject match other books in this class? ✓ Search LC class + Cutter numbers <ul style="list-style-type: none"> ○ Is the call number unique? 	090 QA303.2 \$b .F56 2010 245 10 Go Cards! / \$ c by Lynnette Fields and Jill Garbs. ~Search QA303.2~ <ul style="list-style-type: none"> • Titles are Calculus lifesaver; Calculus wars; etc. • Give to Melissa to correct
505	<ul style="list-style-type: none"> ✓ If an existing 505 lists titles and authors but is not enhanced, then enhance the field (add \$t and \$r as appropriate). If the 505 is not present, do not add it. If the 505 only lists titles, do not enhance it. 	505 0_ How to make brownies / Cathie Banks – Crossword solving secrets / Debbie Thien. ~Change to~ 505 00 \$t How to make brownies / \$r Cathie Banks – \$t Crossword solving secrets / \$r <u>Debbie Thien</u> . [505Enhance]
dates	<ul style="list-style-type: none"> ✓ Dates match in call number, 264 \$c, and 008 fixed field Date 1 	
Lang	<ul style="list-style-type: none"> ✓ Language fixed field (eng) in 008 	
Lit Form	<ul style="list-style-type: none"> ✓ Literary form (0 for nonfiction, 1 for fiction) in 008 	
Type	<ul style="list-style-type: none"> ✓ Type of record in Leader 	

Hybridizing AACR2 Records



TIP 3: USEFUL PAIRINGS

- Pair useful macros with the person doing that type of cataloging.
 - Example: DVD Materials
 - Add3xx (inserts the 3xx fields, created by OCLC)
 - Generate007 (inserts a set 007 field, created by Joel Hahn)
 - Generate700 (converts the entries from the 508 and 511 into 700s, created by Joel Hahn)



FINAL THOUGHTS

- A macro is not a substitution for a procedures manual or training
- Slow introductions to creating procedures and using macros

RESOURCES REGARDING PROCEDURES

- Fitsimmons, G. (2011). The policy/procedure manual part I: making and abiding by good policies. *Bottom Line: Managing Library Finances*, 24(4), 233-235. doi: 10.1108/08880451111193343
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