

MarcEdit & Other Cataloging Tips



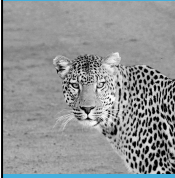
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Tricks and Tools to Improve ■ Technical Services Workflows

Session Objectives:

- Learn Magic
 - Transform file types
 - Convert character sets
 - Bulk edit record sets
 - Create task lists for bulk editing
- Share ideas with each other re: tricks and tools we use to be more productive/efficient
 - Software
 - Workspace
 - Project Management

→ Take home practical skills and feel confident getting started with them



Magical MarcEdit

An automation tool for record editing and database cleanup

1.

Getting Set-up



■ Install MarcEdit

<http://marcedit.reeset.net/downloads>

- FREE!
- Download the most recent, appropriate bit version
- Works best with Windows or Linux and ok with Mac OS
- Follow installation steps -- easy click through
- If your permissions are locked down, call IT

32 v. 64 bit versions:

What is the difference between 32-bit and 64-bit versions of Windows?

→ The terms 32-bit and 64-bit refer to the way a computer's processor (also called a CPU), handles information. The 64-bit version of Windows handles large amounts of random access memory (RAM) more effectively than a 32-bit system.

How can I tell if my computer is running a 32-bit or a 64-bit version of Windows?

→ To find out if your computer is running a 32-bit or 64-bit version of Windows in Windows 7 or Windows Vista, do the following:

Open System by clicking the Start button Picture of the Start button, right-clicking Computer, and then clicking Properties.

Under System, you can view the system type.

→ If your computer is running Windows XP, do the following:

Click Start.

Right-click My Computer, and then click Properties.

If you don't see "x64 Edition" listed, then you're running the 32-bit version of Windows XP.

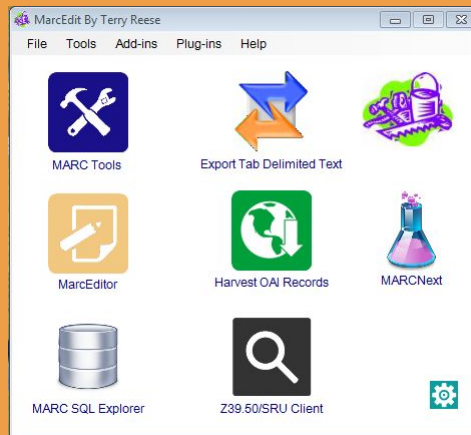
If "x64 Edition" is listed under System, you're running the 64-bit version of Windows XP.

2.

Getting Started



■ Open Installed MarcEdit

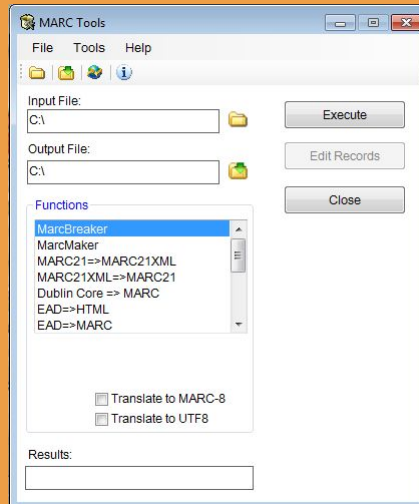


- Set preferences (or just click ok)
- As you use MarcEdit more, you may wish to customize your main screen with different tools or reference guides
-

■ MARC Tools & MarcEditor

MARC Tools:

- MarcBreaker
- MarcMaker
- Translate character sets



Input file is file you get from cataloging service: MARC data in .dat or .txt file

Output file is file MarcEdit can work with (.mrk)

---> MarcBreaker: Breaks text or dat file into MARC fields for editing in MarcEdit

→ MarcMaker

Takes .mrk or .txt/.dat files and converts them into MARC data: compiles edited records into machine-digestible file

■ MARC Tools & MarcEditor

MarcEditor:


- De-dup based on ISBN or OCLC #
- Add/delete fields, subfields, indicators
- Swap field info to populate a new field (ex. 082 → 092)
- Find and replace

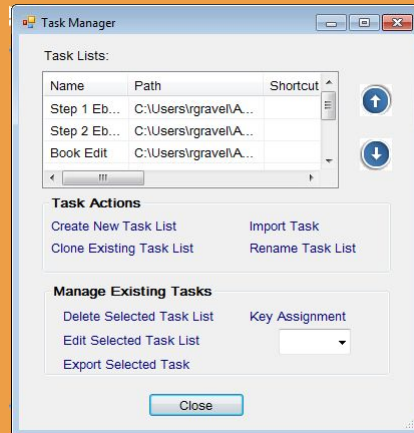
3.

Tasks: Automate Record Editing



■ Create and Manage Tasks

- Create a task list for tasks you routinely do
- Edit existing task lists
- Take task lists with you 



- In RDA cataloging, I routinely add 3xx fields, change 260's to 264's, take out GMD's, strip out vendor data and links not useful in our catalog, get rid of FAST headings
- Edit task lists: remove outdated steps or add new steps, tweak to local practices
- Task lists are stored on your local drive. You can move those files to another workstation and import them into MarcEdit (Tools → Manage Tasks)

4.

Working with MARC Tools & MarcEditor



■ Live Demo

- Load bib file to edit
- See how editing works
- Create and use task lists

4.

What Else Can MarcEdit Do for Me?



■ More Magic

- Search and import LOC records (Z39.50)
- Harvest OIA records
- Generate call numbers and FAST headings
- MARC SQL Explorer
 - Output MARC data in SQLite or MySQL formatted data
- MARCNext
 - BibFrame testbed, JSON object viewer, SPARQL browser, Link Identifiers

■ Dig in Deeper

- [YouTube channel](#): video tutorials
- Regular Expressions (O'Reilly)
- MARCEDIT-L
- Email Terry Reese

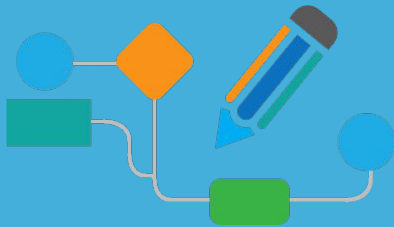
5.

MarcEdit Projects?



Cataloging Tips

Tools and tricks for more productive tech services workflows



6.

Productivity

Other tricks of the trade

■ What do you use?

Software/Online

- MarcEdit
- [OCLC Classify](#)
- Macros
 - [OCLC](#)
 - [Joel Hahn](#)
- [Cataloging Calculator](#)
- [Online Cutter](#)
- [LCSH Linked Data](#)

Work Space

- 2 screens
(changed my life)
- Carts
- Shelving
- Big, clear desk
- Print resources

Project Management

- BaseCamp
- FreedCamp
- Trello
- Zoho
- Slack
- Wunderlist
- Google docs

Ideas for home-grown solutions:

Spreadsheets for communally tracking acquisitions and budget spending; don't have to master Access or suffer with overly-simplified or overly-complicated acquisitions modules in ILS

THANKS!

Any questions?

You can get in touch with me:

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Special thanks Amber Billey and Ben Abrahamse, from whose NETSL workshops I drew inspiration!