

CREATION OF A LIST OF ISBN TO UPLOAD INTO GOBI

Diane Carroll
carroldi@wsu.edu

From YPB instruction sheet “**YBP Library Holdings Load Service**”

The optimal formats for processing are Excel, Access, or text files. If using Excel or Access, each ISBN must be in its own cell in the same column down the page. No other data can precede or follow the ISBN in the cell. If using a text file, the ISBNs must be listed down the page, separated by line breaks. The file must also contain the library’s YBP 4 digit base account number, followed by the number 99. In an Excel or Access file, this number must appear in a column to the right of the ISBN. In a text file, this number must appear to the right of the ISBN using a pipe or tab delimiter.

I have not added the digit base code plus 99 to the reports I have sent in. I will give instructions on how to do that

Step 1. Use Create List in Millennium of ISBN. Keep records of when you sent the last update so you can limit on date.

CREATE LIST

- Select an Empty File based on the number of titles you anticipate
- Search Record
- Review File Name: ISBN for YPB 07142010
- Store Record Type: Bibliographic
- Term 1 Bib Record Marc Tag 020 ne blank (just leave blank)
- APPEND LINE
- Term 2 Order Record PAID DATE greater than 12062009 (change as needed)
- SEARCH

EXPORT RECORDS

- TYPE = BIB Field Marc Tag 020
- Name the file: ISBN to YBP 07142010
- Change Field Delimiter to @
- Change repeated Field Delimiter to |
- OK

EXCEL

- Open EXCEL
- Open the file” ISBN to YBP 07142010” Be sure to change “Files of types” at the bottom of the open box to “All types” in order to locate the file.
- WIZARD – Delimited
- Step 2 – Other | (This will move the second ISBN or other information that is in the 022 field to another column.)
- Step 3 – Change first column from general to text. This will retain initial zeroes.
- FINISH
- Save File as EXCEL Workbook

CLEANING UP DATA

- Only the ISBN can be in the first column. Our data has prices, format and other text. (See attached file. (Worksheet “After the Wizard”)
- Highlight row 1 – Turn on filters (Home – Find & Select – Filter). You can see how far over the data goes. Delete all columns except the first column (A) (worksheet Cleanup 1)

- Sort Column A (020). You can see the challenges with data clean up, especially with the 10 and 13 digits ISBN. (Worksheet Cleanup 2).
- I deleted the row 2 to 7 (Worksheet Cleanup 3)
- Move all text to another column. Highlight column A. DATA – TEXT to Columns – Wizard Step 1 – Delimited; Step 2 – Click “Space”; Step 3 – Change General to Text for first column- FINISH
- Turn filters off and on again and you will see how many columns need to be deleted (worksheet Cleanup 3)
- Delete the extra columns and SORT Column A (020)
- Look over the data for problems. In this example line 7865 did not have a space before some text, so that needs to be corrected. 9780745320120(cased); I also found two ISSN (1551-3793) (0163-6111). I did a custom filter looking for “Contains” “-“ to find these.

Add Account number

- If you want to add the account number, do so now. Type the number in Column B 2. Double click on the cell – lower right hand corner and it should fill all of the way down the page. Be sure to look at the little box and click on Copy cells if you see it adding 1 to every cell.
- I believe this is adequate to sent to YBP. (Worksheet Cleanup 4)

Send only one worksheet (no extra worksheets). The attached with the different steps was for demo purposes. Also, there are many ways you can use the Text to Column Wizard, Custom filter searches and sorting to clean up the data. Let me know if you get stuck, there is usually some creative way to clean thing up rather than individually fixing the cells.