WEST instructions for Orbis Cascade Alliance (Alma libraries)

October 3, 2014

General Instructions for all WEST libraries (regardless of ILS used)

1. For each OCLC institution symbol used by your library, if possible, prepare separate files for bibliographic and holdings data using MARC21 format.

2. Be sure to include records for holdings housed in a separate storage facility, if you have one.

3. If you have branch or affiliated libraries who do not wish to participate in WEST, if possible, do not include their records. If it is not possible to exclude these records, please be sure to include these location codes on the attached spreadsheet so they will be excluded from our analysis.

4. If you are a WEST archive holder or builder, please do not include holdings records for volumes which have already been submitted as WEST archived holdings.

5. Limit file size to a maximum of 100,000 records.

Specific Instructions for Alliance libraries on Alma (Record identification)

Step 1 – Create Set 1 - Initial set (all serials with physical holdings)

This search identifies your print serials.

1. RESOURCE MANAGEMENT → Search & Sets → Manage Sets.
2. Select Add Set → Logical.
3. Enter a name in the Set Name field.
4. From the Set Content Type drop-down menu, choose: Physical Titles.
5. Click Next.
6. Click Advanced Search.
7. Click Add Conditions.

    Note: Each institution will need to determine specific details regarding whether to search by library or location. See the example, below, of a general search strategy that can be used to create the initial logical set of records.

8. When you have finished adding your conditions, click Go.
9. Review your results. If you are happy with your search results, click Save. Click Change query to add/delete conditions and re-do your search.

Example:

Step 2 – Create Set 2 - SPP set (Shared Print in Place – titles already committed to WEST)

This search identifies titles that have already been committed to WEST for each institutional OCLC symbol. Titles already committed to WEST should have a 561 Ownership and Custodial History field with the owning library's OCLC symbol, as well as a 583 Action Note field indicating the title has been committed to WEST. You may search on either field.

The search example below searches on the Ownership & Custodial History field (561). Searching the Action Note field (583) for Contains Keywords 'committed to retain' (or other consistent data in a 583 subfield) should give the same results.

Note: this search assumes that fields 561 and 583 have not been used for any other purpose, and that 561 and 583 fields have been used to record WEST retention information as required by WEST.

Follow the steps in Set 1, above, to create your set but adjust your search conditions accordingly.

Example:

Step 3 – Create Set 3 - Government Documents call number type set

This search identifies holdings classed in the SuDoc classification scheme if the 852 Call Number field 1st indicator has been coded '3'. (See search example, below.) The set of records can also be created by location if documents are shelved using a separate location code.

Follow the steps in Set 1, above, to create your set but adjust your search conditions accordingly.

Example:

Step 4 – Create Set 4 - All print serials, minus the SPP set

This search removes titles that have already been committed to WEST from your set of all print serials.

1. RESOURCE MANAGEMENT → Search & Sets → Manage Sets.
2. Find your set of all print serials (Set 1). Select Actions → Combine Sets.
3. In the Combine Sets area, choose Not from the drop down menu.
4. In With field, search for your SPP set (Set 2).
5. Select the radio button beside your set and click Select.
6. Click Submit.
7. The Combine two sets into an itemized sets job will start. You may monitor the job by going to ADMINISTRATION → Manage Jobs → Run a Job. (You will receive an email when the job has been completed and the set has been created.)

Example:

Step 5 – Create Set 5 - All print serials, minus the SPP set, minus the Gov Docs set

This search takes your fourth set (all print serials, minus the SPP set) and removes all of your Government Documents.

1. RESOURCE MANAGEMENT → Search & Sets → Manage Sets.
2. Find your combined set of all print serials minus the SPP set (Set 4). Select Actions → Combine Sets.
3. In the Combine Sets area, choose Not from the drop down menu.
4. In With field, search for your Gov Docs set (Set 3).
5. Select the radio button beside your set and click Select.
6. Click Submit.
7. The Combine two sets into an itemized sets job will start. You may monitor the job by going to ADMINISTRATION → Manage Jobs → Run a Job. (You will receive an email when the job has been completed and the set has been created.)

Example:

Step 6 – Export Set 5 – Final set

The final step is to use the Export Bibliographic Records Job to create the file for delivery to WEST.

1. ADMINISTRATION → Manage Jobs → Run a Job.
2. Find the Export Bibliographic Records job.
3. Select the radio button beside the job and click Next.
4. Find your final set (Set 5).
5. Select the radio button beside the set and click Next.
6. Select the menu choices shown below to complete the export process.

   Note: Records must be exported as XML to preserve the correct sorting of holdings data into clusters.

7. Click Next.
8. Click Next again.
9. Click Submit to start the Export bibliographic records job.
10. Once the job has completed, view the files by going to RESOURCE MANAGEMENT → Search and Sets → Manage Exports.
11. Click on View Files.
12. Click on the hyperlinked Name (or go to Actions → Download) to download your set.

Step 7 – File cleanup

1. Use MARCEdit to convert the XML file to binary.
2. Use MARCEdit to remove the second 852 generated during migration to store checkin record notes.

3. Use MARCEdit to search and remove additional non-print records.
4. Use MARCEdit to search and remove government documents (074 present in bibliographic record).
5. Use MARCEdit to compile file when you are satisfied that it meets WEST requirement.

All Holdings records linked to a bibliographic record are exported during this process. Exclusion or inclusion is at the Bibliographic record level not the Holdings record level. WEST is aware of this issue and has asked that we follow the instructions for completing the WEST Holdings Data Spreadsheet very carefully to identify locations in the files that should be ignored.

Step 8 – Submission

Follow WEST instructions for naming and submission of the files and Holdings Data Spreadsheets.