How to Update or Change Bibliographic Records with Subject/Genre or Other Information

FIRST:

1. Put the holdings you want to work with into a separate group(s) via M3 Group Editor

SECOND:

- 1. Open M3 Cataloging
- 2. Click Edit in the menu bar and select Search
- 3. Search For: pick the type of records you want Holdings
- 4. Record Field list, highlight field name and type over it w/the MARC field tag See screenshot below
 - a) We highlighted the entry in the $\underline{1}^{st}$ Record Field List box "Anywhere"
 - b) Typed in MARC field tag 991
 - c) Narrowed it to a specific subfield, by typing a # (shift+3) and the subfield code a
- 5. In the corresponding Keyword Box underneath, type number of the group you want to locate, and click Search

	Search Record Field List
We typed in the Field #subfield (991#a) that holds the Group Info.	Search For: Holdings
Here we assume that Group # 0000000010 = Brm Mysteries	0000000010 Image: Constraint of the Group# will always be a TOTAL of 10
Keyword Box There are 3, or for <u>each</u> Recon Field List.	
	Search Clear

- 6. Right click on your records and select Select All
- 7. Click **File** in the menu bar and select **Export**
- 8. Click OK to the "Standard Export" in the "Select Method of Export" window
- 9. Move to your Desktop and Name the file (ex. Mysterybibs) and click the **SAVE** button
- 10. You will get a window saying that your records have been successfully exported click OK
- 11. Click File in the menu bar and select Import \rightarrow Bibliographic Records
- 12. Locate and highlight the file you just saved to your desktop (Mysterybibs)
- 13. Click **OPEN**
- 14. At the "M3 Data Import Step 1 of 3" check that your titles are correct and click NEXT
- 15. At the "M3 Data Import Step 2 of 3" click **NEXT**

16. At the "M3 Data Import – Step 3 of 3"

DO THE FOLLOWING:

- A. CLICK "Prompt if duplicates are found"
- **B.** UNCHECK "Generate holding records" (important, we do NOT want duplicate barcodes!)
- C. ASSIGN TO GROUP Pick the Subject Group that has the holdings these Bibs belong with
- D. Click FINISH

Duplicates:	ions			
C Do not allow duple	cates			
C Allow duplicates				
Prompt if duplication	as are found			
Holding Records:				
Generate holding	records			
	values in 852 field with: Suffix Starting Value	Suffix Increment Type	Suffix Increment By	
Assign to group: M	ystery	2		

Bibliographic Compare _ 🗆 × Existing Record 1 of 1 Matching Record Being Imported LDR pam a LDR pam a 001 005 20080728133744.0 20040725134340.0 005 880809s1988 mdua j 000 1 eng 000 1 eng 880809s1988 mdua j 88027525 /AC 88027525 /AC a 0941477029 : a 0941477029 : 020 020 c \$12.95 c \$12.95 a 0000006794 a 0000006794 a 0000006809 a 0000006809 a (US MARC 852)3633381F625011D3A9DF00500484CF70 a (US MARC 852)3633381F625011D3A9DF00500484CF70 a flb00195403 a flb00195403 aDLC 040 040 a DLC c DLC c DLC dICrlF dICrlF d US MARC 852 d US MARC 852 050 0 • 4 • a PZ7.A26924 b It 1988 050 0 • 4 • a PZ7.A26924 b It 1988 082 0 • • a [Fic] 082 0 • • a [Fic] 2 19 2 19 a (ICrlF)01954C a (ICrlF)01954C a Aiello, Barbara. 100 1 a Aiello, Barbara. 100 1 . a It's your turn at bat 245 1 • 0 • a It's your turn at bat 245 1 👻 b featuring Mark Riley / b featuring Mark Riley / c Barbara Aiello and Jeffrey Shulman ; illustrated by Loel Barr c Barbara Aiello and Jeffrey Shulman ; illustrated by Loel Barr a Frederick. MD a Frederick. MD Example Example Save Existing Do not Import Import 4 Don't

 $\downarrow \\ \downarrow \\ \downarrow$

The following window will appear. \downarrow

- 17. CLICK in the box next to "Don't show this window again" in the lower left hand corner
- 18. CLICK "REPLACE EXISTING" button records will import
- 19. When asked if you want to look at the log file click $\ensuremath{\text{YES}}$
- 20. Records imported will match the number of Bibliographic records in your file Close Log File

Now that you have all your Bibliographic records together, you can Edit them Globally with Advanced Find & Replace

Globally Edit with Advanced Find & Replace

INSERTING A NEW FIELD (650) AND SUBFIELD (A)

	Advanced Find/Replace
INITIAL STEPS	Find New
1. Right click, Select Select All	Find: Imatch whole word only Drink In: rglobal> rglobal> Match whole field only Beplace
2. Right click, Select Find	Replace with: Match gase Replace All
3. Click Advanced Box (left hand corner)	Adyanced Regular Expression Concel
4. Click the ACTION BUTTON	- Advanced Find
Dropdown box appears with a list of	of Limit search to field occurrence:
various options.	Cimit search to character positions:
1	Match each control field, subfield or indicator as specified above (gnore find expression)
5. Select: Insert new ► field/subfield	Advanced Replace Execute actions for each: @ motch @ motch @ subfield specified above @ record @ subfield specified above Actions
	Actions Action extons to each control of the con
	Qopy matching +
	Copy existing Move matching
	Moye existing
	Eename matching → Rename existing →
	nformation:
Follow with the Action Wizard, filling in the i	Insert new Control field
	Insert text / field/subfield
Action Wizard	X Action Wizard X
Please specify the new data field and subfield to be inserted into the record:	Please specify where the field should appear in the resulting record:
into the record.	
Field: 650	C at beginning of 6XX
Subfield: a	C at end of 6XX
	C before 500 V first V
	C before matching field
	C after matching field
Back Next	Cancel Back Next Cancel
Type: Field = 650	Leave at Default – Click NEXT
$Subfield = a \qquad Click NEX$	
Action Wizard	Action Wizard
Please specify the value of the new field's indicators below (or leave blank for spaces)	Please specify text/contents below:
it:	Mystery
i2:	
Back Next	Cancel Back Novt Concel
	Back Next Cancel

Leave Blank – Click **NEXT**

Type in your Subject/Genre or Other Info. - Click NEXT

dvanced Find/Repl	ace			
iind: ☐ n: ☐ Replace with: ☐ ✔ Ad⊻anced	global> 💌 <global></global>	Match whole word only Match whole field only Match case Wildcards Regular Expression		Eind Next Beplace Replace All Cancel
Advanced Find				
🔲 Limit search to field			any 💌	
🔲 Limit search to sub			any 👻	
🔲 Limit search to cha			0 to	0
Match eaun control	ned, subfield or indicator as specified ab	ove (ignore find expression)		
vanced Replace —				
Execute actions	s for each: C field specified above C subjetd specified above	V		place expression)
Actions				Action
Insert field 650/subfiel	d a with i1 🔷 and i2=" ", in sorted order wit	hin block, containing "Mystery"		Move <u>U</u> p
	-			Move D <u>o</u> wn
				Delete
				<u>D</u> 01010

- 6. Double check your statement in the **Actions** window
- 7. Click next to "Execute actions for each:"
- 8. Click **REPLACE ALL** button
- 9. When finished, it will tell you how many records it edited.
- 10. Click **OK** to go back to see your bib records.

Do any other global editing in these Bib records while you have them together.

From now on you can easily pull these bibs up by the Subject or other unique information you've entered into all of them via Cataloging or in the Web OPAC

Globally Editing/Removing Subfields with Advanced Find & Replace

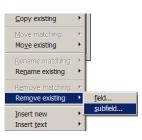
** If you're not sure there is a (k) subfield in your Bibliographic Records, **do the "Removing Subfield"** <u>1</u>st, this way if there's an empty subfield (k) it will strip it out and you can insert a new one with the correct text along with all the other records. **

<u>STEPS 1 - 4</u>

- 1. In **M3 Cataloging** bring up the records you want to work with.
- 2. Right click, Select Select All
- 3. Right click, Select Find
- 4. Click Advanced Box (left hand corner)
- 5. Click the **ACTION BUTTON -** Dropdown box appears with a list of various options.

TO <u>REMOVE</u> SUBFIELD (k) FROM AN EXISTING (852) FIELD:

- 1. Repeat steps 1 4 above.
- 2. Select: Remove existing ► subfield...
 - a. **Field = 852**
 - b. Subfield = k Click NEXT
- 3. Double check your statement in the Actions window
- 4. Click next to "Execute actions for each:"
- 5. Click **REPLACE ALL** button,
- 6. When finished, it will tell you how many records it edited. Click **OK** to go back to see your bib records.



TO INSERT SUBFIELD (k) INTO THE EXISTING (852) FIELD:

- 1. Repeat steps 1 4 above.
- 2. Select: Insert new ► subfield ► into an existing field...
 - a. Subfield = \mathbf{k} Click **NEXT**
 - b. **Field = 852** Click **NEXT**
 - c. Sorted Order Leave at Default Click NEXT
 - d. Type in your Subject/Genre Click $\ensuremath{\mathsf{NEXT}}$
- 3. Double check your statement in the **Actions** window
- 4. Click next to "Execute actions for each:"
- 5. Click **REPLACE ALL** button,
- 6. When finished, it will tell you how many records it edited. Click **OK** to go back to see your bib records.

If subfield (k) is in the record but with no text...

TO INSERT TEXT INTO AN EXISTING SUBFIELD (k):	Action Wizard	×
 Repeat steps 1 – 4 above. Select: Insert Text: into existing subfield or indicator Field = 852 Subfield = k Click NEXT Type in the text you want to appear Click "insert text at position" leave the 0 	Please specify the text to be inserted and how it should be inserted into the field/subfield: Fantasy C append text C grepend text C (replace text	
 Click NEXT Double check your statement in the Actions window Click next to "Execute actions for each:" Click REPLACE ALL button 	insert text at position O replace positions D to Back Next	Cancel

Note: If there was already text in (k) that you didn't want, instead of "insert text..." you'd click "replace text".

