MARCIVE BARCODE CLEANUP PROCEDURES-USDOC

1. Pull a shelf of documents at a time and place them in the same order on a book truck.
   a. Record the first and last document call number on your log sheet.
   b. Return to your workstation.

2. Logon to Infolinks:
   a. Click on Infolinks icon.
   b. Type: [initials] at login prompt.
   c. Type: [password] at password prompt.

3. In Infolinks:
   a. Type "d" for data base maintenance.
   b. Type "u" for update.
   c. Type your own initials and password and the enter key.
   d. Type “b” for BIBLIOGRAPHIC record.

   a. At the screen reading:
      What BIBLIOGRAPHIC record do you want to update? (RETURN if done)
      Record:
      Type “g” followed by the abbreviated number on the first piece from the shelf. For example, gc 3.1
   b. At the menu (see Example 1), Infolinks will display a message like this:
      “Your entry C   3.    1 would be here”
   c. Search the menu for the exact match for the first piece. Starting with this line, each line in the menu will be examined for conditions d.-f.
   d. If there is no exact match for the document number, return the document to the book truck in the upright position and count in the “no record” category.
   e. If there is an exact match for the document number, go to step 5.
   f. If there is no book for the record, go to step 7.
5. When there is an exact match for the document number:
   a. Type the line number of the document number.
   b. Check the fixed field, BIB LVL:
   c. If the BIB LVL: is “s”, make a printout of the record, place it in the item.
      [For printing directions, see TO PRINT A DOCUMENT.] Return the volume
to the book truck in the fore edge position and turn all other volumes with
same call number and title to the fore edge position.
   d. If the BIB LVL: is “m”, type “y” to view the call number display, the
      location, and the title. The title on the document should match the title on the
      OPAC display screen. If the location is US DOC-MFICHE, press the space
      bar to return to the MARC record; then press the ] key to go to the next record.
      If the location is mapc, press the space bar to return to the MARC record and
      print the record; then press the ] key to go to the next record.
   e. If the call number does not match the call number written on the book, make
      a printout and place it and a CALL NUMBER CONFLICT flag in the
      document and return to the book truck in the fore edge position. Conflicts
      between usdoc call numbers are set aside for Nancy Webb. Conflicts between
      usdoc and LC call numbers are set aside for the barcode project manager.
   f. If the call number does not display, add a call number using the TO ADD A
      USDOC CALL NUMBER section.
   g. If the call number does match the call number written on the document, go to
      step 7.
   h. If two records match the call number, go to step i.
   i. Make a printout of both records, place them in the document and return to
      the book truck in the fore edge position.
   j. If the record is a brief bib record (See example 3), make a printout for the
      barcode project manager.
6. Type “s” for SUMMARY. If more than one item record displays, go to step 9. If one item record displays, continue with editing the item record (see example 2):
   a. Check the copy number: It should be “1” in almost all cases. Change it only if the book has “c.” followed by another number, for example, c.2 or c.3.
   b. Check the itype: It should be “0” (zero) for BIB LVL “m” documents.
   c. Check the location code: for this group of materials it should be usdoc.
   d. Check the status code: for this group of materials it should be “-” (hyphen). This displays as CHECK SHELVES.
   e. If a correction needs to made, see the section EDITING AN ITEM RECORD.
   f. If no correction is necessary, type “i” to INSERT a Field; then, type “b” at the Tag of new field? prompt. [If there is more than one copy, see ADDING A COPY.]
   g. The BARCODE Key new data prompt will display on the screen. Place a barcode on the document on the back in the upper right corner approximately 1-1½ inches from the top and the spine. Wand in or type the barcode number.
   h. At the Perform duplicate checking on this field? (y/n) prompt, type “n”.
   i. Type a right angle square bracket, then type the “m” command to MAKE changes to BIBLIOGRAPHIC & ITEM permanent.
   j. The system moves to the next record, pull the next document from the book truck and repeat, beginning with step 4.d.

7. When there is a record with no matching document on the book truck, type “y” to view the location and call number.
   a. If the location is INTERNET with no call number, type the right square bracket to move to the next record in the list.
   b. If the location is USDOC or GOVREF-CENSUS with a usdoc call number display, make a printout for the Missing document folder; make one mark on the log in the Missing document column; and, type the right square bracket to move to the next record in the list.

8. DUPLICATE ITEM RECORDS:
a. Delete the item record without a barcode number. To do this, type the line number of the item record. (See examples 2.1-2.4)
b. Type “d” for DELETE a Record. The system will display:
   D > DELETE ITEM record
   Q > QUIT, do not delete
   Choose one (D,Q)
   Type “d”
c. The screen will display: Are you sure you want to delete ITEM record? (y/n)
   Type “y”
d. Type “m” for MAKE changes to ITEM permanent
e. Type “s” again for the summary screen.
f. Perform steps 7.a.-e.
g. Check the document for a barcode.
h. If a barcode is on the document and matches the barcode number in the item record, count one document barcoded.
i. If there is no barcode on the document, place a barcode on the document. Type the barcode line number, and type orwand in the barcode number from the barcode label on the document.

9. Refer any other problems to the barcode project manager.
* Complete the editing of copy 1 (step 6).
* At the command box of the summary screen, type “n” for NEW ITEM record using old info.
* Type the number 1 and press the enter key.
* At the COPY # : 1, type the correct copy number over the number 1 and press the enter key.
* Check the ITYPE : (line 04); it should be the same as copy 1.
* Check the LOCATION : (line 18). In this group of documents, that location should be “usdoc”.
* Check the STATUS : (line 20). In this group of documents, that status should be “-”.
* Type “i” to INSERT a Field; then, type “b” at the Tag of new field? prompt.
* The BARCODE Key new data prompt will display on the screen. Place a barcode on the document on the back in the upper right corner approximately 1-1½ inches from the top and the spine. Wand in or type the barcode number.
* Type “r” for RETURN to browsing.
* Type “m” for MAKE changes to BIBLIOGRAPHIC permanent.
* At the bib record command box, type “y” to view the status box. If all fields are correct, the display should have the correct location, call number and status. For example:

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>CALL NO.</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 &gt; US DOC</td>
<td>C 3.2:AM 3/13</td>
<td>CHECK SHELVES</td>
</tr>
<tr>
<td>2 &gt; US DOC</td>
<td>C 3.2:AM 3/13 c.2</td>
<td>CHECK SHELVES</td>
</tr>
</tbody>
</table>
If an item record is present, check the copy number, itype, location code, status code, and, if available in the item record, the volume and barcode number. If any of these are not correct, to change the data in a field, type the number of the field. The system displays the current information at the bottom of the screen. Type the correction over the displayed data and press the enter key, if necessary. If another of these fields needs to be edited, repeat this process. After all corrections have been entered, press the “r” key to Return to browsing. The system will then display a menu with the selections:

M > MAKE changes to ITEM permanent
E > EXIT without updating record
R > RETURN to editing of record

Choose one (M,E,R)

Usually, M is selected. However, if it is already apparent that there are numerous errors in the record, it is sometimes best to select E to exit without updating the record and begin again. If it is apparent that one or two fields need further editing, it is best to select R and return to edit the item record; then select “r” to return to the browse screen. To check the corrections, select the line number of the record being corrected again from the search menu. Then “y” can be pressed to view the status box and verify that the copy, location, and status codes are correct. If several item records for various volumes are attached to the bibliographic record, then it is best to also review the summary screen.

TO ADD A USDOC CALL NUMBER

If no call number displays in the status box, after typing “y”, press space bar to
continue:
* Then type “i” to INSERT a Field
* At the Tag of new field? ___ prompt, type “c”
* At the CALL# MARC tag 090 prompt, type 086 over the 090, press the enter key.
* Using the mouse, highlight the 086 field; then click on Edit.
* At the pull down menu, click on copy.
* Move the cursor to the bottom of the screen under the CALL# Key new data prompt.
* Using the mouse, click on edit again.
* At the pull down menu, click on paste.
* After the call number appears, press the enter key.
* Type “y” again to verify that the call number will display and match the call number written on the document.
* Check the bcode3. If it is “n”, change it to “g”. Type the number 7; the BCODE3: n prompt will display at the bottom of the screen. Type the letter g over the n.
* Then continue to step 6 to edit the item record.

TO PRINT A DOCUMENT
1. At the *Choose one:* prompt, type p for PRINT.

2. At the *Choose one:* prompt, type 2 for Print from Windows or Mac.

3. Distribute printouts as follows:

   a. Printouts of serial (BIB LVL: s) records are placed inside one of the serial volumes. All of the serial volumes are placed back on the book truck in the fore edge position.

   b. Printouts of mapc records are filed. Give to Bridget.

   c. Printouts of “missing documents” are checked by Bridget; give them to her.

   d. Call number conflicts: Printouts of a conflict between the usdoc number on the document and the usdoc number in the record are placed inside the document. These are set aside for Nancy Webb.

   e. Printouts of the “multi” location code and Library of Congress call numbers are set aside for the barcode project manager.

   f. Printouts of brief bib records are set aside for the barcode project manager.