University of Arkansas Libraries
MilCat Functionality Report
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Improvements needed, inefficient functionality

1. Spine label printing for books. Currently, it is not possible to print spine call number labels directly from MilCat. Staff members send the call numbers to a Word Perfect label template from MilCat. Using Word Perfect, staff members then print the labels on the department networked printer on sheets of foil-backed labels. This process increases the length of time needed to perform copy cataloging and labeling tasks.

*Release 2007 Preliminary Enhancements List* has this item. “Monographic spine label printing will support multiple label formats, more flexibility in label stock used, and greater control over what data is printed on labels.” After the enhancement is in place, this concern may be corrected.

2. Printing of headings reports.

MilCat heading report printing uses more paper than the character-based module. The MilCat printed reports are also more difficult to read, due to the format. Therefore, the Database Maintenance Unit continues to print headings reports from the character-based module.

MilCat efficiencies

1. Global Update and Rapid Update functions.

The manual description of these functions is, “Global Update mode and Rapid Update mode both allow you to make multiple edits simultaneously. However, Global Update mode is more powerful. It allows more types of edits and can change records of different types simultaneously. Using Global Update mode incorrectly can make far-reaching, unintended changes in your organization's database. You may want to consider this when authorizing staff for Global Update and Rapid Update modes.” For more information, see page #104002.

Because these functions are very powerful, authorizations are limited. Global Update is extremely powerful. Only Deb Kulczak and Cheryl Conway are authorized for this function in MilCat; we are happy to perform this function for individuals as needed. Global has allowed us to rapidly and accurately correct data in specific fields; for example, change the basic URL structure in 856 fields. Changes take minutes rather than hours of work.

Some authority processes are performed in the Telnet or character-based module. Rose Cody and Cathy Reineka use the Global Update function in the character-based system (limited to headings only) to make corrections to large groups of headings, thus saving manual editing of the records involved. There are no options for other global updates in the character-based module.

2. Create List function.

The manual description of this function is, “In Create Lists mode, you can generate lists of records (review files) that match specified criteria. In this mode, you can perform various review file functions, including creating, sorting, and listing review files.” There are numerous criteria which can be used to create lists and isolate records. Examples are titles, call numbers, and subjects from the variable fields. Specific fixed fields are also used to create lists, such as, location codes in bib or item records. After a list has been created, the list can be reviewed and records edited individually or the list can be retrieved in the Global Update or Rapid Update function to edit many records which require the same change.

Often local notes or codes are added to records to allow cataloging staff to create lists and follow regular maintenance operations. For example, the WD (year) note is added to bibliographic records which cannot be
3. Modify Groups of Records (attached to a bibliographic record).

The manual states, “You can modify the same field in multiple records by editing those records as a group from the summary display. You can edit item records, order records, or checkin records as a group; however, you can edit only one record type at a time.” For details, see page #105181.

This function has been very helpful for the Serials Cataloging Unit when processing transfers of serials with many item records attached.


The manual states, “The Macros tab allows you to customize your keyboard function keys. The system offers the ability to customize function keys F1 through F12, plus these same function keys in combination with Alt, Ctrl, and Shift, e.g., Alt F1, Ctrl F1, Shift F1, etc. If you have customized your function keys by using macros, you can press the function key or function key combination to activate the macro. For example, if you set F10 to "Colorado Springs," then you could key F10 in the City field for new patron records instead of keying the city name every time.” Further information is available on page #105874.

The macro function is very helpful when a field must be added to a group of bibliographic records. One example is the local series headings; for example, BioOne online journals. Creating and using a macro not only saves time but also ensures that there are no typing errors in that repeated field.

5. Substitution Phrases.

The manual states, “When you create or edit a record, you can enter permanent or temporary substitution phrases in variable-length fields. You can also use multiple substitution phrases in a variable-length field.”

Substitution phrases may be used in the same manner as the Macro Function. Information is available on Pages #101360, #102762, and #100694. Substitution phrases have been created for adding the 856 field, the URL, to theses and dissertation bibliographic records when UMI informs our Special Formats cataloger that the link to the online document has been created. One of the substitution phrases follows:


The code “%dd” is typed into a blank field and the substitution phrase appears when the enter key is pressed. The individual document number is added to complete the URL link to the full-text document.


This function performs in the same manner as copy and paste in Microsoft Word and other word processing software. This function is very helpful when adding the same information to a small number of records. One example would be copying a series heading and adding it to several bibliographic records for titles published within that series.


For general authority processing, we use the automatic authorities processing product so that the system can automatically correct as many headings as possible. Database Maintenance Unit staff tested this feature and
have found it to be helpful in performing authority work. The following description is from the Innovative Manual:

“INNOPAC offers an optional feature that automatically updates headings in MARC 21 bibliographic records, based on the valid form of the heading (MARC 1XX) in an authority record. This behavior is triggered whenever an authority record passes through the system transaction file, (also referred to as the bibtemp file) that is, whenever the record is loaded, keyed, or updated. For each SEE FROM heading (MARC 4XX) in the authority record, INNOPAC searches for a matching bibliographic heading in the same index. If it finds a matching bibliographic heading, INNOPAC updates the bibliographic heading based on the valid form of the heading (MARC 1XX) in the authority record. Contact Innovative to have this feature enabled for your system.”

7. Monitoring of Innovative Users Group list serv.

Unit heads and some staff subscribe to the Innovative Users Group list serv. Monitoring this list serve alerts us to potential glitches in new upgrades, to features which may assist in creating more efficient workflows, and to announcements and other general information.

8. Local codes, notes, and headings.

Because InfoLinks allows the creation of local codes and notes, the Cataloging and Acquisitions Department created local codes early in the implementation process. For example, bcode3 in the bibliographic record informs technical staff members of the origin of the record; e.g., w TAPE LOADED REC, b E-BOOKS; s SULOP LOAD, etc.) There are also numerous local notes added in the 946 and 947 fields to clarify local decisions; e.g., “Dropped: no longer available in print, web only.”; “To transfer: Ref gets LATEST revised ed. of each book (v.1-v.4), …”; the WD notes reported under point 2, etc. Field 945 is used to enter the initials of the person creating or editing the bib record. This is helpful when it is necessary to discuss information in a record with another staff member.

Local electronic resources “series” headings and local collection headings are added to groups of records which benefit technical services staff and also public services staff, and patrons. Lists of the electronic journal series and collection headings are posted at:

http://libinfo.uark.edu/webdocs/InfoLinks/collectionheadings.pdf (perform a subject search on collection headings such as Arkansas cookbook collection and Daisy Bates collection to retrieve a list of the titles in that particular collection)

http://libinfo.uark.edu/webdocs/infolinks/ejournalseries.pdf (perform a title search on local series headings such as AIP online journals and IEEE Xplore online journals to retrieve a list of the titles in that particular electronic resources group)

Local subject headings are also added for theses and dissertation advisors (e.g., Advisor: Luecking, D. H. (Daniel H.) and departments (e.g., Dept.: Education). Local subject headings are added to electronic resources; lists of these resources may be created by searching the subjects: Text (Electronic), Text (Electronic book), Text (Electronic finding aid), Text (Electronic journal), or Text (Electronic thesis)

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