

# Titles Catalog Utilities

## Operations

### Utilities

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Most of these utilities are meant for simple and straightforward MARC record changes. For more complex situations, we recommend using one of our [Mitinet services](#) or [manually modifying records in Alexandria](#) or via a text editor.

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## Add a MARC Tag

### Add a MARC Tag

Adds a specific [MARC tag](#) to selected titles

Use(s)

If an author or series name is commonly misspelled, you can add another MARC tag with the misspelling. That way, the title will still show up in Researcher results even if the search criteria are misspelled.

#### Selections

**Selections** **Options**

Add the tag specified under the Options tabs to:

Titles with a Policy of

Titles from  From  Through

Titles with a Medium of

Titles in Call Number Range From  Through

Titles added From MM/DD/YYYY  Through MM/DD/YYYY

Title

Titles by Author

Titles with Copies in Barcode Range From  Through

Titles with Copy Barcodes

Show Additional Selections

#### Options

**Selections** **Options**

Add Tag\_Subfield (e.g. 700\_a)

Value to Add

NOTE: Modifications cannot be undone. Use with caution and ensure y standards.

**Add Tag\_Subfield (e.g. 700\_a):** Specify the tag and subfie required.

**Value to Add:** Specify the value to be added. It will be add

# Titles Catalog Utilities

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## Change a MARC Tag

Changes a specific [MARC tag](#) for selected titles

Use(s)

Run this utility to change your series titles. For example, if you wanted to change a series title from "The Hunger Games trilogy" to "The Hunger Games," you would enter these options before running the utility:

- **Change Tag\_Subfield:** 830\_a
- **From:** The Hunger Games trilogy
- **To:** The Hunger Games



Check out our [Cataloging Series and Serials](#) article for more information on series and why it's important to standardize them.

### Selections

Change the tag specified under the Options tabs for:

Titles with a Policy of

Titles from  From  Through

Titles with a Medium of

Titles in Call Number Range From  Through

Titles added From MM/DD/YYYY  Through MM/DD/YYYY

Title

Titles by Author

Titles with Copies in Barcode Range From  Through

Titles with Copy Barcodes

Show Additional Selections

### Options

Change Tag\_Subfield (e.g. 700\_a)

From

To

Look for From value anywhere

To be changed, the value in a tag must exactly match the specified From value. If the Look for value anywhere in tag is selected, a match is made if the tag contains the value anywhere in it and then only that value will be updated. For example, if [www.amazon.com/amazon](#) is in the tag being changed, and you run the utility with [www.amazon.com/amazon](#) as the From value and [barnesandnoble.com/barnesandnoble](#) as the To value, the result would be [www.barnesandnoble.com/barnesandnoble](#).

Entering a From value of \* (asterisk) allows the tag to change no matter what the actual value is.

NOTE: Modifications cannot be undone. Use with caution and ensure you follow cataloging standards.

**Change Tag\_Subfield (e.g. 700\_a):** Specify the tag and subfield. Both are required.

**From:** Enter the value to change, which must match exactly. If you enter a value of \* (asterisk) all changes will occur. Entering a value of \* (asterisk) allows the utility to change the tag to whatever the actual value is.

**To:** Enter the new value for the specified tag.

**Look for From value anywhere in tag:** When enabled, a match is made if the tag contains the value anywhere in it and then only that value will be updated. For example, if [www.amazon.com/amazon](#) is in the tag being changed with "amazon" as the From value and "barnesandnoble" as the To value, the result would be [www.barnesandnoble.com/barnesandnoble](#).

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## Change Series Volume

Makes series volumes uniform and easy to sort by converting the volume number to a padded three digit number and adding a prefix (for example, "bk1" would be converted to "Book 001")



Check out our [Cataloging Series and Serials](#) article for more information on series volumes and why it's important to catalog them correctly.

## Use(s)

Run this utility to standardize all of your series' volumes, which will make it easier for patrons to find what they're looking for in Researcher. Here's an example of how you could run this utility to standardize the volume numbers of your Harry Potter series:

- **Selections – Titles in the Series:** Harry Potter
- **Options – Add Volume Prefix:** HP
- **Results:** HP 001, HP 002, HP 003, etc.

### Selections

Selections
Options

This utility takes only the volume number from Series 830\_v, converts it to a three digit number, and adds the prefix entered in the Options tab. Thus volume "bk1" gets converted to "Prefix 001", volume "two" to "Prefix 002" etc, making Series Volumes uniform and easy to sort.

Titles with a Policy of Any Policy

Titles from Copy Location From  Through

Titles with a Medium of Any Medium

Titles in Call Number Range From  Through

Titles added From MM/DD/YYYY  Through MM/DD/YYYY

Titles in the Series

Title

Titles by Author

Titles with Copies in Barcode Range From  Through

Titles with Copy Barcodes

Show Additional Selections
Create Saved Utility
Run

### Options

Selections
Options

Add Volume Prefix e.g. Book, Vol, #

NOTE: If you leave this field blank, there will be no prefix.

Show Additional Selections
Create Saved Utility
Run

**Add Volume Prefix:** Specify the prefix you would like to add. If you leave this field blank, no prefix will be added. Non symbols are accepted.

## Data Conversions

How will your old volume numberings convert? Here are some before and after examples using the prefix "Book." Examples that don't convert well are in pink, and the ones that don't change are in blue.

Before	After
Book 1	Book 001
V. 1	Book 001
12	Book 012
100	Book 100
one	Book 001
b1	Book 001
Vol. # twenty	Book 020
Vol 1234	Book 1234
v#1	Book 001
# 1	Book 001
twenty-two	twenty-two

bookone	bookone
s1b2	Book 012
1.2	Book 012
01-02	Book 102



This utility can't change everything. If the 830\_v field is nonsense or something Alexandria can't identify, the results will also be nonsense.

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## Create Genre MARC Tag

### Create Genre MARC Tag

Creates a 655\_a tag using information in any existing 650\_v tag for selected titles

Researcher uses the 655\_a tag to display and search by genre, so it's important to have genres listed there. The 650\_v tag is sometimes used for genre but is considered outdated.

Use(s)

Run this utility if you have imported new MARC records that only list the genre in the 650\_v tag.

Selections

Selections

This utility will create a 655\_a tag from any existing 650\_v tag in the record unless it already has a 655\_a that matches it exactly. Create a Genre tag for:

Titles with a Policy of

Titles from  From  Through

Titles with a Medium of

Titles in Call Number Range From  Through

Titles added From MM/DD/YYYY  Through MM/DD/YYYY

Title

Titles by Author

Titles with Copies in Barcode Range From  Through

Titles with Copy Barcodes

✓ Show Additional Selections
Create Saved Utility
Run

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## Fix Series

### Fix Series

Looks at the series title and volume in 490\_a and 490\_v and copies those values to 830\_a and 830\_v for records without an existing 830 tag  
Alexandria uses the 830 tag for series searches in Researcher, so it's important for your series information to be in that tag.



Check out our [Cataloging Series and Serials](#) article for more information on the series tag and how to catalog it properly.

Use(s)

Run this utility if you have imported new MARC records with series information in the 490 tag instead of the 830 tag.

## Selections

**Selections**

For records with no 830 tag, this utility looks at the series title and volume in 490\_a and 490\_v and copies those values to 830\_a and 830\_v.

Create Saved Utility Run

There aren't any selections or options, so it will run on all of your titles.

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## Mitinet AnalyzeMARC



Register for one of our [Mitinet services](#) to get access to this utility!

### Mitinet AnalyzeMARC

Sends your MARC data to Mitinet for analyzing and returns a diagnostics report

- This utility will run for *all* sites in your system and cannot be scheduled.
- You can run this utility up to four times a year, but we recommend doing it once a year (during summer or winter break). Read about other [BestMARC Best Practices!](#)

### Use(s)

Run this utility to identify areas in your MARC records that can be improved with a Mitinet cleanup

([Mitinet MARC Update](#)) or the [Mitinet EnhanceMARC utility](#).

### Selections

### Selections

Send your data to Mitinet and get back a report with full diagnostics. Generally this process is quick but it may take up to 24 hours. Mitinet recommends running this operation once per quarter.

Your entire system is authorized to run this operation up to 4 times per year.

Create Saved Utility Run

### Accessing the Diagnostics Report

Although the process is generally fast, it could take up to 24 hours to receive your report. To find it, go to  **Operations Management** and make sure **Show All Operations** is selected at the top. Look for the operation titled **Mitinet AnalyzeMARC Report** and click on its

 **Broken image**

summary file. The file will contain a link to your report.



[View an example of a diagnostics report!](#)

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## Mitinet BestMARC



Register for one of our [Mitinet services](#) to get access to this utility!

### Mitinet BestMARC

Sends selected records to your BestMARC account for analysis, enhancement, and editing

- In order for this utility to work, you need to link your BestMARC and Alexandria accounts in [BestMARC Preferences](#).
- This utility will run for *all* sites in your system.
- We recommend running this utility once a year (during summer or winter break). Read about other [BestMARC Best Practices!](#)

### Use(s)

Run this utility when you want to use BestMARC's advanced tools to clean up and update your MARC records. You can even add new records while in BestMARC. When you are finished in BestMARC, you'll simply check a box to **Send to Alexandria**, and the records return to Alexandria in the background. This will improve your catalog's quality and searchability!



Here are a few things to keep in mind while you use this utility:

- We recommend working with the records in BestMARC immediately after sending them from Alexandria. You'll also want to send them back to Alexandria as soon as possible and then remove them from BestMARC. This minimizes the chance someone made changes in Alexandria in the meantime and will also help you avoid confusion later when you import different records.
- If you add copies while in BestMARC, you need to make sure the site matches and the barcode is not already being used in Alexandria.

## Selections

Selections
Options

Send title records to BestMARC for editing, enhancement, and analysis. Choose Options for enhancement on import, or complete those enhancements later in BestMARC.

Titles with a Policy of Any Policy

Titles from Copy Location From  Through

Titles with a Medium of Any Medium

Titles in Call Number Range From  Through

Titles added From MM/DD/YYYY i3 Through MM/DD/YYYY i3 ▼

Title

Titles by Author

Titles by Publisher

Titles with Copies in Barcode Range From  Through

Titles with Copy Barcodes

✓ Show Additional Selections
Create Saved Utility
Run

Select which records to send to your BestMARC account.

## Options

Selections
Options

Award Notes Options

National Awards

Update State Awards All States

Reading Program Options

Accelerated Reader  Fountas a

Lexile  Mitinet M

Reading Counts

Record Repair Options

Place of Publication  Date of P

Running Time  Undefined

Non Filing Indicator  Content, I

Invalid Indicators  Remove L

Update Punctuation  Convert 2

Expand Abbreviations  Fix Invali

Sort MARC Fields by Tag

RDA Conversion

Subject Heading Options

LC Subjects  LCAC Sub

Sears Subjects  Remove J

Kid Friendly  Sort Subj

Juvenile Fiction Cleanup Leave Alone

Remove Redundant Type Do Not Remove

Cr

Choose how you would like to clean up and enhance your MARC records with these options in Alexandria or from your BestMARC account. Convert to RDA, add reading program information, update subjects, and more! See [BestMARC's Enhancements documentation](#) for more information on each option.



We do not recommend using the **Update Punctuation** option as it's unnecessary in Alexandria and records look better without it. Note that if you decide not to use this option, you may notice unresolved punctuation errors in your *AnalyzeMARC* diagnostic. That's okay.

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Register for one of our [Mitinet services](#) to get access to this utility!

## Mitinet EnhanceMARC

Enhances and updates your library's MARC records

- This utility will run for *all* sites in your system.
- Although you may run this utility up to five times a month, it's recommended that you only do so once a month. Read about other [BestMARC Best Practices](#)!
- Usually this utility runs quickly, but it may take up to 24 hours to complete. Check its status in **Operations Management** (make sure **Show All Operations** is selected at the top). There may be several related operations that will show as in progress until they're complete. The **Mitinet EnhanceMARC Import Summary's** summary file will link to relevant files.

### Use(s)

Run this utility once a quarter to quickly clean up and update your MARC records. This will improve your catalog's quality and searchability!



Before you run this utility for the first time, get a diagnostics report on your MARC records with the [Mitinet AnalyzeMARC utility](#). Then you can get a better idea of what needs to be changed.

## Selections

**Selections** **Options**

Augment your data using BestMARC's data enhancement services. Generally this process is quick but it may take up to 24 hours for the import to complete and to receive all of your files. Mitinet typically recommends running this operation once per month.

Your entire system is authorized to run this operation up to 5 times per month.

Titles with a Policy of

Titles from  From  Through

Titles with a Medium of

Titles in Call Number Range From  Through

Titles added From MM/DD/YYYY  Through MM/DD/YYYY

Title

Titles by Author

Titles by Publisher

Titles with Copies in Barcode Range From  Through

Titles with Copy Barcodes

Show Additional Selections

Select which records to update.

## Options

**Selections** **Options**

**Award Notes Options**

National Awards

Update State Awards

**Reading Program Options**

Accelerated Reader  Fountas a

Lexile  Mitinet M

Reading Counts

**Record Repair Options**

Place of Publication  Date of Pu

Running Time  Undefined

Non Filing Indicator  Content, I

Invalid Indicators  Remove L

Update Punctuation  Convert 2

Expand Abbreviations  Fix Invalic

Sort MARC Fields by Tag

RDA Conversion

**Subject Heading Options**

LC Subjects  LCAC Sub

Sears Subjects  Remove J

Kid Friendly  Sort Subje

Juvenile Fiction Cleanup

Remove Redundant Type

Use these options to choose how you would like to clean up records. Convert to RDA, add reading program information, See [BestMARC's Enhancements documentation](#) for more information.



We do not recommend using the **Update Punctuation** option unnecessary in Alexandria and records look better if you decide not to use this option, you may notice unnecessary changes in your *AnalyzeMARC* diagnostic. That's okay.

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## Mitinet BestMARC Standard

### Mitinet BestMARC Standard

Sends selected records to your BestMARC account for analysis, enhancement, and editing

- In order for this utility to work, you need to link your BestMARC and Alexandria accounts in [BestMARC Preferences](#).
- This utility will run for *all* sites in your system.
- We recommend running this utility once a year (during summer or winter break). Read about other [BestMARC Best Practices!](#)

## Use(s)

Run this utility when you want to use BestMARC's advanced tools to clean up and update your MARC records. You can even add new records while in BestMARC. When you are finished in BestMARC, you'll simply check a box to **Send to Alexandria**, and the records return to Alexandria in the background. This will improve your catalog's quality and searchability!



Here are a few things to keep in mind while you use this utility:

- We recommend working with the records in BestMARC immediately after sending them from Alexandria. You'll also want to send them back to Alexandria as soon as possible and then remove them from BestMARC. This minimizes the chance someone made changes in Alexandria in the meantime and will also help you avoid confusion later when you import different records.
- If you add copies while in BestMARC, you need to make sure the site matches and the barcode is not already being used in Alexandria.

### Selections

Quick Saved Download files

**Utilities** Standard

Mitinet BestMARC Standard

**Selections**

Send title records to BestMARC for editing, enhancement, and analysis.

Titles with a Policy of

Titles from  From  Through

Titles with a Medium of

Titles in Call Number Range From  Through

Titles added From  Through

Title

Titles by Author

Titles by Publisher

Titles with Copies in Barcode Range From  Through

Titles with Copy Barcodes

Show Additional Selections Create Saved Utility Run

Select which records to send to your BestMARC account.

## Remove a MARC Tag

### Remove a MARC Tag

Removes a specific [MARC tag](#) from selected titles, or remove just a subfield when specified.

## Selections

**Selections** **Options**

Remove the tag specified under the Options tab from:

Titles with a Policy of

Titles from  From  Through

Titles with a Medium of

Titles in Call Number Range From  Through

Titles added From   Through

Title

Titles by Author

Titles with Copies in Barcode Range From  Through

Titles with Copy Barcodes

Show Additional Selections

## Options

**Selections** **Options**

Remove Tag\_Subfield (e.g. 700 or 700\_a)

Matching (requires subfield)

When matching  Remove only matching s  Remove entire tag

A tag is required but a subfield is optional. Entering '700' will remove e. Entering '700\_e' will only remove subfield e from the 700 tag. Also, if the utility will remove the specified tag or subfield regardless of its value supplied, then only tags or subfields that match it exactly will be removed.

NOTE: Modifications cannot be undone. Use with caution and ensure you follow standards.

**Remove Tag\_Subfield:** Specify the tag and—optionally—subfield. If only a tag is specified, everything in that tag will be removed.

**Matching:** Specify a value to remove. If left blank, the utility will remove the tag or subfield regardless of its value. However, if a value is supplied, only subfields that match *exactly* will be removed. This field is not required.

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## Remove Duplicate MARC Tags

### Remove Duplicate MARC Tags

Remove exact duplicate [MARC tags](#)

#### Use(s)

This utility lets you quickly remove duplicate MARC tags in multiple titles for quick, in-house cleanup.



This is a basic utility meant for simple and straightforward cleanup. In general, we recommend data cleanup services (e.g. Mitinet) or manually modifying title records in Alexandria.

Selections

Remove exact duplicate tags for:

Titles with a Policy of

Titles from  From  Through

Titles with a Medium of

Titles in Call Number Range From  Through

Titles added From MM/DD/YYYY  Through MM/DD/YYYY

Title

Titles by Author

Titles with Copies in Barcode Range From  Through

Titles with Copy Barcodes

✓ Show Additional Selections
Create Saved Utility
Run

## Switch a MARC Tag

### Switch a MARC Tag

Changes a specified [MARC tag](#) number to another MARC tag number for selected titles

Use(s)

Run this utility to change a tag number if you find information is mistakenly stored under another tag. For example, you notice the 500 tag in some of your title records contains the series, which should be in the 830 tag. Instead of manually fixing this, simply run this utility with "500" as the **From** tag and "830" as the **To** tag on the Options tab. This will change all of your 500 tags to 830 tags for selected titles.

## Selections

**Selections** **Options**

Switch the tags specified under the Options tabs for:

Titles with a Policy of

Titles from  From  Through

Titles with a Medium of

Titles in Call Number Range From  Through

Titles added From MM/DD/YYYY  Through MM/DD/YYYY

Title

Titles by Author

Titles with Copies in Barcode Range From  Through

Titles with Copy Barcodes

Show Additional Selections

## Options

**Selections** **Options**

Switch Tag Number From   
To

Use this utility to quickly switch tag numbers. For example, entering '5' in the To field will change all 510 tags to 500 tags. Individual subfield that are invalid for the new tag specified will be removed when the record is revalidated.

NOTE: Modifications cannot be undone. Use with caution and ensure you meet standards.

**Switch Tag Number From:** Specify the tag number to change, only the entire tag. Any tags that are invalid for the new tag specified will be removed during validation.

**To:** Specify the new tag number.

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