

Converting some 856 Fields to 956 Fields: Summary Process for Kent State University with Pointers for Other Institutions

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Tag Descriptions

856 = Access is open to ALL OhioLINK members (e.g, items paid for by OhioLINK, government documents, free items).

- a. These links display in the bibliographic section of the record in OhioLINK.
- b. The intention is to show that they are freely available to all patrons.
- c. At Kent, this includes URLs that are on bibliographic records for non-licensed monographs).

956 = Access is available only to a local institution (e.g., items paid for by a local institution, site restrictions via licensing agreements).

- a. These links display in OhioLINK along with the individual institution.
- b. The implication is that they are available only to patrons of that particular institution.

Suppressing / Unsuppressing Records

Note: Anytime you change a tag from an 856 to a 956, you should suppress and unsuppress the record (BCODE3) so that the change is made to the central database. This applies to BOTH retrospective and current cataloging efforts.

Limit changes that affect OhioLINK indexing to 5,000/day. Changes that do not affect indexing can number 10,000/day.

OhioLINK Limits on Changes/Day

| Affect indexing? | Action | Change limit/day |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| Yes | <ul style="list-style-type: none"> • Change BCODE3 to suppress/unsuppress a record | 5,000/day |
| Yes | <ul style="list-style-type: none"> • Change a tag from 856 to 956 AND change BCODE3 to suppress/unsuppress the same group of records as two separate processes | 5,000/day |
| Yes | <ul style="list-style-type: none"> • New record contributions | 5,000/day |
| No | <ul style="list-style-type: none"> • Change a tag from 856 to 956 | 10,000/day |
| No | <ul style="list-style-type: none"> • Change BCODE3 from one form of display status to another, or from one form of unsuppressed status to another | 10,000/day |

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Summary Steps

Pre-processing

- 0.1. Create a list of records with 856 fields for specific groups of materials. See Appendix D.
 - a. List any identifying features of each group that could help you create separate lists from them.
 - b. Create one big list, then create smaller lists from that one for each individual group of records.
- 0.2. Globally update tags JUST FOR THESE URLs from 856 to 956. See Appendix A for tips on Global Updates. Note that some records might have other URLs that shouldn't be updated at this point. [Total changed at Kent: 9,236 records]
FWP = Free With Press
 - a. JSTOR [Kent: 2,192 records]
 - d... Annual Reviews [Kent: 68 records]
 - b... Haworth Press [Kent: 44 records]
 - c... Taylor and Francis (FWP) [Kent: 188 records]
 - f... Ingenta (FWP) [Kent: 43 records]
 - g... Wiley (FWP) [Kent: 80 records]
 - h... IEEE [Kent: 24 records]
 - i... NBER Working papers [Kent: 5,164 records]
 - j... BioOne (FWP) [Kent: 53 records]
 - k... BIS Working Papers [Kent: 149 records]
 - l... Reviews of University Press [Kent: 293 records]
 - m... Microfiche Oregon [Kent: 559 records]
- 0.3 Ask regional libraries if they have purchased any local e-collections that can be easily identified and flipped to 956 fields.

Master list creation

1. Create a list of all non-suppressed bib records that have an 856. [Kent: 189,542 records]
 - 1A. Create a sub-list from list 1 that eliminates suppressed records, theses and dissertations, Ebscohost records, and government documents. [Kent: 80,679 records]

OhioLINK resources

2. From list 1A, create a list of records that have links to OhioLINK resources. [Kent: 40,257 records]
 - 2A. From list 2, identify records that ALSO have a link to a locally owned resource. [Kent: 19,699 records]
 - 2AA. From list 2A, eliminate netLibrary links. [Kent: 7,696 records]
 - 2AAA. From list 2AA, eliminate Safari Ebooks [Kent: 1,781 records]
 - 2AAAA. From list 2AAA, eliminate ACLS History Ebooks. [Kent: 405 records]

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- 2AAAA-1. From list 2AAAA, eliminate records that have only one 856 with “ebshost”. [Kent: 359 records]
Result: Manually examine all remaining records and change local resources to 956 fields. See Appendix C for tips.

Kent e-books

3. From list 1A, create a list of all Kent ebooks. [Kent: 1,913 records]
Result: Globally change all tags to 956. Suppress and unsuppress the record (BCODE3) so that the change is made to the central database. Limit of 5,000 total records/day.

Kent AV

4. From list 1A, create a list of all remote electronic AV. [Kent: 5,493 records]
 - 4A. From list 4, eliminate remote OhioLINK AV. [Kent: 3,633 records]
 - 4AA. From list 4A, eliminate Naxos Music Library material. [Kent: 164 records]
Result: Manually examine records and change locally owned resources to 956 fields. See Appendix C for tips. Suppress and unsuppress the record (BCODE3) so that the change is made to the central database. Limit of 5,000 total records/day.
 - 4AAA. From list 4A, identify Naxos Music Library material. [Kent: 3,469 records]
Result: Globally change tags from 856 to 956 fields. Suppress and unsuppress the record (BCODE3) so that the change is made to the central database. . Limit of 5,000 total records/day.

Kent serials, integrating resources, and collections

5. From list 1A, create a list of all non-OhioLINK material. [Kent: 40,423 records]
 - 5A. From list 5, create a list of records for American Periodical Series records. [Kent: 1,737 records]
Result: Globally change tags from 856 to 956 fields. Suppress and unsuppress the record (BCODE3) so that the change is made to the central database. . Limit of 5,000 total records/day.
 - 5AA. From list 5, create a list of all serials, integrating resources and collections [Kent: 6,167 records]
 - 5AAA. From list 5AA, create a list of all records that have at least one 856 field. [Kent: 4,314 records]
 - 5AAAA. From list 5AAA, create a list of all serials, integrating resources, and collections that are not OhioLINK resources, DOAJ, springerlink, or Spec Coll finding aids (Kent only). [Kent: 954 records – split into one list of 105 springer-ny titles and another of 849 records]]

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- 5AAAA-1. From List 1A, create a list of all springerlink titles. [Kent: 165 titles]. These will be examined manually because some of them should be 856 rave.ohiolink.edu fields, others will be changed to 956 springerlink URLs, and for others the link will be deleted. See Appendix C for tips. Suppress and unsuppress the record (BCODE3) so that the change is made to the central database
- 5AAAA-2. From list 5AAAA, eliminate those with only one 856 with "gpo". [Kent: 821 records]
Result: Manually examine all remaining records and change local resources to 956 fields. Identify patterns for possibly global updating (e.g., portal acm material). See Appendix C for tips. Suppress and unsuppress the record (BCODE3) so that the change is made to the central database

Other material at Kent

6. From list 1A, create a list of items that may have been missed. [Kent: 72 records]
Result: Manually examine and change locally owned resources to 956 fields. See Appendix C for tip. Suppress and unsuppress the record (BCODE3) so that the change is made to the central database.

Change BCODE3 from "g" to "-"

7. From all bib records, create a list of items with a DISPLAY code = g. [Kent: 43,448 records]. . Limit of 5,000 total records/day (including both steps, in other words, you can rapid update step 1 on 5,000 records, then rapid update step 2 on the same 5,000 records in one day.
Result: Step 1. Rapid update BCODE3="g" to "z"
Step 2. Rapid update BCODE3="z" to "-"

Tell Meg (meg@ohiolink.edu) when you've completed this step.

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| GROUP | PROCESS / DEFINITION | CREATE LIST LOGIC |
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|-------|----------------------|-------------------|

0. Pre-processing flips of individual groups of records from 856 to 956.

| Pre-Processing See Appendix D | | |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0.1 | <p>Create a list of all bibliographic records that have a link to</p> <p>JSTOR [Kent: 2,192 records]</p> <p>Annual Reviews [Kent: 68 records]</p> <p>Haworth Press [Kent: 44 records]</p> <p>Taylor & Francis (FWP) [Kent: 188 records]</p> <p>Ingenta (FWP) [Kent: 43 records]</p> <p>Wiley: (FWP) [Kent: 80 records]</p> <p>IEEE [Kent: 24 records]</p> | <p>Type of list = bibliographic Range of list = all bibliographic records</p> <p>Type (b) [bibliographic]; field (! 856 u); condition (h) [has]; value (jstor.org)</p> <p>Type (b) [bibliographic]; field (! 856 u); condition (h) [has]; value (arjournals.annualreviews)</p> <p>Type (b) [bibliographic]; field (! 856 u); condition (h) [has]; value (haworthpress.com)</p> <p>Type (b) [bibliographic]; field (! 856 u); condition (h) [has]; value (informaworld)</p> <p>Type (b) [bibliographic]; field (! 856 u); condition (h) [has]; value (ingentaconnect.com)</p> <p>Type (b) [bibliographic]; field (! 856 u); condition (h) [has]; value (interscience)</p> <p>Type (b) [bibliographic]; field (! 856 u); condition (h) [has]; value (ieeexplore)</p> |

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| | <p>NBER Working papers [Kent: 5,164 records]</p> <p>BioOne (FWP) [Kent: 53 records]</p> <p>BIS Working Papers [Kent: 149 records]</p> <p>Reviews of University Press [Kent: 293 records]</p> <p>Microfiche Oregon [Kent: 559 records]</p> | <p>Type (b) [bibliographic]; field (! 856 u); condition (h) [has]; value (NBER)</p> <p>Type (b) [bibliographic]; field (! 856 u); condition (h) [has]; value (bioone)</p> <p>Type (b) [bibliographic]; field (! 856 u); condition (h) [has]; value (www.bis.org)</p> <p>Type (b) [bibliographic]; field (! 856 u); condition (h) [has]; value (h-net.org)</p> <p>Type (b) [bibliographic]; field (! 856 u); condition (h) [has]; value (millrace.uoregon)</p> <p>These specific 856 fields need to be flipped to 956. Note: Not all of the 856 fields in the records—just these. You can change 10,000 records/day.</p> |

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| GROUP | PROCESS / DEFINITION | CREATE LIST LOGIC |
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| Master List Creation | | |
| 1 | Find all bibliographic records that have a 856 URL. | <p>Type of list = bibliographic Range of list = all bibliographic records</p> <p>Type (b) [bibliographic]; field (! 856); condition (>) [greater than]; value (blank)</p> <p>RESULT: [Kent: 189,542 records]</p> |
| 1A | <p>From List 1, exclude suppressed records, theses and dissertations, Ebscohost records and government documents.</p> <p>This is the MASTER LIST from which all other lists are based.</p> | <p>Type of list = bibliographic Range of list = Review file 1 [All bibs with 856]</p> <p>Type (b) [bibliographic]; field (31) (Display) [BCode 3]; condition (!=) [not Equal to]; value (s) [Suppressed] [other institutions might need to eliminate BCODE3=z here.]</p> <p>A [AND] Type (b) [bibliographic]; field (30) (Mat Type); condition (!=) [not equal to]; value (z) [Theses & Dissertations]</p> <p>A [AND] Type (b) [bibliographic]; field (! 003); condition (A) [all fields don't have]; value (EbpS)</p> <p>A [AND] Type (b) [bibliographic]; field (008 position 28) [Govt Pub]; condition (!=) [not equal to]; value (a) [autonomous]</p> <p>A [AND] Type (b) [bibliographic]; field (008 position 28) [Govt Pub]; condition (!=) [not equal to]; value (c) [multilocal]</p> <p>A [AND] Type (b) [bibliographic]; field (008 position 28) [Govt Pub]; condition (!=) [not equal to]; value (f) [federal]</p> <p>A [AND] Type (b) [bibliographic]; field (008 position 28) [Govt Pub]; condition (!=) [not equal to]; value (l) [local]</p> <p style="background-color: cyan;">continued on next page</p> |

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| | | <p>A [AND] Type (b) [bibliographic]; field (008 position 28) [Govt Pub]; condition (!=) [not equal to]; value (m) [multistate]</p> <p>A [AND] Type (b) [bibliographic]; field (008 position 28) [Govt Pub]; condition (!=) [not equal to]; value (o) [government publication, level undetermined]</p> <p>A [AND] Type (b) [bibliographic]; field (008 position 28) [Govt Pub]; condition (!=) [not equal to]; value (s) [state]</p> <p>RESULT: [Kent: 80,679 records]</p> <p>Note: Kent corrected 93 dissertations and theses MAT TYPE to “z” first.</p> |

Displaying the “Govt Pub” code while in Create List

1. In the “Field” box, type ! for the MARC tag
2. Enter **008**.
3. Click on the box that says “**MARC tag**”. You’ll get an expanded box of options.
4. Click on the tab for “MARC21” and select **d5 – Govt. Pub**.

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| OhioLINK Resources | | |
| 2 | From List 1A, find all bibliographic records that have links to OhioLINK resources. | <p>Type of list = bibliographic Range of list = Review file 1A</p> <p style="text-align: center;">Type (b) [bibliographic]; field (31) (Display) [BCode 3]; condition (=) [equal to]; value (g)</p> <p>RESULT: [Kent: 40,257 records]</p> |
| 2A | <p>From List 2, find all bibliographic records that have links to OhioLINK resources and at least one other link to a locally purchased/leased resource.</p> <p>Note that this list (and therefore derivative lists) also includes records with single links to OhioLINK resources with non-rave URLs.</p> | <p>Type of list = bibliographic Range of list = Review file 2</p> <p style="text-align: center;">Type (b) [bibliographic]; field (! 856 u); condition (O) [At least one field doesn't have]; value (rave.ohio)</p> <p>RESULT: [Kent: 19,699 records]</p> |
| 2AA | From List 2A, exclude netlibrary records (which do not have rave links). | <p>Type of list = bibliographic Range of list = Review file 2A</p> <p style="text-align: center;">Type (b) [bibliographic]; field (! 856 u); condition (A) [all fields don't have]; value (NetLibrary)</p> <p>RESULT: [Kent: 7,696 records]</p> |

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| 2AAA | From List 2AA, exclude Safari Ebooks (which do not have rave links). | <p>Type of list = bibliographic Range of list = Review file 2AA</p> <p style="text-align: center;">Type (b) [bibliographic]; field (! 856 [u]); condition (A) [all fields don't have]; value (safaribooksonline)</p> <p>RESULT: [Kent: 1,781 records]</p> |
| 2AAAA | From List 2AAA, exclude ACLS History Ebooks. | <p>Type of list = bibliographic Range of list = Review file 2AAA</p> <p style="text-align: center;">Type (b) [bibliographic]; field (! 856 [u]); condition (A) [all fields don't have]; value (handle.net)</p> <p>RESULT: [Kent: 405 records]</p> |
| 2AAAA-1 | From List 2AAAA, exclude records that only have one 856 with ebscohost.com in the record. | <p>Type of list = bibliographic Range of list = Review file 2AAA</p> <p style="text-align: center;">Type (b) [bibliographic]; field (! 856 [u]); condition (O) [at least one field doesn't have]; value (ebscohost.com)</p> <p>RESULT: [Kent: 359 records]</p> <p>Manually examine all remaining records and change local resources to 956 fields. See Appendix C for tips.</p> |

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| Ebooks, Kent | | |
| 3 | From List 1A, create a list of all Kent State eBooks. | <p>Type of list = bibliographic Range of list = Review file 1A</p> <p style="text-align: center;">Type (b) [bibliographic]; field (30) (Mat Type); condition (=) [equals]; Value (@)</p> <p>A [AND] Type (b) [bibliographic]; field (31) (Display) [BCode 3]; condition (!=) [not equal to]; value (g)</p> <p>RESULT: [Kent: 1,913 Ebrary titles]</p> <p>Globally updated the 856 fields to 956. Suppress and unsuppress the record (BCODE3) so that the change is made to the central database.</p> |

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| AV, Kent | | |
| 4 | From List 1A, find all remote electronic AV. | <p>Type of list = bibliographic Range of list = Review file 1A</p> <p style="text-align: center;">Type (b) [bibliographic]; field (30) (Mat Type); condition (=) [equals]; value (g) O [OR] Type (b) [bibliographic]; field (30) (Mat Type); condition (=) [equals]; value (j)</p> <p>RESULT: [Kent: 5,493]</p> |
| 4A | From List 4, exclude all OhioLINK remote electronic AV.. | <p>Type of list = bibliographic Range of list = Review file 4</p> <p style="text-align: center;">Type (b) [bibliographic]; field (31) (Display) [BCode 3]; condition (!=) [not equal to]; value (g)</p> <p>RESULT: [Kent: 3,633]</p> |
| 4AA | From List 4A, exclude Naxos records. | <p>Type of list = bibliographic Range of list = Review file 4A</p> <p style="text-align: center;">Type (b) [bibliographic]; field (! 856 u); condition (A) [all fields don't]; value (naxosmusiclibrary)</p> <p>RESULT: [Kent: 164]</p> <p>Manually examine all remaining records and change local resources to 956 fields. See Appendix C for tips. If you change the tag from 856 to 956, suppress and unsuppress the record (BCODE3) so that the change is made to the central database.</p> |

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| 4AAA | From List 4AA, find all records for Naxos music. | <p>Type of list = bibliographic Range of list = Review file 4A</p> <p style="padding-left: 40px;">Type (b) [bibliographic]; field (! 856 u); condition (h) [has]; value (naxosmusiclibrary)</p> <p>RESULT: [Kent: 3,469]</p> <p>Globally updated the 856 fields to 956. Suppress and unsuppress the record (BCODE3) so that the change is made to the central database.</p> |

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| Serials, integrating resources, and collections, Kent | | |
| 5 | From List 1A, find all records that are not obtained as OhioLINK resources. | <p>Type of list = bibliographic Range of list = Review file 1A</p> <p style="text-align: center;">Type (b) [bibliographic]; field (31) (Display) [BCode 3]; condition (!=) [not equal to]; value (g)</p> <p>RESULTS: [Kent: 40,423]</p> |
| 5A | From List 1A, find American Periodicals Series titles. | <p>Type of list = bibliographic Range of list = Review file 5</p> <p style="text-align: center;">Type (b) [bibliographic]; field (! 830); condition (h) [has]; value = (American periodical series)</p> <p>RESULTS: [Kent: 1,737 records Globally updated the 856 fields to 956. Suppress and unsuppress the record (BCODE3) so that the change is made to the central database.</p> |

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| 5AA | From List 5, find all records for serials, integrating resources and collections. These may also contain links to OhioLINK resources. | <p>Type of list = bibliographic Range of list = Review file 5</p> <p style="padding-left: 40px;">Type (b); [bibliographic]; field (29) (Bib Lvl); condition (=) [equals]; value (i) [integrating resources]</p> <p>O [OR] Type (b); [bibliographic]; field (29) (Bib Lvl); condition (=) [equals]; value (s) [serials]</p> <p>O [OR] Type (b); [bibliographic]; field (29) (Bib Lvl); condition (=) [equals]; value (c) [collections]</p> <p>RESULTS: [Kent: 6,167 records]</p> |
| 5AAA | From List 5AA, create a list of records that have at least one 856 field. | <p>Type of list = bibliographic Range of list = Review file 5AA</p> <p style="padding-left: 40px;">Type (b); [bibliographic]; field (! 856 u); condition (h) [has]; value (a)</p> <p>RESULTS: [Kent: 4,314 records]</p> |

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| 5AAAA | From List 5AAA, exclude OhioLINK resources, DOAJ, or Spec Coll finding aids (Kent only). | <p>Type of list = bibliographic Range of list = Review file 5AAA</p> <p style="text-align: center;">Type (b) [bibliographic]; field (! 730); condition (O) [at least one field doesn't have]; value = (Directory of open access journals)</p> <p>A [AND] Type (b) [bibliographic]; field (! 856 u); condition (O) [at least one field doesn't have]; value (rave.ohiolink)</p> <p>A [AND] Type (b) [bibliographic]; field (! 856 u); condition (O) [at least one field doesn't have]; value (speccoll.library) [Kent only]</p> <p>RESULTS: [Kent: 1,019 records] At Kent, we created two lists: 105 springer-ny titles and the remaining 849 records.</p> <p>* Note – at Kent, we later created a separate list of 165 springerlink titles (856 has springerlink)</p> |
| 5AAAA-1 | From List 1A, create a list of all springerlink titles. | <p>Type of list = bibliographic Range of list = Review file 1A</p> <p style="text-align: center;">Type (b) [bibliographic]; field (! 856 u); condition (h) [HAS]; value (springerlink)</p> <p>RESULTS: [Kent: 165 records] These will be examined manually because some of them should be 856 rave.ohiolink.edu fields, others will be changed to 956 springerlink URLs, and for others the link will be deleted. Manually examine all remaining records and change local resources to 956 fields. See Appendix C for tips. If you change the tag from 856 to 956, suppress and unsuppress the record (BCODE3) so that the change is made to the central database.</p> |

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| 5AAAA-2 | From List 5AAAA, exclude all records that have only one 856 with "gpo" | <p>Type of list = bibliographic Range of list = Review file 5AAAA</p> <p style="text-align: center;">Type (b) [bibliographic]; field (! 856 u); condition (O) [at least one field doesn't have]; value (gpo)</p> <p>RESULTS: [Kent: 821 records] Manually examine all remaining records and change local resources to 956 fields. See Appendix C for tips. If you change the tag from 856 to 956, suppress and unsuppress the record (BCODE3) so that the change is made to the central database.</p> |

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|-------------------------|------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| “Other” for Kent | | |
| 6 | From List 1A, create a list of Kent resources that might have fallen through the cracks. | <p>Type of list = bibliographic Range of list = Review file 1A Type (b) [bibliographic]; field (31) (Display) [BCode 3]; condition (!=) [not equal to]; value (g) A [AND] Type (b); [bibliographic]; field (30) (Mat Type); condition (!=) [not equal to]; value (@) [ebooks]; A [AND] Type (b); [bibliographic]; field (30) (Mat Type); condition (!=) [not equal to]; Value (s) [serials] A [AND] Type (b); [bibliographic]; field (30) (Mat Type); condition (!=) [not equal to]; Value (g) [videorecordings] A [AND] Type (b); [bibliographic]; field (30) (Mat Type); condition (!=) [not equal to]; Value (j) [sound recordings] A [AND] Type (b); [bibliographic]; field (29) (Bib Lvl); condition (!=) [not equal to]; (i) [integrating resources] A [AND] Type (b); [bibliographic]; field (29) (Bib Lvl); condition (!=) [not equal to]; (c) collections A [AND] Type (b); [bibliographic]; field (! 856 u); condition ((!=)) [all fields have]; value (gov) [to exclude gov publications and LC TOC links] A [AND] Type (b) [bibliographic]; field (! 856 u); condition (A) [all fields don't have]; value (gpo) [eliminates more gov docs] A [AND] Type (b) [bibliographic]; field (! 856 u); condition (A) [all fields don't have]; value (speccoll.library) [Kent only] A [AND] Type (b) [bibliographic]; field (! 856 u); condition (A) [all fields don't have]; value (library.kent.edu) [Kent only]</p> <p>RESULT: [Kent: 72 records] that will be manually examined. See Appendix C for tips. If you change the tag from 856 to 956, suppress and unsuppress the record (BCODE3) so that the change is made to the central database.</p> |

Converting some 856 Fields to 956 Fields: Summary Process for Kent State University with Pointers for Other Institutions

| GROUP | PROCESS / DEFINITION | CREATE LIST LOGIC |
|-----------------------------|--------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Display Code Value g | | |
| 7 | From the entire database, find all records that are BCODE=g. | <p>Range = All bibliographic records</p> <p style="text-align: center;">Type (b) [bibliographic]; field (31) (Display) [BCode 3]; condition (=) [equal to]; value (g)</p> <p>RESULT: [Kent: 43,448 records]</p> <p>Change only 5,000 records/day in the following two-step process. Rapid update (31) (Display [BCODE3] from “g” to “-“</p> <p>Step 1. Display [Bcode 3] = (g) changed to (z) Step 2. Display [Bcode 3] = (z) changed to (-)</p> <p>Both of these steps can be done in one day on the 5,000 records.</p> <p>Kent note: Do this through the original review file created for step 7 because “z” is used for our dissertations/theses.</p> |

Tell Meg Spernoga (meg@ohiolink.edu) when this step is completed for your library.

Appendix A: **Difference between Proxy and rave.ohiolink.edu URLs**

Proxy URL links should be in 956 fields because they can only be used by patrons of a particular institution.

Proxy URLs and rave.ohiolink.edu URLs should be split into two fields. One bib record can contain separate OhioLINK-wide URLs (in an 856 field) and a local proxy URL (in a 956 field). Do NOT combine the proxy URL and the rave.ohiolink.edu URL into one 856 field.

Example:

856 40 |uhttp://rave.ohiolink.edu/etdc/view?acc_num=csu1218818393|zConnect
to this paper in the ETD Center

956 40 |uhttp://proxy.ulib.csuohio.edu:2050/login?url=http://rave.ohiolink.edu/
etdc/view?acc_num=csu1218818393|zConnect to this paper in the
ETD Center

Appendix B: Global Update Tips

1. Within Global Update, select “**Review**” as opposed to “Index”
2. Search for your list of records to update.
3. In the “Command Input” tab, select “**Change variable-length field**”
4. Uncheck the “Use Displayed Field” box.
5. In the first “MARC Tag” box, type “**856**”
6. In the first “Data” box, type some data from the 856 field
7. In the second “MARC Tag” box, type “**956**”
8. In the second “Data” box, type the same data from the 956 field. Note that you’re not changing the data in the fields, just the tag.

The screenshot shows the Millennium Cataloging software interface. The main window is titled "Millennium Cataloging - KentLINK - Arney L Park - Cataloging". The "Global Update Functions" dialog box is open, showing the "Command Input" tab. The dialog has a table with the following data:

| # | Command | Action |
|---|---------|-------------------------------------------------------------------|
| 1 | Change | .(856)nap ==> =(956)nap |
| 2 | Change | .(856)leeeexplore ==> =(956)leeeexplore |
| 3 | Change | .(856)arjournals.annualreviews ==> =(956)arjournals.annualreviews |

Below the table, there is a sub-dialog box titled "Change Variable-length Field (New Command)". It has the following fields:

| Field Group Tag | MARC Tag | Ind1 | Ind2 | Data |
|-----------------|-------------|------|-------------|-------------|
| End | <any> | 856 | <any> | <any> |
| Replace | <no change> | 956 | <no change> | <no change> |

The sub-dialog also has checkboxes for "Use Displayed Field", "Match Case", "Match Whole Field", and "Match Whole Subfield". The "Use Displayed Field" checkbox is unchecked. The "OK" button is highlighted.

Appendix C: Tips for Reviewing Lists Manually

Once your list is narrowed down and you're at the point of investigating each remaining title manually (at Kent, this was lists 2AAAA-1, 4AA, 5AAAA-1, and 5AAAA-2), it's easiest to review these if you sort them by URL and email the resulting list to your email account.

Advantages:

1. Allows you to scan the 856 links, skipping irrelevant ones.
2. The URLs stand out, making them easy to review (as opposed to viewing them embedded in a bib record)
3. You can batch the type of work on similar URLs.

Steps

1. In the "**Create List**" function, select your list by clicking on its name, then click on "**Sort**"
2. Type **(b)** [bibliographic] Field **! 856|u** [MARC tag, 856 #u]
3. Click "**Sort/Save**". You will probably end up with more than your original number of records because some records have more than one 856 field.
4. Click on "**List Records**"
5. Type **(b)** [bibliographic] Field **81** [Bibliographic number]
6. Click on "Append"
7. Type **(b)** [bibliographic] Field **! 245** [MARC tag, 245]
8. Click on "Append"
9. Type **(b)** [bibliographic] Field **! 856|u** [MARC tag, 856 #u]
10. Change "Number of blank lines between records" to "**1**" (or more)
11. Check the boxes for
 - Number the records in the list. (very important)
 - Display each variable-length line field on a new line (very important)
 - If listing bibliographic title, print it in uppercase (optional)
12. Click "**OK**"
13. Select "**email printer**" and type your email address to email the list to yourself.
14. From the email list, you can easily scan the URLs, skipping those that can remain in 856 fields and going to the corresponding number in the list to find the bib record for those that should be 956 fields.

See screen capture on next page.

Appendix C: Tips for Reviewing Lists Manually (continued)

Millennium Cataloging · KentLINK · Amey L Park - Cataloging

File Edit View Go Tools Admin Reports Window Help

Create Lists Functions

Append Dedupe Copy Empty Rename Resume Stop Suspend Settings

Review Files Saved Searches

All Search Records Sgrr Records List Records Export Records Show Records Show Info

| File | Name | Line | Type | Field | Status | Initials | Created [date,time] |
|------|----------------------------------------|------|---------------|----------------|----------|----------|-----------------------|
| 439 | zalp, springerlink 856 to check | 1 | b | RECORD # | te | alp | 02-03-2009 / 15:06'45 |
| 455 | zalp, 6 other Kent resources to check | 2 | BIBLIOGRAPHIC | MARC Tag 245 | te | alp | 02-17-2009 / 11:16'53 |
| 454 | zalp, 5AAAA-1 serials springer-ny to | 3 | BIBLIOGRAPHIC | MARC Tag 85... | te | alp | 01-28-2009 / 19:23'38 |
| 441 | zalp, 5AAAA 856 serials to check no | | | | te | skhb | 02-10-2009 / 14:56'50 |
| 458 | zalp, 4AA Kent remote elec AV 856 to | | | | te | alp | 02-01-2009 / 19:06'00 |
| 446 | zalp, 2AAAA 856 OhioLINK resources | | | | te | alp | 02-10-2009 / 14:34'27 |
| 990 | zalp, 1A master 856 list | | | | te | alp | 01-27-2009 / 14:27'30 |
| 496 | ydx.ksu.fm.do.90213 | | | | te | | |
| 493 | ydx.ksu.ap.do.90211.FIRM | | | | te | | |
| 494 | ydx.ksu.ap.do.90203.FIRM | | | | te | | |
| 497 | ydx.ksu.ap.do.90126.APPR | | | | te | | |
| 504 | YBPendclaimlist | | | | te | rsh | 11-07-2008 / 15:11'36 |
| 491 | YBP ORDERS FOR REVIEW | | | | te | sam | 02-12-2009 / 17:39'35 |
| 490 | YBP FIRM ORDERS 2.12.09 | | | | te | sam | 02-12-2009 / 17:38'54 |
| 401 | wright american fiction(04-25-2008) | | | | te | dmc | 04-25-2008 / 07:41'50 |
| 849 | weeding candidates (TK 10-11-05)(0 | | | | te | tek | 10-11-2005 / 13:06'07 |
| 885 | WEEDED QE Classified Serials | | | | te | kls | 07-14-2008 / 20:11'22 |
| 884 | WEEDED QA Classified Serials | | | | te | kls | 07-14-2008 / 20:10'31 |
| 875 | WEEDED ND Classified Serials | | | | te | kls | 07-14-2008 / 19:26'06 |
| 873 | WEEDED JK Classified Serials | | | | te | kls | 07-28-2008 / 13:25'54 |
| 872 | WEEDED JK Classified Serials | | | | te | kls | 07-14-2008 / 19:23'33 |
| 871 | WEEDED JF Classified Serials | | | | te | kls | 07-14-2008 / 19:22'21 |
| 874 | WEEDED J Classified Serials | | | | te | kls | 07-14-2008 / 17:37'31 |
| 881 | WEEDED HC Classified Serials(07-14 | | | | te | kls | 07-14-2008 / 19:26'50 |
| 879 | WEEDED H - HB Classified Serials | | | | te | kls | 07-14-2008 / 19:28'13 |
| 886 | WEEDED DR - DS Classified Serials | | | | te | kls | 07-14-2008 / 20:12'14 |
| 127 | VET Tech Collection | | | | te | trb | 10-10-2008 / 15:23'05 |
| 126 | Vet tech 2005-present | | | | te | trb | 10-18-2008 / 11:06'47 |
| 131 | Unnamed | | | | te | eeh | 11-17-2008 / 16:29'29 |
| 295 | Unnamed | | | | te | eeh | 11-17-2008 / 16:30'13 |
| 527 | Undergraduate Third Statement of Ch... | 261 | 500 | p | complete | kls | 02-14-2009 / 00:55'11 |
| 528 | Undergraduate Second Statement of ... | 151 | 500 | p | complete | kls | 02-14-2009 / 01:05'01 |
| 526 | Undergraduate Master Statement of C... | 582 | 1500 | p | complete | kls | 02-14-2009 / 00:45'31 |

List Format

List BIBLIOGRAPHIC Information

Fields to be listed

| Line | Type | Field |
|------|---------------|----------------|
| 1 | b | RECORD # |
| 2 | BIBLIOGRAPHIC | MARC Tag 245 |
| 3 | BIBLIOGRAPHIC | MARC Tag 85... |

Append

Insert

Delete

Page heading

Starting record (1-77) 1

Ending record (1-77) 77

Number of blank lines between records 1

Number the records in the list

Display meanings of fixed-length fields instead of codes

Display each variable-length field on a new line

Display labels for variable-length fields

If listing bibliographic title, print it in uppercase

OK Cancel

Start | 3 Micro... | 3 Firefox | ilrunner.exe | 2 Java(T... | 3 Micro... | OCLC Conn... | 11:21 AM

Appendix D: Collections with 856 or 956 Fields at Kent

| 856 or 956 | Title of Group | Identifying features | Monograph or Serial? | Other work needed / Notes |
|-------------------|----------------------------------------------|------------------------------------------------------|-----------------------------|----------------------------------|
| 856 | ABC-CLIO | rave.ohiolink.edu (856) abc-clio (533) | Monograph | |
| 856 | ACLS History E-books | Handle.net | Monograph | |
| 856 | ACM | portal.acu.org (856) | Serial | |
| 856 | ACS | pubs.acs.org. (856) | Serial | |
| 856 | Ambrose | rave.ohiolink.edu (856) | Monograph | Videos |
| 856 | American Periodical Series | | Serial | |
| 956 | Annual Reviews | arjournals.annualreviews. (856) | Serial | |
| 956 | BioOne | bioone | Monograph | Free with print |
| 956 | BIS Working papers | www.bis.org (Include the full URL to avoid gov docs) | Monograph | |
| 856 | Chadwyck Healey | rave.ohiolink.edu (856) chadwyck healey (856) | Monograph | Poetry |
| 856 | Digital Archive | | Monograph | Ohio State Pol. |
| 856 | DOAJ (Directory of Open Access Journals) | 730 = Directory of open access journals | Serial | |
| 956 | Ebrary | Ebrary (856) | Monograph | |
| 856 | Ebscohost records | Ebscohost (856) | Monograph | |
| 856 | EJC (Electronic Journal Center) | rave.ohiolink.edu. (856) | Serial | e-journals. Cataloged by TechPro |
| 856 | ETD (Electronic theses and dissertations) | rave.ohiolink.edu (856) | Monograph | |
| 856 | FFHS (Films for the Humanities and Sciences) | rave.ohiolink.edu (856) | Monograph | |

Appendix D: Collections with 856 or 956 Fields at Kent
(continued)

| 856 or 956 | Title of Group | Identifying features (856 is the original location for the data) | Monograph or Serial? | Other work needed / Notes |
|-------------------|--------------------------|-------------------------------------------------------------------------|-----------------------------|--------------------------------------------------------------|
| 856 | Gale | rave.ohiolink.edu (856) Gale (533) | Monograph | |
| 956 | Haworth Press | haworthpress.com. (856) | Serial | Free with print |
| 956 | IEEE | ieeexplore | Monograph | e-book purchase |
| 956 | Ingenta | ingentaconnect.com. (856) | Serial | Free with print |
| 956 | JSTOR | jstor.org. (856) | Serial | |
| 856 | Learning express library | Learningexpresslibrary (856) | Serial | Online tests |
| 956 | Microfiche Oregon | millrace.uoregon | Monograph | |
| 856 | National Academy Press | nap.edu Include the URL as written, not just "nap" | Monograph | |
| 956 | NAXOS | naxosmusiclibrary | Monograph | Part of the url is "ohiolink", but this is paid for by Kent. |
| 956 | NBER Working Papers | NBER | Monograph | |
| 856 | netlibrary | NetLibrary | Monograph | |
| 856 | OhioLINK material | rave.ohiolink.edu. (856) | Serial | Added to print material |
| 956 | Ovid e-books | E-Books (Ovid) (856) Ovid (533) | Monograph | |
| 956 | Ovid e-journals | E-Journals (Ovid) (856) Ovid (533) | Serial | |
| 856 | Oxford | rave.ohiolink.edu (856) Oxford (533) | Monograph | |
| 956 | Proxy links | proxy (856) | Monograph Serial | |
| 856 | Rand Reports | Rand.org Include the URL as written to avoid false hits | Monograph | Cat seps. |
| 956 | Reviews of Univ. Press | h-net.org | Monograph | Pull out all GPO |
| 856 | Safarai e-books | Safaribooksonline (856) | Monograph | |
| 856 | Sage | rave.ohiolink.edu (856) Sage (533) | Monograph | |

Appendix D: Collections with 856 or 956 Fields at Kent
(continued)

| 856 or 956 | Title of Group | Identifying features (856 is the original location for the data) | Monograph or Serial? | Other work needed / Notes |
|-------------------|--------------------------|-------------------------------------------------------------------------|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 856 | Spec Coll finding aids | Speccoll.library. (856) | Serial | |
| 856 | Spec Coll finding aids | Speccoll | Monograph | |
| 856 | Springer e-books | rave.ohiolink.edu (856) Springer (533) | Monograph | |
| 956 | Springerlink | Springerlink (856) | Serial | Journals provided by Springer/Kluwer and paid for by Kent. Some of Kent's current (02/09) URLs say "springerlink", but they should have a rave OhioLINK URL or be deleted. Eventually, all Springerlink URLs will be 956. |
| 956 | Taylor and Francis | Informaworld. (856) | Serial | Free with print |
| 956 | Wiley interscience (FWP) | interscience. (856) | Serial | Free with print |
| 956 | Wiley/Blackwell | Blackwell.synergy . (856) | Serial | Take out the "gov" in url titles |