

# OhioLINK Electronic Theses and Dissertations (ETD) Center

## OAI-PMH MARC Cataloging Records Manual



**OhioLINK**

Connecting Libraries, Learning & Discovery

A Division of the Ohio Department of Higher Education

An OH-TECH Consortium Member

Version 1.0  
October 11, 2021

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# Overview

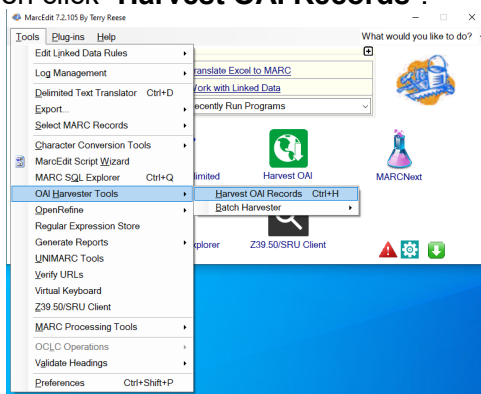
This manual covers how to download MARC cataloging records from the OhioLINK Electronic Theses and Dissertations (ETD) Center for published ETDs. This new process uses the ETD Center's multipurpose [Open Archives Initiative Protocol for Metadata Harvesting \(OAI-PMH\)](#) feed, populated with the metadata from ETD submission forms, entered by submitters. These preliminary records meet national RDA cataloging standards, as of April 2021, and broad preferences for cataloging ETDs, so please edit and customize as desired for your local use. As of September 2021, the feed is OAI-PMH 2.0 protocol.

Paired with the [free cataloging software MarcEdit](#) by Terry Reese, MARC records in RDA format can be downloaded by submission site for an institution. You'll need to download MarcEdit if you do not have it already. For new users, MarcEdit is a batch editing catalog software that has many other tools and capabilities as well. There are "constant data" and "assigned tasks" that can be set up, which work similarly to OCLC's "constant data" and "text strings", respectively. The [MarcEdit website has lots of resources, a listserv, and tutorial videos on YouTube](#).

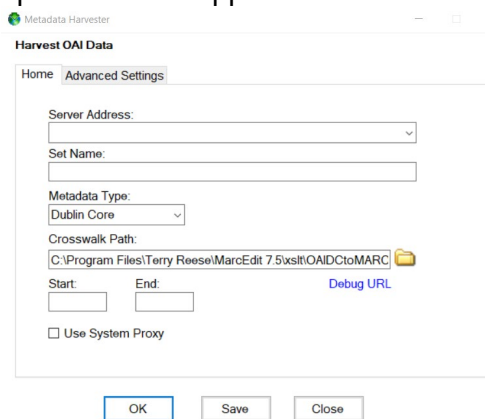
There is also a Troubleshooting and Tips section at the end of this document. Please contact your local ETD Administrator if you have questions about your institution's ETDs and metadata.

## Downloading MARC Records

1. Open MarcEdit. In the menu bar in the upper left, click **"Tools"**, hover over **"OAI Harvester Tools"**, and then click **"Harvest OAI Records"**.



2. A Harvest OAI Data pop-up window will appear and contain a couple default settings.



3. Fill in these four fields:

- a. In the “**Server Address**” field, copy and paste (or type) the following URL  
(**DO NOT CLICK THE LINK**):

[https://etd.ohiolink.edu/apexprod/!etd\\_search\\_oai/](https://etd.ohiolink.edu/apexprod/!etd_search_oai/)

- b. In “**Set Name**”, enter your institution’s submission site code, also known as the accession number prefix. If your institution has multiple submission sites, you will need to do this process for each prefix, if you want MARC records for them.
- c. In “**Metadata Type**” select “MARC21XML”.
- i. Note: “Crosswalk Path” will automatically update based on this selection.
- d. Start and End dates are optional.
- i. Without a start or end specified, the harvester will pull all records of currently published ETDs for the institutional submission site specified.
1. Either or both can be used to tailor results.
- ii. For entering dates, use the format: YYYY-MM-DD or YYYYMMDD
1. See this manual’s “Troubleshooting and Tips” section for more information.

Metadata Harvester

Harvest OAI Data

Home Advanced Settings

Server Address:

Set Name:

Metadata Type:

Crosswalk Path:

Start:  End:  [Debug URL](#)

☐ Use System Proxy

OK Save Close

Metadata Harvester

Harvest OAI Data

Home Advanced Settings

Server Address:

Set Name:

Metadata Type:

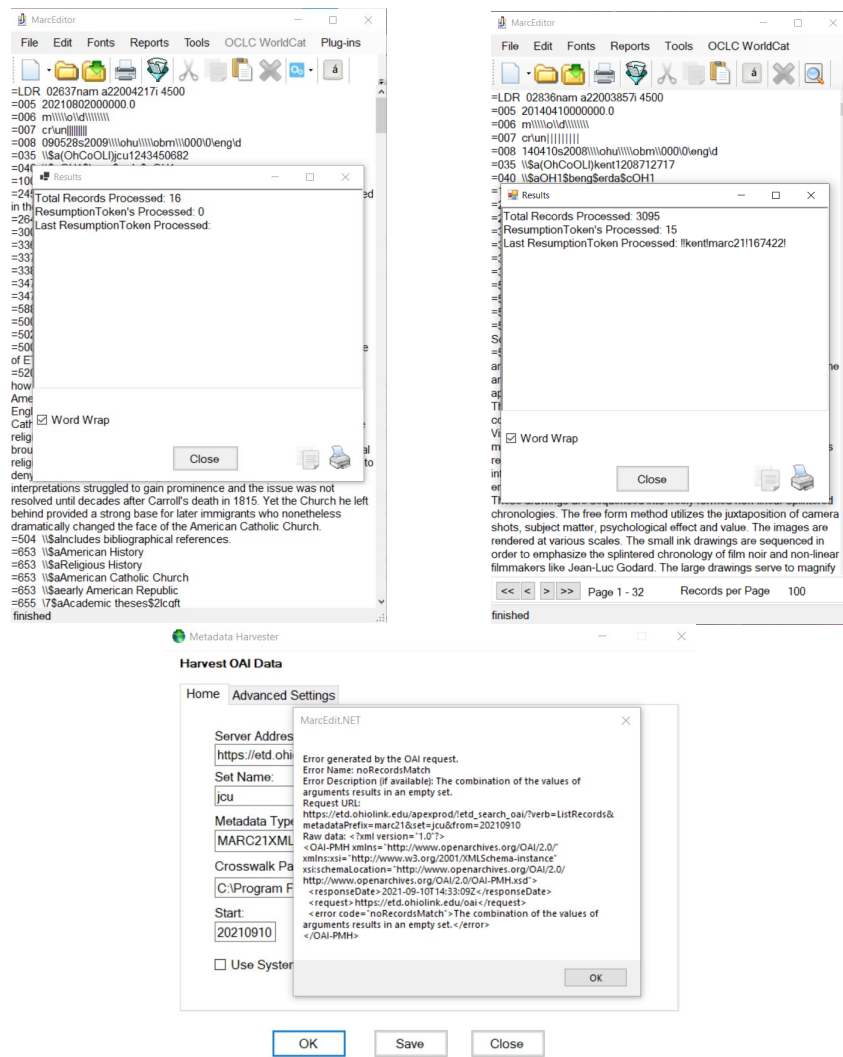
Crosswalk Path:

Start:  End:  [Debug URL](#)

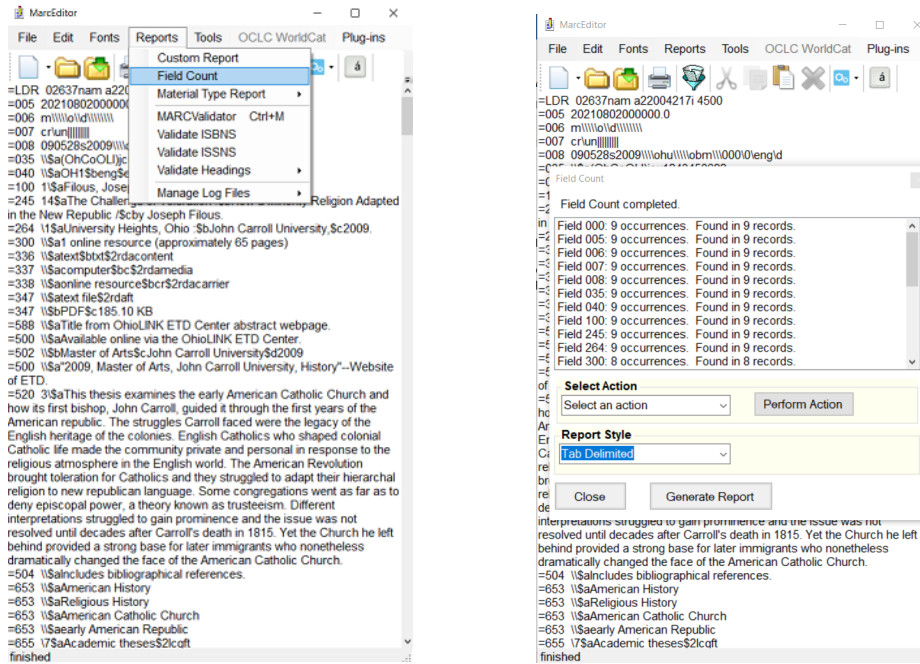
☐ Use System Proxy

OK Save Close

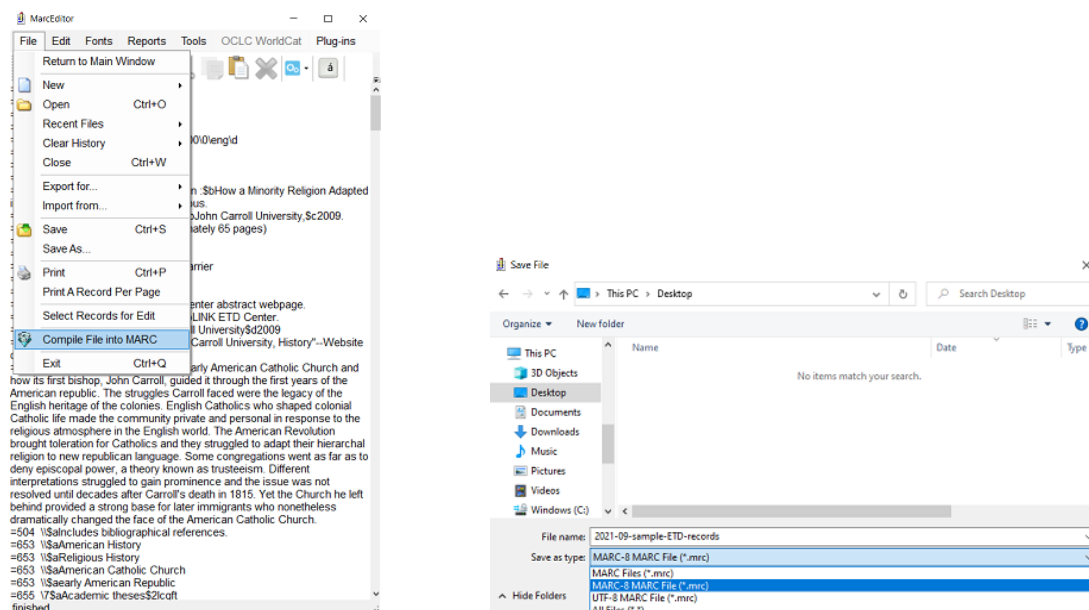
4. Click either **“OK”** to immediately process or click **“Save”** to keep the settings, then **“OK”**.
  - a. Any settings saved will be available again in the “Server Address” dropdown, although there won’t be labels for the various saved settings, so you’ll need to remember the order for each or just load them to find the one you want to run.
5. A .mrk file of MARC records will be created and an overview Results pop-up window will appear on top. Note any information, if needed, then click **“Close”** to view the records.
  - a. Good to know:
    - i. “Error generated by the OAI request” pop-up means no records found.
    - ii. “Total Records Processed” may not match the record count in the file if any ETDs were deleted from the submission site (occasional but can occur).
    - iii. See Troubleshooting and Tips for more information about Resumption Tokens.
  - b. If you want to separate out any of the records, such as new from overlays, MarcEdit has a tool for that. Save the .mrk file (click “File” and “Save As”) and close it, then go to this manual’s section called “Selecting Only New Records”.



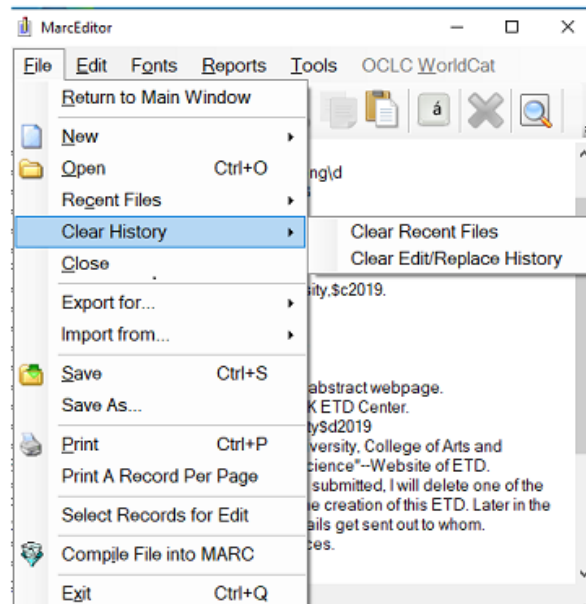
- At this point, if desired, you can use MarcEdit to update the records to meet your local standards or cataloging preferences. For editing, click **"Tools"** to see the options and capabilities. Also, if you want to view the total number of records and the fields in each one, click **"Reports"** then **"Field Count"**. As an alternative, you can also edit in OCLC Connexion Client; see the appendix for more information.



- Once done updating in MarcEdit, save file as .mrc by clicking **"File"** then **"Compile File into MARC"** and selecting save location. Change the file type for different encoding option as well, as necessary. Load the MARC records into your local catalog as usual.



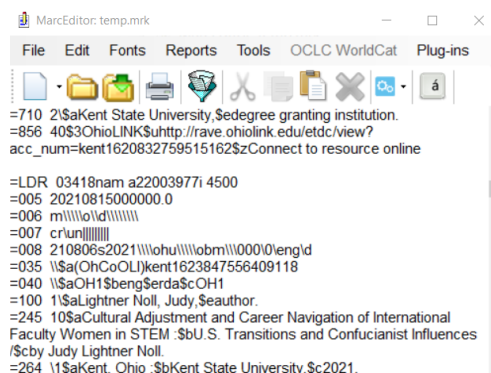
8. If desired, it's possible to discard downloaded data by clicking "**File**" in the menu bar, go to "**Clear History**" and select "**Clear Recent Files**".



## Selecting Only New Records

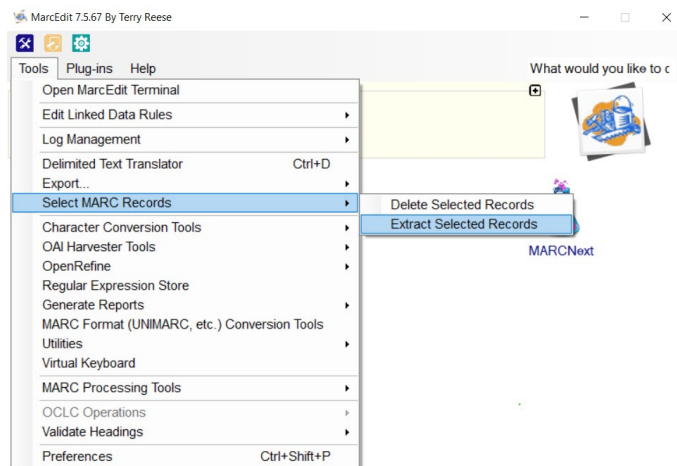
In addition to MARC records for newly published ETDs, the OAI-PMH feed provides records for any ETDs updated during the date(s) specified. There is a way in MarcEdit to separate out only the new records. While the date in the 005 field changes, the one in the 008 retains the original publication date (known in the ETD Center as the "status changed on" date). You can use the 008 field to separate out the records desired.

The following steps show one way to do them but there are multiple options for some of them. See this manual's appendix for more options.



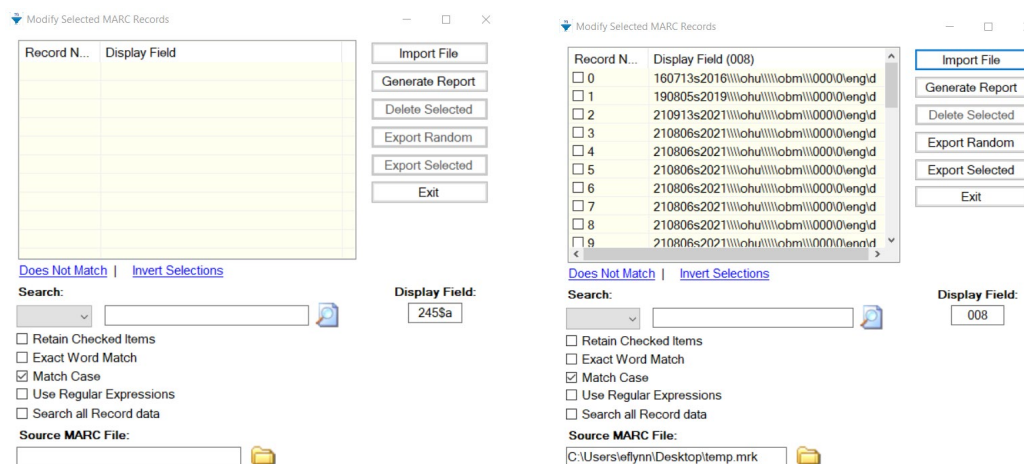


1. From the opening screen for MarcEdit, click **"Tools"** in the menu bar, hover over **"Select MARC Records"**, and click **"Extract Selected Records"**.



2. A Modify Selected MARC Records pop-up window will open with a default "Display Field" filled in. Select a **"Source MARC File"**, switch the **"Display Field"**, then click **"Import File"**. For this example, set "Display Field" to 008; it must be typed in before the importing file or you'll have to import it again.

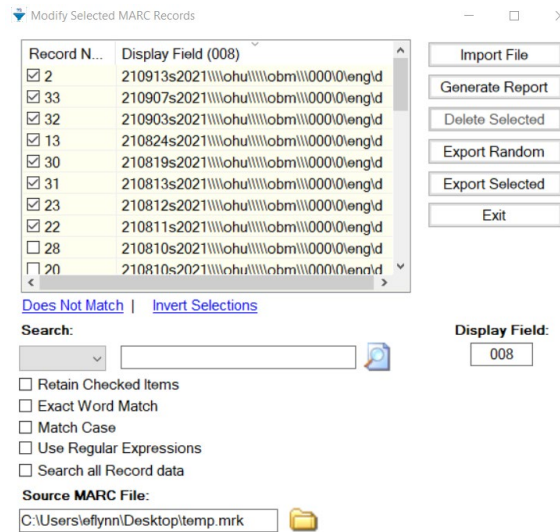
Either a .mrk or a .mrc file can be loaded, just switch the dropdown next to the file name in the pop-up file picker window. All of the records will load and show the field set to in the "Display Field" to represent each record. Counting starts with "0" so the example screenshot with the data shows 10 results on screen, numbered "0" through "9".



3. Select the records that you want to separate out. There are few different ways to do this, depending on your data and how many records are in the file. One way is shown below, and more options are in the appendix of this manual.

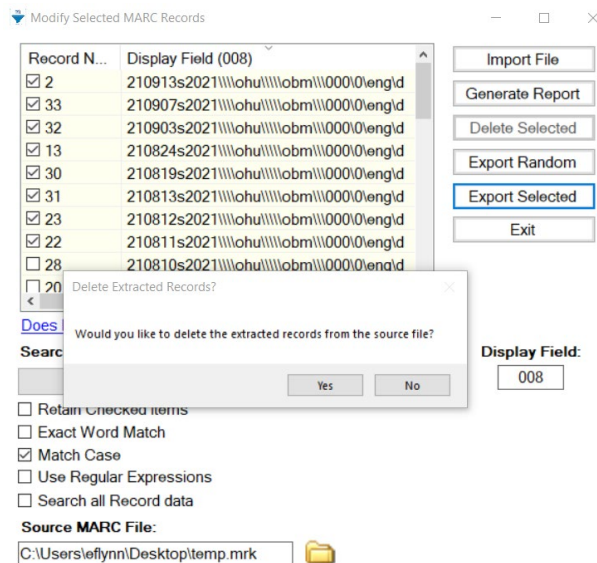


- a. The right side of results are clickable checkboxes. Click the column header multiple times for “**Display Field (008)**” to organize it in descending order, then select the checkboxes for all of ETDs wanted. Example screenshot shows all ETDs selected with dates after August 10, 2021.

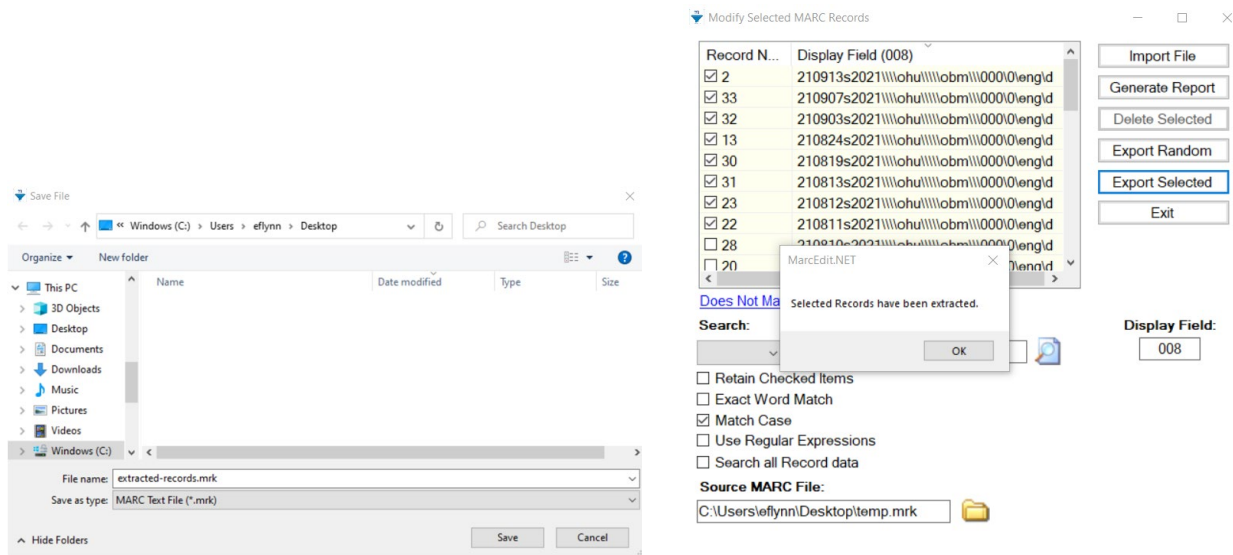


4. Once the records are selected, click “**Export Selected**”. A pop-up will appear with an important choice: to delete the records from the source file or not. This will create a different file(s) and not actually modify the source file. Choosing “No” is shown below, but the option and screenshots for “Yes” in the appendix of this manual.

- a. Clicking “**No**” will prompt to save only one new file with the selected records.



- b. Save the file of selected records then click **“OK”** and **“Exit”**. You’ll now have the original source file and a file with only the selected records.



5. Open the newly created file of selected records. Return to Step 6 of the “Downloading MARC Records” section of this manual.

# Troubleshooting and Tips

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## Local ETD Administrator contact information

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Each institution has an ETD Center Administrator as the main contact for questions and issues with ETDs. Find your institutional contact on the [OhioLINK ETD Admin roster page](#).

## Changes to a Published ETD

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For questions or requests concerning making changes to a published ETD, contact your institution's ETD Center Admin. This includes delay/embargo requests or extensions, takedowns, and edits.

## Start and End Dates

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During the recent major release, all ETDs in the system at the time were updated and have the date of 2021-08-02. That is the farthest back "start date" that can be entered to get records from the OAI-PMH feed. If no ETDs were published on August 2, 2021, you can use the next date of August 3, 2021, or any after, to pull only records for ETDs published or updated after the major release. The first time, you may want to pull all records in the new RDA format, then use "start date" each time to grab recent records going forward, based on the last date you pulled records.

When either or both date fields are used, the feed provides records for updated ETDs based on specified dates, so a record could be re-delivered if metadata in the submission form is edited. It pulls any updated record(s), not just new ones.

## Resumption Tokens

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The OAI server generates a resumption token when the number of results passes the number of items that are returned as a packet. The token is the last value in the XML file sent by the OAI server. If MarcEdit detects a token, it automatically pulls it and then makes a subsequent query using the provided token. For the ETD Center, it's 200 for the verb ListRecords and 10,000 for the verb ListIdentifiers. In the results, the program will note last token generated, number of total records captured, and if an error occurred in the process (as sometimes, servers have trouble completing large harvest requests) so a user can restart the harvest using the last token processed. [OAI-PMH documentation has further details](#) and MarcEdit has an "Advanced Search" tab for entering a resumption token to resume pulling records from that point forward.

## When to Contact OhioLINK

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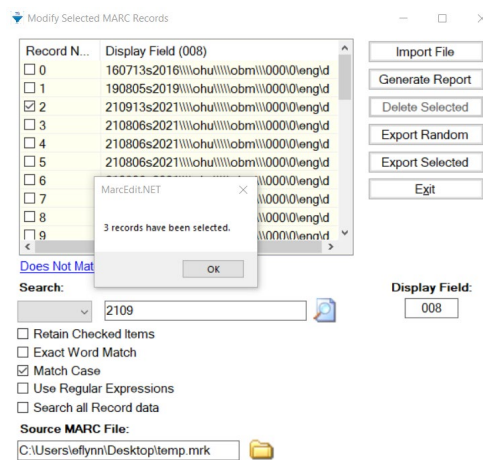
In general, always start with contacting your local ETD Administrator about ETDs and their metadata. If you still have issues with the system itself, this downloading MARC cataloging records process, or questions about the OAI-PMH feed, feel free to [email OhioLINK](#).

# Appendix

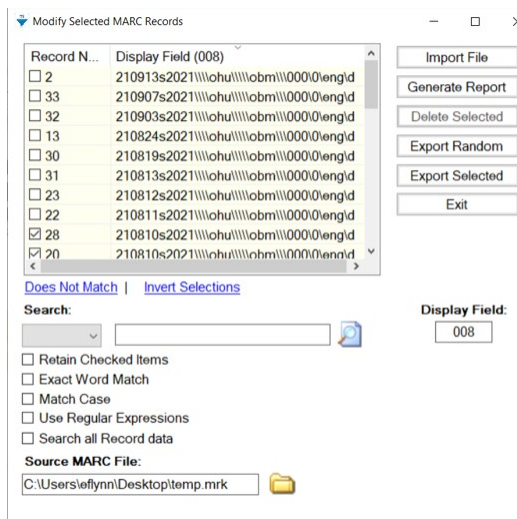
## Options in “Extract Selected Records”

### Additional ways to sort records (Step 3)

- a. Another way is to use the search box below the results to limit the results within the displayed data. In the example screenshot, “2109” was entered into the box and the paper/magnifying glass icon was clicked to run the search. A pop-up window lists the number of records selected. Click “OK” to dismiss the pop-up.



- b. Another option can be used with either clicking the check boxes or the search capabilities in this window. If easier, you can select or find what you do not want and then click “Invert Selections”, hyperlinked under the records list. There won’t be a pop-up about how many records are selected this time, it will just switch the check boxes immediately.

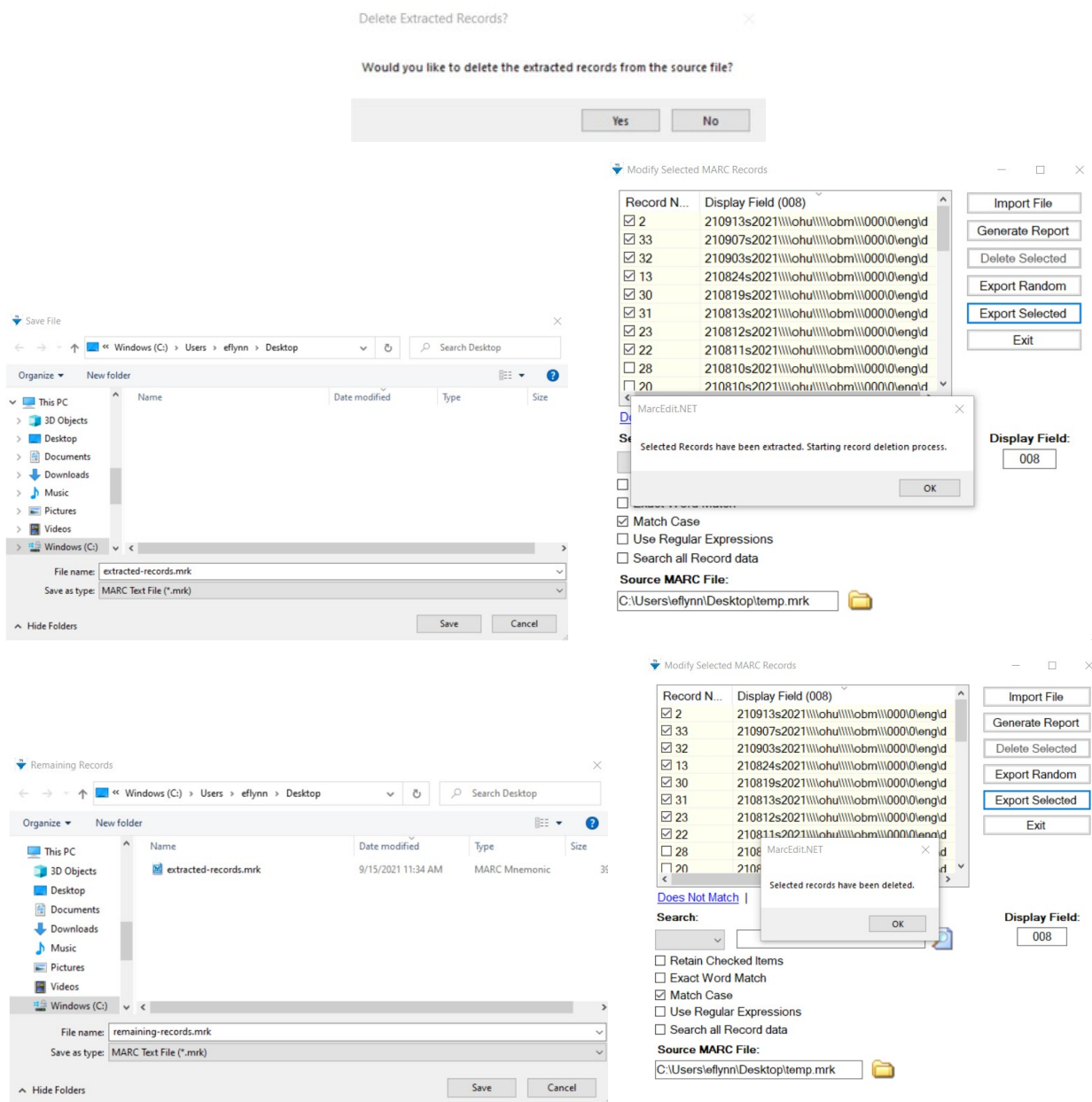


## Create separate files for overlays and new records (Step 4)

For the “Export Selected” pop-up, asks if you want to delete the records from the source file. This will create a different file(s) and not actually modify the source file.

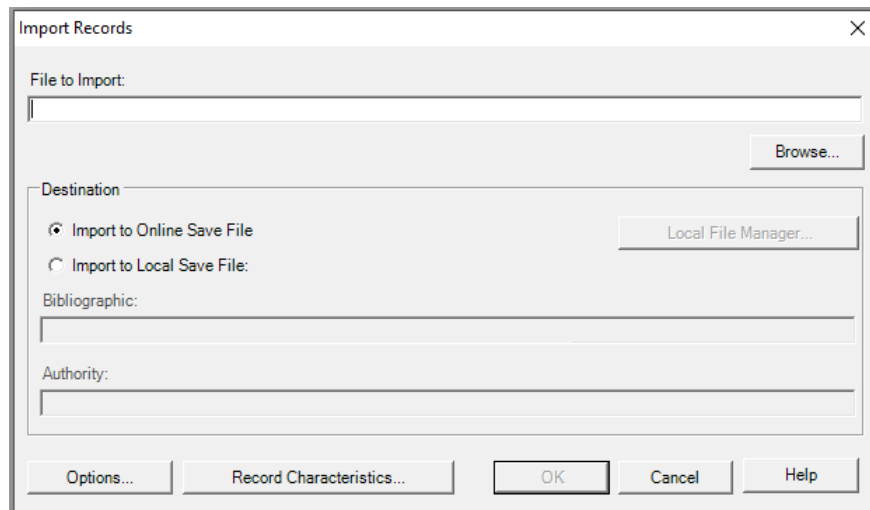
Clicking “Yes” will prompt you to save two new files: one for the selected records and another for the remaining records (not selected).

These screenshots show the process of choosing “Yes”. Save the two files then click “OK” and “Exit”. You’ll now have the original source file, a file with the selected records, and another file with only the remaining records. If desired, edit and save the “remaining records” file as well in Step 6 of the “Downloading MARC Records” section of this manual.

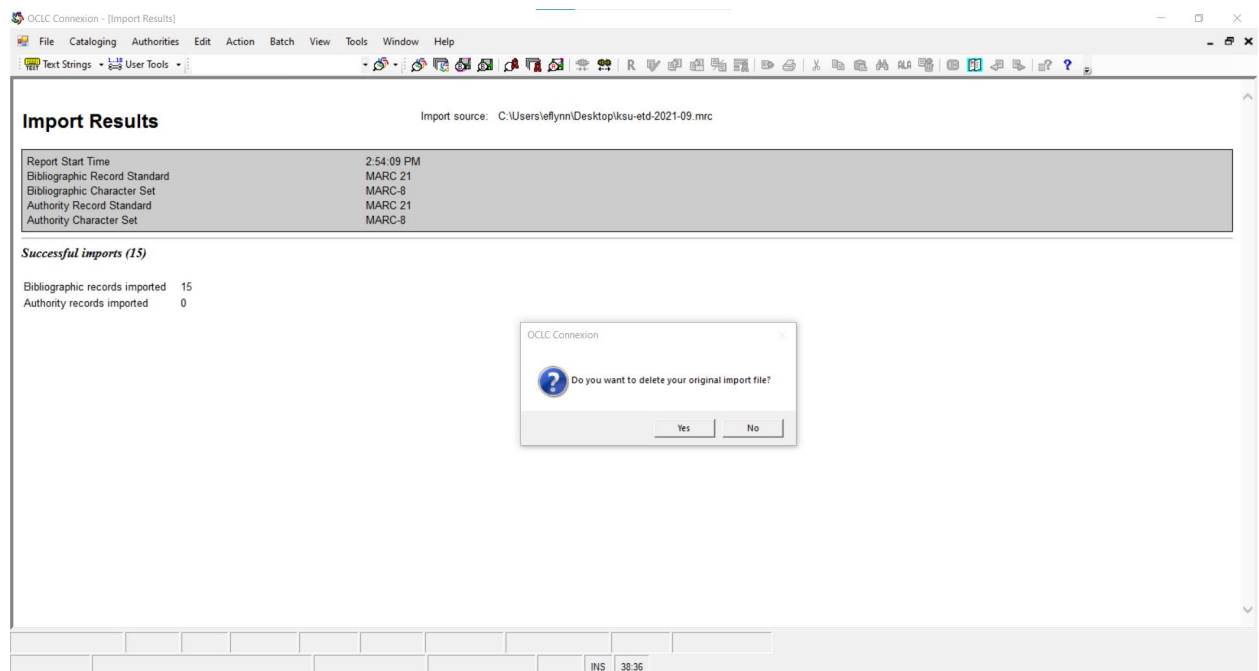


# Load and Edit MARC records in OCLC Connexion Client

1. To edit records in OCLC Connexion Client, click **File** then **Import Records**.
  - a. Click on **Browse** and navigate to your .mrc file.
  - b. Choose whether you want to import to your online or local save file.
  - c. Click **Options** if you want to select an identifier.
  - d. Click **Record characteristics** to confirm that they are correct for your system.
  - e. Click **OK**.



2. Dismiss pop-up about deleting original import file, based on your preferences. Click the lower **X** in the upper right-hand corner to close the "Import Results" report.





- Open your online or local save file to view and edit the imported records. Once done editing and/or contributing to OCLC, finish with your typical exporting/loading into your local catalog. For further information, see [OCLC Support webpage](#) on this process.

OCCL Connexion - [Local Bibliographic Save File List (test.bib.db)]

File Cataloging Authorities Edit Action Batch View Tools Window Help

Text Strings 1-18 User Tools

Save #	Contributor/Creator	Title	Control #	Date	Call Number	Date/Time Added	Held	Code	Format	Library	Workflow	Source	Delete Holdings	Export	Label
1	Wu, Siyu, 1994- author.	Harmonic and rhythmic transformation in Ligeti's Harps...	NEW/2020			9/27/2021 2:54:08 PM		OH1A	Books		In Process	Imported			
2	Wilson, Kevin Alexander, 1990-...	Love and Respect: The Bandung Philharmonic /	NEW/2020			9/27/2021 2:54:08 PM		OH1A	Books		In Process	Imported			
3	Kuhn, Maria Diane, 1996- author.	Mother Mary Comes to Me: The Stylistic Shift in Portray...	NEW/2021			9/27/2021 2:54:08 PM		OH1A	Books		In Process	Imported			
4	Harris, Susanna, 1993- author.	Nature of Loss /	NEW/2021			9/27/2021 2:54:08 PM		OH1A	Books		In Process	Imported			
5	Stoller, Katie Blake, author.	Blending Fashion and Function: Evolving Consumer Per...	NEW/2021			9/27/2021 2:54:08 PM		OH1A	Books		In Process	Imported			
6	Fleischaker, Rachael Lynn, 197...	Culturally Responsive Music Education: Conceptual and...	NEW/2021			9/27/2021 2:54:08 PM		OH1A	Books		In Process	Imported			
7	Ni, Yuan, 1993- author.	Modern Erhu: Perspectives on Education, Gender, and...	NEW/2021			9/27/2021 2:54:08 PM		OH1A	Books		In Process	Imported			
8	Qin, Haochen, author.	Evolution of Sheng in Mainland China from 1949 to 2018 /	NEW/2021			9/27/2021 2:54:08 PM		OH1A	Books		In Process	Imported			
9	Garver-Daniels, Tessa Marie, 1...	Action Research Study of a Secondary Art Classroom in...	NEW/2021			9/27/2021 2:54:08 PM		OH1A	Books		In Process	Imported			
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11	Yuen, Yee Lin Elaine, author. (o...	Exploring the Essence of Headwear in the 21st Century...	NEW/2021			9/27/2021 2:54:08 PM		OH1A	Books		In Process	Imported			
12	Noe, Heeju, author. (orcid)0000...	Fashion Renting: An Exploratory Study of Users and No...	NEW/2021			9/27/2021 2:54:09 PM		OH1A	Books		In Process	Imported			
13	Savocchia, Mathilda, 1995- aut...	Reviving Mending to Benefit the Individual, Community &...	NEW/2021			9/27/2021 2:54:09 PM		OH1A	Books		In Process	Imported			
14	Sun, Haoran, author. (orcid)000...	Partial-Wave Analysis of Kaon-Nucleon Scattering betwe...	NEW/2021			9/27/2021 2:54:09 PM		OH1A	Books		In Process	Imported			
15	Poudel, Pavan, 1991- author. (o...	Tools and Techniques for Efficient Transactions /	NEW/2021			9/27/2021 2:54:09 PM		OH1A	Books		In Process	Imported			

1 of 15