Adding URL To Your Catalog

By
Denise Repman
Adding the 856 Field to the Keyword Index

I wanted to add the 856 field to the keyword index so that I could link the URLs in that field to subject bibliographies we were publishing in Bb and the web. I had lots of help from Cathy and ZeeZee at LOUIS and Jean at Southeastern.
Adding the 856 Field to the Keyword Index – cont.

There was a two step process to accomplish this. First I had to add the 856 field to the Keyword Index in order to then do a global edit to add my proxy server address to the URL in the 856 field.

As with all changes I did everything in Training first.
Adding the 856 Field to the Keyword Index -- Procedures

To add the 856 field to the keyword index a keyword index policy is required.
Creating a Keyword Index Policy for the 856 -- Procedures

1. Click the Cataloging Configuration wizard.
2. Click on ‘Keyword Index’ to display a list of Keyword Index policies.
3. Click New to display the Create Policy window.
4. In the Name box, type 856.
5. In the Description box, type Electronic Access.

6. In the Type box, click Searchable.

7. In the Internal Name box, type AL22 (also do a Track-IT)

8. In the Sort Index box, re-type the policy name, 856.
Creating a Keyword Index Policy for the 856 – Procedures—cont.

9. The Use Attribute box remains blank.

10. Click on ‘Save Changes’.

(You may have to click ‘Cancel’ to close the Window.)
Adding the 856 Field to the Format Policy -- Procedures

The Keyword Index policy has been created, next is the addition of the 856 to the Keyword Index in the Format Policy.
1. Click the Cataloging Configuration wizard again.
2. Click on ‘Catalog Format’ to display a list of catalog-purpose Format policies.
3. Highlight the MARC format, click on Modify.
Adding the 856 Field to the Format Policy – Procedures-cont.

4. Click on the ‘Entries’ tab to display a list of entries used in the MARC Format policy.
5. Select the 856 entry. Click Modify. The attributes of this entry are listed.
6. On the ‘Basic’ Tab the Entry ID is 856 and Entry name is Electronic access. Valid Indicator 1 is 0127, Data Type is ANY, Valid Subfields are a*bc*d*f*g*hi*klm*nop qs*t*u*x*z*23y*, and Entry Type is i.
Adding the 856 Field to the Format Policy – Procedures-cont.

7. Click on the ‘Keyword’ tab to create a Keyword Index Variation. Keyword index variations control which indexes are used when an entry is indexed.
Adding the 856 Field to the Format Policy – Procedures-cont.

Choose: This Variation is: in addition to others, Indicator 1 is
Should this variation be used based on the value of Indicator 1 --
No, Index is 856, and Subfields are uz3.
Adding the 856 Field to the Format Policy – Procedures-cont.

8. Click on ‘Create’ to add the keyword index variation and then click on ‘OK’.
To complete the process

After changing the MARC Format Policy it is necessary to repeat Steps 1-8 for other catalog Format Policies, i.e., SERIAL, VM, MUSIC, MRDF
REBUILD TEXT DATABASE

- Changes made to the Keyword Index Variations affect records indexed after the changes are made. To incorporate those records already in the database the Rebuild Text Database must be scheduled.

- The Rebuild Text Database report removes and recreates the text database, which is used for keyword searching.
This report is password protected. You should not load, create, or edit any bibliographic data when the rebuild reports are running.

1. The Rebuild Text Database Report is located under the ‘Text’ Tab of Reports.

2. Selection criterion is as follows: Number of Titles per Load: 250,000. Keep all the other defaults.

(Keyword searching and browsing will be disrupted while this report runs, but a Halt/Run is not necessary.)
REBUILD TEXT DATABASE
856 Global Edit

The reason I added the 856 field to the Keyword Index was so that I could globally add Delgado’s proxy address to the 856 field so that our ebooks would be searchable. Once the Keyword Index Rebuild Text Database Report was complete I then did the Global Edit.
856 Global Edit Procedures

1. This report is password protected.
2. The Global Edit Report is located under the ‘Bibliographic’ tab of Reports.
856 Global Edit Procedures

3. Under the ‘Selection Criteria’ tab of the report I entered the Search string:

www.netLibrary.com
856 Global Edit Procedures

4. Under ‘Value Modification’ Tab:

MARC Edit

Entry IDs: 856
String to match:
http://www.netLibrary.com
856 Global Edit Procedures

Edit Operation

Select Substitute with new data

Existing string:
http://www.netLibrary.com
856 Global Edit Procedures

Substitute string:
856 Global Edit Procedures

Substitute for every occurrence:  yes
Update database:  
No (the first time to check/test results)
Yes (to actually do the global edit)
Search the OPAC

Eg. Search for the ebook title: Serial killers
Click on the URL
Click on URL
Questions?

Any questions?

Please contact me:

Denise Repman
Phone: 504-483-4416
Email: drepma@dcc.edu