Using Unicorn to manage Government Documents

A review of the monthly and weekly bibliographic title loads created by Marcive. Suggestions of other Unicorn reports with selection criteria and output options after the loads are added to the database. Other useful reports in managing daily functions of a circulating library.

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Monthly bibliographic title load report from LOUIS.

LALU-P Load Monthly Govdocs report from LOUIS-BRON

UNICORN report initialization routine v2003 started on Tuesday, August 24, 2004, 5:15 AM

Call numbers will be selected if classification is SUDOC.
2766279 callnum record(s) considered.
499704 callnum record(s) selected.

Biberror/2004082400601e.
**WARNING:ERROR IN CALL NUMBER SIZE
**|hLUMG

@@#  #a(OCoLC)52359963#  #a(GPO)99153559#
#aMVM#CMM#dAGL#dISL#d0CLC#dGPO#dDLC
@@#dMV1#  #an--#  #a0611-L-02 (MF)#0
@aI 49.77/5:B 87/CHAP.1-16 18-19 21-25/DRAFT#00#aBull trout (Salv
@@@elinus confluens)#h[microform] :#bdraft recovery plan

1 DOCS_MICRO LUAV item(s) created.
98 DOCS_MICRO LUMD item(s) created.
89 DOCS MICRO LUMG item(s) created.
24 CIC LUUM item(s) created.
100 DOCS_MICRO LUMN item(s) created.
753 DOCS_MICRO LUOL item(s) created.
1065 total item(s) created.
0 total item(s) ignored.
2237 bib record(s) read.
0 bib record(s) in error.
1065 bib record(s) loaded.
0 bib record(s) cancelled.
1172 full bib record(s) replaced.

UNICORN redo flexible key v2003 started on Tuesday, August 24, 2004, 5:26 AM
The catalog key will be read from standard input.
The OCLC number (001) will be used as the flexible key.
The OCLC number (035) will be used as the flexible key.

**Flexible key already exists.: o32253492
**Flexible key already exists.: o54765806
**Flexible key already exists.: o51547415
**Flexible key already exists.: o54890121
**Flexible key already exists.: o51239929
**Flexible key already exists.: o56020845
7 bad catalog record(s) encountered.
501 catalog record(s) printed.

UNICORN redo flexible key finished on Tuesday, August 24, 2004, 5:27 AM
Save frequently used reports as templates.
“List Titles” report of monthly bibliographic title load.

Selection Criteria
Output Options

Schedule New Reports: Create call list

- Printed arrangement:
  - Catalog sheetlist
  - Call number sheetlist
  - Record by record

- Shadow filtering:
  - Public items
  - Shadowed items
  - Public and shadowed items

- Title information:
  - Catalog entry list: 01,099,016,074

- Labelling options:
  - Descriptive labels
  - Entry IDs as labels
  - Data only
  - Show subfield codes: Yes

- Call number information:
  - Call number
  - Call number bound with links
  - All call number information

- Copy information:
  - Abbreviated information
  - Bills
  - Charges
  - Circulation information
  - Comments
  - Holds
  - Copy identification only
  - Inventory information
  - Copy information

- Record per page: Yes

Schedule 1  Save As Template 2  Cancel 2
“List Titles” report of monthly ‘changed’ bibliographic titles.

Selection criteria

[Image of a computer interface with various selection criteria options]
Output options
Weekly shipping list title report from LOUIS.

Subject: LALU-P Load Shipping List report from LOUIS-BRON

Report Log for Catalog Record Load-Shipping List
Report bibload scheduled as LALU-P Load Shipping List
Load shipping list records into catalog

UNICORN Catalog MARC Load v2003 started on Tuesday, July 27, 2004, 4:00 AM

The date cataloged will be set to 7/27/2004.
Bibliographic records will be matched by flexible key.

7 DOCS_MICRO LUAV item(s) created.
112 DOCS_MICRO LUMD item(s) created.
119 total item(s) created.
0 total item(s) ignored.
119 bib record(s) read.
0 bib record(s) in error.
119 bib record(s) loaded.
0 bib record(s) cancelled.
0 full bib record(s) replaced.
“List Titles” report of weekly shipping list title load.

Selection Criteria
Output options

Schedule New Reports: Create cattlist

Output Options

Print item:
- Printed arrangement: Catalog sheetlist
- Call number sheetlist
- Record by record
- Shadow filtering:
  - Public items
  - Shadowed items
  - Public and shadowed items

Title information:
- Catalog entry list: 01, 035, 036, 074, 049
- Labeling option:
  - Descriptive labels
  - Entry IDs as labels
  - Data only
- Show sublist codes: [ ] Yes [ ] No
- Pub year, then entry list: [ ] Call number, pub year, entry list
- Miscellaneous information

Call number information:
- Call number bound with links: [ ] Yes [ ] No
- Call number only: [ ] Yes [ ] No
- All call number information: [ ] Yes [ ] No

Copy information:
- Abbreviated information: [ ] Yes [ ] No
- Bills: [ ] Yes [ ] No
- Charges: [ ] Yes [ ] No
- Circulation information: [ ] Yes [ ] No
- Comments: [ ] Yes [ ] No
- Holds: [ ] Yes [ ] No
- Copy identification only: [ ] Yes [ ] No
- Inventory information: [ ] Yes [ ] No
- Copy information: [ ] Yes [ ] No

Record per page: [ ] Yes [ ] No

Schedule 1 Save As Template 2 Cancel 2
URL Checker report

1. The following objects were NOT FOUND:

http://www.fema.gov/ofm/toc.htm TITLE-KEY: o38101879
********************************
http://w3.access.gpo.gov/usbudget/index.html TITLE-KEY: o15219993
********************************
http://www.fsl.noaa.gov/publications/forum.html TITLE-KEY: o36233856

2. Ill-formed 856 HTTP field or protocol is not http:

Part A TITLE-KEY: o55592791
*************************
Part B TITLE-KEY: o55592791
*************************
https://ecos.fws.gov/docs/recovery%5Fplans/2003/031015.pdf TITLE-KEY: o53320187

3. WARNING: Permission denied:

http://www.orl.arch.ethz.ch/disp/displus/140/docs/neighbor.pdf TITLE-KEY: o35032866
****************************
http://www.uspto.gov/web/offices/dcom/olia/confu/ TITLE-KEY: o40048658
****************************
http://www.fs.fed.us/pnw/pubs/gtr525.pdf TITLE-KEY: o49910551

4. Hostname does not exist:

http://cti1.volpe.dot.gov/ohim/ TITLE-KEY: o37846058
*************************
http://ncgmp.cr.usgs.gov/ncgmp/1vuc/mesquite/mesquite.htm TITLE-KEY: o36999239
*************************
http://ojjpd.ncjrs.org/pubs/peerhome.htm TITLE-KEY: o35922852
Titles Marked Missing

Choose “List Items” report from the Bibliographic Tab under “Schedule New Reports.”
Name Report on the "Basic Information" Tab
Setting the date for the gadget for records last active 6 months before
What the “Selection Criteria” Tab should look like
Change “Sorting Criteria” to “call number.”

The Output Options Page:
Report for Items to be routed to Cataloging

Choose “Item List” Bibliographic Tab

Selection Criteria should look like the following:
Change “Sorting Criteria” to “call number.”
Output Options should look like the following:
Click on “Save As Template” to save your report.
Report is now on my template list. I modified the title to "ListItemsCataloging."
The beginning of the completed report:
An example of a special report to list all microfiche titles that don’t circulate using “list bibliography” “Selection Criteria” looks like this:
<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library</td>
<td>DDO8_MICRO</td>
</tr>
<tr>
<td>Item type</td>
<td>MICROFORM</td>
</tr>
<tr>
<td>Item category 1</td>
<td></td>
</tr>
<tr>
<td>Item category 2</td>
<td></td>
</tr>
<tr>
<td>Permanent</td>
<td>Yes</td>
</tr>
<tr>
<td>Circulate</td>
<td>Yes</td>
</tr>
<tr>
<td>In the shadow catalog</td>
<td>Yes</td>
</tr>
<tr>
<td>Date created</td>
<td></td>
</tr>
<tr>
<td>Date last checked</td>
<td></td>
</tr>
<tr>
<td>Date last discharged</td>
<td></td>
</tr>
<tr>
<td>Date inventoryed</td>
<td></td>
</tr>
<tr>
<td>Number of times overdrawn</td>
<td></td>
</tr>
<tr>
<td>Number of charges</td>
<td></td>
</tr>
<tr>
<td>Number of total charges</td>
<td></td>
</tr>
<tr>
<td>Number of in-house charges</td>
<td></td>
</tr>
<tr>
<td>Number of copy holds</td>
<td></td>
</tr>
<tr>
<td>Available on hold</td>
<td>Yes</td>
</tr>
<tr>
<td>Number of holds</td>
<td></td>
</tr>
<tr>
<td>Reserve status</td>
<td></td>
</tr>
<tr>
<td>Media disk</td>
<td></td>
</tr>
</tbody>
</table>

[Image of a software interface for scheduling new reports]
Change “Sorting Criteria” to call number.
“Output Options” look like this:
The "list bibliography" report is also useful for looking at records within a particular call number range:

Specifying a call number range using the gadget on the "Selection Criteria" tab:
What the whole "Selection Criteria" tab should look like:
Sorting Criteria and Output Options are the same as the other report on checking microfiche.
First page of finished report:
You can also use "list bibliography" to create a report of the records you've modified for a given period of time:
Sorting criteria is the same. Options output looks like this:
Finished report looks like this: