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Unit 1: Overview of the LINCC Cataloging Module

The LINCC Cataloging module consists of three components or “modes”: Cataloging, Items, and Search. These modes can be accessed by clicking the corresponding activity tabs, located above the Navigation Tree.

Lesson 1: Navigating the Cataloging Module

This lesson provides an overview of the Cataloging module interface as well as a description of relevant menu options and features.

Figure 1: The Cataloging Module Interface (Cataloging Mode)
The areas of the Cataloging module interface are described below.

**Menu Bar**
Contains the commands for the features of the module, grouped in drop-down menus.

**Cataloging Bar**
In the Cataloging mode, displays the record number and title information for the active bibliographic record. A system number can be entered in the search field.

**Item Bar**
In the Items mode, displays the record number and title information for the active item record(s). A system number, ADM number, barcode, or call number can be entered in the search field.

**Navigation Tree**
Displays options related to the selected activity tab (Cataloging, Items, or Search).

**Record Manager Pane**
Displays the active bibliographic system number and all related holdings, item, and order records.

**Catalog Editor Pane (Upper Pane)**
Displays the current record. All records are edited within the Catalog Editor pane (referred to as the upper pane throughout this manual).

**Miscellaneous Information Pane (Lower Pane)**
Displays information related to the active record in the Catalog Editor pane (upper pane). This includes messages about fields that need editing, tag information for the various MARC fields, a window to view the bibliographic record in the LINCCWeb catalog (OPAC), a list of all holdings records attached to the record, and any object information that may be available. The Miscellaneous Information pane is referred to as the lower pane throughout this manual.

**Application Toolbar**
Allows other LINCC modules to be opened from the Cataloging module.
Lesson 2: Using the Menu Bar

In the Cataloging module, most actions are carried out using the Menu bar at the top of the main window. These menu options are described on the following pages.

The ALEPH Menu

- **Connect to**: Determines which bibliographic database is being accessed. The default setting is FCC01, the main bibliographic database for LINCC.
- **Select ADM Library**: Defaults to the institution’s ADM (e.g., MJC50 Manatee ADM).
- **Show PC/Server Transaction Log**: Not Used.
- **Print History**: Displays a list of all print jobs issued from the computer.
- **Options**: Allows customization of some aspects of the LINCC client.
- **Switch Application**: Opens other modules (Acquisitions/Serials, Circulation).
- **External Services**: Not used.
- **Version Check**: Allows updates to the LINCC client to be automatically downloaded and installed.
- **Exit**: Closes the Cataloging module.

The View Menu

- **Switch to Record Tab**: Displays Cataloging activity tab options in the Navigation Tree.
- **Switch to Items Tab**: Displays Items activity tab options in the Navigation Tree.
- **Switch to Admin. Tab**: Displays Administrative activity tab options in the Navigation Tree.
- **Switch to Search Tab**: Displays Search activity tab options in the Navigation Tree.
- **Full Screen**: Changes the display of a bibliographic record. Clicking once closes the lower pane. Clicking a second time closes the Navigation Tree and Record Manager pane. Clicking once more restores the screen to the original display.
The Cataloging Menu

- **Open Template**: Displays a list of record types to choose from, and then displays a blank record with blank fields.

- **New Record**: Displays a blank record with a minimum number of fields.

- **Open Record on Local Drive**: Displays a list of records that have been saved on the local computer (not the server).

- **Duplicate Record**: Copies the entire record as a new record.

- **View in Search**: “Pushes” the record to the Search mode of the Cataloging module.

- **View in Web OPAC**: Displays the current record as it appears in the LINCCWeb Catalog.

- **Open Acquisitions Record**: “Pushes” the record to the Acquisitions/Sericals module and displays it in the Acquisitions activity tab.

- **Open Serials Record**: “Pushes” the record to the Acquisitions/Sericals module and displays it in the Serials activity tab.

- **Save on Local Drive**: Saves the current record to the local computer, but not to the server.

- **Save All on Local Drive**: Saves all open records to the local computer, but not to the server.

- **Rename on Local Drive**: Allows the record file to be renamed on the local computer.

- **Create Template on Local Drive**: Saves the current record as a template on the local computer.

- **Save on Server and Local Drive**: Saves the record to both the local computer and the server.

- **Lock Record**: Prevents other users from modifying the record.

- **Unlock Record**: Allows other users to modify the record.

- **Delete New* Records**: Deletes all records with “New” in the file name from the local computer. This does not delete any records from the server.

- **Off-line Cataloging**: Not Used
- **Split Editor Mode:** Splits the upper pane vertically to allow two records to be displayed and edited simultaneously.

- **Overview Tree:** Displays all records in the system that are related to a bibliographic record, including holdings, items, orders, serials, and administrative records.

- **Activate Keyboard:** Displays an on-screen keyboard with special characters that are not included on a standard keyboard.

- **Print:** Prints the record to a local or network printer.

- **Records Navigation:** Toggles between two or more open records.

- **Close Record:** Closes the record that is currently displayed.

- **Close All Records:** Closes all records that are displayed.

**The Items Menu**

- **Print Item Labels:** Allows spine labels to be printed for up to 100 items at one time.

- **Item Process Status:** Displays a window that allows the user to change Item Process Status of multiple items.

- **Delete Item Defaults:** Removes all item default settings saved by the user.

- **Delete Object Defaults:** Removes all object default settings saved by the user.

- **Clear Item:** Removes item information from the display.

- **Inventory Marking:** Used for the inventory process.

- **Edit BIB Record:** Opens the record in the Cataloging mode.

- **Edit Items Set Offline:** Allows for editing item records in batch, offline.

**The Edit Actions Menu**

- **Open Form:** Displays a window that allows all fixed and some variable fields to be edited.

- **Expand from Template:** Displays a list of templates that can be applied to the record.

- **Help on Field:** Displays a detailed description (in the lower pane) of any MARC field.

- **Locate Similar Record:** Searches the database for records that are similar to the one currently displayed. This feature is useful for identifying duplicate records.

- **Record’s Triggers:** Not Used.

- **Change Record’s Format:** Allows the record format to be changed. This feature changes the leader information in the record.
- **Select HOL Record**: Displays a list (in the lower pane) of holdings records attached to a BIB record.

- **Search Field Headings of Current Base**: Searches an alphabetized list of headings for a particular field in the same library, such as the BIB library.

- **Search Field Headings of Other Base**: Searches an alphabetized list of headings for a particular field in another library, such as the Authority library.

- **Search Subfield Headings of Current Base**: Searches an alphabetized list of headings for a particular subfield in the same library, such as the BIB library.

- **Search Subfield Headings of Other Base**: Searches an alphabetized list of headings for a particular subfield in another library.

- **Browse URL**: Validates and displays the web page of a URL located in a BIB record. Place the cursor in the field for this feature to work.

- **Check Field**: Validates the field by checking for errors.

- **Check Record**: Validates the record by checking for errors.

- **Sort Record**: Sorts fields in the MARC record and displays them in numeric order.

- **Fix Record**: Automatically repairs the current record according to specific system-defined procedures.

- **Derive New Record**: Allows the user to create analytic and authority records.

- **View Record’s Catalogers**: Displays all usernames that have been used to enter and edit the record.

- **View Record History**: Displays a log of any major changes to the record.

- **View Local Owner**: Not Used.

- **Enter Text Mode**: Not Used.

- **Preview Publication Schedule**: Used only for serials holdings records with pattern information provided.
The Edit Text Menu

- **Undo**: Reverses the last action taken.
- **Redo**: Restores the Undo command.
- **New Field (Choose from List)**: Inserts a new MARC field in the record after displaying a list of available fields.
- **New Field (User-defined)**: Inserts a new MARC field in the record. The number of the MARC field must be entered rather than selected from a list.
- **Change Direction**: Allows a MARC record to be aligned to the right instead of the left.
- **New Subfield**: Inserts a new subfield in the selected field.
- **Enter Unicode Values**: Allows Unicode values that are not available on a standard keyboard to be entered.
- **Find, Replace, Cut, Copy, Paste, Delete**: Normal Microsoft Windows functionality.

<table>
<thead>
<tr>
<th>Command</th>
<th>Keyboard Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undo</td>
<td>Ctrl+Z</td>
</tr>
<tr>
<td>Redo</td>
<td>Ctrl+Y</td>
</tr>
<tr>
<td>New Field (Choose from List)</td>
<td>F5</td>
</tr>
<tr>
<td>New Field (User-defined)</td>
<td>F6</td>
</tr>
<tr>
<td>Change Direction</td>
<td>F7</td>
</tr>
<tr>
<td>Enter Unicode Values</td>
<td>F11</td>
</tr>
<tr>
<td>Cut</td>
<td>Ctrl+X</td>
</tr>
<tr>
<td>Cut Subfield(s)</td>
<td></td>
</tr>
<tr>
<td>Cut Field(s)</td>
<td></td>
</tr>
<tr>
<td>Copy</td>
<td>Ctrl+C</td>
</tr>
<tr>
<td>Copy Subfield(s)</td>
<td>Ctrl+S</td>
</tr>
<tr>
<td>Copy Field(s)</td>
<td>Ctrl+T</td>
</tr>
<tr>
<td>Copy Record</td>
<td>Ctrl+D</td>
</tr>
<tr>
<td>Paste</td>
<td>Ctrl+V</td>
</tr>
<tr>
<td>Paste Subfield(s)</td>
<td>Alt+S</td>
</tr>
<tr>
<td>Paste Field(s)</td>
<td>Alt+T</td>
</tr>
<tr>
<td>Paste Record</td>
<td>Alt+D</td>
</tr>
<tr>
<td>Delete Subfield(s)</td>
<td>Ctrl+F7</td>
</tr>
<tr>
<td>Delete Field(s)</td>
<td>Ctrl+FS</td>
</tr>
<tr>
<td>Delete Record from Server</td>
<td>Ctrl+R</td>
</tr>
</tbody>
</table>

The Records Manager Menu

- **Load/Create Record**: Creates holdings and administrative records for the bibliographic record currently displayed.
- **Total Delete**: Deletes the bibliographic record currently displayed.
Lesson 3: Using Activity Tabs

The Cataloging module contains four activity tabs located above the Navigation Tree. The active “mode,” options in the Navigation Tree, and the information displayed in the upper and lower panes are determined by the selected activity tab. The activity tabs in the Cataloging module include the Cataloging, Items, Administration, and Search activity tabs. An overview of these tabs and the options available in the Navigation Tree is provided below.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
<th>View in Navigation Tree</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Cataloging Tab" /></td>
<td>The <strong>Cataloging</strong> activity tab is used to edit a MARC record. The MARC record will automatically be displayed in this tab.</td>
<td><img src="image2.png" alt="Cataloging Tab" /></td>
</tr>
<tr>
<td><img src="image3.png" alt="Items Tab" /></td>
<td>The <strong>Items</strong> activity tab is used to work with item records.</td>
<td><img src="image4.png" alt="Items Tab" /></td>
</tr>
<tr>
<td><img src="image5.png" alt="Administration Tab" /></td>
<td>The <strong>Administration</strong> activity tab is used to access reports through the Task Manager.</td>
<td><img src="image6.png" alt="Administration Tab" /></td>
</tr>
<tr>
<td><img src="image7.png" alt="Search Tab" /></td>
<td>The <strong>Search</strong> activity tab is used to perform Find and Browse searches for bibliographic records using a variety of parameters.</td>
<td><img src="image8.png" alt="Search Tab" /></td>
</tr>
</tbody>
</table>
Lesson 4: Using Icons in the Cataloging Module

Icons on the Cataloging and Item bars provide shortcuts to some of the most commonly used functions in the Cataloging module. These functions are described below.

**Icons in the Cataloging Bar**

<table>
<thead>
<tr>
<th>Icon</th>
<th>Name</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Open Template</td>
<td>Displays a list of record types to choose from, and then displays a blank record with blank fields.</td>
</tr>
<tr>
<td></td>
<td>Overview Tree</td>
<td>Displays all records in the system that are related to a bibliographic record, including holdings, items, orders, serials, and administrative records.</td>
</tr>
<tr>
<td></td>
<td>Split Editor Mode</td>
<td>Displays two records by splitting the upper pane vertically.</td>
</tr>
<tr>
<td></td>
<td>Full Screen</td>
<td>Changes the display of a bibliographic record. Clicking once will close the lower pane. Clicking a second time will close the Navigation Tree and Record Manager pane. Clicking once more will restore the screen to the original display.</td>
</tr>
<tr>
<td></td>
<td>Save on Server and Local Drive</td>
<td>Saves changes to the local computer and the server.</td>
</tr>
<tr>
<td></td>
<td>Check Record</td>
<td>Validates the record by checking for errors.</td>
</tr>
<tr>
<td></td>
<td>Activate Keyboard</td>
<td>Displays an on-screen keyboard with special characters that are not included on a standard keyboard.</td>
</tr>
<tr>
<td></td>
<td>View in Search</td>
<td>“Pushes” the record to the Search activity tab.</td>
</tr>
<tr>
<td></td>
<td>Open Acquisition Record</td>
<td>“Pushes” the record to the Acquisitions/Serials module.</td>
</tr>
<tr>
<td></td>
<td>Close Record</td>
<td>Closes the record that is currently displayed.</td>
</tr>
<tr>
<td></td>
<td>Close All Records</td>
<td>Closes all records that are displayed.</td>
</tr>
</tbody>
</table>

**Icons in the Item Bar**

<table>
<thead>
<tr>
<th>Icon</th>
<th>Name</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Clear Item</td>
<td>Closes the item record that is currently displayed.</td>
</tr>
<tr>
<td></td>
<td>Edit BIB Record</td>
<td>“Pushes” the record of the current item to the Cataloging activity tab.</td>
</tr>
</tbody>
</table>
This page intentionally left blank.
Unit 2: Searching in LINCC

Search capability is an integral part of the LINCC library management system and is fully integrated into the Circulation, Cataloging, Acquisitions/Serials, and Interlibrary Loan modules. The Search feature can be accessed from each of these modules by clicking the Search activity tab (the binoculars icon) just above the Navigation Tree. Module-specific search fields are also available in option bars within each module.

Lesson 1: Using Find for Keyword Searching

Keyword searching is usually the easiest and fastest method of finding records in LINCC, especially when specific information, such as an ISBN or OCLC number, is used. Keyword searching, available from the Find screen, is also useful when searching multiple fields, such as the author, title, publisher, and publication year. It also allows results to be limited to a particular format or publication year.

To begin a keyword search:

- Click the Search activity tab. In the Navigation Tree, click Find. The Find screen will appear. Perform a keyword search as described on the following pages.
The Find screen provides access to three types of keyword search: Advanced Search, Multi-field Search, and Multi-base CCL Search. Advanced Search is the most commonly used keyword search. Multi-field and Multi-base CCL searches are described in Lesson 7.

To perform an Advanced Search:

1. In the Find screen, click the 1. Advanced Search tab.
2. The default database, visible in the Base field, is the LINCC BIB – the main bibliographic database. To limit the search to a subset of LINCC, or to search another bibliographic database, click the arrow to the right of the Base field to view available options, and then select the database to be searched.
3. Click the arrow to the right of the first search type field. A list of available search options will appear. The list is divided into three categories: basic word fields, numeric fields, and limiting fields. Select the field to be used for the search.
4. In the adjacent search field, enter search terms. If needed, use the remaining fields to narrow or broaden the search by defining additional criteria.

5. When finished, click **OK**.

   - If five or fewer records are found, the records are automatically displayed in Show view.
   - If more than five records are found, a summary of the search criteria will appear in the lower pane. To view the records, click **Show**.
Lesson 2: Refining a Find Search

Any search can be refined. This is particularly useful if a search yields too many records to easily browse through. Refining a search can be accomplished either by restarting the existing search (using additional search fields and terms to narrow or broaden the search) or by using the Refine feature.

To refine a Find (keyword) search:

1. Perform a keyword search. In the lower pane, select the appropriate search summary.

2. In the Refine section of the upper pane, click the arrow to the right of the Field box to view available options, and then select the field to be used to refine the search.

3. In the Refine Query field, enter a word or phrase, and then click Refine.
   - If five or fewer records are found, the records are automatically displayed in Show view.
   - If more than five records are found, a summary of the search criteria will appear in the lower pane. To view the records, click Show.
Lesson 3: Navigating the Show View

The Show view, which lists the results of a particular search, consists of two panes: the upper pane, which lists all of the records in a brief, columnar display, and the lower pane, which gives a full display of a particular record in a variety of formats. The Show view is accessed by clicking Show in the Navigation Tree.

The Brief List

The upper pane of the Show view offers three options for viewing records: Brief List, My Records, and Brief Records. The most useful of these options is the Brief List, shown below.

In the 1. Brief List tab, a search field at the top of the upper pane displays the terms used to formulate the search. Information about how the results are sorted and which database was used is displayed below the Search field. A list of records appears in the main part of the pane, displaying the title, author, publication year, and location of each record.

The following options are available on the 1. Brief List tab:

- **Sort**: Sorts the records in the list. If the records are resorted, the information located below the search field will be updated.
- **Save As**: Saves a search as a list of sets. Rarely used.
- **Print/Send**: Prints the selected record. There are various ways to print the record, including MARC format, Citation, and Catalog Card. (The E-mail Record feature is not used.)
- **My Records**: Saves the selected record by moving it to the 2. My Records tab.
- **Jump To**: Used to browse for specific headings when the 1. Brief List tab contains a large number of records.
Lesson 4: Using the My Records Feature

The 2. My Records tab of the Show view contains records that are saved from Find or Browse searches.

The following options are available on the 2. My Records tab:

- **Save**: Saves records displayed in the 2. My Records tab to the local computer. The file must be saved in .xml format.
- **Load**: Loads a saved file of records.
- **Clear**: Clears all records from the 2. My Records tab.
- **Remove**: Removes the selected record from the list.
- **Print/Send**: Prints the selected record. There are various ways to print the record, including MARC format, Citation, and Catalog Card. (The E-mail Record feature is not used.)
- **Catalog**: Sends selected records to the Cataloging mode of the Cataloging module.

Lesson 5: Viewing the Full Record

In the Show view, the full record is visible in the lower pane when a single record is selected in the upper pane.
The tabs across the top of the lower pane allow the full record to be viewed in different ways:

- **Full+Link**: Displays the bibliographic record with field headings. This view also contains location information. This is the default view; all of the features in the full display work only in this view.
- **MARC Tags**: Displays the entire MARC record.
- **Public View**: Displays a view similar to the MARC Tags view with descriptions of each field rather than the tag number.
- **Citation**: Displays a bibliographic citation of the record.

The following options are available in the lower pane:

- To move to the next and previous records, use the << and >> icons.
- **Locate**: Performs a rudimentary title search in the current or other databases.
- **Show Like**: Displays a brief list of other titles that match the selected subject or author field.
- **Headings**: Displays a browse list of headings when a subject or author field is selected.
- **External, Link, Items List**: Not used.
- **Cataloging**: Pushes the record to the Cataloging mode of the Cataloging module.
- **Items**: Pushes the record to the Items mode of the Cataloging module.

**Lesson 6: Moving Records from the Show View**

Once a record appears in the Show view, it can be pushed to other activity tabs within the module or to other modules.

**To push a record to another mode within the same module:**

- View the full record in the lower pane, and then click the appropriate option to move the record. In the Cataloging module, the Cataloging and Items modes are available options.

**To push a record to another module:**

1. View the full record in the lower pane.
2. In the Navigation Tree, click the Search activity tab, and then select Overview.
3. The MARC Record will be displayed. To push the record to another module, click the corresponding module in the list of options to the right of the MARC record.

4. To return to the Show view, in the Navigation Tree, select Functional.

Lesson 7: Using Multi-field and Multi-base CCL Search

Two additional Find keyword search methods are available: Multi-field Search and Multi-base CCL Search. These search methods are located on the Find screen as separate tabs next to the Advanced Search tab. These search methods are not as useful as the Advanced Search, but can be beneficial.

To perform a Multi-field search:

1. In the Navigation Tree, click Find.
2. In the Find screen, click the Multi-field Search tab.
3. Click the arrow next to the Base field to view available options, and then select the database to be searched.
4. Complete the appropriate search fields. If more than one field is used, the Boolean operator "AND" will be used to link the terms.
5. Select or clear the **Words Adjacent** check box. If the check box is selected, the exact phrase(s) will be searched for and retrieved. If the check box is not selected, all words entered in the fields will be searched for and retrieved.

6. Click **OK** to perform the search. Results will appear in the lower pane.

**To perform a Multi-base CCL search:**

1. In the **Navigation Tree**, click **Find**.
2. In the **Find** screen, click the **Multi-base CCL Search** tab.
3. Select one or more of the databases listed.
4. Select or clear the **Words Adjacent** check box. If the check box is selected, the exact phrase(s) will be searched for and retrieved. If the check box is not selected, all words entered in the fields will be searched for and retrieved.

5. In the **CCL Query** field, use Common Command Language (CCL) codes to enter a search string.

6. Click **OK**. The results of the search will appear in the lower pane.

---

**For information on using Common Command Language searching in the LINCC client and the LINCCWeb catalog (OPAC), see the Library Staff Resources web site.**
Lesson 8: Using Browse Searching

Browse searching is especially useful when searching for a specific title, author, or subject heading. Browse searching provides a list of headings that closely match the search term. Most external databases, including the Library of Congress, do not support browse searching.

When Browse searching, the search term, or the heading that closely matches the search term, will appear second in the list of results. The first heading in the list is the heading that immediately precedes the search term. All headings below the second heading in the list are headings that fall after the search term. The number to the left of each row indicates how many records use the heading.

To perform a Browse search:

1. Click the Search activity tab.
2. In the Navigation Tree, click Browse.
3. Complete the following fields:
   - **Base**: Select the database to be searched.
   - **Headings List**: Select the appropriate heading.
   - **Enter Starting Text**: Enter a portion of the heading. The entire heading does not need to be entered since a list of headings that closely match the search terms will appear. The first few words of the heading should be sufficient.
   - **Include Expanded AUT Data**: If this check box is selected, any notes in authority records that appear in the list will be displayed.
   - **Include BIB/HOL Data**: If this check box is selected, each record will be listed along with the first library that has a holdings record attached. Typically, this is not useful for LINCC users.
4. Click **Go** to perform the search. A list of headings that closely match the search terms will appear.

5. To view one or more of the records, select one or more of the headings, and then click **Show**. The record(s) will be displayed in the Show view.
The following options are available in the Browse search screen:

- **Expand**: Displays the relevant headings associated with an authorized heading when a heading that has a related authority record is selected.
- **Save as Set**: When a single heading is selected, Save as Set saves this heading as a search, which will then appear in the Find view as a separate search.
- **Correct Heading**: Displays options to correct a heading in the database.
- **Correct Display**: Displays options to correct the way a heading is displayed in the database. This feature is very useful for correcting punctuation.
- **AUT Recheck**: When a heading that has a related authority record is selected, AUT Recheck rechecks the database for all records that have this heading.
- **Show**: Pushes records to the Show view.
- **Brief Recs**: Not used.
- **Catalog**: Pushes records from the Browse search to the Cataloging mode of the Cataloging module.

**Lesson 9: Using the Cataloging and Item Bars**

In addition to the Search mode, the Cataloging module offers additional search fields in the Cataloging bar and the Item bar.

**The Cataloging Bar**

The Cataloging bar is located below the Menu bar. The search field allows a system number search to be performed. When a system number is entered, the record will be displayed in the Cataloging mode (the Cataloging activity tab).

**The Item Bar**

The Item bar is located directly below the Cataloging bar. This bar contains two search fields: one that identifies the type of search to be performed and one in which search criteria are entered.

Search types can be selected from a drop-down list in the first field. Available search types include: Bibliographic System Number, Administrative System Number, Barcode, and Call Number. The number of the record to be located should be entered in the second search field. The record will be displayed in the Items mode (the Items activity tab).
Unit 3: Editing Bibliographic Records

Managing existing bibliographic records in LINCC includes editing fixed and variable fields, checking records for errors, saving records, and deleting records from the system.

Lesson 1: Editing Fixed Field Information

In LINCC, fixed fields are displayed as character strings with each position representing a defined value.

The fixed fields include:

- **LDR**: Leader. Contains data elements that provide information for the processing of the record. The data elements contain numbers or coded values and are identified by relative character position. The Leader is fixed in length at 24 character positions and is the first field of a MARC record.

- **005**: Contains 16 characters that specify the date and time of the latest record transaction.

- **006**: Fixed-Length Data Elements – Additional Material Characteristics. Contains 18 character positions (00-17) that provide for coding information about special aspects of the item being cataloged that cannot be coded in the 008 field (Fixed-Length Data Elements). This field is used in cases when an item has multiple characteristics (e.g., printed material with an accompanying cassette or a map that is issued serially).

- **007**: Physical Description Fixed Field. Contains special information about the physical characteristics of an item in a coded form. The information may represent the whole item or parts of an item, such as accompanying material.

- **008**: Fixed Length Data Elements. Contains 40 character positions (00-39) that provide coded information about the record as a whole and about special bibliographic aspects of the item being cataloged.

It is not possible to edit character strings directly on the bibliographic record; instead, forms available in LINCC are used to prevent miscounting of string positions.
To edit a fixed field:

1. Click once on the field to be edited. On the Edit Actions menu, select Open Form.
2. To edit one of the fixed fields, click in the box to the right of the field description and enter the new information. Descriptive information for the fixed field will automatically be displayed in the lower pane, below the form.
3. When finished, click OK to return to the main record display.

Lesson 2: Editing Variable Field Information

Editing text in the variable fields of a record is similar to editing text in a word processing application.

To edit existing text:

- In the upper pane, scroll down to the field that needs to be edited and enter the new information. The insert feature is automatically enabled unless it is turned off by pressing the Insert key on the keyboard. Lines will automatically wrap down the page, if necessary.

To add a field:

- On the Edit Text menu, click New Field (User-defined). A blank field will appear in the record with the cursor on the field number.

  OR

1. Place the cursor in the desired field. On the Edit Text menu, click New Field (Choose from list).
2. The Open a New Field window will appear. Select the field to be added, and then click OK. The field will appear with the cursor on the first indicator.

To add a subfield:

- Place the cursor in the desired field. On the Edit Text menu, click New Subfield. The new subfield will appear with the cursor on the subfield code.
To delete text:

- Select the text to be deleted, then press **Delete** on the keyboard.

To delete a field:

- Place the cursor in the desired field. On the **Edit Text** menu, point to **Delete**, and then click **Delete Field**. The field will be removed from the record.

To delete a subfield:

- Place the cursor in the desired field. On the **Edit Text** menu, point to **Delete**, and then click **Delete Subfield**. The subfield will be removed from the record.

To copy text:

- Select the text to be copied. On the **Edit Text** menu, point to **Copy**, and then click **Copy**. The text can be “pasted” in another field or record.

To copy a field:

- Select the text to be copied. On the **Edit Text** menu, point to **Copy**, and then click **Copy Field**. The text can be “pasted” in another field or record.

To copy a subfield:

- Select the text to be copied. On the **Edit Text** menu, point to **Copy**, and then click **Copy Subfield**. The text can be “pasted” in another field or record.

**Lesson 3: Editing Fields – Tricks and Tips**

The Cataloging module is very flexible and offers several ways of performing a variety of editing functions. Several shortcuts for editing records are provided below.

**Accessing the Edit Actions Menu**

The Edit Actions menu can be accessed from the Menu bar, or by right-clicking anywhere on the record.

**Accessing the Edit Text Menu**

The Edit Text menu can be accessed from the Menu bar, or by holding down the Shift button and right-clicking anywhere on the record.

**Adding More Than One Space in a Bibliographic Record**

Some fields require multiple spaces before or after the text. Placing one space between words or characters is easily accomplished using the space bar; however, the Cataloging module does not recognize more than one space without using a special character. To add more than one space, use the caret symbol (^).
Using Function Keys

Several function keys are used as keyboard shortcuts in the Cataloging module. A list of designated function keys is provided in the Edit menu. Some of the most commonly used function keys are listed below.

<table>
<thead>
<tr>
<th>Function Key</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>F5</td>
<td>New Field (choose from list)</td>
</tr>
<tr>
<td>F6</td>
<td>New Field (user-defined)</td>
</tr>
<tr>
<td>F7</td>
<td>New Subfield</td>
</tr>
<tr>
<td>CTRL + F5</td>
<td>Delete Field</td>
</tr>
<tr>
<td>CTRL + F7</td>
<td>Delete Subfield</td>
</tr>
<tr>
<td>CTRL + Z</td>
<td>Undo Action</td>
</tr>
<tr>
<td>CTRL + Y</td>
<td>Redo Action</td>
</tr>
<tr>
<td>CTRL + F</td>
<td>Open Form</td>
</tr>
<tr>
<td>CTRL + E</td>
<td>Expand from Template</td>
</tr>
<tr>
<td>CTRL + W</td>
<td>Check Field</td>
</tr>
<tr>
<td>CTRL + U</td>
<td>Check Record</td>
</tr>
<tr>
<td>CTRL + M</td>
<td>Sort Record</td>
</tr>
<tr>
<td>CTRL + A</td>
<td>Open Template</td>
</tr>
<tr>
<td>CTRL + N</td>
<td>Duplicate Record</td>
</tr>
<tr>
<td>CTRL + O</td>
<td>View in LINCCWeb catalog (OPAC)</td>
</tr>
<tr>
<td>CTRL + L</td>
<td>Save on Server and Local Drive</td>
</tr>
<tr>
<td>CTRL + K</td>
<td>Activate Keyboard</td>
</tr>
<tr>
<td>CTRL + P</td>
<td>Print</td>
</tr>
</tbody>
</table>

Adding Subfields

In addition to being added from the Edit Text menu, subfields can also be added directly to a record. Multiple subfields in a record can be added through the following method.

To add a subfield directly to a record:

1. Place the cursor at the end of the field to be edited.

2. Type $$ followed by the subfield code and the text of the subfield.

3. To reformat the record after the subfield is entered, on the Edit Actions menu, click Sort Record.
Lesson 4: Accessing the MARC Help Feature

When records are being created or edited, a special help feature is available to assist with the entry of data in the correct MARC format.

To access the MARC help feature:

- In the upper pane, place the cursor in any part of a MARC field. In the lower pane, click the 2. Tag Information tab. Help related to that MARC field will be displayed.

**OR**

- In the upper pane, place the cursor in any part of a MARC field. On the Edit Actions menu, click Help on Field. Help will appear in the 2. Tag Information tab in the lower pane.

---

**Leader**

<table>
<thead>
<tr>
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**Control no.**

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**Date and time**

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**Form data**

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**LC control no.**

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**Catalog source**

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**Geo. Area Code**

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**LC No**

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</table>

**Dewey no.**

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</thead>
</table>

**Local Call no.**

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<tr>
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<th>034 1988</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Local Call no.</th>
<th>092</th>
<th>973.73</th>
</tr>
</thead>
</table>

---

**020 INTERNATIONAL STANDARD BOOK NUMBER (R)**

Indicators - Both undefined, each contains a blank (*)

**Subfield Codes**

- $a International Standard Book Number (IAB)
- $c Terms of availability (NR)
- $z Cancelled/invalid ISBN (R)
- $6 Linkage (NR)
- $8 Field link and sequence number (R)
Lesson 5: Validating Records

Once a record has been edited, it can be validated. The validation process checks a system-defined list of common errors. The list does not include all possible errors, nor does it include typographical errors. The validation function should not replace careful editing.

A message will be displayed if an error is discovered. Warnings displayed in green can be overridden, but warnings displayed in red refer to “fatal errors” that must be corrected before the record can be saved to the server.

To validate a record:

1. On the Edit menu, click Check record (or click the icon).
2. If there are no errors, the record will be saved and no messages will appear on the screen. If errors are detected, the Message window will appear in the lower pane.
   - Errors displayed in green with a question mark or a question mark with a pencil may be ignored and the record can be saved to the server.
   - Errors displayed in red with an exclamation point must be corrected before the record can be saved to the server.

Selecting an error in the Message window will highlight the MARC field that needs to be edited in the record above.
Lesson 6: Saving Records
Two options are available for saving records: Save on Local Drive, which saves the record only to the local computer, and Save on Server and Local Drive, which saves the record to the local computer and the server, making the record available in the LINCCWeb catalog (OPAC).

To save a record:
1. On the Cataloging menu, click Save on Server and Local Drive (or click the icon).
2. When prompted to continue saving the file, click Continue. Do not edit the Change Cataloger Level setting. This can cause the record to become unavailable to other users.
3. When a record is saved, it is automatically validated by the system. If any errors are identified, the Record Check Warnings/Errors window will appear.
   - If the errors are displayed in green, click Override to save the file.
   - If any errors are displayed in red, click Cancel and return to the record to edit accordingly.

When a record is saved, any empty fields or subfields will be deleted and fields will be ordered.
Lesson 7: Deleting Records

Bibliographic records can be deleted if no holdings, items, orders, or subscription records are attached.

To delete bibliographic records:

1. Find and display the record. On the Record Manager menu, click Total Delete.
2. When prompted to verify that the record should be deleted, click Yes.
3. A window may appear showing that an administrative record is attached to the record.
   - If the message is displayed in green, the administrative record belongs to the user’s library. Click Override to delete the record.
   - If the message is displayed in red, other types of records are attached to this bibliographic record from either the user’s library or from another institution. The record cannot be deleted; click Cancel.
Unit 4: Creating Bibliographic Records

Numerous methods can be used to create a new bibliographic record in LINCC, including:

- Creating a record from scratch.
- Creating a record from a template.
- Creating a record by copying/pasting into a template.
- Creating a record by duplicating from other library catalogs.
- Creating a record by importing from OCLC.
- Creating a record by importing from other bibliographic sources.

Lesson 1: Creating Records from Scratch

When records are created “from scratch,” fields are not automatically created. LINCC displays the LDR and 008 fields in a string format and the corresponding forms for those fields will need to be edited.

To create a new record from scratch:

1. On the Cataloging menu, click New Record.
2. A list of record formats will appear. Select a record format from the list and click OK.
3. The form for the LDR field will appear. The description of each data element is given with its position in the field in parentheses. (Some data elements are system generated and are not listed.) To change a setting in the LDR field, click in the box next to the data element and change it to the correct setting. When finished, click OK.
4. The form for the 008 field will appear. Modify the form in the same manner as the LDR field, and then click OK.

![Image of form for 008 field]

5. A blank record will appear. Fields can now be added.

Lesson 2: Creating Records from a Template

To facilitate the creation of records, FLVC has created several templates that are available to LINCC library staff. These templates can be altered by FLVC staff only.

To add a new record using a template:

1. On the Cataloging menu, click Open Template (or click the icon).
2. A list of templates will appear. Select the appropriate template in the File Name box, and then click Open.

![Image of list of templates]

3. A new record will appear with the LDR and 008 fields already completed along with several other empty fields that are part of the template.

4. Complete the appropriate fields. Fields and subfields can be added as necessary. Fields and subfields that are not relevant should be left blank, as blank fields will be automatically deleted when the Enter key is pressed.

5. Save the record.
Lesson 3: Creating Records using Copy/Paste

Using the Copy/Paste function is effective for cataloging bibliographic works that share many similar characteristics (e.g., a new edition of a title from the same publisher). An entire record can be copied and pasted in a new record or template. The Copy/Paste function copies everything from the original record.

To use the copy/paste function:

1. Display a bibliographic record.
2. On the Edit Text menu, point to Copy, and then click Copy Record.
3. Use a template to create a record. Select the same format as the record that has been copied.
4. Click in the template window. On the Edit Text menu, point to Paste, and then click Paste Record.
5. Make any necessary edits, deleting any unnecessary or duplicate fields. Update the LDR and 008 fields.
6. Save the record.

Lesson 4: Importing MARC Records from Other Library Catalogs

The FCC01, FLVC’s bibliographic database, contains bibliographic records for all 28 colleges. Links to other bibliographic databases (through Z39.50) are made available as additional resources for MARC records. The most useful of these is the Library of Congress bibliographic database.

To use an external database as a cataloging source:

1. Click the Search activity tab. In the Navigation Tree, select Find. The Find screen will appear to the right. (Note: External databases cannot be searched using Browse, as Z39.50 does not support this function.)
2. In the Find screen, click the Advanced Search tab.
3. In the Base field, select the external database to be searched.
4. In the first search field, click the arrow to view available options, and then select a search type. For external bibliographic databases, use only the first set of search options listed. The second set of list options is used for the LC Authority database.

![Search Options](image)

5. In the adjacent search field, enter search terms. If needed, use the remaining search fields to narrow or broaden the search by defining additional search criteria.

6. When finished, click **OK**.

7. Search results will appear in the lower pane, just like searches performed in LINCC. To view the records, select the appropriate search results in the lower pane, and then click **Show**.
8. The records will be displayed in Show view. A brief list of all records will appear in the upper pane, and the MARC format of the record selected in the upper pane will be displayed in the lower pane. Select the record to be used.

9. In the lower pane, click Cataloging to push the record to the Cataloging mode.

10. In the window that appears, select the correct record format, and then click OK.
11. The record will appear in the upper pane. The record must be duplicated to the LINCC database before it can be edited. To duplicate the record, on the Cataloging menu, click Duplicate Record.

12. In the window that appears, select FCC01 LINCC BIB, and then click OK.

13. Edit and save the record.

Delete local fields, including 9XX fields, from the record since they are not relevant to the LINCC database.

**Lesson 5: Importing Records from OCLC**

Importing records from OCLC directly into the FCC01 database occurs as a real-time import. Records will be available to staff for editing and to the public for viewing as soon as they have been indexed, which usually takes less than 30 seconds. FLVC currently supports two methods of connecting to the OCLC database: the Connexion web interface and the Connexion Client software application. Instructions for setting up both of these interfaces are available on the Library Staff Resources web page.

**To import a record into LINCC:**

1. Find a record in the OCLC database.

2. In the menu either above or below the record, click Export record in MARC. The record will be loaded into the LINCC database for use. Allow approximately 30 seconds for indexing to occur before searching for the record.
Lesson 6: Overlying Records Using OCLC

Overlaying an existing LINCC record with an OCLC record is a relatively simple process, but it does involve accessing both OCLC and LINCC at the same time.

To overlay a record:

1. Search for and display the record to be overlaid.
2. Connect to OCLC and find the record that corresponds to the record in LINCC. Note the record’s OCLC number.
3. Return to the record in LINCC and create an 035 field: on the Edit Text menu, click New Field (User-defined), and then type 035. In subfield a of the field, enter the corresponding OCLC number.

<table>
<thead>
<tr>
<th>Leader</th>
<th>Edi</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Edit</td>
</tr>
</tbody>
</table>

   | Date and time | 005 | 20060203144822.0 |

   | Phys Descr. | 007 | ta |

   | Fixed Data | 008 | 060203s2005 | 000 |

   | System No. | 035 | 62230050 |

   | Personal Name | 100 | Vise, David A. |

   | Main Title | 245 | The Google story. |


The OCLC number must be an eight digit number. If there are less than eight digits in the number, add zeros before the number to increase it to eight digits. For example, 123456 should be entered as 00123456.

4. On the Cataloging menu, click Save on Server and Local Drive (or click the icon). Close the record once it has been saved.
5. Return to the record in OCLC and export it. The record should overlay the existing record in LINCC by matching the OCLC number. The changes to the record on LINCC can be seen once the record is indexed, which usually takes about 30 seconds.

   The system is currently configured to overlay all fields in the LINCC record except the 004 field, which contains the previous system number, and any 69X fields, which are local subject headings.
Lesson 7: Importing Records from a File

Bibliographic records can be loaded from a computer file. This is useful when MARC records have been obtained from a vendor or downloaded from other databases available on the Internet.

To import records:


2. Click the list icon located next to the Input File field. In the window that appears, locate the file to be converted, and then click Open.

3. Click the arrow next to the Convert Procedure field, and then select 2709 OCLC Conversion with all fix (this conversion program works on most records).

4. Click Convert. If successful, a title list of converted records will appear. The selected record will appear in the lower pane.

5. Select one of the records in the upper pane, and then click Edit. The record will appear in the upper pane of the Cataloging mode. Edit as necessary and save the record.

6. To edit another imported record, return to the list of imported records by clicking Import Records in the Navigation Tree. Select another record and repeat step 5.
Unit 5: Using Item Records

An item record, affiliated with a bibliographic record in the Cataloging module, tracks the status of a physical unit of library material throughout all stages of its library processing, from ordering to circulation.

All elements of this definition are important. First, an item record must be affiliated with a bibliographic record. There is no such thing as an “unlinked” item record in the system.

Second, the item record tracks the status of a physical unit in LINCC. For example, an item record is created for each periodical issue checked in. When individual issues are put together to be bound in one physical volume, the item records are also merged into a single item record.

Third, the item record tracks an item throughout all stages of its library processing, from ordering to circulation. It is the item record which causes the display of statuses such as “On Order” and “In Process” in the LINCCWeb catalog (OPAC). Item records can be created for all monographs in all physical formats (e.g., books, CD’s, CD-ROM’s), at the point of ordering. They may also be created at the point of receipt or later, depending on workflow. Item records for serials may be system generated or manually created by library staff. Item records for serials are generally created prior to receipt of the serial issues, but also may be created at the point of receipt or later, depending on workflow.

As materials are received, cataloged, and processed, the status codes in the item records are updated so the status can be tracked through all stages of technical services processing.

Item records created for permanent materials in a library’s collection should be linked to a holdings record. When it is linked, certain fields in the item record will be controlled by the information in the holdings record. Therefore, when the holdings record is modified, the information on the item record is changed automatically.
Lesson 1: Navigating the Items Mode

The Items mode, accessed by clicking the Items activity tab, includes the Items List (upper pane) and Item Information (lower pane).

Figure 1: The Cataloging Module Interface (Items Mode)

The areas of the Items mode are described below.

- **Item Bar**: In the Items mode, displays the record number and title information for the active item record(s) displayed. A system number, ADM number, barcode, or call number can be entered in the first field.

- **Item Tree**: Like the Navigation Tree, displays various options within the Items mode of the Cataloging module.

- **Items List (Upper Pane)**: Displays the items available for a particular bibliographic record or subscription. The display includes various item record fields which can be modified. Details about the record selected in the Items List (upper pane) are displayed in the Item Information pane (lower pane).

- **Item Information (Lower Pane)**: Displays the fields associated with a particular item record selected in the Items List (upper pane). It is comprised of six tabs: Item Display, General Information (1), General Information (2), Serial Information, Serial Levels, and HOL Links. The tabs associated with cataloging functions are described on the following pages.
Lower Pane - Tab 1. Item Display

The 1. Item Display tab includes two views: Item and Bib Info.

- The Item view displays information from the item record in a table format.
- The Bib Info view displays a brief citation of the bibliographic record used.

Lower Pane - Tab 2. General Information (1)

The following fields are available on the 2. General Information (1) tab:

- **Barcode**: The barcode number assigned to the item either by the system or by library staff. Since an automatic carriage return is programmed into most barcode scanners, this field should be completed last.
- **Sublibrary**: The campus where the item will reside.
- **Collection**: The collection where the item will reside.
- **Copy Number**: The copy number of the item, if appropriate.
- **Material Type**: The material type code for the item.
- **Hol. Link**: The number of the holdings record to which the item is linked.
- **85X Type/Linking Number**: These fields are used with serial patterns when multiple patterns are available in the holdings record. Seldom used.
• **Temporary Location**: If this check box is selected, the system will allow changes on the item record that will not be updated by the holdings record. For example, to manually put an item on reserve, select this check box and change the collection. When the item is ready to go back to its regular collection, clear the check box and the holdings record will update the item record when it is updated or refreshed.

• **Call No. Type/Call No.**: The classification type used to shelve the item. Enter the call number of the item as subfield $h$ and subfield $i$ (e.g., E173.O43 could be entered as $$hE173.O43$$i or as $$hE173$$iO43).

• **2nd Call No. Type/Call No.**: This field is used to enter a secondary classification type and call number, if needed. Enter information in the same manner as the Call Number Type/Call No. field.

• **Description**: A text field used to describe the specific item.

• **Item Status**: The status code for the item.

• **Item Process Status**: The process status of the item, if it is not available to users. The status can be updated in the Circulation and Acquisitions/Serials modules as well.

• **Enum. Level 1**: The volume or first level of enumeration of the item, if it is a multi-volume or serial item. If the item is a single-volume work, leave the field blank.

• **Enum. Level 2**: The issue or part number of the item.

### Lower Pane - Tab 3. General Information (2)

The following fields are available on the 3. General Information (2) tab:

• **Inventory Number**: Not used.

• **Inventory Date**: Not used.

• **Last Invent. Report Date**: Not used.

• **Price**: If the item is created in the Acquisitions/Serials module, the price from the order is automatically entered in this field. Information can be entered manually as well.

• **OPAC Note**: The text entered in this field will appear in the LINCCWeb catalog (OPAC).
- **Circ. Note**: The text entered in this field will be displayed when the item is checked out or returned.
- **Internal Note**: The text entered in this field will appear only in this form.
- **Order Number**: If the item is created in the Acquisitions/Serials module, the Order number will be entered by the system.
- **Invoice Key**: If the item is created in the Acquisitions/Serials module and the order was invoiced, the invoice information will appear in this field. The name of the vendor, the invoice number, and the line number will be included.
- **Invoice Note**: This read-only field displays any notes entered in the line item of the invoice.
- **Statistic**: This field contains any statistical categories that the library might use for reporting purposes.
- **Remote Storage ID**: Not used.
- **Open Date**: System generated.
- **Update Date**: System generated.

The 4. Serial Information and 5. Serial Levels tabs are specific to serial records and are discussed in detail in the *LINCC Serials* manual, available from the Library Staff Resources web site.

### Lower Pane - Tab 6. HOL Links

<table>
<thead>
<tr>
<th>Linked</th>
<th>Holding Text</th>
<th>Holding Record</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ECOLE CIRC</td>
<td>634304</td>
</tr>
<tr>
<td></td>
<td>ECOO CIRC</td>
<td>634305</td>
</tr>
<tr>
<td></td>
<td>FICHE CIRC</td>
<td>634306</td>
</tr>
<tr>
<td></td>
<td>FICINO CIRC</td>
<td>634307</td>
</tr>
<tr>
<td></td>
<td>FISCO CIRC</td>
<td>634308</td>
</tr>
<tr>
<td></td>
<td>HOBMER CIRC</td>
<td>634309</td>
</tr>
<tr>
<td></td>
<td>MIDER CIRC</td>
<td>634310</td>
</tr>
<tr>
<td></td>
<td>MIDONE CIRC</td>
<td>634311</td>
</tr>
<tr>
<td></td>
<td>MQMNA CIRC</td>
<td>634312</td>
</tr>
<tr>
<td></td>
<td>OMICHI CIRC</td>
<td>634313</td>
</tr>
<tr>
<td></td>
<td>PICPE CIRC</td>
<td>634314</td>
</tr>
</tbody>
</table>

The 6. HOL Links tab lists all holdings records attached to the corresponding bibliographic record. If a holdings record has been created for the item selected in the Items List and is linked to the item for that record, a check mark will appear in the Linked column.
Lesson 2: Retrieving an Item Record
Searching for and retrieving item records can be accomplished several ways in LINCC.

To retrieve a record using the Item Bar:

1. Click the Items activity tab.
2. Locate the Item bar at the top of the screen. In the first field, click the arrow to view available options, and then select a search option.
3. In the adjacent field, enter the number of the record to be displayed and press Enter. The items list for the record will appear.

When using the Item bar to search by call number, click the list icon to browse a list of call numbers. In the window that appears, enter the call number in the first field. Click the arrow to the right of the second field, select the call number type, and then press Enter. The call number closest to the search will be highlighted. To retrieve a specific record, select the appropriate call number, and then click Select.

To retrieve existing item records from the Cataloging mode:

1. Click the Cataloging activity tab. Search for and retrieve a bibliographic record.
2. In the Record Manager Pane (on the left side of the screen), click the plus sign (+) next to the holdings record to expand hidden information.
3. An item record(s) will appear under the holdings record. This indicates that an item is linked to the holdings record. Double-click the barcode number. The record will be pushed to the Items mode and the item will appear in the upper pane.

To open a new item record from the Cataloging mode:

1. Click the Cataloging activity tab. Search for and retrieve a bibliographic record.
2. In the Record Manager Pane, click the plus sign (+) next to the XXX50 record (where XXX is the three-letter institution code) to expand the list to show Items and Objects.
3. Double-click Items. The Items mode will open for this record; the upper pane will not contain any item records.

Lesson 3: Creating and Modifying an Item Record

Item records can be created automatically in the Acquisitions/Serials module when materials are ordered or when they correspond to a periodical subscription. Item records may also be created manually in the Cataloging module.

To create an item record:

1. Follow the procedures for retrieving an item record. When the Items List window appears, select New. The 2. General Information (1) tab will appear in the lower pane.
2. Complete the following fields:
   - **Barcode**: Scan a barcode for the item. Since an automatic carriage return is programmed into most barcode scanners, this field should be completed last.
   - **Sublibrary**: Select the sublibrary.
- **Collection**: Select the appropriate collection code.
- **Copy Number**: If appropriate, enter a copy number.
- **Material Type**: Select the material type code.
- **Hol. Link**: If a holdings record already exists, select the holdings record to link the item to it. Otherwise, leave this field blank.
- **Call No. Type/Call No.**: Select the type of call number used for the item. Enter the call number in the second field.
- **Description**: Add any descriptive information about the item, if needed.
- **Item Status**: Click the arrow to view available options, and then select the status.

3. Click the **3. General Information (2)** tab and complete the following fields, if needed:
   - **Price**: Enter the price of the item without a dollar sign.
   - **OPAC Note**: Enter any information that needs to be displayed to users.
   - **Circ. Note**: Enter any information that needs to be displayed to circulation staff when the item is checked in or out.
   - **Internal Note**: Enter any other information. This note will only be displayed in the item record.

4. Click **Refresh** to verify that all required fields have been completed. If any required fields are missing, a message describing the error will appear.

5. Click **Add** to create the record. The record will appear in the upper pane.

If a holdings record will be linked to the item record, it is not necessary to complete the Call Number and Call Number Type fields as they are controlled by fields in the holdings record. This is explained further in Lesson 4.
To modify an existing item record:

1. Retrieve an item record, and then select the item in the upper pane. The record will display in the lower pane.
2. In the lower pane, make changes as necessary.
3. Click **Update** to save the changes.

**Lesson 4: Creating Holdings Records**

All item records that are permanently held by a library should be linked to a holdings record. The easiest way to create a holdings record is to create the item record first and then follow the instructions below.

**To create a holdings record:**

1. Retrieve an item record, and then select the item in the upper pane. The record will be displayed in the lower pane.
2. In the lower pane, click the **6. HOL Links** tab. To create a new holdings record, click **Create New**. A new record will appear with the sublibrary and collection code of the item record. The check mark in the Linked column indicates that this holdings record is linked to the item record listed in the upper pane.

When a holdings record is created, the system automatically obtains a call number from the bibliographic record and copies it into fields in the holdings record and into the Call Number and Call Number Type fields of the item record. If this happened, the call number will appear in the Call Number column in the upper pane.
3. If the call number is not correct, the call number fields in the holdings record will need to be modified: click the 6. HOL Links tab in the lower pane, and then click Edit. The record will be pushed to the Cataloging mode and displayed as a MARC record. Instructions for editing holdings records are provided in Unit 6.

Once an item record is linked to a holdings record, several fields in the item record are controlled by the holdings record and cannot be edited in the item record. These fields include: Sublibrary, Collection, Call Number Type, and Call Number.

Lesson 5: Unlinking Holdings Records

Unlinking holdings records can be accomplished two ways: by using the List of Holdings Records window (where holdings records are created), and by using the Temporary Location check box.

To unlink holdings records using the List of Holdings Records window:

1. Retrieve an item record, and then select the item in the upper pane. The record will be displayed in the lower pane.
2. In the lower pane, click the 6. HOL Links tab.
3. The list of holdings records will appear and the linked record will be selected. Click Unlink to unlink the holdings record from the item. The check mark in the Linked column will disappear. (Click Link to link the holdings record back to the item record.)
To unlink holdings records using the Temporary Location check box:

1. Retrieve an item record, and then select the item in the upper pane. The record will be displayed in the lower pane.
2. In the lower pane, click the 2. General Information (1) tab.

3. Select the Temporary Location check box to temporarily unlink the item from the holdings record. Other changes, such as to the Sublibrary, Collection, and Call Number fields can now be made.
4. Click Update to update the changes.

To reestablish the link to the holdings record, clear the Temporary Location check box, and then click Update.
Lesson 6: Duplicating an Item Record

Duplicating an existing item record is a very useful tool for records that have multiple copies or multiple volumes.

To duplicate an item record:

1. Retrieve an item record, and then select the item in the upper pane. The record will be displayed in the lower pane.
2. In the upper pane, click **Duplicate**. A new item record will appear in the lower pane with all fields from the original item record completed (except the Barcode field).
3. Edit any of the fields that make this record different from the original item record, including the barcode number, and then click **Add** to create a new record.

Lesson 7: Deleting an Item Record

When materials are removed from the collection, it is necessary to delete the corresponding item records from LINCC.

To delete an item record:

1. Retrieve an item record, and then select the item in the upper pane. The record will be displayed in the lower pane.
2. In the upper pane, click **Delete**.
3. When prompted to delete the record, click **Yes**. The item record will no longer appear in the upper pane.

To delete multiple item records:

1. Display a list of item records that are attached to one bibliographic record.
2. Select the first item record to be deleted. Hold down the Control key and click on the additional item records to be deleted.
3. In the upper pane, click **Delete**.
4. When prompted to delete the records, click **Yes**. The item records will no longer appear in the upper pane.
Lesson 8: Using Item Status and Item Process Status

The item status defines how the item is handled in circulation transactions – for example, how long the item may be checked out by a specific borrower or whether it can be recalled. This is a circulation status.

The item process status is generally an acquisitions or cataloging processing status, and when present, overrides the item status. When present, the item process status (not the item status) will appear in the upper pane.

Some item process statuses change automatically as the item moves through the acquisitions and cataloging process. Others are changed manually. A list of acquisitions order statuses and corresponding item statuses is provided below. The item process status changes as the order status changes. The item will retain its “In Process” status until manually changed by library staff.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Order Status</th>
<th>Type and Code</th>
<th>Text Displayed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create Order</td>
<td>NEW</td>
<td>Process = OI</td>
<td>Order Initiated</td>
</tr>
<tr>
<td>Send to Vendor</td>
<td>SV</td>
<td>Process = OR</td>
<td>On Order</td>
</tr>
<tr>
<td>Received Order</td>
<td>SV</td>
<td>Process = IP</td>
<td>In Process</td>
</tr>
</tbody>
</table>

Updating the Item Process Status

The Item Process Status can be updated two ways: by editing each item record manually or by using a utility program. The utility program is also available in the Circulation module.

To use the utility program to update the Item Process Status:

1. On the Items menu, click Item Process Status.
2. The Change Item’s Process Status window will appear. Complete the following fields:
   - **Item Process Status**: Select the process status.
   - **Check Requests**: Select this check box to check for patron hold requests.
   - **Barcode**: Scan the item barcode.

3. Click OK. The status is changed immediately. The Barcode field becomes blank and the window is ready for the next barcode. This allows the status of many items to be changed quickly.
Lesson 9: Printing Spine Labels

Spine labels are printed through the Items mode of the Cataloging module and can be printed one at a time or as a batch.

To print one spine label:

1. Retrieve an item record, and then select the item in the upper pane. The record will be displayed in the lower pane.
2. In the upper pane, click Label. The Print Preview window will appear. Click Print to print the label.

To print multiple spine labels (up to 100):

1. On the Items menu, click Print Item Labels. The Print Item Labels window will appear. Place the cursor in the Enter Item Barcode field, and then scan or type the item barcode.
2. The barcode number will appear in the Barcode box, and the lower field will be blank. Continue entering barcode numbers in this manner.
3. Click Print to process the spine labels. The Print Preview window will appear with a list of all the spine labels. Click Print to print the labels.

The UMDPrint spine label program works in conjunction with LINCC. It allows users to control the font type and size on the label as well as edit the label before printing. For more information on this program, see the Library Staff Resources web site.
Unit 6: Using Holdings Records


Holdings records are designed to be a carrier for holdings information. This information may include:

- Location information (852 field).
- Copy-specific information for an item or group of items.
- Information that is applicable to the holding organization.
- Information that is needed for local processing, maintenance, or preservation of the item.
- Version information.
- Retrospective holdings.
- Predictive pattern information for serial holdings (853, 854, and 855 fields).

In LINCC, holdings data is maintained in separate holdings records which are created and stored in the holdings database (FCC60). This database is linked to the bibliographic database (FCC01). Every bibliographic record can have one or more linked holdings records. Although the MARC 21 holdings record standards state that specific item information may be included in the holdings record, LINCC calls for an item record for each physical item. This item is the basis for circulation and serial check-in.

Typically, every bibliographic record will have both linked holdings records and linked items. Every item should be linked to a holdings record. The purpose of this is two-fold:

- This link enables the system to automatically update the location of items from the holdings record, (i.e., the holdings record is the master record). Location information is stored in both the holdings record and the item record for more efficient use of system resources. An item can be flagged as having a temporary location (e.g., course reserves or display shelf), in which case its location will not be overridden by the holdings record.
- This link enables the system to automatically create summary holdings from the individual items.
The following diagram depicts the relationship between the holdings records, bibliographic records, item records, and administrative records. Note that item records are linked to both the administrative record and to the holdings record.

According to MARC 21 standards, there should be a holdings record for each item in the collection unless the items are identical and can share the same copy-related information.

Lesson 1: Creating Holdings Records

The easiest way to create a holdings record is to create the item record first in the Items mode. However, holdings records can be created “from scratch” within the Cataloging mode as well.

To create holdings records in the Cataloging mode:

1. Click the Cataloging activity tab. Find and display a bibliographic record.
2. In the lower pane, click the 4. HOL Records tab. A list of all holdings records will appear.
3. Click Create. A new line will appear in the list. Note that the sublibrary and collection code are not listed for the new record. These must be added by editing the record.
Lesson 2: Editing Holdings Records

LINCC supplies the LDR and 008 fields in the holdings record; however, these are not the same LDR and 008 fields that are in the bibliographic record. These fields are edited just as fields in the bibliographic record, using forms.

To edit the LDR and 008 fields:

1. Select either field in the holdings record. On the **Edit Actions** menu, click **Open Form**.

2. Edit the form as necessary. Valid choices for each position will be displayed in the Tag Information tab in the lower pane. Click **OK** to close the window.
To edit the 852 field:

1. If there is no 852 field (one may be created if there is a call number in the bibliographic record), on the Edit Text menu, click New Field.

2. The 852 field can be edited by the usual editing methods, or by using a form. To use the form, place the cursor in the field and then, on the Edit Actions menu, click Open Form. The form for the 852 field will appear.

3. Complete the following fields:
   - **First Indicator**: Enter 0 if the holdings record will contain an LC call number. Enter 1 if the holdings record will contain a Dewey Decimal call number.
   - **Subfield a**: Enter the library’s NUC code (e.g., FLwP for Palm Beach State College). This information will be used for future development of ILL functionality. See Appendix C for a list of NUC Codes.
   - **Subfield b**: Enter the 5-character sublibrary code (e.g., PCCCE for Palm Beach State College – Central Campus).
   - **Subfield c**: Enter the collection code (e.g., CIRC for Circulation).
   - **Subfield h**: Enter the classification portion of the call number.
   - **Subfield i**: Enter the item portion of the call number.
   - **Subfield k**: Enter the prefix code.
   - **Subfield x**: Enter a non-public note.
   - **Subfield z**: Enter a public note.

4. Click OK to enter the changes.

5. Enter other fields, as needed. When edits are complete, on the Cataloging menu, click Save on Server and Local Drive to save the record.
Other fields, such as the 853, 854, 855, 853X, 854X, 855X, and 866 fields, can be added to the holdings record as well. These fields are explained in the LINCC Serials manual, available from the Library Staff Resources web site.

Lesson 3: Deleting Holdings Records

When materials are removed from the collection, it is necessary to delete the corresponding holdings records in LINCC.

To delete a holdings record:

1. Click the Cataloging activity tab. Find and display a bibliographic record.
2. In the lower pane, click the 4. HOL Records tab. A list of all holdings records will appear. Select the record to be deleted, and then click Edit.
3. On the Edit Text menu, point to Delete, and then click Delete Record From Server. The record will be deleted and the main bibliographic record will reappear.

Staff from one library cannot delete holdings for another library. A holdings record that has an item linked to it cannot be deleted. Items must either be deleted or unlinked from the holdings record before the holdings record can be deleted.
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Unit 7: Using Administrative Records

Administrative (ADM) records are used in LINCC to link item records, order records, and subscription records to bibliographic records. ADM records connect these institution-specific types of records to the shared bibliographic record in the FCC01 database. An ADM record must be present before an item, order, or subscription record can be created. An example of a valid ADM record is shown below.

<table>
<thead>
<tr>
<th>Record</th>
<th>LDR</th>
<th>008</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>22</td>
<td>0602100u</td>
<td>a</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0</td>
<td>FCC01</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1</td>
<td>00066666</td>
</tr>
</tbody>
</table>

LINCC automatically creates an ADM record when an item, order, or subscription record is created for a particular bibliographic record. Because it is a simple record with no descriptive data, the ADM record does not require editing. However, there are times when ADM records must be created manually or deleted.

Lesson 1: Creating Administrative Records

An ADM record must be created for item, order, subscription, and holdings records to be moved to a bibliographic record that is not currently being used.

To create an ADM record:

1. Click the Cataloging activity tab. Find and display a bibliographic record.
2. In the Record Manager pane, right-click XXX50 (where XXX is the three-letter institution code). In the menu that appears, click Load/Create Record. The ADM record will appear in the upper pane.
Lesson 2: Deleting Administrative Records

When all holdings, items, subscriptions, and orders are deleted from a bibliographic record and the record is no longer being used, the ADM record should be deleted from the system. This prevents conflicts with libraries that are using the record.

To delete an ADM record:

1. Follow the steps in Lesson 1 to create an ADM record.
2. When the ADM record appears in the upper pane, on the Edit menu, point to Delete, and then click Delete Record From Server.
3. When prompted to delete the record, click Yes. The record will be deleted and the main bibliographic record will appear.

Administrative records cannot be deleted until all items, holdings, orders, and subscriptions for the library are either deleted or unlinked from the record.
Unit 8: Moving Records from One Bibliographic Record to Another

At times, item records, holdings records, subscription records, and order records must be moved from one bibliographic record to another.

Lesson 1: Moving Records from One Bibliographic Record to Another

Moving records from one bibliographic record to another is easily accomplished with the Overview Tree in the Cataloging mode.

To move records from one bibliographic record to another:

1. Click the Search activity tab. Find and display the record for which items, orders, holdings, and/or subscription records need to be moved and “push” it to the Cataloging mode.

2. On the Cataloging menu, click Split Editor Mode. The upper pane will split vertically into two equal panes. Click in the empty pane to the right of the MARC record.
3. Click the **Search** activity tab. Find the bibliographic record that the items, orders, subscriptions and holdings records should be attached to. Push the record to the **Cataloging mode**. Both bibliographic records will appear in the upper pane.

4. If the second bibliographic record is not being used by the library, an Administrative (ADM) record will need to be created before any other records can be moved to it. Click the record in the second vertical pane (the newly added pane), then in the **Record Manager** pane, right-click on XXX50 (where XXX is the three-letter institution code). In the menu that appears, click **Load/Create Record**. The ADM record will replace the bibliographic record in the rightmost pane.
5. On the Cataloging menu, click Overview Tree. An overview tree will appear in each of the upper panes.

6. Click once on the AMD record in the left pane and hold down the left mouse button, then drag it to the appropriate administrative record in the right pane. Release the mouse button to place it there.

7. When prompted, click Yes to move the records.

8. A window, confirming which records were moved, will appear. Click OK.

9. If your library is the last college using the first record, it can be deleted from the system. Select the record that is not being used. On the Record Manager menu, click Total Delete.

10. When prompted, click Yes to delete the record.
11. The Record Check Delete Warnings/Errors window will appear.
   - If the Override option is available, no other library has attached anything to this record. Click **Override** to delete the administrative record and the bibliographic record.
   - If the Override option is not available, other records are attached to this record and it cannot be deleted at this time.
Unit 9: Using Authority Records

LINCC provides a separate database of authority records that library staff can use to improve the accuracy and consistency of the bibliographic database. Authority records can be searched, edited, and created in LINCC.

Lesson 1: Accessing and Searching the Authority Database

The only time the authority database needs to be accessed is to search by the authority record’s system number or to create a new authority record. The Search mode can be used to search the authority database for an existing authority record.

To access the authority database:

- Click the Cataloging activity tab. On the ALEPH menu, point to Connect to, and then click FCC10 LINCC AUT. The menu will disappear and the main screen will be displayed. The screen will look the same, but the title bar at the top of the screen will indicate that the authority file is being accessed.

To return to the bibliographic database:

- On the ALEPH menu, point to Connect to, and then click FCC01 LINCC BIB.

Lesson 2: Using Authority Records when Editing Bibliographic Records

Authority headings can be accessed without switching to the authority database. This is useful when creating and editing bibliographic records and is accomplished through the use of the Search menu in the Cataloging module.

To use authority records when cataloging a record:

1. Click the Cataloging activity tab. Create or display a bibliographic record.

2. Within the record, place the cursor in a heading field. On the Edit Actions menu, point to Search, and then click Search Field Headings of Other Base.

3. The Headings in Library window will appear. This window displays headings listed in other databases, specifically, the FCC10 LINCC authority database.
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4. To use one of the headings listed in this window, select the heading, and then click OK. The field in the bibliographic record will automatically change to the new heading.

This feature also works for search headings within the bibliographic database (FCC01). Follow the procedures outlined above, but click **Search Field Headings of Current Base** on the Search menu.

**Lesson 3: Creating Authority Records**

Authority records can be created four ways:

- Created from scratch.
- Created through the use of templates.
- Derived from a heading in a bibliographic record.
- Duplicated from another authority database, such as the Library of Congress Authority File.

**To create an authority record from scratch:**

1. Connect to the FCC10 database. On the Cataloging menu, click **New Record**.
2. The Choose Record Format window will appear. Authority should be the only format listed. Click OK.

![Choose Record Format Window]

3. As when creating a bibliographic record, the LDR and 008 forms will appear. Edit as necessary, and then click OK to save the changes.
4. After the LDR and 008 fields have been edited, a blank authority record will appear. Add fields and save the record in the same manner as a bibliographic record.

**To create an authority record from a template:**

1. Connect to the FCC10 database.
2. On the Cataloging menu, click **Open Template**.
3. In the window that appears, select one of the templates listed in the File Name box, and then click Open.

![List of FCC10 Templates and Local Templates]
4. A blank authority record will appear. Edit the LDR, 008, and all other fields in the same manner as a bibliographic record. When finished, save the record.

<table>
<thead>
<tr>
<th>Leader</th>
<th>LDR</th>
<th>^^^^^^ ^2Z2C ^34 ^56 ^78 ^90 ^12 ^34 ^56 ^78 ^90</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed Data</td>
<td>008</td>
<td>^^^^^^ ^a</td>
</tr>
<tr>
<td>LC Control No.</td>
<td>010</td>
<td>^a</td>
</tr>
<tr>
<td>Source</td>
<td>040</td>
<td>^a</td>
</tr>
<tr>
<td>Personal Name</td>
<td>100</td>
<td>^c</td>
</tr>
<tr>
<td>See, Trac. Per A</td>
<td>400</td>
<td>^a</td>
</tr>
<tr>
<td>SAF Trac. Per A</td>
<td>500</td>
<td>^a</td>
</tr>
<tr>
<td>Public Gen. Note</td>
<td>680</td>
<td>^a</td>
</tr>
</tbody>
</table>

To derive a new authority record from a heading in a bibliographic record:

1. Display a record in the bibliographic database (FCC01).
2. Move the cursor to a headings field for which the authority record will be created.
3. On the Edit Actions menu, click Derive New Record.
4. In the window that appears, select Create a new record in the Authorities DB. Click OK.

5. An authority record will appear. The record will include data in the 670 field pulled from the bibliographic record. Edit and save the authority record.

<table>
<thead>
<tr>
<th>Leader</th>
<th>LDR</th>
<th>^^^^^^ ^ZQ ^V ^W ^X ^Y ^Z ^12 ^34</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed Data</td>
<td>000</td>
<td>^ZQ ^V ^W ^X ^Y ^Z ^12 ^34</td>
</tr>
<tr>
<td>Personal Name</td>
<td>100</td>
<td>^V ^W</td>
</tr>
<tr>
<td>Source</td>
<td>040</td>
<td>^V</td>
</tr>
<tr>
<td>See, Trac. Per A</td>
<td>400</td>
<td>^V</td>
</tr>
<tr>
<td>SAF Trac. Per A</td>
<td>500</td>
<td>^V</td>
</tr>
<tr>
<td>Public Gen. Note</td>
<td>670</td>
<td>^V</td>
</tr>
</tbody>
</table>

To duplicate a record from another authority database:

1. Click the Search activity tab. On the Navigation Tree, click Find, and then click the Advanced Search tab.
2. In the Base field, click the arrow to view available options, and then select LC Authority.
3. Click the arrow to the right of the first field, and then select the search type. *Use only the search types listed under LC Authority.*

4. In the adjacent field, enter search terms. If needed, use the remaining fields to narrow or broaden the search by defining additional criteria.

5. Click **OK** to begin the search. The results will appear in the lower pane. If fewer than five records are located, results will be displayed in Show view.

6. Once the authority record to be used has been identified (the record will appear in the full record display), click **Cataloging** to push the record to the Cataloging mode.

7. In the Choose Record Format window, select **AU Authority** from the list and click **OK**.

8. The record will be displayed in the Cataloging mode. On the **Cataloging** menu, select **Duplicate Record**.

9. The Choose Library window will appear. Select **FCC10 LINCC AUT**, and then click **OK**.

10. Edit and save the record.
Unit 10: Using the Task Manager

The Task Manager enables staff to view or print reports and letters and to monitor the progress of various jobs that have been run or are running. The Task Manager is located in the Administration activity tab in each module. Depending on the module, the Task Manager will be present with other functions (e.g., Course Reserves, Partners, and Budgets), or it will be the only entry (as in the Cataloging module).

The Task Manager has four nodes: File List, Batch Log, Batch Queue, and Print Daemon. Print Daemon is not used.

Lesson 1: Using the File List

The File List is used to view or print reports and letters that have been run from the Services menu in any module or that have been placed there by FLVC. It is the most commonly used function of the Task Manager. The files on the server are displayed in the lower pane; files that have been copied to the local computer are displayed in the upper pane.

Key sections are described below:

- **Library**: Indicates the library to which the user is connected, such as the XXX50, XXX30, or FCC01, etc.
- **Clear Filter**: Used to remove a filter which was created by using the View Printouts button in the Batch Log node so that all files on the remote server are shown in the lower pane.
- **Delete**: Used to delete reports or letters that have been copied to the upper pane. Functional only for local files.
- **Rename**: Used to rename reports or letters that have been copied to the upper pane. Functional only for local files.
- **Print**: Prints the selected file. Can be used with Local or remote files.
- **Refresh**: Refreshes the list of files shown in the lower pane. Functional only for remote files.
- **Print Configuration**: Used to determine how the report or letters will be printed. The default view is Print Preview. Other options are Normal Printing (used with e-mail), View Raw XML, and Browse XML.
- **Setup Type**: Active when Normal Printing is selected. Used to determine how the report or letter will be printed. Options are Print, E-mail, or Both.
- **Print Setup**: Active when Normal Printing is selected. Options are Y or N.
- **Sort By**: Sorts the files in the upper and lower panes. The default is Date/Time Descending.

To print a report or letter in the File List:

1. Click the Administration activity tab in any module.
2. Click the File List node.
3. Locate the desired report or letter in the lower pane.
4. Click Print to display a print preview (or double-click the file to transfer it to the upper pane and then click Print).

If a report that has been submitted does not appear in the File List, contact FLVC’s Help Desk. The submittal form’s parameters may be causing it to retrieve too large a set of records to enable it to finish in a reasonable amount of time.

For example, the date range may be too large or a sublibrary may not have been selected, causing the report to run for the entire college. FLVC can end any job that is taking too long to run. The submittal form can be reviewed, changes made to narrow the report, and the report can be resubmitted.
Lesson 2: Navigating the Batch Log

This lesson provides a closer look at the functions of various elements of the batch log. The Batch Log can be used to monitor the running of each job and to troubleshoot jobs in which a problem occurred. It lists the batch processes that have run or are currently running.

**Batch Log Node: Upper Pane – Batch Log tab**

When the Administration activity tab is clicked and the Batch Log node is selected, the Batch Log appears in the upper pane. The Batch Log tab displays each job with basic information about it.

<table>
<thead>
<tr>
<th>Field/Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library</td>
<td>Indicates the library to which the user is connected, such as the XXX50, XXX30, FCC01, etc.</td>
</tr>
<tr>
<td>Print ID</td>
<td>Not used.</td>
</tr>
<tr>
<td>Type</td>
<td>Filters the list of jobs based on the selection made. Choices are tied to USERID and module and include: All, Only Mine, Run from server, Acquisition, Adam, Cataloging, Circulation, ILL, Indexing, Items, Serial, Staff, System, and Union.</td>
</tr>
<tr>
<td>Status</td>
<td>Filters the list of jobs based on the status of the job. Choices are: All, Success, Done with errors, Abort, Running, and Failed.</td>
</tr>
<tr>
<td>Date From/Date To</td>
<td>Filters the list of jobs according the date the job was run.</td>
</tr>
<tr>
<td>Service Form</td>
<td>Retrieves the submittal form corresponding to the selected job. Changes can be made to the form as needed and resubmitted if the report does not contain desired results.</td>
</tr>
<tr>
<td>View Printouts</td>
<td>Filters the File List so that only print outs associated with the job selected in the Batch Log are shown in the lower pane of the File List. To remove the filter so that all files appear in the lower pane of the File List, click Clear Filter.</td>
</tr>
<tr>
<td>Refresh</td>
<td>Refreshes the list of files shown in the upper pane.</td>
</tr>
</tbody>
</table>

The following fields and options are available on the Batch Log tab:
To use the Service Form:

1. Select a job in the upper pane.
2. Click the **Service Form** button.
3. Review the form and make any necessary changes.
4. Click **Submit**.
5. Click the **File List** node, and then click **Refresh** in the upper pane. The new report will be listed in the lower pane.

   If the report does not appear immediately, it may still be running. Click Refresh again until the file appears in the lower pane of the File List.

To use the View Printouts feature:

1. Select the job in the upper pane.
2. Click **View Printouts**. The focus will shift to the File List. The only file displayed in the lower pane will be that corresponding to the result of the selected job.
3. Click **Print** to display a print preview (or double-click the file to transfer it to the upper pane and then click Print).
4. In the File List upper pane, click **Clear Filter** to remove the filter. All files will be displayed in the lower pane.
**Batch Log Node: Lower Pane – Tab 1. Batch Job Details**

The 2. Batch Job Details pane displays more complete details about the job selected in the upper pane.

```
<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job ID:</td>
<td>13252</td>
</tr>
<tr>
<td>Job name:</td>
<td>Restart Server</td>
</tr>
<tr>
<td>Start time:</td>
<td>01/14/2009 03:36 PM</td>
</tr>
<tr>
<td>End time:</td>
<td>01/14/2009 03:36 PM</td>
</tr>
<tr>
<td>Status:</td>
<td>Success</td>
</tr>
<tr>
<td>Summary:</td>
<td></td>
</tr>
<tr>
<td>Job type:</td>
<td>SYSTEM</td>
</tr>
<tr>
<td>User:</td>
<td>CCLA</td>
</tr>
<tr>
<td>Errors:</td>
<td>No Errors</td>
</tr>
<tr>
<td>Parameters:</td>
<td>BEC50, FC</td>
</tr>
<tr>
<td>Log File:</td>
<td>/exlibris/aleph/prod/aleph/scratch/bec50_p_sys_01.00211</td>
</tr>
<tr>
<td>Printouts:</td>
<td>No Printouts</td>
</tr>
</tbody>
</table>
```

**Batch Log Node: Lower Pane – Tab 2. Log File**

The 2. Log File tab displays complete data from the log file about the job selected in the upper pane.

```
Load: /exlibris/aleph/prod/aleph/tab/tab100
Load: /exlibris/aleph/prod/bec/bec50/tab/tab100
□23/03/05/0a
ALEPH/SUN OS 2, Copyright Ex Libris.
version 19 revision 01 copy 1, 23-Dec-2007
start BEC50,report,report1,00,006*023,
procedure=pact_03
Fixed param: BEC50,report,report2,00,006 023,
setenv p_file_name in "report"
setenv p_file_name out "report2"
setenv p_report_form_no "00"
```

Lesson 3: Using the Batch Queue

The Batch Queue displays the jobs waiting to be run. Jobs will run as soon as previously submitted jobs finish. The Batch Queue can be used in conjunction with the Batch Log to troubleshoot problems with reports and letters.

<table>
<thead>
<tr>
<th>Seq. no.</th>
<th>Target</th>
<th>Proc</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>QG219</td>
<td>p.Acq. 02</td>
<td></td>
<td>01/20/2009</td>
<td>00</td>
</tr>
</tbody>
</table>

Fields in the Batch Queue are described below:

- **Library**: Indicates the library to which the user is connected, such as the XXX50, XXX30, FCC01, etc.
- **Status**: Indicates whether the Batch Queue is running or not running. Reports and other services will only be run if the Batch Queue is running. If it is not running, **FLVC** must be contacted to restart it.
- **Delete**: Deletes the highlighted job to prevent it from running.
- **Change Runtime**: Enables staff to change the date and/or time a job will run. Clicking this option will cause the Change Entry’s Runtime dialog window to appear so that the date and time during which the job will run can be changed.
- **Refresh**: Refreshes the list of files shown in the batch queue.
Unit 11: Running Reports in the Cataloging Module

The Services menu in the Cataloging module provides access to the General Retrieval Form and the Shelf List report.

Lesson 1: Using the General Retrieval Form

The General Retrieval Form (GRF) can be run in the Cataloging module to retrieve a list of items. It is a versatile tool that can be used to identify records for maintenance and to obtain statistics.

To run the General Retrieval Form:

1. On the Services menu, point to Items, and then click General Retrieval Form (ret-adm-01).

2. Complete the following fields:
   - **Input File**: Enter the name of an input file to narrow a previously retrieved group of item record numbers. If no input file is necessary, leave the field blank.
   - **Output File**: Enter a name for the output file. The file name must be entered in lowercase with no spaces or special characters except underscore and hyphen.
**Retrieve By**: Click the arrow to the right of the Retrieve By field to view available options, and then select a field to limit by. In the five “subfields” below the Retrieve By field, enter the terms of the search.

There are seven sets of Retrieve By fields. If more than one set is used, the search will be narrowed by performing a Boolean “AND” operation between the fields. For instance, to retrieve all item records that belong in the Reference collection of FCCJ Kent campus, use the first Retrieve By field to limit the search by Sublibrary to FJCKE and then use the second Retrieve By field to limit the search by collection to REF.

The following Retrieve By options are available:

- **ADM Doc. No.**: Enter the From number in the first field and the To number in the second field. A range of values can be entered. The ADM number must be nine digits – include leading zeros when necessary (e.g., enter 25648 as 000025648.)

- **Sublibrary**: Enter up to five sublibrary codes to retrieve item records belonging to specific sublibraries.

- **Item Status**: Enter up to five item statuses to retrieve item records with specific item statuses.

- **Item Process Status**: Enter up to five different process statuses in uppercase to retrieve item records with particular item process statuses. To signify a blank process status, enter ZZ.

- **Item Collection**: Enter up to five collection codes to retrieve item records according to the collection.

- **Depository ID**: Enter up to five ID codes to retrieve item records according to the Remote Storage ID.

- **Item Year**: Enter the desired year(s), entering only one year in each field, to retrieve item records according to the Year field in the item record.

- **Item Description**: Enter text to retrieve item records according to text that appears in the Description field (up to 20 characters).

- **Item Call No. 1, Item Call No. 2**: Enter call number(s) to retrieve item records by Call No. and 2nd Call No. fields. If part of a call number is entered, all records that contain that part of the call number will be retrieved. This field is case-sensitive.

- **Inventory Date**: Enter a range of inventory dates. Enter the From date in the first field and the To date in the second field. Use the format YYYYMMDD (e.g., April 2, 2006 should be entered as 20060402).
o **Inventory No.:** Enter inventory codes to retrieve item records according to inventory number.

o **Open Date:** Enter the From date in the first field and the To date in the second field to retrieve item records by the open date (the date on which the records were created). Use the format YYYYMMDD.

o **Update Date:** Enter the From date in the first field and the To date in the second field to retrieve item records by the update date (the date on which the records were last changed). Use the format YYYYMMDD.

o **Item Process St. Date:** Enter the From date in the first field and the To date in the second field to retrieve item records by the date on which the item process status field was last changed.

o **No. of Loans:** Enter the From value in the first field and the To value in the second field to retrieve item records according to the number of times the item was loaned. The No. of Loans filter checks for a range between the values entered in these fields. If a value is not entered in the first field, it will default to 0 and the second field will default to 999.

o **Material Type:** Enter valid material types to retrieve records according to the material type. The material type must be entered in uppercase (e.g., BOOK, VIDEO, ISSUE).

o **Cataloger:** Enter the cataloger’s username in uppercase to retrieve records by a specific cataloger (the username used to create the item).

o **Statistics:** Enter a term to determine the number of occurrences of that term in items. For example, enter “medicine” to determine how many items records contain the word “medicine.”

o **Arrival Date:** Enter a range of dates between which the items were Arrived. Enter the From date in the first field and the To date in the second field. Use the format YYYYMMDD.

- **Build Batch Report:** Select Yes to produce a report of retrieved items.
- **Report Format:** Select a report format. The formats determine the fields that appear on the report and how they are sorted. The default format is the GRF-01. A description of each report format is available from the on-screen Help.
- **Sort By:** Used only with the GRF-00 format. Select Title, Call number, or Inventory Number.
3. Click **Submit** to begin the process. The report should be completed within ten minutes, depending on the number of item records. A copy of the GRF will be stored in the Services History.

4. Retrieve the report in the Task Manager. The lower pane of the Task Manager lists files on the server; the upper pane lists files that have already been downloaded to the local computer. The files on the server are automatically sorted in date descending order; the most recently run files will appear at the top of the list.

5. Confirm that the **Library** field at the top of the window is set to the library's ADM (e.g., MJC50, BEC50).

6. Find the appropriate file in the list of files on the server (the lower pane). To transfer the file to the local computer, double-click the file name (or click once on the file name to select it, then click the up arrow in the middle of the window).

7. A prompt, confirming that the remote file should be copied, will appear. Click **OK** to transfer the file. (The name of the local file can be changed, if desired, by entering a new name in the Local File Name field.)

8. The file name will appear in the upper pane (i.e., the file will be saved to the local computer). To view the report, double-click the file name in the upper pane. To print the report, click **Print**.
Lesson 2: Running a Shelf List Report (Item-05)

The Shelf List report, intended to support a manual collection inventory, can also be used when printed shelf lists are needed for other collection maintenance activities. The report is available in real time and can be produced on demand by library staff. If used for inventory purposes, the report should be run for the intended shelf range immediately prior to physically examining the shelves. This will lessen the likelihood that items may have been checked out since the report was run.

The Shelf List report is limited to 5,000 items. Multiple reports can be run to accommodate a shelf list of more than 5,000 items.

To run a Shelf List report:

1. On the Services menu, point to Items, and then click Shelf List. The Shelf List report submittal form will appear.
2. Complete the following fields:

- **Output File**: Enter a report name. The file name should be entered in lowercase with no spaces or special characters except underscore and hyphen. This is the file name that will appear in the Task Manager.

- **From Call No. / To Call No.**: Enter the call number in the range to be retrieved. The simplest LC classification search would begin with “A1” and end with “Z999.” This search would be practical only for relatively small collections due to the report limitation of 5,000 items.
  - Example of beginning and ending LC call numbers: DF77 and DF759.L385.
  - Example of beginning and ending DDC numbers: 613 and 613.28 G45t.

The report will begin with the number entered in the From Call No. field. However, the number entered in the To Call No. field will not be included. Instead, this number will fall as the first number outside the report. For example, a Shelf List report where DF759.L385 is entered in the To Call No. field might result in a report in which the last call number listed on the report is DF759.G73 (not DF759.L385).

- **Call No. Type**: Select the call number type to be retrieved in the report.

- **Call No.**: Select First Call No.

- **Sublibrary**: Select the sublibrary.

- **Collection**: Enter the appropriate collection code.

- **Item Status**: Select either Include or Exclude, and then select the statuses to be included in or excluded from the report. The default report will include all item statuses.

- **Item Process Status**: Select either Include or Exclude, and then select the statuses to be included in or excluded from the report. The default report will include all item process statuses.

- **Update Database**: Select Yes or No. Selecting Yes will cause the Last Shelf Report Date field to be updated with the date. If the report is being used for inventory purposes, it may be useful to know that the item was on the shelf on that date.

- **Report Format**: Choose from a list of report formats. A description of each report format is available from the on-screen Help.
3. When finished, click **Submit** to begin the process. The report should be completed within ten minutes, depending on the number of item records. A copy of the Shelf List report submittal form will be stored in the Services History.

4. Retrieve the report in the **Task Manager**.

Collections that utilize non-LC or non-DDC schemes can be accommodated by the Shelf List report, but because of variances in local college cataloging practices over time, may require some experimentation in order to produce a successful report. The beginning and ending call numbers should be entered exactly as they appear in the item record. Be careful to select the appropriate Call No. Type from the drop-down list on the Shelf List report form. This call number type must exist on the item record.

If the report is producing incorrect results, examine the item records to be sure the call number type is correctly recorded in the item record. If necessary, request a special report from **FLVC** that will identify the call number types recorded in item records. A report listing item records with call number types other than Library of Congress or Dewey Decimal can be run on a case-by-case basis.
Appendix A: Glossary

Activity Tabs — Tabs that appear above the Navigation Tree and correspond to major activities within a specific module. When an activity tab is clicked, the Navigation Tree and upper and lower panes will display related information and options.

ADM — The three-letter code for the Administrative Library, or database, which is associated with each college. This is also represented by XXX50, where XXX is the three-letter institution code that has been assigned to a specific college. For example, IRC50 is the Administrative Library for Indian River State College and MDC50 is the Administrative Library for Miami Dade College. The ADM contains data about acquisitions, serials, circulation, and users (library staff and borrowers).

ADM Doc Number — The numeric code assigned to each administrative record. Generally, administrative records are linked to bibliographic records. The ADM doc number corresponding to the bibliographic record is different for each college. As a result, bibliographic records can be searched for and retrieved by the college’s ADM doc number.

Application Toolbar — The toolbar at the bottom of the screen that indicates the connection status of the program, the application icons that can be clicked to open or switch modules, and setup icons that enable customization of the interface.

AUT — The three-letter code for the Authority Library, or database, located on the server at FLVC and shared by all 28 colleges. The AUT, also represented as FCC10, contains the authority records of preferred forms of headings and relationships between them.

Base — The base, seen in the Search feature in every module, indicates which database is to be searched. Examples of bases are LINCC BIB, LINCC AUT, Okaloosa-Walton BIB, and Library of Congress.

BIB — The three-letter code for the bibliographic library, or database, located on the server at FLVC and shared by all 28 colleges. The BIB, also represented as FCC01, contains the bibliographic records for all colleges.

Cataloging Bar — The toolbar in the Cataloging module used to search for bibliographic records by system number. Once a record is selected, the Cataloging bar will contain brief information about the record, including system number, title, author, and year of publication.

Client — The LINCC library management system (LMS) functions as a client-server relationship. The term “client” is used to describe the Aleph software installed on the local computer. The client interacts with the server located at FLVC.

Functional Mode — The default working mode in each module, visible above the Navigation Tree. When a record is displayed in any module, the Functional mode enables specific actions to be taken, such as creating an order and loaning an item. The alternate mode is Overview mode.

HOL — The three-letter code for the Holdings Library, or database, located on the server at FLVC. The HOL, also represented as FCC60, contains the summary holdings records for all colleges.
Invoice Bar — The toolbar in the Acquisitions/Serials module used to search for invoices by vendor or to create a new invoice. Once an invoice has been selected, the Invoice bar will contain brief information about the invoice, such as vendor and invoice number.

Item Bar — The toolbar in the Circulation and Cataloging modules used to search for items by selected parameters. Once a record has been selected, the Item bar will contain brief information about the record such as BIB number, ADM number, title, author, and year of publication.

Library — A database in LINCC. There are currently five databases: the bibliographic library (BIB), the authority library (AUT), the holdings library (HOL), the administrative library (ADM), and the course reading/reserve library.

Local Drive — The hard drive of the local personal computer on which the LINCC client is installed. The command “Save on Local Drive” will save a bibliographic record to the local drive and will not update the shared bibliographic database on the server at FLVC.

Lower Pane — The lower right portion of the module interface where information and available options are displayed. The lower pane is governed by the node selected in the Navigation Tree. The display can consist of a form, a list, or a record and usually contains detailed information relating to the line selected in the upper pane.

Menu Bar — The toolbar at the top of the screen that contains drop-down menus with access to functions that can be accomplished in the module.

Navigation Pane — The area of the screen containing the activity tabs and Navigation Tree.

Navigation Tree — The Navigation Tree appears on the left side of the screen, in the Navigation Pane, and contains nodes that can be selected to access information or perform specific activities. Available options vary according to the activity tab that is selected. The Navigation Tree is similar in concept to a table of contents which leads to major functions within the selected activity tab.

Node — Options available in the Navigation Tree that represent various activities and sub-activities used to navigate within a module. Nodes are dependent on the module and the selected activity tab. The nodes of the Navigation Tree activate different areas of the screen when selected.

Order Bar — The toolbar in the Acquisitions/Serials module used to search for orders by selected parameters. Once a record has been selected, the Order bar will contain brief information about the record such as BIB number, ADM number, title, author and year of publication.
Overview Mode — One of two working modes available in each module, visible above the Navigation tree. When a record is displayed in any module, selecting Overview will allow the record to be transferred to another module or function by selecting the relevant record in the tree and clicking a function option (Cataloging, Items, Circulation, Orders, Serials, or Search). The alternate mode is Functional Mode.

Patron Bar — The toolbar in the Circulation module used to search for patron records. Once a record has been selected, the Patron bar will contain brief information, such as patron name and ID.

Serial Bar — The toolbar in the Acquisitions/Serials module used to search for serials by selected parameters. Once a record has been selected, the Serial bar will contain brief information about the record such as BIB number, ADM number, title, and year of publication.

Server — The hardware located at FLVC that contains the libraries (databases) shared by all colleges: the Bibliographic Library (BIB), the Authority Library (AUT), and the Holdings Library (HOL). The command “Save on Server and Local Drive” will update the bibliographic database on the server at FLVC as well as the local computer.

Split Bar — The horizontal or vertical double line that separates a window into two panes. In many screens, clicking on and dragging a split bar enables the panes to be resized.

Sublibrary — Each college campus, represented by a five-letter designation, such as BECCO (Brevard College Cocoa) and PJCPE (Pensacola State College Pensacola).

System Number — The numeric code assigned by LINCC to each bibliographic record. This is the database control number for the record.

Toolbars — Various rows below the Menu bar that contain fields and icons for commonly performed tasks within a module. Examples of toolbars include: Order bar, Serial bar, Item bar, and Patron bar.

Upper Pane — The upper right portion of the module interface where information is displayed. The upper pane is governed by the node selected in the Navigation Tree. The display can consist of a form, a list, or a record. The contents of the upper pane change according to context.
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Appendix B: LINCC Documentation and Help

Documentation for LINCC is extensive and almost exclusively online. The following resources are available to assist you with questions related to specific module functionality or procedures.

**LINCC Manuals**: LINCC manuals cover the basic functionality of LINCC modules and provide screen shots and simple, step-by-step instructions. Module-specific LINCC manuals are distributed during each on-site training session and are available online from the Library Staff Resources web site.

**LINCC Help Sheets**: FLVC has developed “help sheets” to assist library staff in performing LMS-related activities that are unique to LINCC. These help sheets are available online from the Library Staff Resources web site.

**Aleph Module Help**: Almost every screen or window in the modules contains a Help menu and a Help option that lead to a description of each field. In addition, a Help icon on the Menu bar allows users to search module-specific help.

**Aleph Documentation**: Aleph’s vendor, Ex Libris, provides additional print documentation that includes general information about Aleph implementation. For more information on Aleph documentation, contact the Help Desk.

**Additional Resources**: Additional resources, in a variety of formats, are available on the Library Staff Resources web site. These resources include LINCC discussion lists, which provide additional information from FLVC and other LINCC users; *Linking to LINCCWeb*, which explains the process of developing URLs for LINCC-based products for local college web sites; equipment recommendations; the LINCC Reports Service (LRS); online help for the LINCCWeb catalog (OPAC), SFX, and MetaLib; and much more.

**FLVC Help Desk**: FLVC’s Help Desk is available to assist library staff with FLVC and LINCC products and services. Contact the FLVC Help Desk by email at help@flvc.org.
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# Appendix C: LINCC Campus Codes

<table>
<thead>
<tr>
<th>Institution / Campus</th>
<th>City</th>
<th>Remote Reg. Patron Type</th>
<th>Workstation ID / Home Campus Codes for Patron Loads</th>
<th>LINCC Institution Code</th>
<th>NUC Code</th>
<th>OCLC Symbol</th>
<th>OCLC Port #</th>
<th>Sublibrary</th>
<th>Sublibrary Code</th>
<th>ILL Unit Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brevard CC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Brevard/Cocoa</td>
<td>BECCO</td>
<td>BELCO</td>
</tr>
<tr>
<td>Cocoa</td>
<td>Cocoa</td>
<td></td>
<td>BECCO</td>
<td></td>
<td></td>
<td></td>
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The asterisk * indicates a site that is designated as a center or technical sublibrary and is not supported by LINCC with circulating privileges.

Number of fully supported LINCC sites that circulate materials: 81
Number of sublibraries configured for eResources: 28
Number of LINCC sites that do not circulate but do own collections which are accessible in LINCCWeb: 43

Total number of sublibraries = 157
Total number of cities = 65
Number of sublibraries configured as Tech Services/Acquisitions sublibraries: 5

Remote Reg.
Florida A & M Univ.                              40  Univ. of Central Florida  45
Florida Atlantic Univ.                         41  Univ.of Florida           46
Florida Gulf Coast Univ.                     42  Univ.of North Florida     47
Florida International Univ.                   43  Univ.of South Florida     48
Florida State Univ.                            44  Univ.of West Florida      49