2015–2016 CARLI Technical Services Committee Annual Project:
Getting Started with Database Maintenance: Using Access Reports and
Other Tools to Analyze and Maintain Your Library Database

https://www.carli.illinois.edu/products-services/i-share/cat/getting-started-database-maintenance

Our annual project webpage is intended for an audience relatively new to database maintenance and working with Access Reports. It will also provide a review for the practitioner more familiar with database maintenance, including some of the tools available to perform this activity. This document is intended to supplement the existing resources that CARLI and its committees have developed over the years. Database maintenance is a broad term which will be used throughout this document to include activities such as correcting errors and editing/updating bibliographic records or MFHDs in your library catalog, etc.

This document will provide assistance in:

- determining database maintenance project priorities
- finding existing reports, choosing which ones to run, and learning how to run them
- working with the data in your report and making corrections
- walking you through an actual project step-by-step

The document is broken down into the following areas, which can be accessed individually by selecting the section for the area you are interested in reviewing:

1. Learning About What's in Your Database
2. Prioritizing Projects
3. Running Queries
4. Step-by-Step Through a Maintenance Project
5. Working With Report Data

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Getting Started with Database Maintenance: Using Access Reports and Other Tools to Analyze and Maintain Your Library Database

▶ **Step 1 – Learning About What's in Your Database**

▶ **Step 2 – Prioritizing Projects**

▶ **Step 3 – Running Queries**

▶ **Step 4 – Step-by-Step Through a Maintenance Project**

▶ **Step 5 – Working with Report Data**

# ▼ Step 4 – Step-by-Step Through a Maintenance Project

STEP 4A – ➔ OC6H. BIB RECORD 035 $A CONTAINS SECOND OCLC NUMBER

This is a 2-query process to identify the presence of a second OCLC number in bibliographic records. A third, optional query, identifies the operator ID associated with the transaction that introduced the second OCLC number so that preferences in OCLC Connexion can be double-checked. Identified problem records can be corrected with a shared macro that deletes the second 035 field when given an input file of bib IDs.

This project is commonly referred to using the prefix "OC," based on CARLI's maintenance priority framework. "OC" means that this is a task that should be undertaken occasionally.
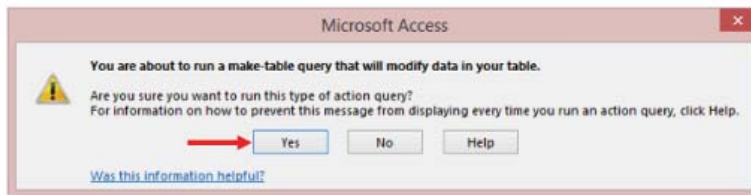
Running the queries

1. In your Access database, click on the downward arrow in the title of the menu on the left-hand side. Select "Object Type" and then "Queries."
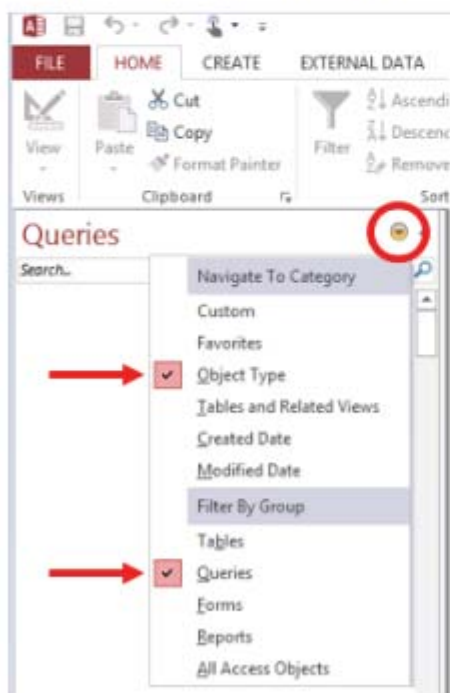
2. In the Queries list, select the query "Bib record 035 $a contains second OCLC number query 1." Double-click the query, or right-click and select Open.
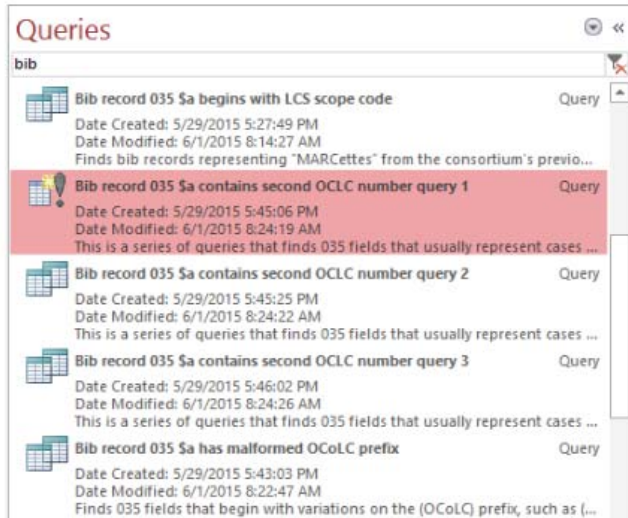
3. When prompted about modifying data in your table, click Yes.

4. If you haven't already logged into your database, you will be prompted to enter your password at this time. Enter your password and click "OK." This will start running your query.

5. Once the query is done, you will be prompted to paste rows into a new table. Select Yes.

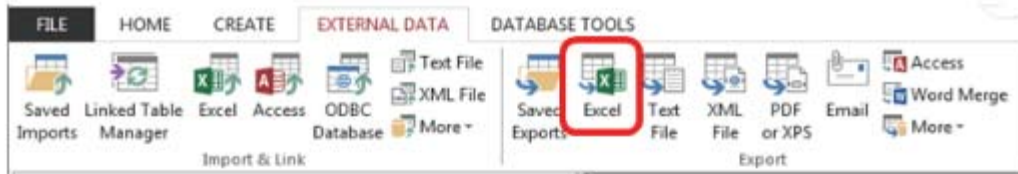6. Returning to the Queries list, run the query "Bib record 035 $a contains second OCLC number query 2."

7. After a few minutes, your results should appear in the display window. The number at the bottom of the results shows the number of records returned from your query.
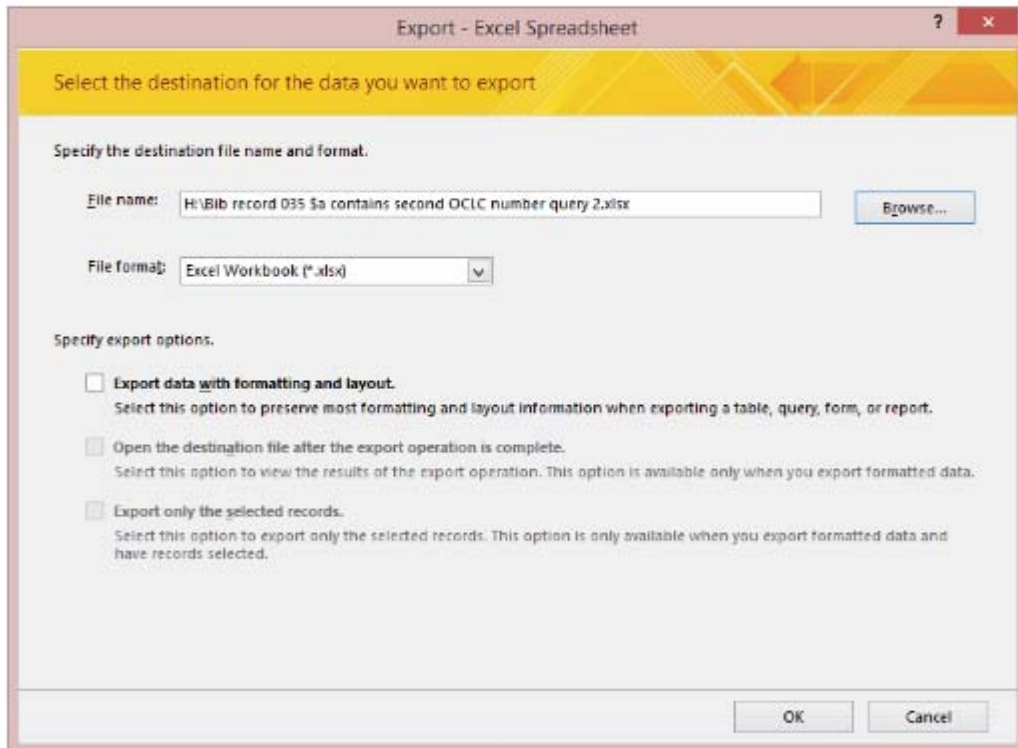
9. In the pop-up box you will need to select the destination for your Excel report, by clicking "Browse…" and navigating to the report's desired location. If desired, specify your export options in the lower half of the box.

10. From the Excel file, pull bib IDs into Notepad and save the file to your desktop with the filename **bib035_dels.txt**. These bib IDs will be used by the shared macro to delete the second 035.
11. To get a list of associated operator IDs, run the query "Bib record 035 $a contains second OCLC number query 3."

Queries

bib

|		
	Bib record 035 $a begins with LCS scope code	Query
	Date Created: 5/29/2015 5:27:49 PM	
	Date Modified: 6/1/2015 8:14:27 AM	
	Finds bib records representing "MARCettes" from the consortium"...	
	Bib record 035 $a contains second OCLC number query 1	Query
	Date Created: 5/29/2015 5:45:06 PM	
	Date Modified: 6/1/2015 8:24:19 AM	
	This is a series of queries that finds 035 fields that usually represe...	
	Bib record 035 $a contains second OCLC number query 2	Query
	Date Created: 5/29/2015 5:45:25 PM	
	Date Modified: 6/1/2015 8:24:22 AM	
	This is a series of queries that finds 035 fields that usually represe...	
	Bib record 035 $a contains second OCLC number query 3	Query
	Date Created: 5/29/2015 5:46:02 PM	
	Date Modified: 6/1/2015 8:24:26 AM	
	This is a series of queries that finds 035 fields that usually represe...	
	Bib record 035 $a has malformed OCoLC prefix	Query
	Date Created: 5/29/2015 5:43:03 PM	
	Date Modified: 6/1/2015 8:22:47 AM	
	Finds 035 fields that begin with variations on the (OCoLC) prefix, ...	

12. If a particular operator ID shows up frequently, verify that their OCLC Connexion export settings follow → CARLI's recommendations.

Setting up and running the macro to fix identified records

1. Download the DELBIB_SECOND035A.mex file from CARLI's → Macros for the Voyager Cataloging Client page.
2. To import the macro to Macro Express, follow the instructions in CARLI's ◪ Using Macro Express document, beginning on page 2.
3. After importing the macro, double-click to open it and click the Properties tab. In the Activation pane, click Set HotKey to define the keystroke that will be used to activate the macro. After setting the HotKey, click File > Save.
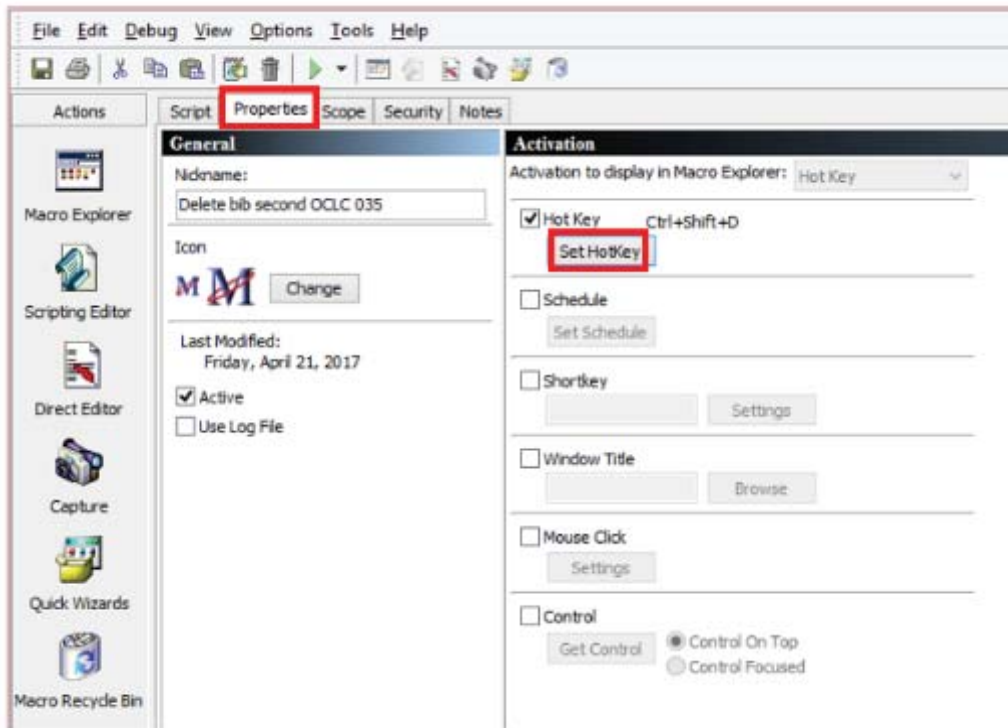
4. Before running the macro, make sure your Voyager settings are set to the following:
   - Set "Display MARC Views maximized" in the General tab
   - Do NOT set (uncheck) "Add a subfield 'a' to new field" in General tab
   - Set the Validation tab to bypass all types of validation, including ISBN/ISSN
   - Set "Suppress confirmation message upon successful save" in Work Flow tab
   - Set the Colors/Font tab to use a Unicode font (Arial Unicode MS preferred)
   - Set "Font Size" to 10 in Colors/Fonts tab
5. **It is strongly recommended that you test the macro on a small number of records before proceeding with a full run.** Instructions for testing the macro can be found on page 15 of CARLI's ⬛ Using Macro Express document.
6. Once you verify the macro is working as intended, you can proceed with a full run. Be aware that Voyager Cataloging cannot be used while the macro is in progress. If you have a large number of records, you may want to run the macro on a dedicated machine, or divide the file into smaller batches.

Please view the full *Getting Started with Database Maintenance: Using Access Reports and Other Tools to Analyze and Maintain Your Library Database* webpage at:
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