

No MARC records available? a cataloguing solution for a digital collection

Beatriz Flora, Cataloguer/Interlibrary Loans Librarian, Architectural Association Library
Simine Waliyar Marine, Serials/Systems Librarian and Data Protection Officer, Architectural Association Library

The Architectural Association (AA) Library is a small-sized library catering to a student body of about 700, 200 members of staff and around 2000 professional members. The library acquired in 2013 a discovery tool by SirsiDynix to replace an outdated online catalogue. The primary purpose of purchasing the discovery tool Enterprise was to connect collections across the AA including the library, archives, photo library and online lectures in a single search.

Without any further funds to spend on developing Enterprise or purchasing additional features to integrate online resources such as EBSCO Discovery Service, the library has integrated additional resources via its library management system (LMS) Symphony also by SirsiDynix. Although not ideal, the library is regularly exporting, importing and updating digital collections where MARC records are available from its online databases. MARC records are downloaded from databases such as electronic journals available on EBSCOhost or e-books from the American Council of Learned Societies Humanities E-Book collection. These records appear alongside AA collections items; having their own search options and facets available on Enterprise.

The library uses MarcEdit (<http://marcedit.reeset.net/>), developed by Terry Reese and known to most libraries, to batch edit its records using task lists. This allows one member of staff to delete all current records for an online collection (for updating purposes), export a new set of MARC records from the database, run the task list in MarcEdit and import the newly updated records into the LMS relatively quickly.

This has helped increase visibility and usage of our digital collections at no extra cost and with little staff time. We have now begun the next stage of the project with databases unable to provide us with MARC records. Following a training session setup by the Cataloguing and Classification committee of the Art Libraries Society UK & Ireland in 2016, we are now able to convert any Microsoft Excel spreadsheet with basic information into MARC records using MarcEdit. A PowerPoint presentation from 2015 by Thomas Meehan entitled "Case study: creating a usable MARC file from a spreadsheet" was also extensively used to determine the MarcEdit steps described below.

Our first attempt took a Microsoft Excel spreadsheet sent to us by Pidgeon Digital in the summer of 2017 (Figure 1). The spreadsheet included the 250 audio-visual lectures. Basic fields in the file included author(s), title, URL, transcript availability, year of recording, duration of recording, a description of the talk and control number.



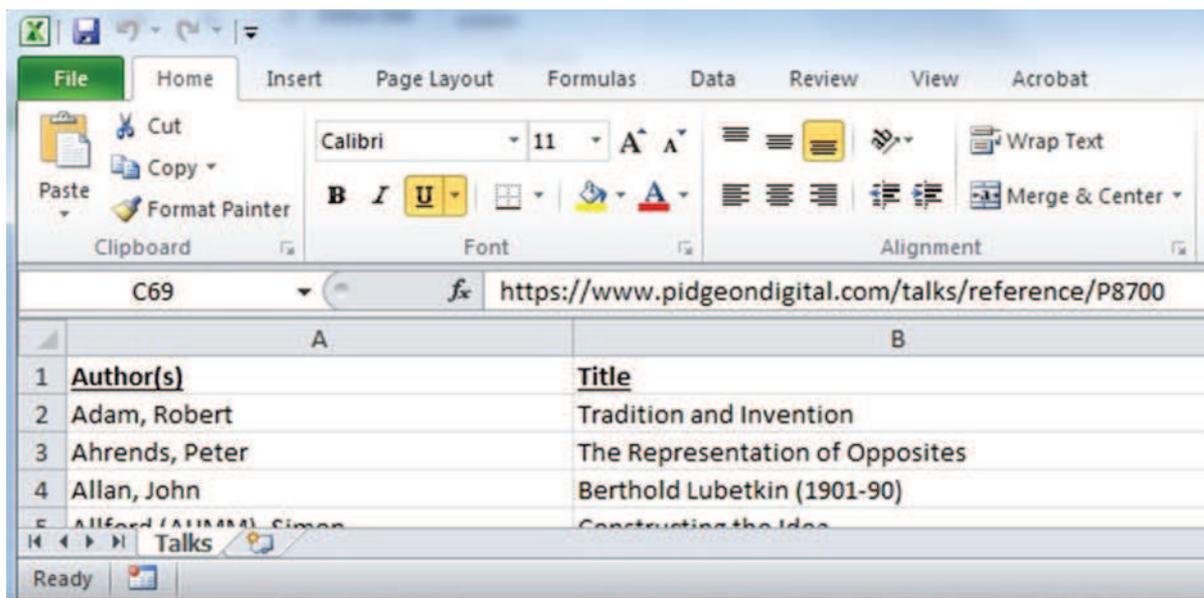


Figure 1. Pidgeon digital spreadsheet.

Using MarcEdit's delimited text translator tool the spreadsheet was converted into MARC records. The translator is able to map fields from the Excel spreadsheet to assigned MARC fields.

Steps to convert a spreadsheet to MARC

In Marcedit (version 6), select Delimited Text Translator.

Choose the spreadsheet as the Source File using the folder icon.

Choose a filename for the Marc text (.mrk) file to be created by clicking the folder with green arrow icon, type the name of the file and click save.

Specify the name of the sheet in the Excel Sheet Name field in MarcEdit (e.g. in this example "Talks" to match the name of the sheet in Excel, see Figure 2).

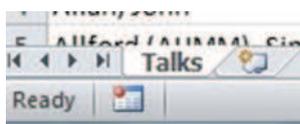


Figure 2. Excel sheet name.

Choose the delimiter that separates the data (Tab), see Figure 3.

We did not change the Options settings for the LDR/008 and character encoding alone as it is something you can modify later.

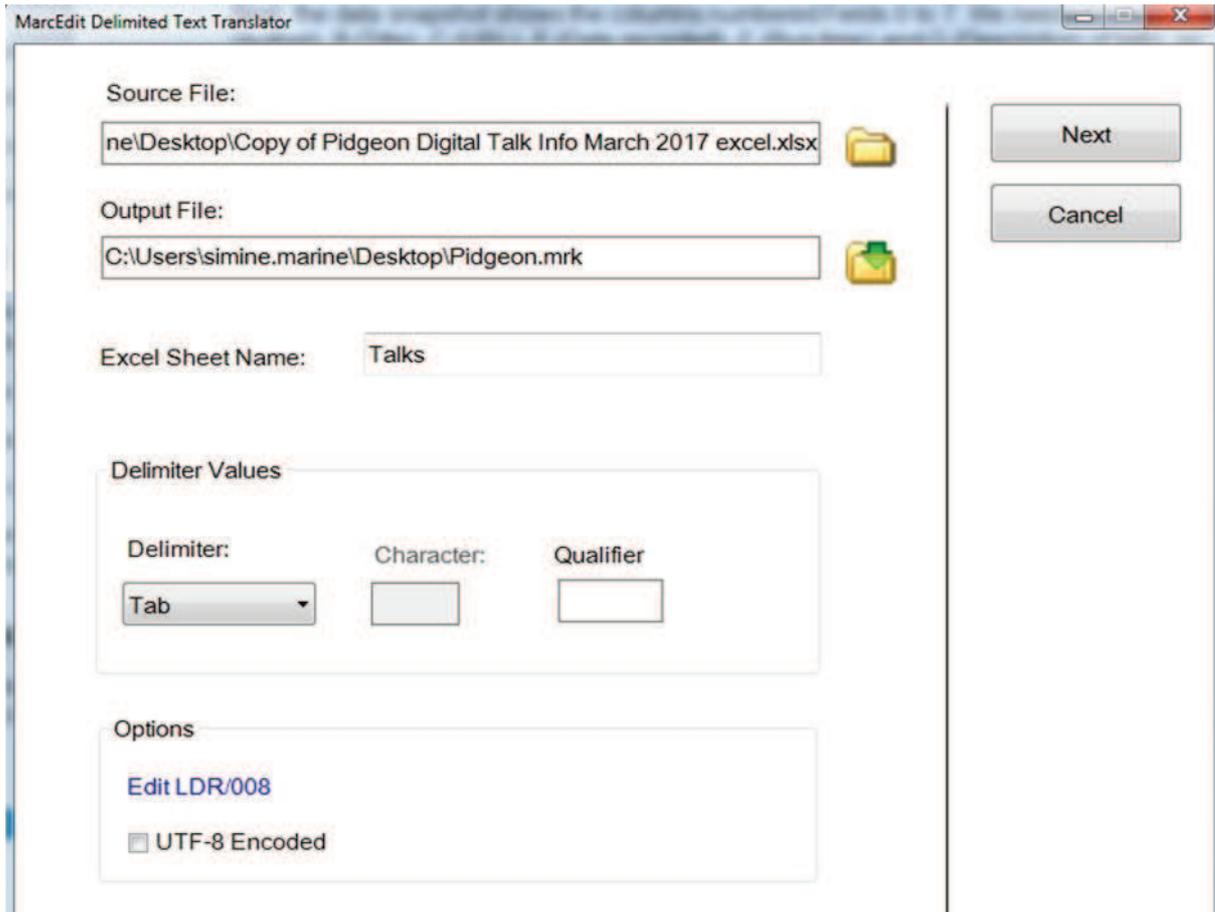


Figure 3. MarcEdit Delimited test translator options.

Next, the data snapshot shows the columns numbered Fields 0 to 7 (see Figure 4). We needed columns A (Author), B (Title), C (URL), E (Date recorded), F (Run time) and G (Description of talk), Field 3 and 7 were excluded.

In the Settings section of the translator, add an argument to convert each field into an individual MARC field. For each argument, add to the arguments list by clicking the “Add Argument” button.

First Argument (Author into 100 field): Select =”Field 0”; Map to = “100\$a”; Indicators = “1\”; Term. punctuation = “” ; Constant Data & Repeatable Subfield = “”

Note: Punctuation was left empty because name authorities were updated once imported into the LMS.

Second Argument (Title into the 245 field): Select = “Field 1; Map to = “245\$a”; Indicator =”10”; Term. punctuation = “. ” ; Constant Data & Repeatable Subfield = “”

Add Argument when done

Third Argument (URL into the 856 field): Select = "Field 2; Map to = "856\$u"; Indicator = "40"; Term. punctuation = "" ; Constant Data & Repeatable Subfield = ""

Fourth Argument (Run time in min. into the 300 field): Select = "Field 5; Map to = "300\$a"; Indicator = "\"; Term. punctuation = "" ; Constant Data & Repeatable Subfield = ""

Fifth Argument (Date Recorded into 500 field): Select = "Field 4; Map to = "500\$a"; Indicator = "\"; Term. punctuation = "" ; Constant Data & Repeatable Subfield = ""

Sixth Argument (Date Recorded into 260 field): Select = "Field 4; Map to = "260\$c"; Indicator = "\"; Term. punctuation = "." ; Constant Data & Repeatable Subfield = ""

Seventh Argument (Description into the 520 field): Select = "Field 6; Map to = "520\$a"; Indicator = "\"; Term. punctuation = "." ; Constant Data & Repeatable Subfield = ""

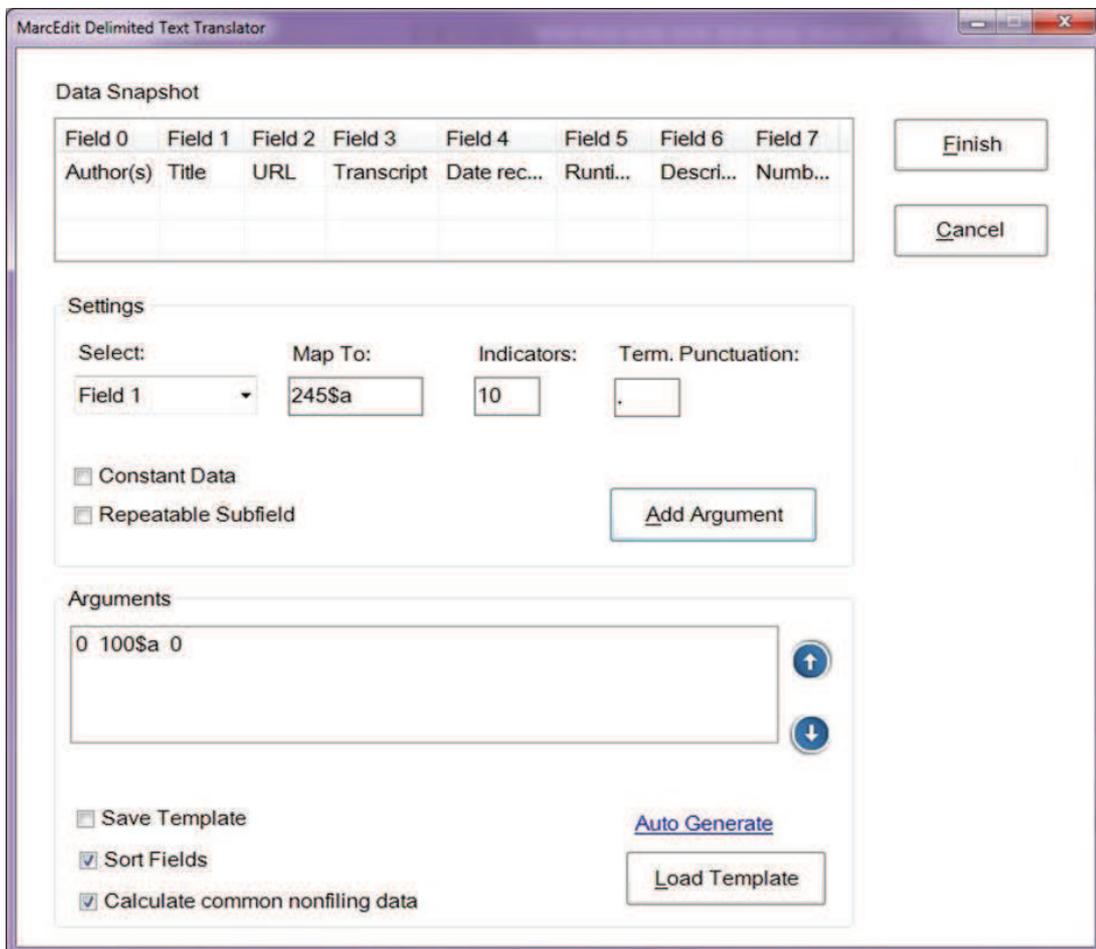


Figure 4. MarcEdit Delimited test translator arguments.

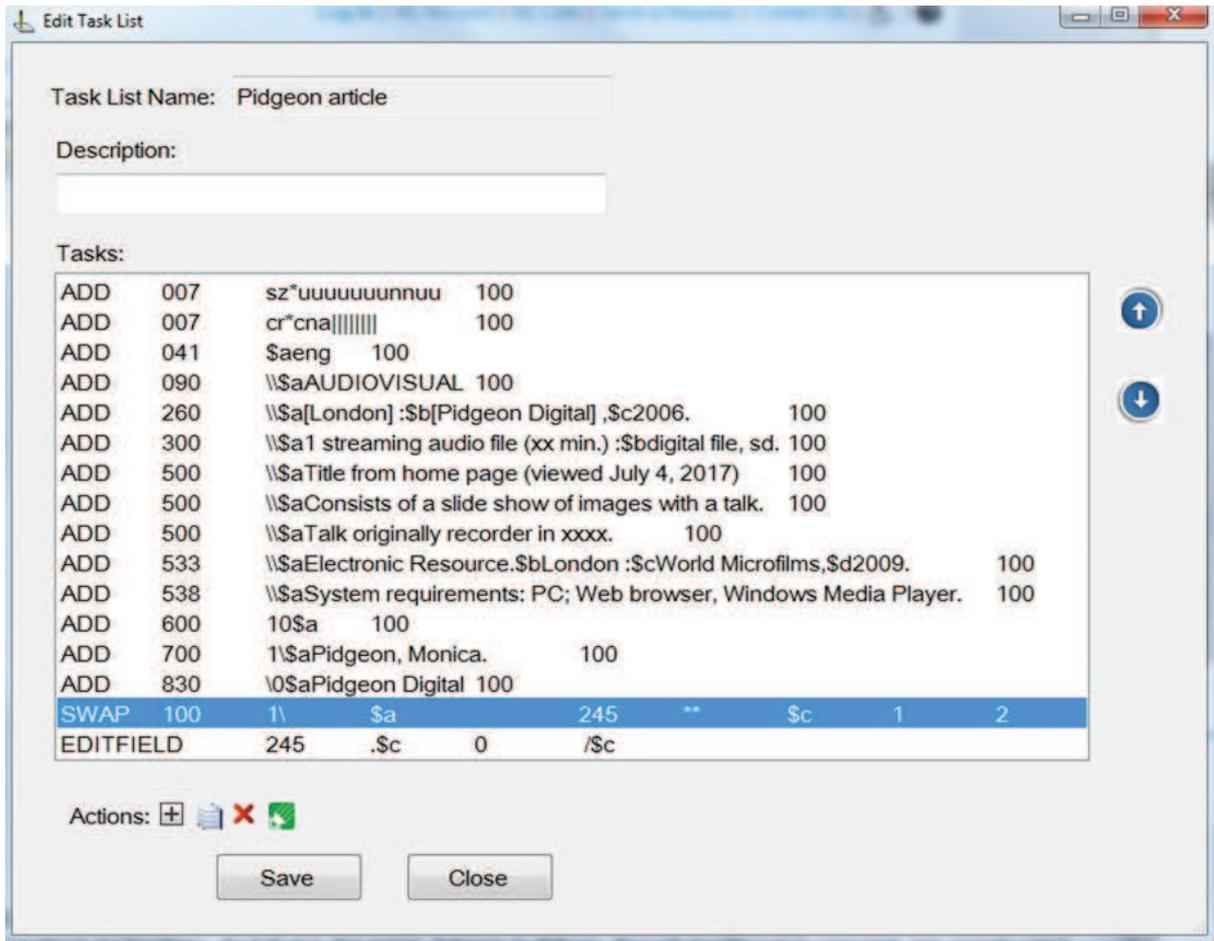


Figure 6. Task list.

There are many guides available online on creating and managing task list in MarcEdit. Here is an example of adding a 506 MARC field (Figure7) with the following text: \\\$aAccess via Pidgeon digital collection; AA login required.

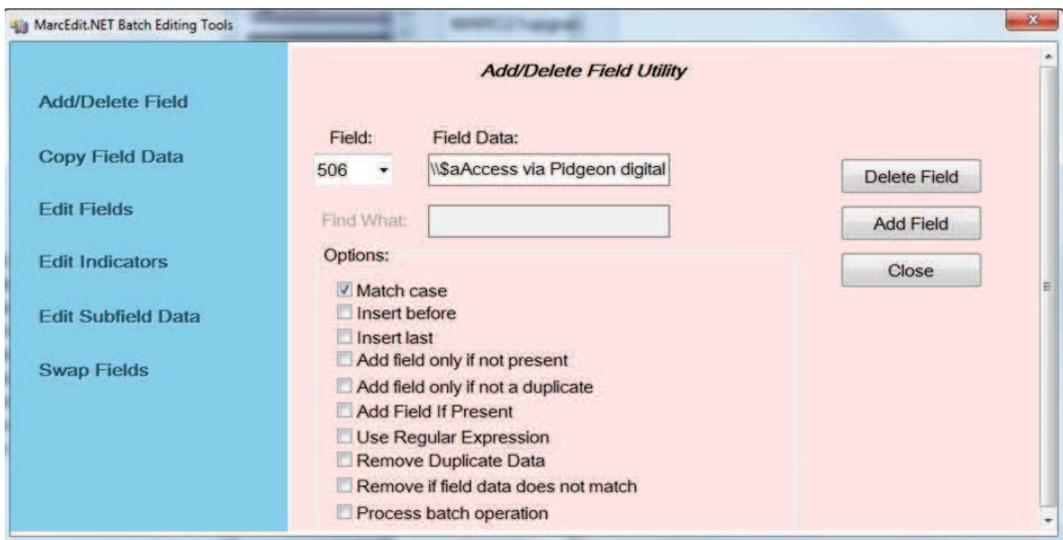


Figure 7. MarcEdit Task List: adding a field

We added fields for instance to allow for easy importing as well as future updating of the collection, reproduction and access notes, and built URLs to login via our OpenAthens single sign-on to allow smooth access to the lectures.

Task list:

007/00=s added – to display the audio icon on Enterprise.

099 added – to allow the LMS to read a general call number upon import and automatically create an item with a location of “Pidgeon Digital” and item type “ONLINE”.

245 modified – to include \$h[electronic resource].

260 modified – to add publication information:

\$a[London] :\$b[Pidgeon Digital],

300 modified – to include a more detailed physical description.

500 added – to include some generic notes relevant to the collection:

“Talk originally recorded in XXXX.”

“The talk is presented as an online time-coded presentation.”

“Title from home page (viewed July 4, 2017).”

506 added – to include standard online resource access information (OpenAthens Login required).

533 added – to add reproduction note information:

“Electronic Resource.\$bLondon :\$cWorld Microfilms,\$d2016.”

538 added – generic text added: “System requirements: PC; Web browser, Windows Media Player.”

600 or 610 added – to include the name of architect or practice as a subject heading (data copied from 100 or 110).

700 added – for the editor of the series.

830 added – a series title was added to allow for a series search via the online catalogue.

856 added – two 856 fields were added; one to give access to the whole database and one linking directly to the particular lecture as well as \$z to both fields with a description on the links.

The AA Library does not currently catalogue using Resource Description and Access (RDA) but is downloading RDA records. We have started looking at fields which would need to be added in the future including for digital collections such as Pidgeon Digital. We would use MarcEdit once again as these modifications can be easily made using its RDA tools.

RDA fields to add in the future:

336 ##\$aspoken word\$2rdacontent

337 ##\$aaudio\$2rdamedia

338 ##\$aonline resource\$2rdacarrier

Loading and using the new MARC records

Once happy with all the modifications, the file was converted to MARC (File menu > Compile file to MARC). The MARC file can then be loaded to the LMS. Once loaded in our system, we post-processed the records particularly to carry out some authority control. With any new collection imported into our LMS, some processing is also required on the system side to ensure new fields are indexed and displaying as needed.

Enterprise uses fuzzy searching on the author, title and subject fields which is then supplemented with an exact match search of the note fields. This allows the most basic records to be retrieved from a simple keywords search. When searching for example for “Cedric Price” in Enterprise the sound recordings are now retrieved alongside the rest of the AA collections. Facets such as material type and format are available to allow users to narrow their search to a specific collection.

A special search was created to allow users to search for specific lectures within the Pidgeon Digital collection. This feature also allows an “empty” search to create a full listing of everything in the collection, enabling users to browse (Figure 8).



Figure 8. Enterprise Pidgeon Digital search.

Updating the collection

The Pidgeon Digital collection will be updated on a yearly basis unless a major change requires a more recent update such as link changes. Unlike collections where MARC records are readily available and due to the small size of the collection, the Pidgeon Digital collection will not be deleted and updated but new records will be loaded. This will prevent, for example, authority work being lost in the process.

Challenges with the project

Some of the challenges faced when cataloguing this non-text collection included making compromises such as adding a series title, although the lectures are not strictly part of a series as described by the Anglo-American Cataloguing Rules (AACR2). We decided to add this field because it gave us additional indexing and searching options.

The lectures are audio files originally recorded on tape which have been digitised and enhanced with scrolling images. There were therefore extended discussions as to how to code the lectures to display an appropriate icon and facet on the collections catalogue that would make the format clear to users. The library decided an audio icon was more appropriate for users.

Finally, one of the hardest decisions as cataloguers was deciding not to dedicate extra time adding subject heading and entry points as well as perfecting records. The project had to remain cost/time effective and integrate with other day to day work load.

Future of the project

The library now hopes to extend the project further to other digital collections, including a collection of bibliographies compiled by library staff currently available online as PDFs and a selection of building regulation documents from the Construction Information Service database by IHS. These are currently underused and the library hopes to increase their visibility by adding them to search results. Pidgeon Digital has been fairly successful as a new online collection but perhaps it is more the nature of the collection being closely related to the Architectural Association that accounts for the decent usage.

Examples of the records can be found on the AA Collections catalogue: <http://collections.aaschool.ac.uk/>

References

Meehan, Thomas. “Case study: creating a usable MARC file from a spreadsheet [PowerPoint Presentation].” *CILIP CIG Metadata Tools Workshop*, Birmingham, 20 November 2015.

Reese, Terry. *MarcEdit Development*. 2017. Web. 23 November 2017. <<http://marcedit.reeset.net/>>.

Reese, Terry. "Using MarcEdit to Bridge the Distance between AACR2 and RDA." *Journal of Library Metadata* 14.3/4 (2014):281-297.