

# Exporting Repository Records with Item Records Automatically Attached into Millennium (III)

Method created by Hsiu-Ling Lin [hsiuling.lin@oit.edu](mailto:hsiuling.lin@oit.edu)  
 Instructions created by Chris Haupt [christine.haupt@oit.edu](mailto:christine.haupt@oit.edu)

## I. Overview

The Oregon State Library provides MARC bibliographic records in the Repository Library. In the public mode of the Summit Catalog, there are various ways these records can be displayed. If the record in Millennium does not have an item record attached, the location of "No local information available" will display before the link information (Example 1). If an item is attached to the bib record, the link for the library will display first and then give the item information (see OIT's record in Example 1).

### Example 1

Record: [Prev](#) [Next](#)

Author [Wright, Bill](#)  
 Title **Issue brief: [electronic resource] : the impact of cost sharing and benefit changes to Oregon Health Plan beneficiaries: results, two years later / Bill Wright, Matthew Carlson**  
 Publisher [Salem, Or.] : Office for Oregon Health Policy and Research, 2005

Click on the following to:  
[Connect to archived online version.](#)

HOLDINGS FOR Summit CENTRAL DATABASE  
[REQUEST THIS ITEM](#)

[Ore Inst of Tech](#)

Institution	Location	Online Access	Call Number and Holdings	Status
Library without an item	No local information available			
Library without an item		<a href="#">Connect to archived online version.</a>		
Ore Inst of Tech		<a href="#">Connect to archived online version.</a>		
Ore Inst of Tech	Oregon Docs. Online		Internet	AVAIL ONLINE

Other author [Carlson, Matthew](#)  
[Oregon. Office for Oregon Health Policy and Research](#)  
 Description [6] p. : digital, PDF file

Hsiu-Ling Lin, Serials Manager from OIT, has set up a quick and easy method to create items, update holdings and export the records all in OCLC Connexion. Chris Haupt, Technical Services III from OIT, created these instructions. Instead of having to attach the items one by one in Millennium (III), follow these easy steps and item records are automatically created. **By inserting a 949 1 field with a string of commands in the bib record in OCLC Connexion, an item will automatically be created once the record is exported.**

**Below is a quick outline of the process:**

1. Go to the Oregon Repository (OR Repository) website and save the MARC records.
2. Open Connexion and import the records then go **offline**.
3. Apply a “constant data” that was previously created.
4. Apply an “update holdings” and “export” action.
5. Process the batch.

**Done!**

## **II. OIT’s Constant Data Example to Automatically Add Items**

The constant data is the most important part of the process and only needs to be created once and then just applied to the batch.

The following is an example of a constant data used to create one item record attached to an e-only OR Repository bib record for OIT. Creating item records while in OCLC is very simple. Each item to be added to a single record is created using a separate 949 1 tag. If one has a single item, add one 949 1. If one has ten items, add ten 949 1 tags.

Complete instruction for creating a constant data can be found in **Appendix A**. A complete list of 949 1 subfield codes and their definitions can be found in **Appendix B**. Detailed explanations of 949 Codes for OIT can be found in **Appendix C**.

### **Oregon Repository (*electronic only*) –OIT example with local codes:**

**049 OITS** (OIT’s local holding code for Or-Docs)

**949 \*recs=b;b3=-;** (bib overlay and unsuppression)

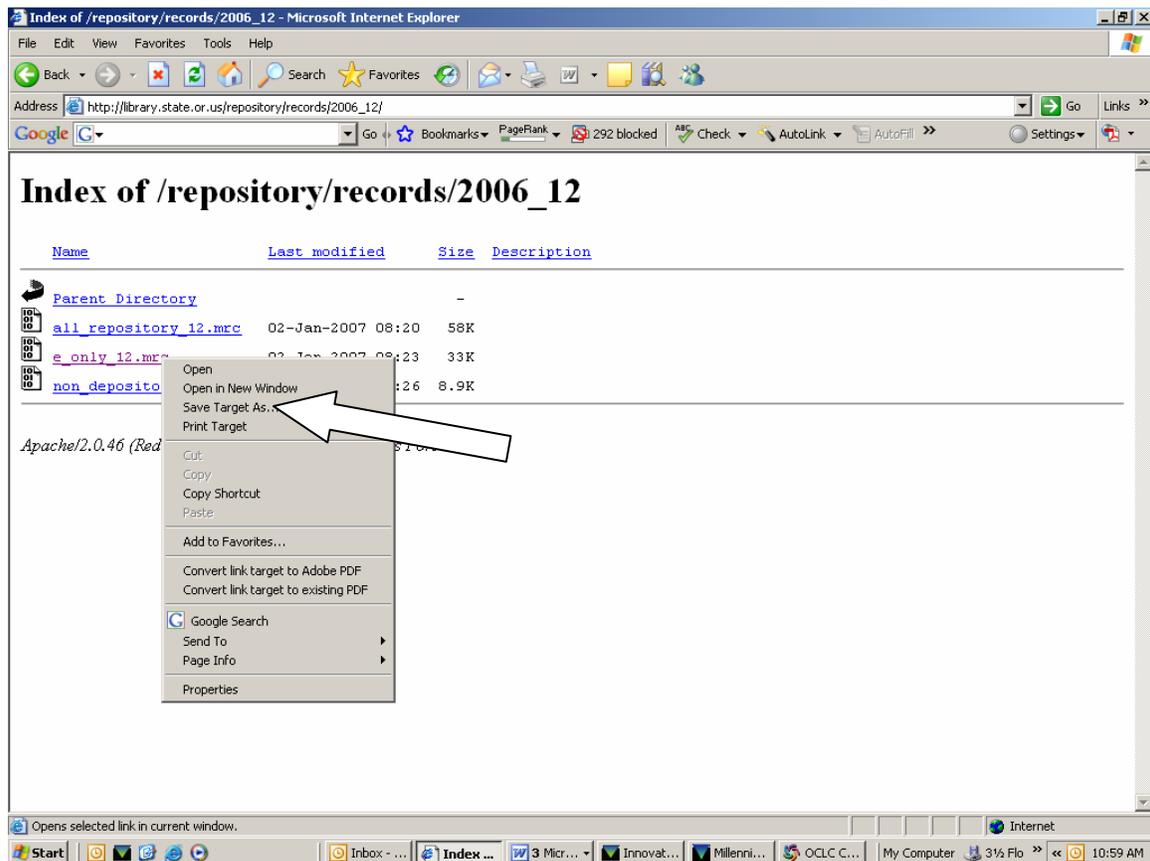
**949 1 #1 mloou; #s e; #t 23; #r O; #a Internet** (creates an item, note the 1 is placed in the second indicator position)

### III. Detailed Instructions

#### A. Oregon State Web Site.

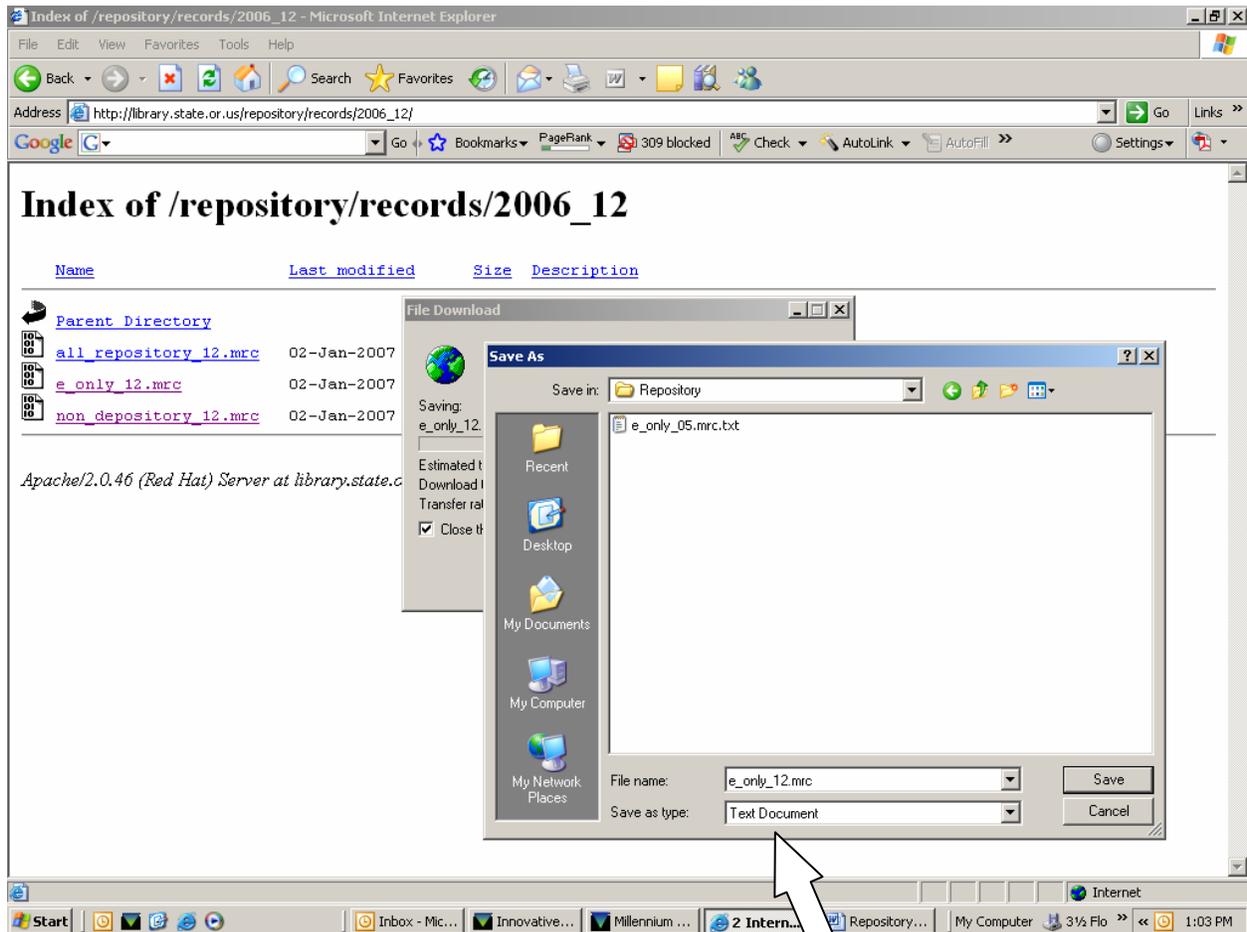
1. Go to the Oregon Documents Repository web page:  
<http://oregon.gov/OSL/GRES/REPOS/index.shtml> .
2. Click on **MARC records**.
3. Click on the file to download.
4. Right click on the **e-only** file (Example 2).
5. Click on **Save Target As...** in the new window.

#### Example 2



6. Save as a **Text Document** not a **MARC document**. This is a very important step, if in the “Save as type” box, “Text Document” does not show, one must type **.txt** after the file name (e.g. File Name e\_only\_05.mrc.txt). Save this file in any folder. OIT has a folder named “Repository” (Example 3).
7. Close the window.

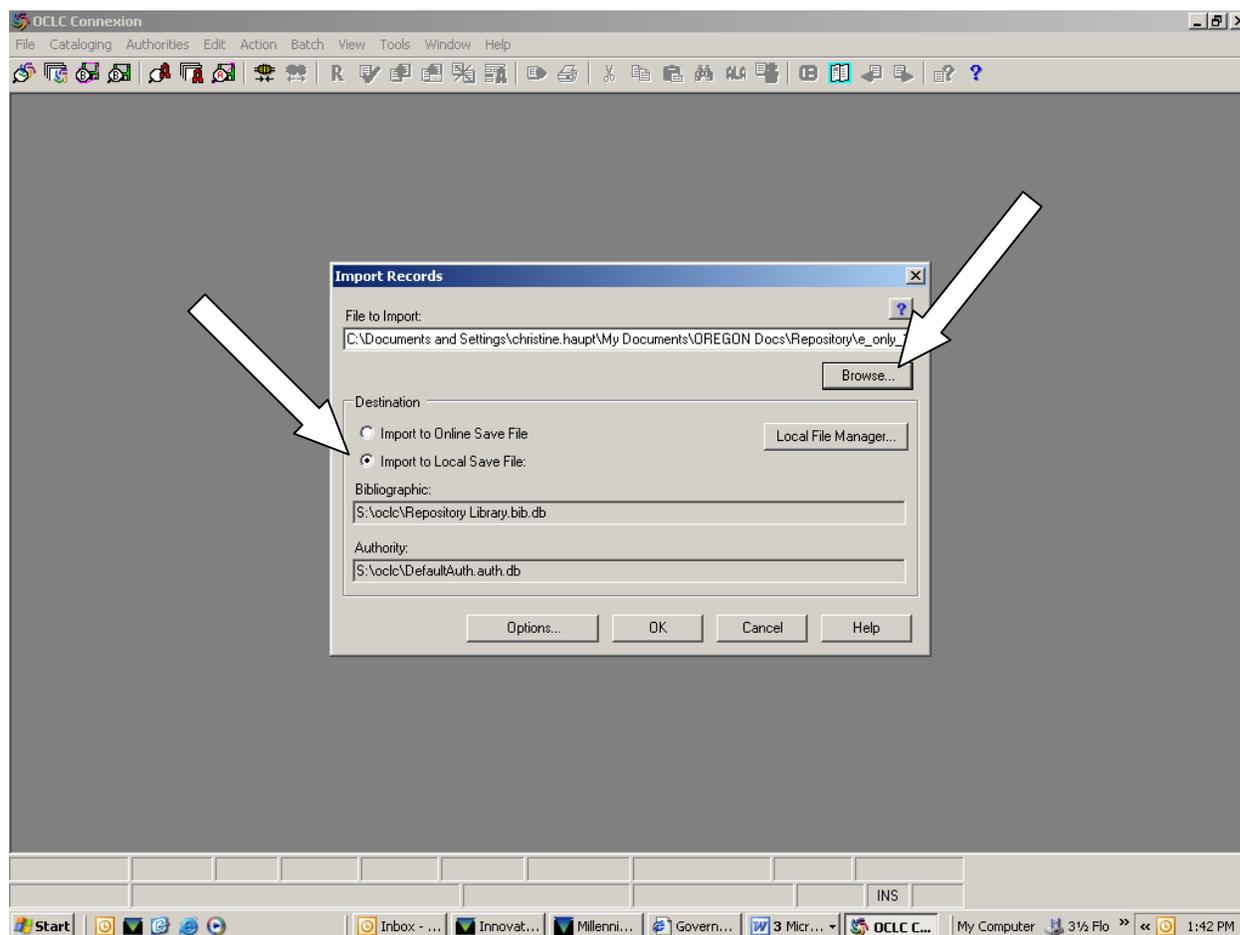
### Example 3



## B. OCLC Connexion

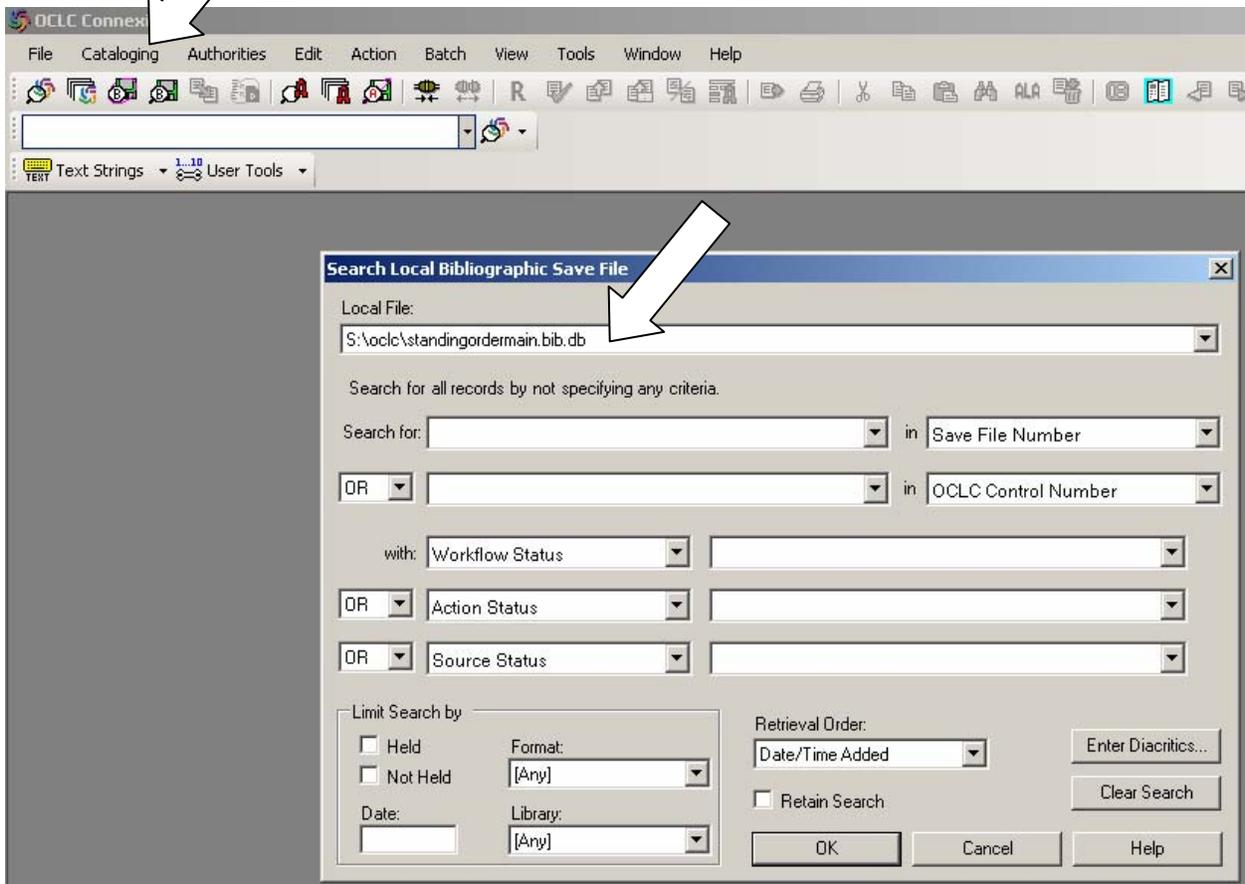
1. Open OCLC Connexion, move cursor to **File—Log On**.
2. Click on **File—Import Records**.
3. One must click on **Browse** to find the file to import (this is the text document saved in Example 3).
4. **Import to Local Save File** should be marked (Example 4).
5. Notice the **Bibliographic** section. If a Local Save File was previously created and appears in this section, click on **OK**. If another file is to be used, find and replace the file shown or create a new file. To create a new file click on the **Local File Manager** button. Instructions for creating a new Local File are in **Appendix E**.
6. Click **Yes**, when asked to delete the original import file. This may not appear until importing another file of Repository records.
7. Click on **File—Log Off** on the toolbar.

### Example 4



8. Click on **Cataloging—Search—Local Save File** (Example 5).
9. Select the file into which the records were imported.
10. Click **OK**.

### Example 5



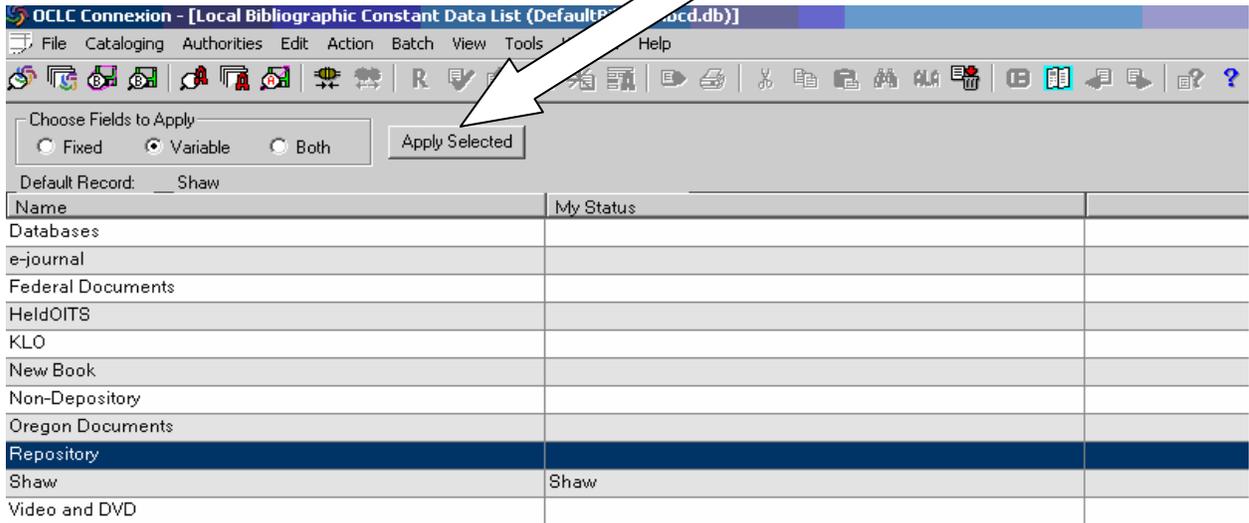
At this point highlight all the records, apply the correct **Constant Data**, **Update Holdings**, and **Export**. [Before these steps can be done the **Constant Data** must be created. This only needs to be done once (see **Appendix A**).

The following steps are a continuation from number (10.) assuming the Constant Data has previously been created.

11. Highlight all of the records.
12. Click on **Edit—Constant Data—Local—Apply from list—OK**.

13. Select the appropriate **Constant Data** file that needs to be applied by clicking **one time** on it (Example 6). Note: If one double clicks on the constant data file, it will show the details of the constant data. Close that inserted window.
14. Click **one time** on the **Apply Selected** button.
15. Click on the small **x** box to close the inserted window (not OCLC). The window with the highlighted records will display.

### Example 6



The screenshot shows the OCLC Connexion software interface. The title bar reads "OCLC Connexion - [Local Bibliographic Constant Data List (Default...).db]". The menu bar includes File, Cataloging, Authorities, Edit, Action, Batch, View, Tools, and Help. The toolbar contains various icons for file operations and data management. Below the toolbar, there is a section for "Choose Fields to Apply" with radio buttons for "Fixed", "Variable", and "Both", and an "Apply Selected" button. Below this, it says "Default Record: \_ Shaw". The main area is a table with the following data:

Name	My Status
Databases	
e-journal	
Federal Documents	
HeldOITS	
KLO	
New Book	
Non-Depository	
Oregon Documents	
<b>Repository</b>	
Shaw	Shaw
Video and DVD	

16. With the records still highlighted click **Action—Update Holdings**.

17. Click the **Action—Export** (Example 7).

### Example 7

The screenshot shows the OCLC Connexion interface with the 'Action' menu open. The menu items are as follows:

- Update Holdings (F8)
- Produce and Update Holdings (Shift+F7)
- Alternate Produce and Update...
- Delete Holdings (Shift+F8)
- Add to Authority File (Ctrl+Alt+A)
- Report Error...
- Submit for Review...
- Recall Submitted Record
- Lock Master Record (Alt+F8)
- Release Record Lock (Alt+F9)
- Replace Record (Alt+F10)
- Replace and Update Holdings (Alt+F11)
- Lock Linked Authority Record
- Save Record to Online File (Ctrl+Alt+V)
- Save Record to Local File (F4)
- Delete Record (Ctrl+Alt+F)
- Copy Record...
- Move Record...
- Export (F5)**
- Set Status... (Alt+Shift+S)

The background table shows a list of records with columns: Save #, Contributor..., Title, Control #, Date, and Call Number. Record 11 is highlighted in blue.

Save #	Contributor...	Title	Control #	Date	Call Number
11		Oregon entry policy for	20157	2006	OR-DOC
12		Bridge safety action pl	20298	2006	OR-DOC
13		Frequently asked que	20314	2005	OR-DOC
14		Yamhill Agricultural W	80184	2003	OR-DOC
15		Dromedary truck-tract	11958	2004	OR-DOC
16		Truck size and length	13383	2004	OR-DOC
17		Truck weight limits :	88974	2004	OR-DOC
18	Oregon. C...	Office procedures and	84799	2006	OR-DOC
19		Biodiesel and E85 fue	87408	2006	OR-DOC
20		Walla Walla Agricultu	79942	2002	OR-DOC
21		Lower Willamette Agr	79348	2003	OR-DOC
22		Middle Willamette Agr	79443	2004	OR-DOC
23		Southern Willamette Y	79737	2004	OR-DOC
24		Upper Willamette and	79568	2003	OR-DOC
25		Willow Creek Agricult	79852	2003	OR-DOC
26		Local health departm	67450	2006	OR-DOC
27		South Santiam Agricu	78171	2002	OR-DOC
28		I-5 : N. Santiam-Kuebl	76825	2006	OR-DOC
29		Wallowa Agricultural V	77673	2001	OR-DOC
30		Clackamas Subbasin	36106	2005	OR-DOC
31		Powder/Brownlee Agr	56352	2003	OR-DOC
32		Oregon trusted carrier partners	59557	2006	OR-DOC
33		Guide for dislocated workers in Oregon :	69934634	2005	OR-DOC

The records are now ready to be exported into Millennium (III).

18. Click on **Batch—process Batch** (Example 8).
19. Click on the file used to import the records.
20. Click the **Online Record Actions** and **Exports** boxes.
21. Click **OK**.

### Example 8

The screenshot shows the OCLC Connexion interface. A table of records is visible in the background. The 'Process Batch' dialog box is open, showing the following details:

- Local Files:** A list of files with checkboxes. The file 'Repository Library.bib.db' is selected (checked).
- Process:** A section with several options:
  - Online Searches
  - Online Record Actions
  - Check date in Replaced
  - Exports
  - Label Printing
  - Retain file selection
- Bibliographic Processing Order:** A dropdown menu set to 'Date/Time Added'.
- Authority Processing Order:** A dropdown menu set to 'OCLC ARN'.
- Buttons: Search Options..., OK, Cancel, Help.

As the titles are exported there is a button that reads **Cancel** then immediately changes to **Close**. Click on the **Close** button as it pops up. **Do not click on it before it reads “Close” or the record will not be exported.** Click on the **Close** button for as many records that are exported. Two Batch Process Reports will automatically display in a new window. To close these windows, click on the small **x** in the inserted window. These reports will show how many records were exported and how many holdings were updated.

**DONE!!**

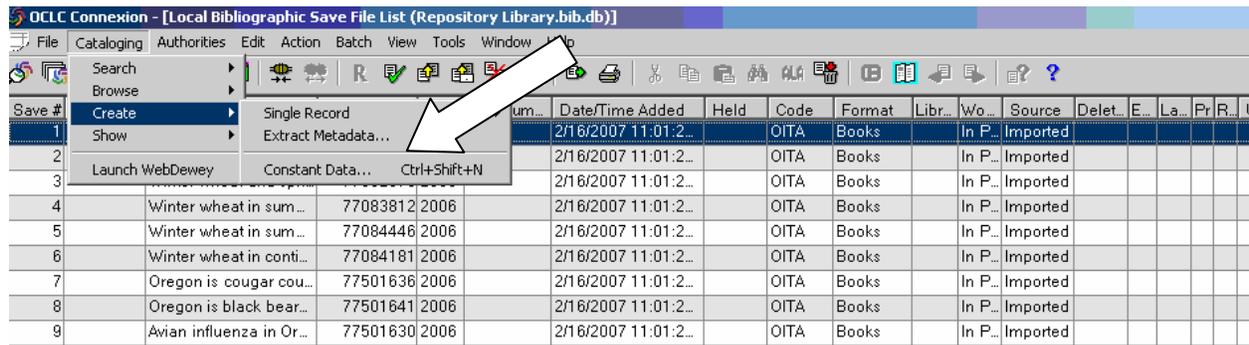
## Appendix A.

### Creating a Constant Data in OCLC Connexion

A. Multiple Constant Data files may be created to apply to records such as a repository constant data, a non-depository constant data, and so forth. Below are the steps for creating the OIT “Repository” constant data using OIT’s local codes (i-type, location, etc.).

1. Click on **Cataloging—Create—Constant Data** (Example 9).
2. Select **Book** under Workform Type.
3. Click on **OK**.

#### Example 9



4. Create 3 new MARC tags by typing over the first 3 fields (Example 10).  
**Note:** The 1 in the 949 1 is in the second indicator position.  
**049** OITS (OIT's local holding code for Or-Docs)  
**949** \*recs=b;b3-; (bib overlay and unsuppression)  
**949 1** #l mloon; #s e; #t 23; #r O; #a Internet (creates an item)
5. Delete the rest of the MARC tags. To delete a field click on the tag and hold down **ALT + delete**.

### Example 10

OCLC Connexion - [Bibliographic Constant Data Workform: Books]

File Cataloging Authorities Edit Action Batch View Tools Window Help

Text Strings 1..10 User Tools

Books Rec stat n Entered 20070416

Type	a	ELvl	I	Ssrc	d	Audn		Ctrl		Lang	III
BLvl	m	Form		Conf	0	Biog		MRec		Ctry	III
Desc	I	Cont		GPub		LitF	0	Indx	0	Dates	IIII
		Ills		Fest	0	DtSt	I				

049 OITS

949 \*recs=b;b3-;

949 1 #l mloon; #s e; #t 23; #r O; #a Internet

050 #b

111 I

245 #h #b #c

246 I I

250

260 #b #c

300 #b #c

411 I I #v

511

611 I I

611 I I

711 I

711 I

Delete Holdings- Export- Label- Submit- Replace- Report Error- Update Holdings-

6. Click on the **x** box to close the inserted window (not OCLC) and click **Yes**.
7. Name the constant data and leave the status blank. Click **OK**.
8. **Done!** Now, apply the constant data created to the e-only Repository records (Complete instructions for applying a constant data can be found on page 6, number 11).

**See Appendix C for 949 Code Translations for OIT.**

## **Appendix B.** **Complete list of 949 1 Subfield Codes**

### 949 1 Subfield Codes

‡a, ‡b	Item level call no.
‡c	Free text volume/part info.
‡d, ‡e	Repeatable volume/part info.
‡g	Copy number
‡i	Barcode
‡k	Call number post-stamp
‡l	Location
‡n	Note
‡p	Price
‡q	icode1
‡r	icode2
‡s	status
‡t	item type
‡u	Item message
‡z	MARC tag for call no.

Cataloging Department University Libraries @ the University of Akron  
<http://www3.uakron.edu/ul/depts/cataloging/marc949.html>

## Appendix C.

### 949 Code Translations for OIT:

#### Tag: 949 = bib record

949 \*recs=b;b3-;

First Indicator: Blank

Second Indicator: Blank

Fields are separated by a semicolon. **The field must begin with an asterisk and end with a semicolon.**

\*recs = b (overlays existing bib if one exists in III)

b3 = - (unsuppresses the bib record)

#### Tag: 949 1 item record

(1 is in the second indicator position)

949 1 ‡l mloon; ‡s e; ‡t 23; ‡r O; ‡a Internet

First Indicator: Blank

Second Indicator: 1

‡ = Use a **CTRL d** to type a delimiter.

Subfield l = local institutions' location code

Subfield s = status

Subfield t = i-type

Subfield r = icode2

Subfield a = call no.

mloon = OIT location code

e = Avail Online

23 = Non-Circulating

O = OR State Document

Internet = Call no.

A complete list of 949 1 subfield codes can be found in **Appendix B.**

More examples of creating Item records using the 949 1 tag for different collections can be found in **Appendix D.**

## Appendix D. **Constant Data Examples and Information**

- After applying a constant data that requires a price and/or a barcode one must open each bib record and insert the information after the appropriate subfield code. (949 1#l slstk; #p \$50.00 ;#s o; #t 0; #r -;#i 3 5114 00160 206 7)
- When adding a #i (barcode) to the constant data string one must add numbers such as 123 after the #i, to prevent the #i from disappearing after the application of the constant data. For example: delete the 123 before scanning the barcode.
- If it is desired to create more than one item record for a single bib record, each item to be added to a single record is created using a separate 949 1 tag. If there is a single item, add one 949 1. If there are ten items, add ten 949 1 tags (see example of multiple copies of Shaw Library Books Purchased).

### **Multiple copies of Shaw Library Books Purchased**

```
049 OITF
949 *recs=b;b3=-;
949 1 #l slstk; #p ;#s o; #t 0; #r -;#i 123
949 1 #l slstk; #p ;#s o; #t 0; #r -;#g 2;#i 123
```

*(insert price & scan barcode after applied)*

### **Multiple volumes of Shaw Library Books Purchased**

```
049 OITF
949 *recs=b;b3=-;
949 1 #l slstk; #p ;#s o; #t 0; #r -;#d v.1;#i 123
949 1 #l slstk; #p ;#s o; #t 0; #r -;#d v.2;#i 123
949 1 #l slstk; #p ;#s o; #t 0; #r -;#d v.3;#i 123
```

*(insert price & scan barcode after applied)*

### **Oregon Non-Depository (electronic only)**

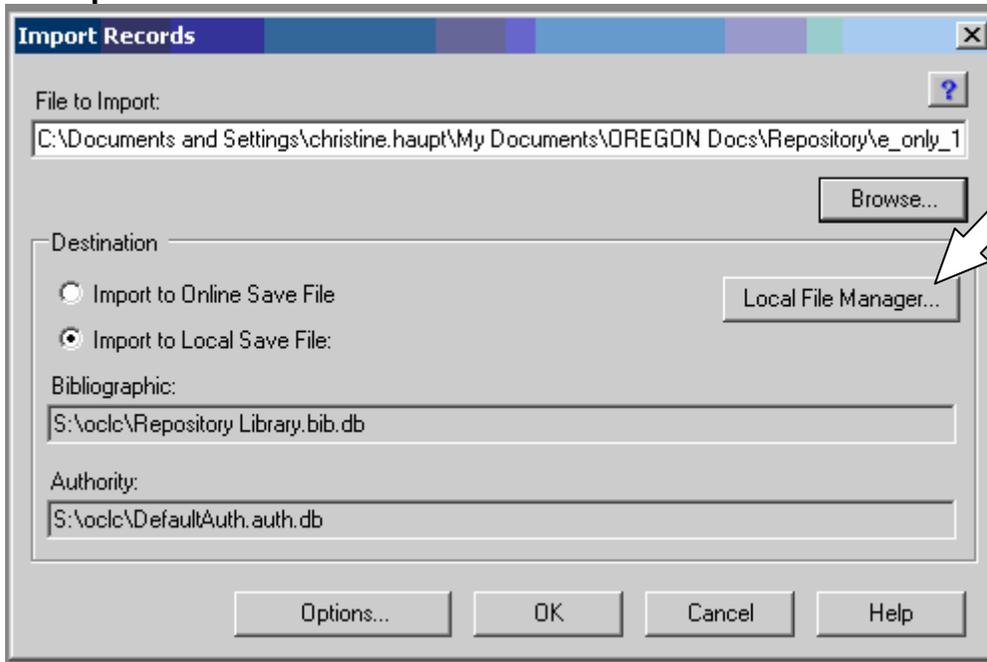
```
049 OITS
949 *recs=b;b3=-;
949 1 #l mloon; #s e; #t 23; #r x; #a Internet
```

## Appendix E.

### Creating a New Local File While Importing Records.

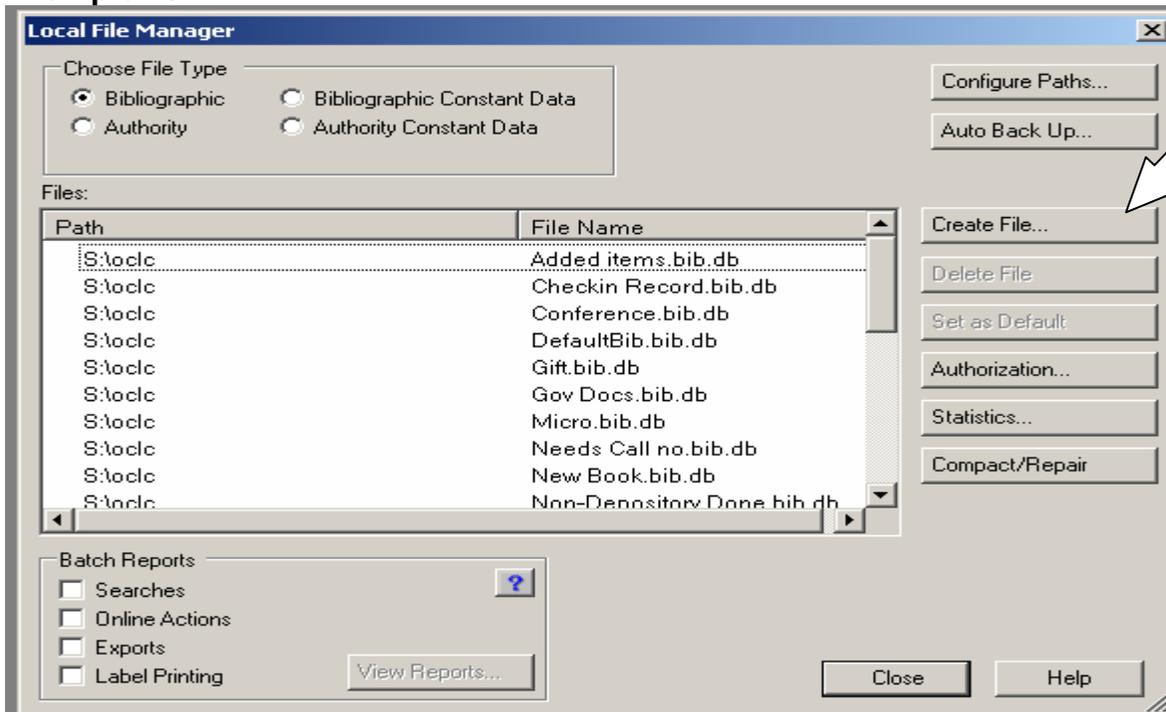
1. Click on the **Local File Manager** button (Example 12).

#### Example 12



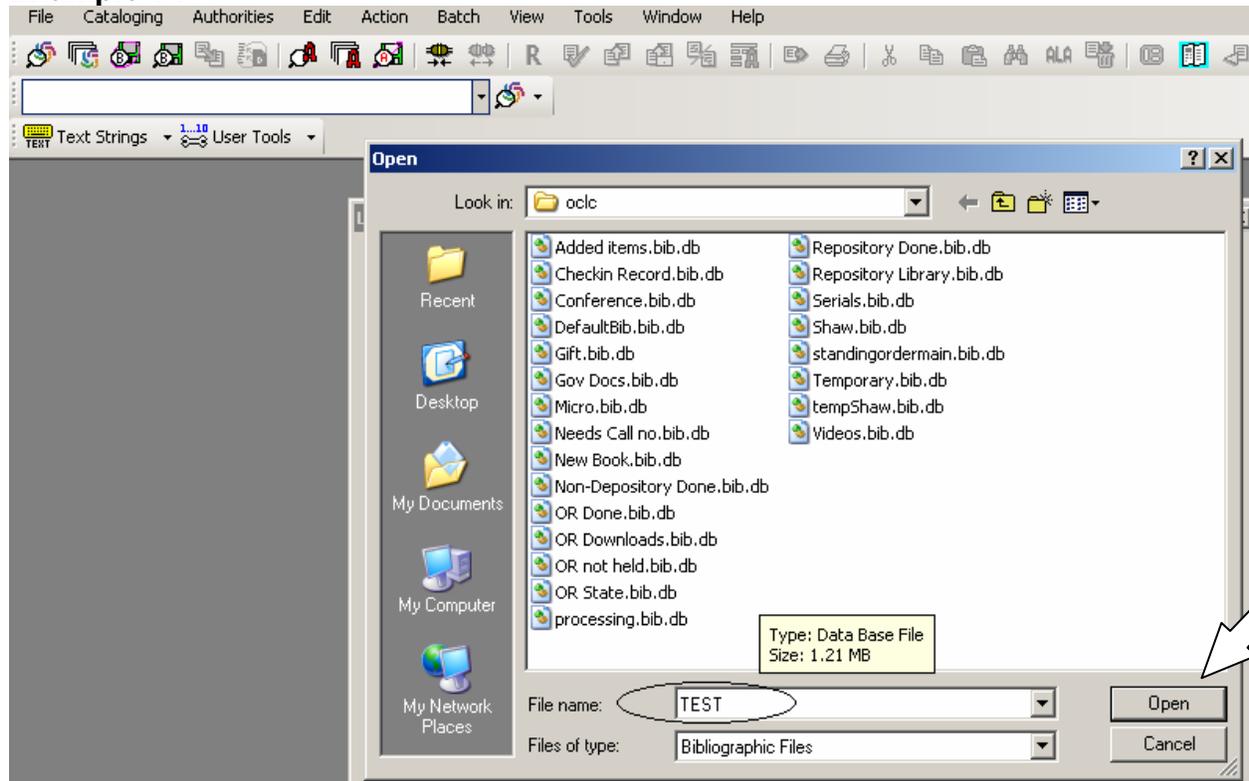
2. Click on the **Create File** button (Example 13)

#### Example 13



3. Name the file and click **Open** (Example 14).

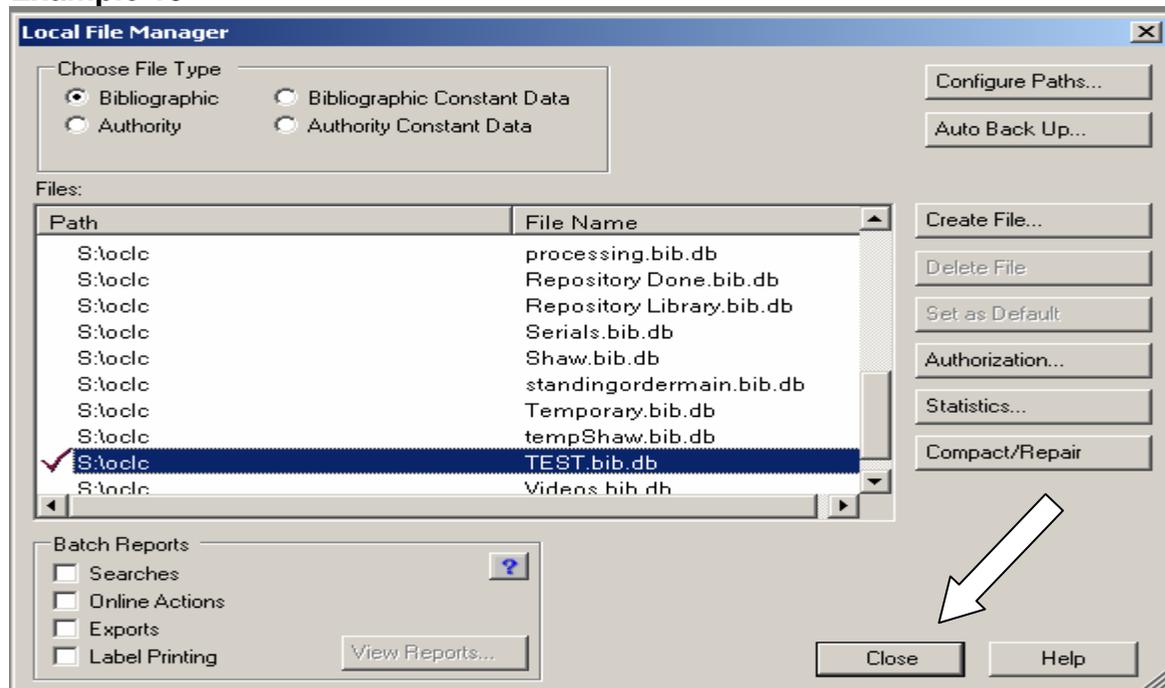
### Example 14



4. Select the File created by double clicking on it (Example 15 & 16).

5. Click on the **Close** button.

### Example 15



6. Continue importing the records (page 5, number 5).

### Example 16

