# CATA Learner’s Guide

## Creating & Editing Bibliographic and Authority Records

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1. Introduction

This documentation provides an introduction to the Records Tab in the Cataloging Module. Bibliographic and authority records are created, edited, and deleted in Aleph’s Cataloging Module. The topics covered in this documentation include:

1. Connecting to different libraries in Aleph
2. Layout of the records tab
3. Creating bibliographic records
4. Editing existing bibliographic records
5. Adding, deleting, copying and pasting fields and subfields
6. Adding diacritics and special characters
7. Creating and editing authority records

2. The Aleph Library Structure

Two important terms to understand while working in the Aleph environment are "library" and "sublibrary."

Click on the world ALEPH in the top menu, and choose Connect to from the menu. Notice the following list of files:

<table>
<thead>
<tr>
<th>Menu Options: ALEPH &gt; Connect to</th>
</tr>
</thead>
<tbody>
<tr>
<td>HVD01 - Bibliographic</td>
</tr>
<tr>
<td>HVD02 - Resource File (Nat')</td>
</tr>
<tr>
<td>HVD03 - Resource File (other)</td>
</tr>
<tr>
<td>HVD05 - Anthro Lit</td>
</tr>
<tr>
<td>HVD10 - Authority LC</td>
</tr>
<tr>
<td>HVD12 - Authority MeSH</td>
</tr>
<tr>
<td>HVD30 - Course Reserves</td>
</tr>
<tr>
<td>HVD50 - Admin</td>
</tr>
<tr>
<td>HVD60 - Holdings</td>
</tr>
</tbody>
</table>

This list can also be accessed by right-clicking on the Library Icon located at the bottom right-hand side of the screen:

These are Libraries. Since this is an integrated library system, these libraries, while distinct, work together. Aleph identifies library by a code that starts with ‘HVD’ for Harvard followed by two numbers. The name of the library appears to the right of the library code.

The library name always displays at the top of the screen on the Title Bar:

<table>
<thead>
<tr>
<th>Title Bar: Library Information</th>
</tr>
</thead>
</table>

Aleph automatically connects to the appropriate library at startup – for example, HVD50 in the Acquisitions/Serials module, and HVD01 in the Cataloging module. Sometimes users need to connect to a library other than the default library – for example, to search for an Authority Record in HVD10.
### 2.1 The HVD Libraries

The table below explains the various libraries used in the ALEPH system:

<table>
<thead>
<tr>
<th>Database:</th>
<th>Library Contents:</th>
</tr>
</thead>
<tbody>
<tr>
<td>HVD01: Bibliographic</td>
<td>Bibliographic record information. Records are loaded into HVD01 from various sources, such as Yankee Book Peddler, OCLC, and e-book vendors. More information on data loads into HVD01 is available at: <a href="http://hul.harvard.edu/ois/systems/aleph/dataloads.pl">http://hul.harvard.edu/ois/systems/aleph/dataloads.pl</a>. Aleph automatically connects to HVD01 in the Cataloging module.</td>
</tr>
<tr>
<td>HVD02: Resources (Nat'l)</td>
<td>Library of Congress Cataloging-in-Publication Data. Records are loaded weekly. For more information, see the Aleph data loads web page at: <a href="http://hul.harvard.edu/ois/systems/aleph/dataloads.pl">http://hul.harvard.edu/ois/systems/aleph/dataloads.pl</a>.</td>
</tr>
<tr>
<td>HVD03: Resource (Other)</td>
<td>Vendor data and special data loads. Some vendor records include Harvard invoice data. For more information, see the Aleph data loads web page at: <a href="http://hul.harvard.edu/ois/systems/aleph/dataloads.pl">http://hul.harvard.edu/ois/systems/aleph/dataloads.pl</a>.</td>
</tr>
<tr>
<td>HVD05: Anthro Lit</td>
<td>No longer in use. Formerly Anthropological Literature database.</td>
</tr>
<tr>
<td>HVD10: Authority LC</td>
<td>LC Authority Records (name, title and subject authority records). Authority records created in the Cataloging module are automatically saved in HVD10.</td>
</tr>
<tr>
<td>HVD12: Authority MeSH</td>
<td>Medical Subject headings. Connect to HVD12 to work with Medical Subject Headings records.</td>
</tr>
<tr>
<td>HVD30: Course Reserves</td>
<td>Course data and bibliographic data associated with print course reserves. Connect to HVD30 in order to create and edit records for course reserves.</td>
</tr>
<tr>
<td>HVD50: Admin</td>
<td>HVD50 contains Order Records, Item records, Subscription Records, patron records, bill/fine records, charge and discharge data, recall and hold data. When one of the above non-MARC records are created in Aleph, the system creates an ADM record linked to the appropriate bibliographic record in HVD01. Aleph automatically connects to HVD50 in the Acquisitions /Serials and Circulation Modules.</td>
</tr>
<tr>
<td>HVD60: Holdings</td>
<td>Holdings records contain library specific information such as location and call number. Holdings records created in the Cataloging Module are automatically saved in HVD60 and linked to the appropriate bibliographic record in HVD01 through the LKR field. To call up a holdings record by its system number connect to HVD60.</td>
</tr>
<tr>
<td>EXT01: [External database]</td>
<td>External databases that are searched using Z39.50 are given this designation.</td>
</tr>
</tbody>
</table>

### 2.2 Sublibraries in Aleph

Harvard library locations are represented by three letter codes called sublibrary codes. Widener, Fine Arts, and Countway Library of Medicine each have a three letter sublibrary code, e.g. WID is Widener, FAL is Fine Arts, and MED is Countway.
2.3 Selecting another Library

Connect to another library by selecting ALEPH>Connect from the top menu bar or right click on the Library icon located in the operations bar on the bottom right-hand side of the screen:

Select HVD60 from list of libraries

Choose ALEPH>Connect (or the Library icon) and HVD01 to return to the bibliographic library.

3. Layout of the Records Tab
Creating and Editing Bibliographic and Authority Records

- **Title Bar:** Name of Module, Library and Server Information
- **Menu Bar:** Main menu options
- **Record bar:** Input a system number in the Record Bar to open a bibliographic record in the Records Tab
  - **Record Information:** The system number, record format, title, and author information displays in the Record Bar

Notice the icons to the right of the Cataloging bar. These icons perform specific functions:

- **Open Template** icon: Opens a bibliographic template when connected to HVD01, a holdings template when connected to HVD60, or an authority template when connected to HVD10
- **Overview Tree** icon: Opens the Record Manager Pane in the Upper Pane. This view displays Acquisitions Data such as linkages to orders and subscriptions and circulation information such as loans
- **Split Editor Mode** icon: Splits the upper pane into two panes to display two records at once
- **Full Screen** icon: Enlarges the upper pane or lower pane to take up the full screen

Where the full screen works: This functionality works in the Cataloging Module in the show display (brief list and full + link display) in the search tab and in the upper and lower pane of the record tab. Note: it does NOT work in the items tab

- **Save on Server** icon: Click this icon to open a dialog box that saves a record to the server and checks the MARC tags and subfields against the tag tables
- **Check record** icon: Click this icon to check the accuracy of a record's tags and subfields without saving the record to the server
- **Activate Keyboard** icon: Click this icon to open a keyboard that adds diacritics and special characters to records
- **Push to Search** icon: Click this icon to push a record to the Search tab in the Cataloging Module
- **Push to Acquisitions** icon: Click this icon will push a record to the Order Tab in the Acquisitions Module
- **Close record** icon: Click this icon to close one record
- **Close all records** icon: Click this icon to close all of the records in the Navigation Pane

**Item bar:** Input a barcode number, BIB system number, or ADM system number to retrieve an item record in the Items Tab. The Items List will appear in the Upper Pane of the module. The item containing the barcode, BIB systems number or ADM number input into the Item bar will be highlighted on the list

  - **Record Information:** The system number, record format, title and author information displays in the Items Bar

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Notice the icon to the right of the Item bar:

- **Clear Item icon**: Click this icon to clear the items list
- **Push to Cataloging icon**: Click this icon to push a title from the Items Tab into the Records Tab

**Main Tabs**: Tabs that indicate a specific functional area within the module. The Cataloging module contains four tabs:

- **Record tab**: Create and editing bibliographic, holdings and authority records
- **Items tab**: Create and edit item records, bind items, and manage item labels
- **Administration tab**: Access your units print jobs set up by OIS
- **Search tab**: Search for bibliographic and authority records

**Operations Bar**: Click the icons to access Aleph modules, manage passwords, change printer options, and close all Aleph modules

- **Note**: Clicking these opens only opens Aleph modules. These icons do not push record information between Aleph modules

### 3.1 Window Panes on the Records Tab

Aleph displays various navigation and record information in panes. Notice up to 5 panes in the Records Tab: Upper (which can be split into two panes using Split Editor Mode), Lower, Record Manager and the Navigation Pane.

Use the following keyboard shortcuts to navigate between panes in the Records tab:

- `<Ctrl> + 1` Navigation Pane
- `<Ctrl> + 2` Upper Pane (Left hand side of pane if using Split Editor)
- `<Ctrl> + Shift + 2` Right hand side of Upper Pane if using Split Editor
- `<Ctrl> + 3` Lower Pane
- `<Ctrl> + 4` Record Manager Pane
- `<Ctrl> + 5` Cataloging Bar
- `<Ctrl> + 6` Items Bar
3.1.1 Upper Pane

**Upper Pane**: Displays a bibliographic, holdings or authority record

![Upper Pane Example]

3.1.2 Lower Pane

The lower pane has a 5-tabbed display:

![Lower Pane Example]

**Tabs on the lower pane:**

1. **Messages Tab**: Displays warnings and errors made on MARC fields, subfields and indicator values when using the Check Record function or trying to save a record to the server
2. **Tag Information Tab**: Provides information about a highlighted MARC tag on the screen
3. **Browser Tab**: Displays bibliographic or holdings record as it would appear to the public in HOLLIS, the public catalog

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4. **HOL Records Tab**: Lists the sublibraries that have a holdings record for the bibliographic record on the screen. Click the edit button to open a holdings record. Click create to create a new holdings record

*Note*: The ability to edit existing holdings records is limited to a user’s Aleph logon. Users are able to click edit to view other sublibraries’ holdings records but will not be able to edit those records.

5. **Objects Tab**: This tab is associated with the Aleph Digital Assets Module, or ADAM. Harvard has not implemented this module at this time. Staff will not be using this tab.

**Horizontal & Vertical Split Bars**: Adjust the size of the upper or lower pane by moving these bars.

*Note*: There is no keyboard equivalent for the horizontal & vertical bars. Use the mouse to adjust the size of upper and lower panes. Changes made to the size of each pane will remain persistent until manually changed

### 3.1.3 Record Manager Pane and Overview Tree

The Record Manager Pane is only found on the Records Tab of the Cataloging Module. This pane displays bibliographic, holdings and items information. Double-click on an Item’s barcode or holdings record sublibrary name in the Record Manager Pane to open the holdings record in the Records Tab or the Item in the Item List of the Item Tab.

*Note*: Aleph sets a display limit of 99, so all item records may not be viewable in this display

**Opening Holdings from the Record Manager**: Double click on a holdings record in the Record Manager Pane to open that record in the Upper Pane (or in the pane that is highlighted in Split Mode)

**Opening Items from the Record Manager**: Double click on an item record in the Record Manager Pane to open that item in the Items Tab

**Pyramid icon**: Notice the pyramid icon beneath HVD01. This icon represents the Aleph Digital Assets Module, or ADAM. ADAM is not in use at Harvard

**Overview Tree**: The Overview Tree expands the information seen in the Record Manager Pane by including bibliographic, holdings, items and orders, subscriptions, and loans, in the Upper Pane. Choose the Overview Tree by clicking on the icon in the Cataloging Bar

*Note*: Aleph sets a display limit of 99, so all records may not be viewable
3.1.4 Navigation Pane

The Navigation Pane contains the functions found on a particular tab:

- [R] Edit Records
  - HV001-1220262 (NEW142.NRC)
  - HV001-9895844 (NEW141.NRC)
  - HV001-7224100 (NEW140.NRC)
  - HV001-7653555 (NEW139.NRC)
  - HV001-7746054 (NEW138.NRC)

- [I] Import Records

- [T] Triggers

**Edit Records Root:** Lists all of the records brought up in the Records Tab. Asterisks next to any of the records in the display signify that a record was changed and has not been saved to the server.

**Import Records Root:** Uploads records from a local drive.

**Triggers Root:** A trigger is a message related to a particular Aleph record. Aleph users are encouraged to create triggers on bibliographic, holdings and authority records as a quick and easy way to report duplicate records, incorrect headings or other database problems.

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Triggers should only be used to report problems when a response from database maintenance staff is not needed. Questions or problems that do require a response from database maintenance staff should still be sent via the Aleph Support Center.

Instructions for using triggers and guidelines for entering information in the message can be found in this document on the Aleph Documentation Center website: Using Triggers to Report Database Problems.

4. Creating a record in the Records Tab

There are five ways to create a bibliographic record:

- from a template
- from scratch
- by copying/pasting a record in Aleph onto a template
- by duplicating a record from another database
- by importing records from a bibliographic utility [either directly or via Z39.50 from within the Aleph client]

Documentation Resources:

- Using Encoding Level (Leader Byte 17)
- How to enter an LC control number
- Copy record and Duplicate record functions in Aleph

All documents can be found in the Cataloging section of the Aleph documentation website: 
http://hul.harvard.edu/ois/support/docs-aleph-cat.html

4.1 Aleph Bibliographic Record Structure

Aleph supports the MARC21 bibliographic formats as well as authority and holdings formats. The table below shows the bibliographic templates available in Aleph.

<table>
<thead>
<tr>
<th>Format</th>
<th>Code</th>
<th>Aleph System No.</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book</td>
<td>BK</td>
<td>1599870</td>
<td></td>
</tr>
<tr>
<td>Computer File</td>
<td>CF</td>
<td>7689769</td>
<td></td>
</tr>
<tr>
<td>Manuscript</td>
<td>MX</td>
<td>1388695</td>
<td></td>
</tr>
<tr>
<td>Map</td>
<td>MP</td>
<td>1536868</td>
<td></td>
</tr>
<tr>
<td>Music (sound recordings, musical or other, and scores)</td>
<td>MU</td>
<td>1943264</td>
<td></td>
</tr>
<tr>
<td>Serial</td>
<td>SE</td>
<td>135848</td>
<td></td>
</tr>
<tr>
<td>Visual Material</td>
<td>VM</td>
<td>1314824</td>
<td></td>
</tr>
</tbody>
</table>

4.1.1 Fixed Field Elements

In Aleph fixed fields display 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

**001:** Contains the control number assigned by Aleph, as well as a check-digit used for targeting records from bibliographic utilities

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

**006:** Contains fixed-length data elements-additional material characteristics which are 18 character positions (00-17) long. These characters provide coded information about special aspects of the item
being cataloged. Data entered in these fields cannot be coded in field 008 (Fixed-Length Data Elements). It 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: Contains the physical description fixed field which is made up of information about the physical characteristics in a coded form

008: Contains fixed length data elements which includes 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.

4.1.2 MARC21 Variable Field Structure

The data in a MARC21 bibliographic record is organized into fields. Each field is made up of a three-character tag. Variable fields are grouped into blocks according to the first character of the tag, which identifies the function of the data within a record. The remainder of the tag identifies the type of information in the fields.

Bibliographic format blocks:

| 0XX = Control information, numbers and codes | 5XX = Notes |
| 1XX = Main entry | 6XX = Subject access fields |
| 2XX = Titles and title paragraph (title, edition, imprint) | 7XX = Added entries other than subject or series; linking fields |
| 3XX = Physical description, etc. | 8XX = Series added entries, etc. |
| 4XX = Series statements | 9XX = Reserved for local implementation |

In heading blocks (1xx, 4xx, 6xx, 7xx, 8xx), certain parallels of content designation are preserved. The following meanings are generally given to the final two characters of the tag:

| X00 = Personal names | X40 = Bibliographic titles |
| X10 = Corporate names | X50 = Topical terms |
| X11 = Meeting names | X51 = Geographic names |
| X30 = Uniform titles |

4.1.3 Harvard-Defined Fields in Bibliographic Records

Some bibliographic and holdings records contain fields that begin with an H + a number. These are Harvard-defined fields that contain data converted from the previous ILS. For a list of Harvard-defined fields, indicators, and subfields, see the document Local Harvard Fields in Aleph, available at the Aleph documentation site: http://hul.harvard.edu/ois/systems/aleph/docs/harvard-defined-fields.pdf

4.1.4 Chinese, Japanese or Korean Vernacular Scripts in records

Catalogers working with bibliographic records containing Chinese, Japanese, or Korean (CJK) vernacular scripts must follow special rules. For more information see the document entitled Records with CJK vernacular scripts in HVD01 located at the Aleph documentation site: http://hul.harvard.edu/ois/systems/aleph/docs/Records_with_CJK_vernacular_scripts_in_HVD01.pdf
4.2 Forms, Messages and Tag Information

4.2.1 Forms

Forms exist for the Leader (LDR), 006, 007, and 008 fields. Aleph uses labeled forms to facilitate editing these fields. When cataloging a record from scratch or from a template, the LDR and 008 forms open automatically. Forms can also be opened manually to edit data in an existing record:

1. To open forms manually, highlight the field that needs editing, then, from the Edit drop down menu choose **Open Form**, or press the **Ctrl +F** keys:

   ![Example of a form (008 field)]

   2. Edit the field
   3. Click on **OK** or **Cancel** to return to the bibliographic record

4.2.2 Messages Tag

Error messages are displayed in Tab 1 Messages in the lower pane. The system will bring up a dialog box indicating that there are warnings if an error was made:

![Warning message on forms]

Click yes to close the form with errors. Click no to keep the form open and correct the errors. Click on tab 1 to view the error message(s).
Messages Tab

4.2.3 Tag Information

The Tag Information Tab is available as a guide to the use of valid indicator and subfield codes. To get help on a field highlight the MARC field in question, and select tab 2. Tag Information.
4.3 Creating Bibliographic Records—From a Template

Templates have been placed on the server by OIS and are available to all staff. These templates can only be altered by OIS. Catalogers can create personal templates and save them to the local drive. Creating templates will be discussed in CATB class.

Add a new record via a template:

1. Click on the Open Template icon, located on the far left-hand corner of the catalog toolbar. Notice templates available for the seven bibliographic formats:

```
<table>
<thead>
<tr>
<th>File Name</th>
<th>Tag</th>
<th>Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>book.mrc (HVD01)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>computer_file.mrc</td>
<td></td>
<td></td>
</tr>
<tr>
<td>map.mrc</td>
<td></td>
<td></td>
</tr>
<tr>
<td>mixed.mrc (HVD01)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>music.mrc (HVD01)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>serial.mrc (HVD01)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>visual_material.mrc</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEVHOL.MRC (Local)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LAWHOL.MRC (Local)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

List of Bibliographic Templates in HVD01

2. Highlight the template choice and click Open

3. A record appears on the screen with a LDR and 008 field and any other empty tagged fields that are part of the template.

```
LDR  ~~~~~~nam^a22~5a~4500
008  ~~~~~~|????|^a^a|************|********|d
020  $a
1    $a
245  $a
250  $a
260  $a
300  $a
490  0  $a
7    $a
```

Book Template

4. Fill in and/or add appropriate fields, indicators and subfields

5. Fields that will not be used on the template do not need to be deleted. Empty fields will disappear in the template when the Enter key is pressed. **WARNING:** Do not press the enter key until all of the necessary empty fields are filled out.

6. Save changes to the server.
4.4 **Creating new bibliographic records—from scratch**

When a new record is created “from scratch” the forms for editing the LDR and 008 fields open automatically. The Leader and 008 are where fixed field information is stored. In Aleph, the LDR and 008 fields display as character strings, with each position representing a defined value. It is not possible to edit these strings directly from the bibliographic record. Aleph requires the use of forms in the inputting of fixed field codes to prevent the miscounting of string positions.

Create a new record from scratch:

1. From the Cataloging drop down menu, click on New Record. A list of record formats will display on the screen:

![Record Formats List](image)

2. Select the appropriate **record format** and click **OK**. The form for the Leader opens:

![LDR Form](image)

3. Fill in values and click OK to close the form.

4. The form for the 008 will open:

![008 Form for New Record](image)
5. Fill in values and click **OK** to close the form. The record will open and is now ready for fields to be added to the new bibliographic record:

![New Bibliographic Record](image)

**4.5 Creating new bibliographic records—using copy/paste**

An entire record can be copied and pasted into a new record, or template. Copy and Paste copies everything from the original record but does not paste local fields (e.g. HO# fields) into the new record.

Before using the Copy/Paste or Duplicate functions to add new bibliographic records to the database, please consult the document *Copy record and Duplicate record* located on the Aleph documentation site: [http://hul.harvard.edu/ois/systems/aleph/docs/copy-duplicate-bibs.pdf](http://hul.harvard.edu/ois/systems/aleph/docs/copy-duplicate-bibs.pdf)

**DO NOT** use this method to paste over an existing record in HVD01 because local fields in the original record cannot be deleted or edited subsequently.

Copy and Paste can be used to overlay a provisional record with a fully cataloged record from one of the resource files (HVD02 or HVD03). In these cases, keep the original HO fields present in the preliminary record.

To use the Copy/Paste Function:

1. Search for a bibliographic record
2. From the Edit text menu, choose Copy, then Copy record
3. Click on the Open template icon and choose a template
4. Click OK, or hit enter
5. With the template as the active window, go to the Edit menu--Paste --Paste record or hit the Alt + D keys. The system will not paste local fields:

   "Tag will not be pasted" Message

![ALEPH Catalog](image)
6. Make any necessary edits (e.g. deleting unnecessary fields, etc.) and update the LDR and 008 fields.

7. Click on the Save to server icon.

4.6 **Duplicate a record from another database**

The duplicate record function is used to bring over a copy of a record from one of the Resource Files (HVD02 or HVD03) into a Harvard database.

Duplicating a record from a resource file does not remove the record from the resource file it copies it into the HVD01 library.

**Note:** this is not the way to overlay an existing record. This feature should be used only to bring records into HVD01 which are new to the database.

1. Go to the **Search Tab** by clicking on the Search Tab Icon.
2. Select the **Find** or **Browse** Search from the Navigation Pane.
3. Select HVD02 or HVD03 from the **Base List**.
4. Select **Show** from the Browse List or from the List of Sets.
5. Move the record into the **Records Tab** by selecting the **Catalog** button. When the record is opened in cataloging, it will under Edit Records with the prefix HVD02 or HVD03 (depending on what database was searched). The record will also appear grayed out in the Upper Pane:

   ![Record prefix is HVD02](image)

   ![Record will be grayed out on screen until duplicated into HVD01](image)

   ![HVD02 Record moved into Records Tab](image)

**NOTE:** Records cannot be edited from the resource file. They must be copied into the HVD01 database.

6. From the **Cataloging** Menu, choose **Duplicate record** or hit the **Ctrl + N** keys. A pop-up window will appear on the screen:

   ![Duplicate Record Dialog Box](image)

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7. From the Select library pop-up box, highlight the correct library
8. Click OK. The record has now been “imported”, or copied, from the resource file to the bibliographic file (HVD02 or HVD03 to HVD01)
9. The record will not be on the server until it is “saved to the server” and receives a system number.

### 4.7 Exporting/Targeting Records from a Bibliographic Utility

Exporting records from OCLC directly into the Aleph server happens in real time. Records will be available to staff for editing in Aleph and to the public for viewing as soon as they have been indexed.

It is possible to export records directly from OCLC Connexion and to search OCLC directly from your Aleph client using the Z39.50 databases. The Aleph client must be configured in order to perform Z39.50 searching.

More information about working with the records from the utilities can be found in these documents:

- **Bibliographic records: resolving duplicates in Aleph**
- **How to import a Bibliographic Record from OCLC**
- **How to report OCLC Export failure to OIS**
- **How to use 049 subfield $o in OCLC records**
- **Standing Search**
- **Targeting an Aleph Bibliographic Record from OCLC**
- **XPR (send record to utility flag)**

All documents are available at the Aleph documentation web site:
http://hul.harvard.edu/ois/support/docs-aleph-cat.html#importing

Please note that languages containing certain vernacular scripts cannot be exported into Aleph at this time.

### 4.7.1 Do NOT Claim Records on OCLC

Do not update or produce (“claim”) records in order to set holdings on OCLC. Holdings will be set via a “send record to utility” flag, at point of cataloging in Aleph Holdings records. The claiming function will be discussed in the CATB class and can be reviewed in the document “XPR – Send Record to Utility Flag.”

**NOTE:** The process for updating holdings by adding the XPR field is being phased out. The process for setting holdings is changing so that holdings are set, deleted and updated automatically, and that documentation for the process will be published soon. Watch HULINFO for details.

### 4.7.2 Things to Watch for Regarding Importing from OCLC

1. Import from OCLC works only if Aleph is up and running
2. The newly imported record does not automatically appear on the screen. Search for it in HVD01.
3. There is a time-lapse between the receipt of the newly imported record and the complete indexing of the record in Aleph. Please be patient.
4. The fastest way to find a record after it is exported from OCLC:
   - a. Call up the Browse Search
   - b. Select the Numbers-Aleph System Number search
   - c. Type 999999999999
   - d. Hit enter

This will display the end of the file, where the exported title is likely to be.
4.7.3 How to Export a Record from OCLC

1. In OCLC Connexion, with the record on your screen, hit the F5 key.
2. A dialog box will pop up on the screen. When it appears, it will contain the status message, “Waiting for local system response…” This is a message from OCLC indicating that it has initiated the export and is waiting for Aleph to confirm receipt.
3. When the message in the dialogue box changes to “Export processing completed” the export to Aleph is successful.
4. Close this dialogue box and clear your screen before initiating another search (to avoid a second inadvertent export of the same record.)
5. Delete the 049 field from the exported record. The record may not be saved to the server until it is deleted.

4.7.4 Targeting an Authority or Bibliographic Record from OCLC

The targeting function in Aleph currently is a direct and complete overlay of the targeted record.

- Targeted overlays cannot be undone so be careful!
- Only the 001 field, the STA field, and the Harvard-defined H fields in the existing (targeted) Aleph bibliographic record are protected.

**Rules Regarding Targeting**

1. Only target a record in the same format!
2. Pay attention to encoding levels when targeting. Note that the encoding level matters. Users can only overlay a record if the Aleph encoding record is lower than the OCLC record.
3. Print out the Aleph record that is being targeted before overlaying!

Before targeting records, please refer to document *Targeting an Aleph Bibliographic Record from OCLC*.

1. In OCLC Connexion, bring up your record on the screen
2. Add a 035 field to the utility record.
3. Copy Subfield (CTRL+S) in Aleph to copy subfield a of the 001 field
4. Use Paste to paste the 035 field of the utility record to ensure accuracy during targeting.

**Warning:** If the 035 field is not added in the correct format, the target will fail and the utility record will be added as a new, separate record in HVD01.

5. Use the correct form:
6. 035__a(hol) [Form of Aleph system number that appears in 001 field, including the check digit]
7. Dialog boxes for new and imported records will appear for this procedure
8. Close the dialogue box and clear your screen.
4.7.5 Adding OCLC Records Using Z39.50 Searching

See the following documents concerning Z39.50 searching in Aleph:

- *How to Search for Records Using the Z39.50 Gateway in Aleph*
- *CCL Index Codes Common to HVD01, HVD02, HVD03 and Z39.50 Targets*

These documents can be found at the Aleph Documentation Center, Searching section, http://hul.harvard.edu/ois/systems/aleph/doc-srch.html#z39_50.

Local configuration is required on each workstation to use Z39.50 searching. Each library unit will be charged separately for Z39.50 searches in Aleph.

Once the Aleph client is configured for searching the Z39.50 gateway staff can locate records in OCLC from inside the Aleph client using the MultiBase CCL Search on the Find Node in the Search Tab.

Steps:

1. From the **Search Tab**, select **Find**.
2. Go to **Tab 2. Multi-base CCL Search**
3. Select the databases to search. All z39.50 targets will begin with EXT01 or EXT02. It is possible to search multiple databases at the same time (e.g. HVD01, HVD02, HVD03, EXT01 OCLC, EXT01) using the Multi-Base CCL Search.
4. Enter a CCL Query (list of codes available for each z39.50 target is available as a separate document). The No. of Records found in each database will be listed in the Results window.

**Note:** The Aleph Z39.50 client cannot parse word searches for phrases. Enter individual terms for each word. For example, enter “wtn=seven and wtn=seas” instead of “wtn=seven seas.”

5. To view the search results (as for OCLC in the example above), select the search set and then click on the **Show** button. The records will display in the Brief List.

**Adding z39.50 record as a new record in HVD01**

1. To add a new record to HVD01, select the record from the Brief List or Full + Link Display and click the Catalog button. This will move the record from Search to the Records Tab. A dialog box listing bibliographic formats will appear on your screen.

![Record Format Screen](Record_Format_Screen.png)

2. Select the correct record format in the dialog box and click **OK**. Note: The record has not yet been added to the HVD01 database—notice that Aleph identifies the record as EXT01 in the Edit Records Pane.

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Creating and Editing Bibliographic and Authority Records

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EXT01 Record

3. Click on Cataloging/Duplicate Record (or use Ctrl+N)

4. Select HVD01 and click OK

5. Update the record as necessary and save to the server

**Updating an existing Aleph record with data from z39.50 record**

1. Find the existing record in HVD01 and move it into the Records Tab in Cataloging
2. Search for the better record in EXT01 or EXT02 and move it into the Records Tab in Cataloging
3. With the EXTXX record open in the upper pane, click Edit Text menu (or type Alt+x) and select copy…copy record from the menu, or type Ctrl + D to copy the entire record.

4. Call up the HVD01 record by clicking on it from the Edit Records Pane. Note: use the split editor mode (Ctrl + B) to put the HVD01 side-by-side with the Z39.50 record.
5. Right-click on the HVD01 record and select Paste…Paste Record from the Exit Text menu, or type Alt + D to copy the Z39.50 record over the HVD01 record.

The Z39.50 record will paste completely over the HVD01 record. Note that any STA and Harvard-defined H fields in the HVD01 record will remain in the target record. Fields in the target record with subfield 5 are also protected.

6. Update the record as necessary and save to the server.
4.8 Managing Files on the Local Drive

Every time a record is opened in the Cataloging Module Aleph saves a “new” copy of it on the local drive. Aleph will do this even if the record is not updated. Every time a record is saved to the server, it is also saved on the local drive. Each record saved on the local drive is assigned a filename called NEW**** number, as its local file name. The local drive is the hard drive of the computer and is not connected to the Aleph server.

It is best to save a record back to the server when finished with it. If it is saved on the local drive and another user retrieves a copy of the record and then makes changes and saves it to the server, the locally saved version becomes ‘outdated’ and will no longer be accepted by the server when saved.

When new bibliographic records are created and are not ready for patrons to view, save them to the local drive until they are complete.

4.8.1 Accessing Records Stored on the Local Drive

- From Cataloging, click on Open record on local drive or hit the <Alt> + C, then D keys. The List of Documents in Directory…dialog box will open. Notice he list of new records that have been saved to the hard drive:

<table>
<thead>
<tr>
<th>File Name</th>
<th>Tag</th>
<th>Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW333.MRC</td>
<td>Library - HVD60</td>
<td></td>
</tr>
<tr>
<td>NEW332.MRC</td>
<td>System 00000000</td>
<td></td>
</tr>
<tr>
<td>NEW331.MRC</td>
<td>Number -</td>
<td></td>
</tr>
<tr>
<td>NEW330.MRC</td>
<td>Format HO</td>
<td></td>
</tr>
<tr>
<td>NEW329.MRC</td>
<td>Cataloger -</td>
<td></td>
</tr>
<tr>
<td>NEW328.MRC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NEW327.MRC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NEW326.MRC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NEW324.MRC</td>
<td>LDR</td>
<td></td>
</tr>
<tr>
<td>NEW323.MRC</td>
<td>008</td>
<td></td>
</tr>
<tr>
<td>NEW322.MRC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NEW319.MRC</td>
<td>852</td>
<td></td>
</tr>
</tbody>
</table>

List of New*** Documents Dialog Box

- Highlight one of the records on the left-hand side to preview it in the window on the right
- Select a record by highlighting it and clicking Open
- Duplicate a record by highlighting it and clicking Duplicate
- Delete a record from your hard drive by highlighting it and clicking Delete

4.8.2 Saving and Renaming Local Records

Over the course of the day, many records may be saved to the local drive. Aleph will automatically delete all locally-saved files named NEW****.MRC every 48 hours. They can also be manually deleted using the process described above. To prevent the system from deleting a record, rename it.

To save a record to the local drive, choose Save on Local Drive from the Cataloging menu.

To rename a record on the local drive:

1. Select a record from the local drive
2. From the Cataloging menu choose Rename on local drive. The Rename Record dialog box will appear on your screen.

3. Rename the file by inputting a name between 1 and 8 characters long. Renaming protects the record from being automatically deleted by the system and makes it easier to find again.

4.8.3 Deleting All New* Records at Once

1. From the Cataloging drop down menu choose Delete New* records
2. A dialog box will open; click yes to continue

5. Editing Bibliographic Records in the Records Tab

The Cataloging Bar displays the system number, the bibliographic format, and the title and author of the record (if applicable):

Bibliographic Record Display in the Upper Pane

Order of Records on the Records Tab Navigation Pane: Records are added to the Navigation Pane in the order they were opened or pushed into the Records Tab. When pushing several records from the search tab into the records tab, the last record selected will display in the Upper Pane and will appear on the top in the Navigation pane. The remaining records will be listed by system number under the Edit Root in the Navigation Pane.

Selecting and Viewing Records on the Edit Root: Click on one record in the Navigation Pane to see it in the Upper Pane.
Open Full Screen Mode: View the record in the Upper Pane in the Full Screen Mode by clicking on the Full Screen Icon.

Full Screen Mode – click icon one time

Full Screen Mode – click icon two times

- **Note:** Click the full screen icon a third time to return to the original display of records in their respective panes.
5.1 **Split Editor Mode**

**Split Editor Mode**: View two records at one time by clicking on the Split Editor Mode Icon:

![Split Editor Mode Icon](image1)

**View records in Split Editor Mode**: If there is a record in the Upper Pane, then choosing Split Editor will move that record into the left hand side of the Split Editor. Notice that this pane is in focus (there will be a red outline around the pane). The pane not in focus will be grayed out. Select another record under the Edit Root in the Navigation Pane to display that record in the right hand pane.

![Split Editor Mode, One Record](image2)

**Persistence and the Split Editor Mode**: The split editor mode will remain the active view even after Aleph is closed and opened again. Aleph will also remember the pane on the Split Editor that was last in focus.

2nd Record displays in right hand pane

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### 5.2 Common Cataloging Edit Commands

#### 5.2.1 Quick Reference Table for Editing Records

<table>
<thead>
<tr>
<th>Function</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Focus on Upper Pane</td>
<td>Click on Pane or press Ctrl + 2 keys</td>
</tr>
<tr>
<td>Changing Value in Fixed Fields</td>
<td>Edit Actions menu &gt; Open form or Ctrl + F keys</td>
</tr>
<tr>
<td>Change MARC Tag Values</td>
<td>Type over existing values</td>
</tr>
<tr>
<td>Changing Indicator Values</td>
<td>Type over existing values</td>
</tr>
<tr>
<td>Changing Subfield Values</td>
<td>Type over the subfields</td>
</tr>
<tr>
<td>Add New MARC Field by Selecting from a List</td>
<td>Edit Text menu &gt; New Field (choose from list) or F5 key</td>
</tr>
<tr>
<td>Add New MARC Field without using a List</td>
<td>Edit Text menu &gt; New field (user defined) or F6 key</td>
</tr>
<tr>
<td>Add New Subfield</td>
<td>Edit Text menu &gt; New subfields or F7 key</td>
</tr>
<tr>
<td>Adding multiple Subfields at once</td>
<td>Use the $$ symbol to separate subfields: e.g. 245 10 $$aFreedom from fear :$$bThe American people in Depression and war, 1920-1945 /$$cby David M. Kennedy.</td>
</tr>
<tr>
<td>Delete MARC Field</td>
<td>Edit Text menu &gt; Delete &gt; Delete Field or Ctrl + F5 keys</td>
</tr>
<tr>
<td>Delete Indicator Value</td>
<td>Space bar</td>
</tr>
<tr>
<td>Delete Subfield</td>
<td>Edit Text menu &gt; Delete &gt; Delete subfield or press Ctrl + F7 keys</td>
</tr>
<tr>
<td>Copy MARC Field</td>
<td>Edit Text menu &gt; Copy &gt; Copy field or press Ctrl + T keys</td>
</tr>
<tr>
<td>Paste MARC Field</td>
<td>Edit Text menu &gt; Paste &gt; Paste field or press Alt + T keys</td>
</tr>
<tr>
<td>Copy Subfield</td>
<td>Edit Text menu &gt; Copy &gt; Copy subfield or press Ctrl + S keys</td>
</tr>
<tr>
<td>Paste Subfield</td>
<td>Edit Text menu &gt; Paste &gt; Paste subfield or press Alt + S keys</td>
</tr>
<tr>
<td>Copy Record</td>
<td>Edit Text menu &gt; Copy &gt; Copy record or press Ctrl + D keys</td>
</tr>
<tr>
<td>Paste Record</td>
<td>Edit Text menu &gt; Paste &gt; Paste Record or press Alt + D keys</td>
</tr>
<tr>
<td>Add Diacritics or Special Characters</td>
<td>Click on Icon or press Ctrl + K keys</td>
</tr>
<tr>
<td>Add Diacritics or Special Characters</td>
<td>Press F11 key</td>
</tr>
<tr>
<td>Adding additional spaces between words</td>
<td>^ symbol (Shift + 6 keys)</td>
</tr>
<tr>
<td>Undo</td>
<td>Edit Text menu &gt; Undo or press Ctrl + Z keys</td>
</tr>
<tr>
<td>Redo</td>
<td>Edit Text menu &gt; Redo or press Ctrl + Y keys</td>
</tr>
<tr>
<td>Validate MARC Tags and subfield values</td>
<td>Click on icon or press Ctrl + W keys</td>
</tr>
<tr>
<td>Save to Server</td>
<td>Click on icon</td>
</tr>
<tr>
<td>Printing</td>
<td>Cataloging menu &gt; print or press Ctrl + P keys</td>
</tr>
</tbody>
</table>

#### 5.2.2 Add More Than One Space to a Bibliographic Record

Using the spacebar in a string of text will insert only one space. Click **Shift + 6** to insert the caret sign (^) and add more than one space to the record:

The text in the Cataloging module will be displayed with the caret, but in the Staff Search module and the OPAC, the field will display with blanks. For more information about adding carets to bibliographic records, see the document entitled *How to enter an LC Control Number* located at the Aleph documentation site: [http://hul.harvard.edu/ois/systems/aleph/docs/entering-LCcontrolnum.pdf](http://hul.harvard.edu/ois/systems/aleph/docs/entering-LCcontrolnum.pdf)

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5.2.3 Changing Existing Tags, Indicators or Subfield Codes

- To change a tag, indicator, or subfield code, type the new text over it
- To erase an indicator, use the spacebar
- Use the Undo function in the Edit Text menu (or <Ctrl>+Z keys) to undo an action
- Redo a change by choosing Redo from the Edit Text menu (or <Ctrl>+Y keys)

5.2.4 Add/Delete Fields and Subfields

There are two ways to add fields to a bibliographic record, and one way to add subfields to a bibliographic record:

1. Highlight the MARC above where the new field should go
2. From the Edit Text menu choose New field (choose from list) or hit the F5 function key. The Open a New Field Dialog Box will open:

   - Highlight the desired field from the list and click on OK or hit the Enter Key
   - Fill in the necessary subfields
To add a field without choosing from a list:

1. From the **Edit Text** menu choose **New field (user defined)** or press the **F6** function key:

```
083  nam ^a'200265' ^a'4500
001  ^a000057111-3
005  20031201110703.0
008  ^a980527s1997(^aahu^a^ahu^a^ahu^a^bf^a^bf^a^bf^a0^a0^a0^aeng^ca
020  a 1556532369
035  a (CSTRLIN)^aMAHL988664
035  s (CSTRLIN)^aNYUB11742579B
040  e OCC
   d Wall
   d CoU-M
   d NN
   d CSTRLIN
   d MH-L
042  a pcc
050  4 ^a2095.24
   b .C38x 1997
245  a Cataloging Internet resources:
   b a manual and practical guide /
```

**Blank Field Added to Bibliographic Record**

2. Enter the appropriate values

**Note:** Fields can be added anywhere in the record. Press the enter key or save the record and then the system will sort the field. This is true for all fields except the following: 500, 600, and 700. Place the cursor over where these fields should be inserted.

To add **new subfields** to an already existing field, place the cursor on the field:

1. From the **Edit Text** menu, choose **new subfields** or press the **F7** function key. Aleph adds all

```
010  a ^^971234567
246  a Cataloging Internet resources.
440  a Cataloging tips and tricks
020  a 1556532369
035  a (CSTRLIN)^aMAHL988664
035  s (CSTRLIN)^aNYUB11742579B
040  e OCC
   d Wall
   d CoU-M
   d NN
   d CSTRLIN
   d MH-L
042  a pcc
050  4 ^a2095.24
   b .C38x 1997
245  a Cataloging Internet resources:
   b a manual and practical guide /
   c Nancy B. Olson, editor, with a foreword from the MARBI Office and the CONSER
   c Office at the Library of Congress.
250  a 2nd ed.
260  a Dublin, Ohio :
```

**New Subfield Added to Bibliographic Record**

2. Change subfield value to correct value (if necessary) and fill in the field

To undo a change, from the **Edit Text** drop down menu choose **Undo** or hit the **Ctrl +Z** keys. **Undo** will work for several steps back.

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5.2.5 Adding Multiple Subfields at Once using a Text String with $$

Aleph places every subfield on a different line. However, subfields can be added in a string by typing $$ then the subfield code. Repeat this for each subfield.

Do not to enter any spaces between the $$ and the subfield code because Aleph will interpret the $$ as text rather than the delimiter sign.

5.2.6 Additional Editing Tips

- Place the cursor anywhere on the record and right-click to bring up the Edit Actions menu
- Press enter at any time to rearrange or sort the fields and subfields, and delete any empty fields.

**Note:** pressing enter before filling in empty fields on templates will delete these fields.

5.2.7 Delete a field or subfield

1. Place cursor on the field
2. To delete a field, click on the Edit Text drop down menu and choose Delete, then Delete Field or select <Ctrl> + F5
3. To delete a subfield, click on the Edit Text drop down menu and choose Delete subfield or select <Ctrl> + F7

5.2.8 Copy/Paste Fields and Subfields

Fields and subfields can be copied from one record to another using the Copy/Paste function.

1. Place cursor on a 650 field
2. From the Edit Text menu, choose Copy, then
   - Copy field or press <Ctrl> + T to copy a field
   - Copy subfield or press <Ctrl> + S to copy a subfield
3. Call up new bibliographic record
4. From the Edit Text menu, choose Paste, then
   - Paste field or press <Alt> + T to paste a field. **Note:** the cursor does not have to be on the record. Notice that the field is pasted into the top of the record, just below the LDR
   - To add a subfield, position cursor where the subfield should be and then choose Paste subfield or press <Alt> + S to paste the subfield
5. Hit Enter to reformat the record

5.3 Add diacritics and special characters

There are two ways to add diacritics and special characters in Aleph: use the Aleph-supplied keyboard or enter the Unicode keyboard combination. For best results, please refer to the following resources describing Unicode and its use at Harvard:

- *Unicode and Aleph: Questions and Answers for Harvard Library Staff*
- *List of Character Name Equivalents*
- *Guide to the Aleph Floating Keyboard*
- *Guide to Unicode Values for direct input in to Aleph*
- *Appendices A and B: NISO/Extended Latin Alphabet Coded Character Set for Bibliographic Use*

All of the documents can be found on the Aleph documentation website: [http://hul.harvard.edu/ois/support/docs-aleph-desk.html](http://hul.harvard.edu/ois/support/docs-aleph-desk.html)
It is also possible to add diacritics or special characters using a product available outside of Aleph, Macro Express. For more information on using Macro Express for diacritics and special character input, please see the following document at the same location as the Unicode documents listed above:

- **Assigning Hotkeys with the Macro Express Character File**

The Aleph keyboard allows input of a subset of the ALA character set that cannot be directly input by your computer’s keyboard. Please note that the current selection does not include all diacritics and special characters that staff may need.

### 5.3.1 Add Diacritics Using the Aleph Keyboard

To add diacritics using the keyboard:

1. Click on the Keyboard Icon or press the <Ctrl>+ K keys. The keyboard appears in the lower pane:

   ![Aleph Keyboard](image)

2. Place the cursor where the special character should go in the record and then click on the character from the keyboard to enter it into the record.
3. In order to resume typing in regular characters, click the keyboard icon or hit the <Ctrl>+K key again.

5.3.2 Adding Diacritics by Using Unicode Values

Characters can also be inserted using their Unicode Values. Consult the documentation cited at the beginning of this section or, place the mouse over an existing character in the Upper Pane, to see a display of the Unicode Value for that character.

To add a character by its Unicode Value:

1. Place the cursor where the diacritic should be entered.
2. Hit the F11 key. Look at the bottom of the screen on the left hand side of the Operations Bar and notice a message indicating that the screen is in **Unicode Mode**.
3. Type the Unicode value. Please note that not all Unicode values are available in Aleph--staff must use the authorized list.

4. Unicode mode must be turned off by typing the F11 key when the diacritic(s) have been entered.

5.3 Validating and Saving to Server

Aleph will validate either the entire record or a single field. Validating checks a system-defined list of common errors; however, this list does not include all possible errors, nor does it include typographical errors. The validation function should not replace careful editing. If the system finds an error, it will display a message. Some warnings, in green, can be overridden, but others, in red, warn of ‘fatal errors” which must be corrected before the record can be saved to the server.

Saving the record to the server also activates the validation process.

5.3.1 Validate a record or a field

1. Click on the Edit drop down menu and choose either Check record or Check field or click the Check Record Icon.
2. If there are any errors, a Validation Error Message will open on Tab 1, the Messages Tab, on the Lower Pane.

Check Record Validation Error Messages

- Errors marked with a green question mark or a question mark with pencil can be overridden by clicking on the Override button
- Errors marked with a red exclamation mark will have to be corrected before the record can be saved to the server

5.3.2 Saving Records

There are two options for saving records: Save on local drive and Save on server and local drive. Aleph provides a visual clue on the Edit Root if a record has not been saved: an asterisk will appear next to any bibliographic, holdings or authority record that has been edited and not saved:

Asterisk indicates that record has been edited, but not yet saved

- Save on local drive saves a record onto the PC’s hard drive, but not to the server. It will not be available in the OPAC
- Save on server and local drive updates the server database, making the record available in the OPAC
When a record is saved, any empty fields or subfields will be deleted, and fields will be ordered. To save a record:

1. Click on the Save on server and local drive icon.
2. A prompt will appear – choose Continue.

![Save on Server Dialog Box](image)

### 5.4 Public Display of Records-View in Browser

View how the record looks in the public catalog from Aleph by using the View in Web OPAC function with the Browser Tab found in the Lower Pane.

1. To see the OPAC view of a record, click on Tab 3, Browser.
2. From the Cataloging drop down menu, select View in Web OPAC. Please note that it takes a few seconds for the display to come up in the 3rd tab.

![Browser Tab](image)
- Click on the links to see holdings and availability
- Users can also click on Search and search for a new title

Note that this is not a true web browser. No other Internet site other than the HOLLIS Catalog may be accessed from here.

**NOTE:** Use the view in web OPAC function on an active bibliographic record. If a holding record is active when view in web OPAC is selected then the default ExLibris formatting will appear. To avoid seeing the default ExLibris formatting, view in web OPAC from the bibliographic record and then navigate to the holdings record.

### 5.5 Printing

1. Print an open record by placing the cursor anywhere in the record and choose Print from the Cataloging drop down menu or press the Ctrl + P keys to view the print options dialogue box.

![Print Options Dialog Box](image)

**5.5.1 Print Preview**

Preview the print options.

1. Right click on the print icon in the lower right hand corner of the screen.
2. Select “Preview” from the Print Menu:

![Print Options Menu](image)

3. From Cataloging go to Print, or hit the Ctrl + P keys
4. Choose a format and click OK. The Preview will appear on your screen
5. Click Print to print out the record. Click Close to close the record.
5.5.2 Printing a Record with a Call Number

Call numbers do not print in the Cataloging module because the call number appears on the holdings record, not the bibliographic record. To print a record with a call number from the Search Tab:

1. Move the bibliographic record from the Records Tab to the Search Tab using the View in Search icon located on the Cataloging Menu. The record will open in the show node of the search tab:

2. Press F11 to print. Any screen that has gray and white rows can be printed using the F11 key.
<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>HVD01 - RecNo</td>
<td>000238851</td>
</tr>
<tr>
<td>LC Call No</td>
<td>TX649.C47 A3 2008</td>
</tr>
<tr>
<td>ISBN</td>
<td>1400043486</td>
</tr>
<tr>
<td>ISBN</td>
<td>9781400043460</td>
</tr>
<tr>
<td>Main Entry</td>
<td>Child, Julia</td>
</tr>
<tr>
<td>Title</td>
<td>My life in France / Julia Child with Alex Prud'homme.</td>
</tr>
<tr>
<td>Edition</td>
<td>1st ed.</td>
</tr>
<tr>
<td>Descr.</td>
<td>xi, 317 p. : ill.; 26 cm.</td>
</tr>
<tr>
<td>Gen. note</td>
<td>Includes index</td>
</tr>
<tr>
<td>Subj Per.</td>
<td>Child, Julia</td>
</tr>
<tr>
<td>Subj LCSH Topical</td>
<td>Cooks -- France -- Biography.</td>
</tr>
<tr>
<td>Subj LCSH Topical</td>
<td>Cooks -- United States -- Biography.</td>
</tr>
<tr>
<td>Subj LCSH Topical</td>
<td>Cookery, French.</td>
</tr>
<tr>
<td>Add Entry</td>
<td>Prud'homme, Alex</td>
</tr>
</tbody>
</table>
6. Editing and Creating Authorities

This section introduces the concepts essential for editing and creating authority records in Aleph.

6.1 Viewing Authority Records from the Records Tab

When a bibliographic record is displayed in the Records Tab, a heading can be highlighted and searched either in the library’s database (HVD01), or in another database (e.g. HVD10).

- **Search field headings of current library** allows the user to search a heading in other records within the current library. The user will see a browse list which consists of both bibliographic and authority headings in HVD01.

- **Search field headings of other library** allows the user to search the current heading in other records within another library (e.g. HVD02: the resource library or HVD10: the authority library).

6.1.1 Search Field Headings in the Records Tab

1. Place cursor on the field tag of field to be checked in the bibliographic record
2. From the Edit Actions drop down menu choose Search and then Search field headings of current library or hit the F3 function key. A Headings List will appear, and the closest match will appear second and highlighted on the results list.

![Search Field Headings of Current Library](image-url)

---

Revised: September 8, 2011
An authority record is present if information is found in the “Auth. Info.” column.

If the heading is a cross reference, it will have a + in the Ref column and 4XX tag information in the Auth. Info. column.

# Docs refers to how many bibliographic records share that heading.

Buttons on the Headings List:

- View Docs leads to a Brief List of all records sharing that heading. This display shows call nos. for those documents as well as author, title and other information.
- The Full View button shows a MARC record for each retrieved item and allows navigation to “Next” and “Previous” through them.
- The title bar also shows the number of documents retrieved.
- Choose OK on a 4xx heading and Aleph will add the see from heading, NOT the main heading, to the record.
- Navigate to the main heading from a see reference by using the Expand button to view the authority record. Highlight the main entry and then click on the Jump button. The jump button will display the authorized form of the heading.

To close the list of headings, click on Cancel.

More information on using F3 and F4 can be found on the Aleph Documentation Website at: http://hul.harvard.edu/ois/systems/aleph/docs/searching_Headings_in_Aleph.pdf
6.1.2 Searching the Headings of another Library

1. Place the cursor on the field to be checked.

Choose Library Dialog Box

2. Choose Search field headings of other library from the Search drop down menu or hit the Ctrl + F3 keys. The Choose Library dialog box will appear:

3. Choose the library

4. Click OK. A list of headings will appear

List of Headings in Other Library

6.1.3 Searching Subfield Headings

The Edit Actions > Search menu offers the same two further options for searching subfields:

- Search subfield headings of current library
• Search subfield headings of other library

To search the headings of subfields

1. Place the cursor on a $$x$$ or $$v$$ of a 650 field

2. Choose Search/Search subfield headings of other library. Note that this function searches in HVD10 (the authority library) for the authority record for the subdivision.

- All the buttons act the same way as described above.

6.2  Replacing and Adding Headings

6.2.1  Replacing Headings

Users may also use the Edit Actions>Search field headings to replace headings in bibliographic records. This works by choosing the OK button from the results list. Clicking the OK button will automatically replace the heading the user was searching with the heading that is highlighted on the results list.

Warning: The OK button automatically replaces text; it does not cancel or close the search or window. Choosing OK on a cross-reference (4xx) will result in the 4xx form being inserted in the bibliographic record, not the corresponding 1xx

To replace a heading:

1. Call up a bibliographic record

2. Click on the heading that should be replaced in the bibliographic record
Selecting a Heading to Replace

3. Choose Search/Search field headings of current library or hit the F3 function key.

4. Choose the heading to replace.

<table>
<thead>
<tr>
<th># Docs</th>
<th>Ref.</th>
<th>Headings</th>
<th>Auth. info.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Pruchhomme, A. (Auguste),</td>
<td>HVD10, 40010, aab,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1850-1916</td>
<td>UPD=N, 00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pruchhomme, Alex.</td>
<td></td>
</tr>
</tbody>
</table>

Selecting a Replacement Heading

5. Click OK. This will replace the existing heading in the current bibliographic record.

Replaced Heading

Note how powerful the OK button is in this instance. It is easy to replace a heading unintentionally. If something was replaced in error, choose Edit/Undo or <Ctrl>+Z to return to the original heading before saving the record to the server.

6.2.2 Adding Headings to Bibliographic Records

Staff may use the same procedure described in section 7.3.1 to add headings to a bibliographic record. Type the first few letters of a heading into the tagged field to browse and select the proper heading and add it to the record.

To add heading to a bibliographic record:

Revised: September 8, 2011
1. Bring up a bibliographic record
2. Begin typing a few letters of a name
3. Choose **Edit Actions > Search > Search field headings of current library** or hit the F3 function key. Scroll through the browse result to find the desired name
4. Find the desired heading and click **OK**

Selecting the Heading to Add to Bibliographic Record

4. Find the desired heading and click **OK**
7. Where to Get Help

Please submit problems with record creation and/or editing to the Aleph Support Center, located on the web at: http://hul.harvard.edu/ois/systems/aleph/support.html.

When submitting a problem or question, please choose Specific Function, then Cataloging/Holdings/Authorities.

Appendix 1: Keyboard Equivalents in the Cataloging Module

<table>
<thead>
<tr>
<th>Function Key</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>F1</td>
<td>Help or Visual Properties</td>
</tr>
<tr>
<td>F2</td>
<td>Records Tab</td>
</tr>
<tr>
<td>F3</td>
<td>Search Field Heading of Current Library</td>
</tr>
<tr>
<td>F4</td>
<td>Search Subfield Heading of Current Library</td>
</tr>
<tr>
<td>F5</td>
<td>New Field (Choose from List)</td>
</tr>
<tr>
<td>F6</td>
<td>New Field (User Specified)</td>
</tr>
<tr>
<td>F7</td>
<td>Add subfield</td>
</tr>
<tr>
<td>F8</td>
<td>Items Tab</td>
</tr>
<tr>
<td>F9</td>
<td>Search Tab</td>
</tr>
<tr>
<td>F10</td>
<td>Not assigned</td>
</tr>
<tr>
<td>F11</td>
<td>Records Tab: Enter Unicode Mode</td>
</tr>
<tr>
<td></td>
<td>Items and Search Tabs: Print Lists</td>
</tr>
<tr>
<td>F12</td>
<td>Reset Calendar Dates</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>&lt;Ctrl&gt;+ Keys</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;Ctrl&gt;+&lt;Tab&gt;</td>
<td>Move forward around the window panes</td>
</tr>
<tr>
<td>&lt;Ctrl&gt;+&lt;Alt&gt;+Tab</td>
<td>Move backward around the window panes</td>
</tr>
<tr>
<td>&lt;Ctrl&gt;+1</td>
<td>Navigation Pane</td>
</tr>
<tr>
<td>&lt;Ctrl&gt;+2</td>
<td>Upper Pane (left hand side if using Split Editor)</td>
</tr>
<tr>
<td>&lt;Ctrl&gt;+&lt;Shift&gt;+2</td>
<td>Right hand side of Upper Pane if using Split Editor</td>
</tr>
<tr>
<td>&lt;Ctrl&gt;+3</td>
<td>Lower Pane</td>
</tr>
<tr>
<td>&lt;Ctrl&gt;+4</td>
<td>Record Manager Pane</td>
</tr>
<tr>
<td>&lt;Ctrl&gt;+5</td>
<td>Cataloging Bar</td>
</tr>
<tr>
<td>&lt;Ctrl&gt;+6</td>
<td>Items Bar</td>
</tr>
<tr>
<td>&lt;Ctrl&gt;+ A</td>
<td>Open Template</td>
</tr>
<tr>
<td>&lt;Ctrl&gt;+ B</td>
<td>Split Editor Mode</td>
</tr>
<tr>
<td>&lt;Ctrl&gt;+ C</td>
<td>Copy</td>
</tr>
<tr>
<td>&lt;Ctrl&gt;+ D</td>
<td>Copy Record</td>
</tr>
<tr>
<td>&lt;Ctrl&gt;+ E</td>
<td>Expand from Template</td>
</tr>
<tr>
<td>&lt;Ctrl&gt;+ F</td>
<td>Open Form</td>
</tr>
<tr>
<td>&lt;Ctrl&gt;+ G</td>
<td>Help on Field</td>
</tr>
<tr>
<td>&lt;Ctrl&gt;+ H</td>
<td>CANNOT USE-DO NOT ASSIGN Windows Function</td>
</tr>
<tr>
<td>&lt;Ctrl&gt;+ I</td>
<td>CANNOT USE-DO NOT ASSIGN Windows Function</td>
</tr>
<tr>
<td>&lt;Ctrl&gt;+ J</td>
<td>Full Screen Mode</td>
</tr>
<tr>
<td>&lt;Ctrl&gt;+ K</td>
<td>Activate Keyboard</td>
</tr>
<tr>
<td>&lt;Ctrl&gt;+ L</td>
<td>Close Record</td>
</tr>
<tr>
<td>&lt;Ctrl&gt;+ M</td>
<td>Sort Record</td>
</tr>
</tbody>
</table>

Revised: September 8, 2011
<table>
<thead>
<tr>
<th>&lt;Ctrl&gt;+ Key</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;Ctrl&gt;+ N</td>
<td>Duplicate Record</td>
</tr>
<tr>
<td>&lt;Ctrl&gt;+ O</td>
<td>Open HOL List</td>
</tr>
<tr>
<td>&lt;Ctrl&gt;+ P</td>
<td>Print</td>
</tr>
<tr>
<td>&lt;Ctrl&gt;+ Q</td>
<td>Overview Tree</td>
</tr>
<tr>
<td>&lt;Ctrl&gt;+ R</td>
<td>Delete Record (not in use at Harvard)</td>
</tr>
<tr>
<td>&lt;Ctrl&gt;+ S</td>
<td>Copy Subfield</td>
</tr>
<tr>
<td>&lt;Ctrl&gt;+ T</td>
<td>Copy Record</td>
</tr>
<tr>
<td>&lt;Ctrl&gt;+ U</td>
<td>Check Record</td>
</tr>
<tr>
<td>&lt;Ctrl&gt;+ V</td>
<td>Paste</td>
</tr>
<tr>
<td>&lt;Ctrl&gt;+ W</td>
<td>Check Field</td>
</tr>
<tr>
<td>&lt;Ctrl&gt;+ X</td>
<td>Cut</td>
</tr>
<tr>
<td>&lt;Ctrl&gt;+ Y</td>
<td>Redo</td>
</tr>
<tr>
<td>&lt;Ctrl&gt;+ Z</td>
<td>Undo</td>
</tr>
<tr>
<td>&lt;Ctrl&gt;+ F3</td>
<td>Search Field Heading of Other Library</td>
</tr>
<tr>
<td>&lt;Ctrl&gt;+ F4</td>
<td>Search Subfield Heading of Other Library</td>
</tr>
<tr>
<td>&lt;Ctrl&gt;+ F5</td>
<td>Delete Field</td>
</tr>
<tr>
<td>&lt;Ctrl&gt;+ F7</td>
<td>Delete Subfield</td>
</tr>
<tr>
<td>&lt;Ctrl&gt;+ F8</td>
<td>Search Subfield Options</td>
</tr>
<tr>
<td>&lt;Ctrl&gt;+ F10</td>
<td>Not Assigned</td>
</tr>
<tr>
<td>&lt;Ctrl&gt;+ F11</td>
<td>Enter Text Mode</td>
</tr>
<tr>
<td>&lt;Ctrl&gt;+ F12</td>
<td>Enter Text Mode</td>
</tr>
</tbody>
</table>

Navigation Pane Keyboard Equivalents

<table>
<thead>
<tr>
<th>&lt;Ctrl&gt; + &lt;Alt&gt; + Letter/Number</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;Ctrl&gt; + &lt;Alt&gt; + 1</td>
<td>Items Tab: Functional Node</td>
</tr>
<tr>
<td></td>
<td>Search Tab: Functional Node</td>
</tr>
<tr>
<td>&lt;Ctrl&gt; + &lt;Alt&gt; + 2</td>
<td>Items Tab: Overview Node</td>
</tr>
<tr>
<td></td>
<td>Search Tab: Overview Node</td>
</tr>
<tr>
<td>&lt;Ctrl&gt; + &lt;Alt&gt; + A</td>
<td>Items Tab: All Items History Node</td>
</tr>
<tr>
<td>&lt;Ctrl&gt; + &lt;Alt&gt; + B</td>
<td>Items Tab: Bibliographic Info Root</td>
</tr>
<tr>
<td></td>
<td>Search Tab: Browse Node</td>
</tr>
<tr>
<td>&lt;Ctrl&gt; + &lt;Alt&gt; + C</td>
<td>Not Assigned</td>
</tr>
<tr>
<td>&lt;Ctrl&gt; + &lt;Alt&gt; + D</td>
<td>Not Assigned</td>
</tr>
<tr>
<td>&lt;Ctrl&gt; + &lt;Alt&gt; + E</td>
<td>Not Assigned</td>
</tr>
<tr>
<td>&lt;Ctrl&gt; + &lt;Alt&gt; + F</td>
<td>Search Tab: Find Node</td>
</tr>
<tr>
<td>&lt;Ctrl&gt; + &lt;Alt&gt; + G</td>
<td>Not Assigned</td>
</tr>
<tr>
<td>&lt;Ctrl&gt; + &lt;Alt&gt; + H</td>
<td>Items Tab: History Node</td>
</tr>
<tr>
<td></td>
<td>Search Tab: Show Node</td>
</tr>
<tr>
<td>&lt;Ctrl&gt; + &lt;Alt&gt; + I</td>
<td>Items Tab: Item Root</td>
</tr>
<tr>
<td></td>
<td>Records Tab: Import Records Root (Not in use at Harvard)</td>
</tr>
<tr>
<td>&lt;Ctrl&gt; + &lt;Alt&gt; + J</td>
<td>Not Assigned</td>
</tr>
<tr>
<td>&lt;Ctrl&gt; + &lt;Alt&gt; + K</td>
<td>Not Assigned</td>
</tr>
<tr>
<td>&lt;Ctrl&gt; + &lt;Alt&gt; + L</td>
<td>Items Tab: Items List Root</td>
</tr>
<tr>
<td>&lt;Ctrl&gt; + &lt;Alt&gt; + M</td>
<td>Not Assigned</td>
</tr>
<tr>
<td>&lt;Ctrl&gt; + &lt;Alt&gt; + N</td>
<td>Not Assigned</td>
</tr>
<tr>
<td>&lt;Ctrl&gt; + &lt;Alt&gt; + O</td>
<td>Not Assigned</td>
</tr>
<tr>
<td>&lt;Ctrl&gt; + &lt;Alt&gt; + P</td>
<td>Not Assigned</td>
</tr>
<tr>
<td>&lt;Ctrl&gt; + &lt;Alt&gt; + Q</td>
<td>Not Assigned</td>
</tr>
<tr>
<td>&lt;Ctrl&gt; + &lt;Alt&gt; + R</td>
<td>Records Tab: Edit Records Root</td>
</tr>
<tr>
<td>&lt;Ctrl&gt; + &lt;Alt&gt; + S</td>
<td>Items Tab: Circ Summary Node</td>
</tr>
<tr>
<td>&lt;Ctrl&gt; + &lt;Alt&gt; + T</td>
<td>Items Tab: Triggers Root</td>
</tr>
<tr>
<td></td>
<td>Records Tab: Triggers Root</td>
</tr>
<tr>
<td>&lt;Ctrl&gt; + &lt;Alt&gt; + U</td>
<td>Not Assigned</td>
</tr>
<tr>
<td>&lt;Ctrl&gt; + &lt;Alt&gt; + V</td>
<td>Not Assigned</td>
</tr>
<tr>
<td>&lt;Ctrl&gt; + &lt;Alt&gt; + W</td>
<td>Not Assigned</td>
</tr>
</tbody>
</table>

Revised: September 8, 2011
Note: Many Alt Keys can be used to activate buttons when a particular pane (Upper, Lower) is in focus. Look for the underlined letter on the button and press <Alt> + that letter in order to activate the button.

<Alt> + a tab number may also be used to navigate through tabs on a pane, as long as that pane is in focus.

This list below lists the keyboard equivalents assigned in the Main Menu for certain functions in the Cataloging Module.

<table>
<thead>
<tr>
<th>&lt;Alt&gt; Key</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;Alt&gt; + D</td>
<td>Paste Record</td>
</tr>
<tr>
<td>&lt;Alt&gt; + S</td>
<td>Paste Subfield</td>
</tr>
<tr>
<td>&lt;Alt&gt; + T</td>
<td>Paste Field</td>
</tr>
</tbody>
</table>