Using Triggers to Report Database Problems

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.

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.

The guidelines in place for reporting database problems to the Aleph Support Center apply to triggers as well. Incorrect headings that affect fewer than 25 records should be resolved locally as should duplicate records that involve only your library's holdings. Incorrect headings with more than 25 records, and duplicate records that cannot be resolved locally should be reported to either the Aleph Support Center (if a response is needed), or by creating a trigger.

This document provides instructions for using triggers, and guidelines for entering information in the message.

Creating a Trigger

1. Put the related database record into the active pane in the Cataloging Editor. For duplicates, the preferred record should be active.
2. Copy information from the record that you want to paste into your message. Once the trigger box appears, the database record is inaccessible.
3. Select Edit Actions > Record’s Triggers from the menu. Note: a function key can be created.
4. Select New
5. In Trigger Information for Record:
   - **Open Date**: Automatically filled in by the system with the date on which the trigger is defined.
   - **Trigger Date**: Can remain as is.
   - **Department**: Select database problem category from the dropdown list.
   - **Trigger Text**:
     - Describe the action needed in 200 characters or less. Use Aleph Support Center if 200 characters is not enough.
     - Use abbreviations bib, hol, auth with system number
     - Include your Aleph username at the end of the message.
Sample text – DBM: Duplicate records

bib 23123 (preferred), 234566  [trigger created on preferred bib] oispowers
auth 12345 (preferred), 455667 [trigger created on preferred auth] gutyoung
hol 45667, 566777. Both MarcIT  [trigger on one of the holdings] medma

Sample text – DBM: Headings problems

Wrong: Paintings, Japanese  Correct : Painting, Japanese widviscug
Old: Jewish-Arab relations-1973- New: Arab-Israeli conflict plus appropriate date widtrumbl
Old: Crichton, Michael, 1942- New: Crichton, Michael, 1942-2008 divjanik

Sample text – DBM: General

Move microform fields in bib to CRL hol 1124823 ddoclark
Deleted bib 9429025 displays in OPAC tozquinta
Move MRCIT holdings on bib11510959 to bib 11399779 widhaas

6. Select Add when all information is entered. The trigger will appear in the upper pane under List of Triggers for Record
7. Review the trigger. If the information is correct, close the box by pressing the Escape key or by clicking on the red X in the upper right.

Modifying a Trigger

1. With the database record in the active pane of the Cataloging Editor, select Edit Actions > Record’s Triggers from the menu.
2. Highlight the appropriate trigger from the list (in the upper pane).
3. Change the trigger's date, department or text (in the lower pane).
4. Click Update. The trigger is automatically updated.

Deleting a Trigger

1. With the database record in the active pane of the Cataloging Editor, select Edit Actions > Record’s Triggers from the menu.
2. Highlight the appropriate trigger from the list.
3. Click Delete. The trigger will be removed from the list.

Reports listing all of the triggers in the database are run on a daily basis. When a problem is resolved Database Maintenance will delete the trigger. Aleph users will not be notified when database problems reported using triggers are resolved. Database Maintenance will contact Aleph users in situations where more information is needed.