



## Committee on Technical Processing

# Implementing Batch Copy Cataloging Practices in Light of COVID-19

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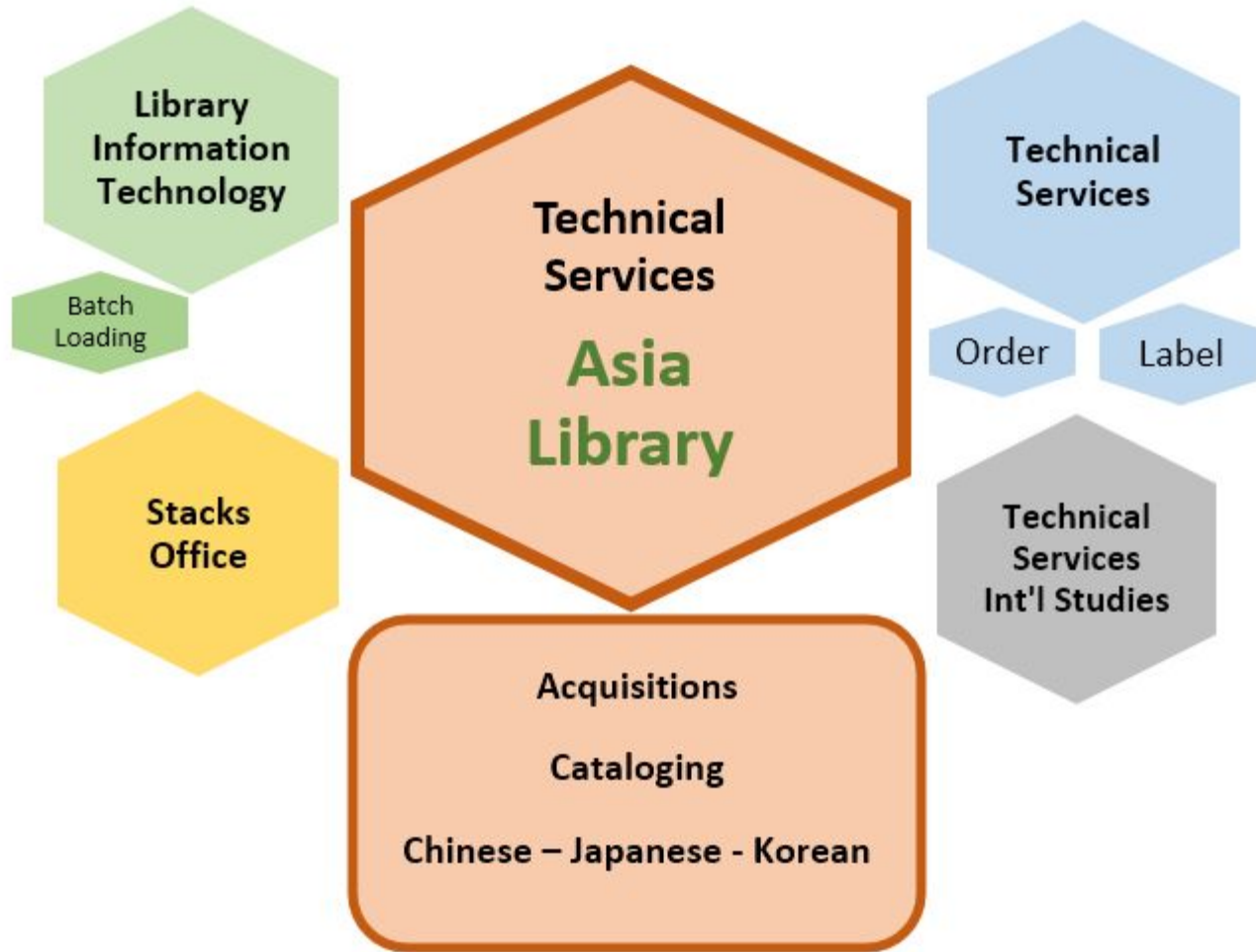
March 19, 2021



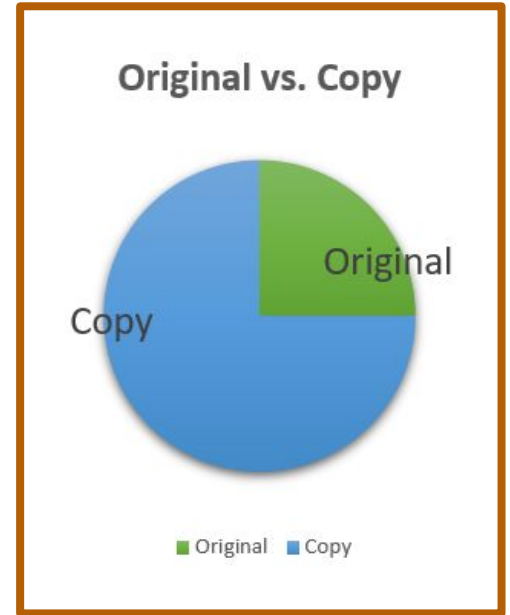
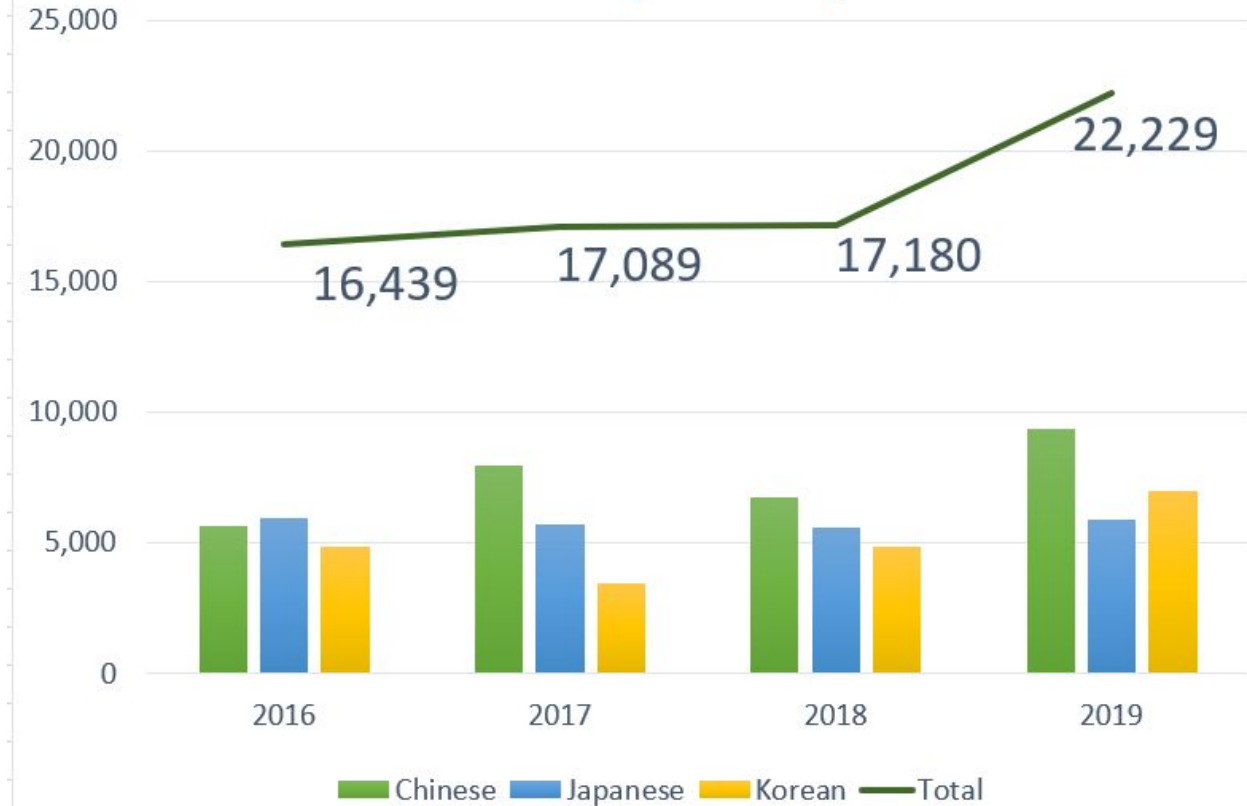
# Presentation Topics

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- About the Asia Library Technical Services
- COVID-19 Pandemic and a New Workflow
- Tools for Batch Searching
- Batch Searching and Batch Loading Process
- Challenges & Opportunities



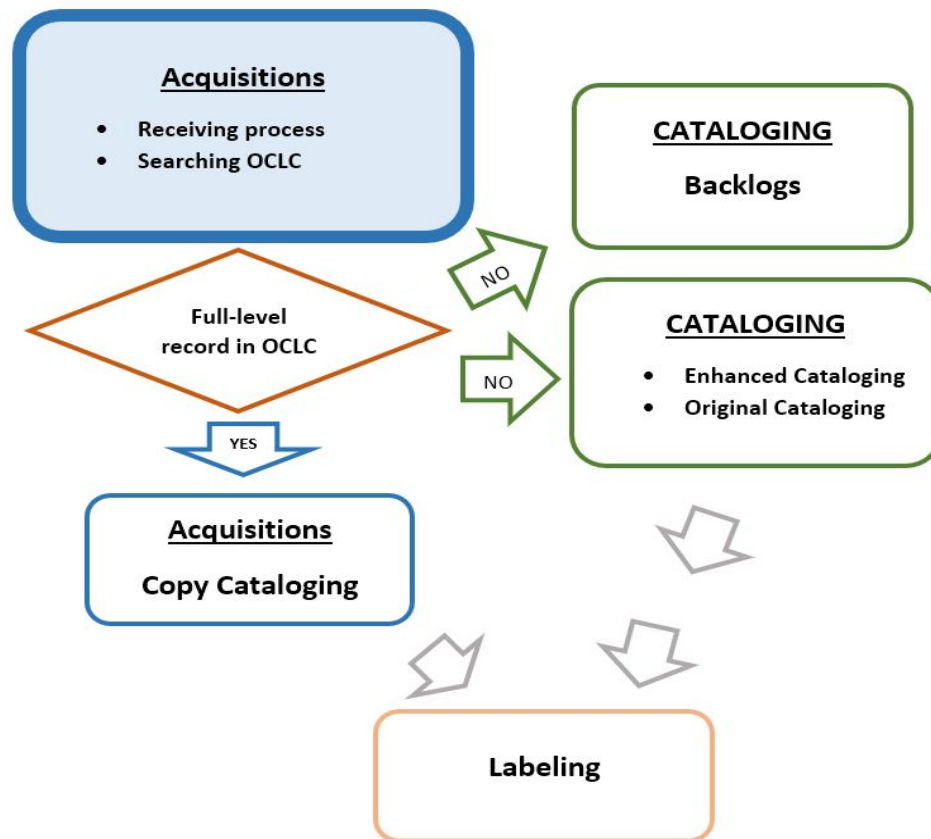
## Number of Added Volumes (2016-2019)



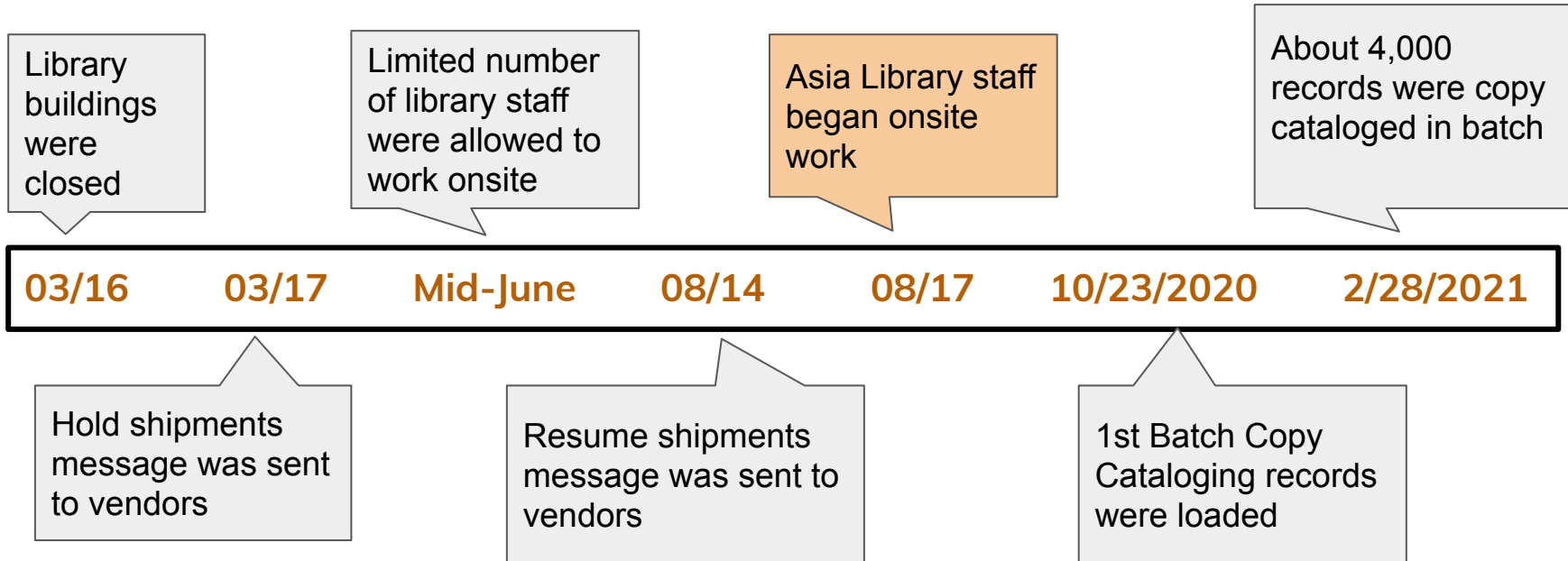
# Asia Library TS Workflow

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- Acquisitions
- Cataloging
  - No vendor supplied records
  - No shelf-ready books
  - No shelf listing



# A Timeline of TS Workflow Changes



# Batch Copy Cataloging Process

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1. Create a spreadsheet with the information found on vendor invoices
2. Use **Cataloging copy lookup program** to search for full-level OCLC records
3. Use **MatchMarc** to get a MARC file with 9xx fields
4. Use **MarcEdit** to edit/modify the MARC file
5. Submit a request to the Library Information Technology Department for loading the final MARC file to ILS

# 1. Create a spreadsheet with the information found on vendor invoices

This information can be copied from vendors' invoices.

In the case of EDI invoices, this information can be generated by ILS reports.

No	Order number	ISBN	Title	Title (in CJK)	Invoice No.	Invoice Date	Vendor	Price	Fund	ILS number	Barcode
1											
2											
3											
4											
5											



## 2. Use **Cataloging copy lookup program** to search full-level OCLC records

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### **Cataloging copy lookup program** (developed by Yukari Sugiyama at Yale)

- Uses OCLC WorldCat Search API
- Searches WorldCat automatically for good cataloging copy by LCCN, ISBN, and OCLC numbers
- Retrieves records with encoding levels (blank, 1, 4, I, M), LC Subject Headings (except for fiction), and LC Call Number

# Organize the spreadsheet

Organize columns in accordance with the Cataloging copy lookup program's instructions (ISBN should be in the 2nd column; All columns should have headers)

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Blank	ISBN	Blank	No	Order number	Title	Title (in CJK)	Invoice No.	Invoice Date	Vendor	Price	Fund	ILS number	Barcode
			1										
			2										
			3										
			4										
			5										



# Cataloging copy lookup program

## Five Easy Steps:

1. Enter WorldCat Search API key
2. Upload an input file in Excel format
3. Run the program
4. Preview results
5. Export an output file to Excel

1. Enter your OCLC WorldCat Search API key

Enter your OCLC WorldCat Search API key: .....

2. Upload an input Excel file (.xls, .xlsx, .xlsm, .xlsb, .odf)

No file chosen Upload widget is only available when the cell has a value

Saving Japan invoices 20210305.xlsx to Japan invoices 20210305 (1).xlsx

3. Run the program

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585/585

4. Preview results

Japan invoices 20210305.xlsx Results

Category	Count
Has copy	183
No copy	402

5. Export an output file to Excel

Done! 🍌

# Cataloging copy lookup program

The program writes the following results to the spreadsheet.

- OCLC no.
- Subject
- LC Call Number
- ELVL

H	I	J	K	L	M	N	O
Invoice No	Vendor	Price	Fund	MATCH_OCLC_NO	SUBJECT	LC_CALL_NUMBER	ELVL
s ABCD2021	ABCD	5000	JAPAN	1126274716	Yes (Fiction)		I
o ABCD2021	ABCD	5000	JAPAN	1130124001	Yes (Fiction)	PL876.A58 T66 2019	
w ABCD2021	ABCD	5000	JAPAN	1129245554	Yes	HV700.J3 K88 2019	
y ABCD2021	ABCD	5000	JAPAN				
i ABCD2021	ABCD	5000	JAPAN	311845128	Yes	DS896.7.S5 R98 2009	
ABC D2021	ABCD	5000	JAPAN				
o ABCD2021	ABCD	5000	JAPAN				
i ABCD2021	ABCD	5000	JAPAN	954304821	Yes	D811.5 .T33 2016	I
ABC D2021	ABCD	5000	JAPAN	967144154	Yes	DS832.7.K6 Z339 2016	
w ABCD2021	ABCD	5000	JAPAN	657603461	Yes	DS832.7.A1 K626 2010	
o ABCD2021	ABCD	5000	JAPAN	1134984740	Yes	HV800.J32 Y356 2019	
o ABCD2021	ABCD	5000	JAPAN				
a ABCD2021	ABCD	5000	JAPAN	1127239276	Yes (Fiction)		I
ABC D2021	ABCD	5000	JAPAN				

# Cataloging copy lookup program

- Review the results.
- Select full-level records only.

H	I	J	K	L	M	N	O
Invoice No	Vendor	Price	Fund	MATCH_OCLC_NO	SUBJECT	LC_CALL_NUMBER	ELVL
ABCD2021	ABCD	5000	JAPAN	1138880391	Yes	B5241 .N576 2020	
ABCD2021	ABCD	5000	JAPAN	1124675291	Yes	BL2202.3 .K65 2019	
ABCD2021	ABCD	5000	JAPAN	1110601479	Yes	BL2218.2 .S89 2019	
ABCD2021	ABCD	5000	JAPAN	1121192020	Yes	BL2218.5 .F89 2019	
ABCD2021	ABCD	5000	JAPAN	47277299	Yes	BL2222.O6592 D4338 20	M
ABCD2021	ABCD	5000	JAPAN	1150296626	Yes	BQ678 .O83 2020	I
ABCD2021	ABCD	5000	JAPAN	1110594496	Yes	BQ8749.S557 N27 2019	
ABCD2021	ABCD	5000	JAPAN	176635089	Yes	D767.25.N3 T78 2007	I
ABCD2021	ABCD	5000	JAPAN	1131889659	Yes	D805.S65 K69 2019	I
ABCD2021	ABCD	5000	JAPAN	954304821	Yes	D811.5 .T33 2016	I
ABCD2021	ABCD	5000	JAPAN	1138881950	Yes	DS518 .Y65 2020	
ABCD2021	ABCD	5000	JAPAN	1123051397	Yes	DS793.M7 M497 2019	

### 3. Use MatchMarc to create a MARC file with 9xx fields

**MatchMarc** developed by the Lehigh University Libraries



- Google Sheet Add-on program
- Uses OCLC WorldCat Search API
- Searches WorldCat automatically for good cataloging copy by ISBN/ISSN, LCCN, and OCLC numbers
- Retrieves LC records, PCC records, and the record with the highest number of holdings
- Includes “Local record found” information
- 9xx field information can be added to the result sheet
- Creates a MARC file including 9xx fields
- Emails the MARC file to users

# MatchMarc

Organize columns in accordance with MatchMarc's instructions (ISBN should be in the 1st column)

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
ISBN	LCCN	Local record indicator	OCLC no.	Title	DDC no.	LC Call no.	No	Order number	Title	Title (in Japanese)	Invoice No.	Vendor	Price	Fund
9784022515841							1	500902945	私が食べた本	Watashi ga tabe	ABCD2021	ABCD	5,000	JAPAN
9784750348735							2	500870804	国際退職移住	Kokusai taishoku	ABCD2021	ABCD	5,000	JAPAN
9784834083941							3	500872874	たぬきのおや	Tanuki no o yaki	ABCD2021	ABCD	5,000	JAPAN
9784834083729							4	500872801	パパゲーノと	Papagēno to pa	ABCD2021	ABCD	5,000	JAPAN
9784834008579							5	500872802	はるにれ	Haru nire	ABCD2021	ABCD	5,000	JAPAN

# MatchMarc

Launch the program from Google Sheet Add-ons

The screenshot shows a Google Sheet titled "CJK Batch Search" with a menu open. The menu path is: Add-ons > MatchMARC > Launch Match MARC OCLC Search. The spreadsheet data is as follows:

	A	B	C	D
1	ISBN			OCLC
2	9784104583034			
3	9784582859249			
4	9784831862549			
5	9784832968530			
6	9784759260519			
7				



# MatchMarc

## Four Easy Steps:

- Enter the OCLC API Key
- Select tab that contains ISBNs
- Select Search Criteria tab
- Start Search

CJK Batch Search

	A	B
1	ISBN	
2	9784104583034	
3	9784582859249	
4	9784831862549	
5	9784832968530	
6	9784759260519	
7		

OCLC Lookup:

OCLC API Key

Select tab that contains ISBNs

Jpn Search 3

Select search criteria tab

Search criteria

Select first record when no match?

Start search at row#

rowNumber  
(optional)

Start Search

# MatchMarc

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Customize the Search Criteria

A	B	C	D	E
search:				
<b>holdings=EYM</b>				
<b>040=dlc</b>	<b>040\$b=eng</b>	336\$b=txt	337\$b=n	338\$b=nc
<b>042=pcc</b>	<b>040\$b=eng</b>	336\$b=txt	337\$b=n	338\$b=nc
336\$b=txt	337\$b=c	338\$b=cr		
fields:		starting column:		
001	4			
<b>245\$a</b>				
<b>082:092:050</b>				
<b>050:090</b>				

# MatchMarc

Review search results.

Check the records in “Local record indicator” column and delete them from the spreadsheet.

A	B	C	D	E	F	G	H	I	J	K	L	M	N
ISBN	LCCN	Local record indicator	OCLC no.	Title	DDC no.	LC Call no.	No	Order number	Title (in Japanese)	Invoice No.	Vendor	Price	Fund
9784104583034			1138880391	Rekishi no shingan /		B5241 .N576 2020	1	500902945	Rekishi no shing	ABCD2021	ABCD	5,000	JAPAN
9784585222644			1138881950	Areno no rokjūnen :		DS518 .Y65 2020	2	500870804	Areno no rokjūr	ABCD2021	ABCD	5,000	JAPAN
9784862832900		local record found	1123051397	Kusahara ni hōmurare		DS793.M7 M497 2019	3	500872874	Kusahara ni hōn	ABCD2021	ABCD	5,000	JAPAN
9784000613736			1129246614	Ōkina ji de kaku koto		DS822.5 K33464 2019	4	500872801	Ōkina ji de kaku	ABCD2021	ABCD	5,000	JAPAN
9784087205558			657603461	Rupo zainichi gaikoku	305.800	DS832.7.A1 K626 2010	5	500872802	Rupo zainichi ga	ABCD2021	ABCD	5,000	JAPAN
9784087208573			967144154	Zainichi 2-sei no kioku		DS832.7.K6 Z339 2016	6	500872799	Zainichi 2-sei no	ABCD2021	ABCD	5,000	JAPAN
9784480016959			1195817591	Akechi Mitsuhide to H		DS869.A1 A34 2020	7	500872796	Akechi Mitsuhide	ABCD2021	ABCD	5,000	JAPAN

# MatchMarc

Select full-level records only and add 9xx fields to the spreadsheet.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
ISBN	LCCN	Local record	OCLC no.	Title	DDC no.	LC Call no.	No	Order number	Title (in Japanese)	Invoice No.	Vendor	Price	Fund	945\$a	955\$a	955\$b	955\$c	955\$h	955\$p	998\$c
9784104583034			1138880391	Rekishi no shingan /		B5241 .N	1	500902945	Rekishi no shing	ABCD2021	ABCD	5,000	JAPAN	11728082	MiU	HATCH	ASIA	B524	B11509938	yunahs-asi
9784585222644			1138881950	Areno no rokujūnen :		DS518 .Y	2	500870804	Areno no rokujūr	ABCD2021	ABCD	5,000	JAPAN	16993493	MiU	HATCH	ASIA	DS51	B10179748	yunahs-asi
9784000613736			1129246614	Ôkina ji de kaku koto		DS822.5	4	500872801	Ôkina ji de kaku	ABCD2021	ABCD	5,000	JAPAN	16993495	MiU	HATCH	ASIA	DS79	B10179750	yunahs-asi
9784087205558			657603461	Rupo zainichi gaikoku	305.8	DS832.7.A1	5	500872802	Rupo zainichi ga	ABCD2021	ABCD	5,000	JAPAN	16993498	MiU	HATCH	ASIA	DS82	B10179753	yunahs-asi
9784087208573			967144154	Zainichi 2-sei no kioku		DS832.7.K6	6	500872799	Zainichi 2-sei no	ABCD2021	ABCD	5,000	JAPAN	16993499	MiU	HATCH	ASIA	DS83	B10179754	yunahs-asi
9784480016959			1195817591	Akechi Mitsuhide to H		DS869.A1	7	500872796	Akechi Mitsuhide	ABCD2021	ABCD	5,000	JAPAN	16993500	MiU	HATCH	ASIA	DS83	B10179755	yunahs-asi

# MatchMarc

## 9xx fields

O	P	Q	R	S	T	U
<b>945\$a</b>	<b>955\$a</b>	<b>955\$b</b>	<b>955\$c</b>	<b>955\$h</b>	<b>955\$p</b>	<b>998\$c</b>
11728082	MiU	HATCH	ASIA	B5241 .N576 2020	B11509938	yunahs-asia Batch
<b>ILS Record no.</b>	<b>Holdings Information</b>			<b>LC Call no.</b>	<b>Barcode</b>	<b>Cataloger Information</b>
16993498	MiU	HATCH	ASIA	DS822.5 .K33464 2	B10179753	yunahs-asia Batch
16993499	MiU	HATCH	ASIA	DS832.7.A1 K626 2	B10179754	yunahs-asia Batch
16993500	MiU	HATCH	ASIA	DS832.7.K6 Z339 2	B10179755	yunahs-asia Batch

# Email MARC file

**OCLC Lookup:**

Select first record when no match?

Start search at row#  
rowNumber  
(optional)

Start Search

After you have performed the search you can receive an email of records (that will contain new fields you've setup in the spreadsheet).

Create MARC record file and mail to:  
yunahs@umich.edu

001 Value is in field:  
4

Start with record at row#  
row number  
(optional)

email MARC file

J	K	L
955\$b	955\$c	955\$h
HATCH	ASIA	B5241 .N57
HATCH	ASIA	D5518 .Y65
HATCH	ASIA	D5793.M7
HATCH	ASIA	DS822.5 .K3
HATCH	ASIA	DS832.7.A1
HATCH	ASIA	DS832.7.K6
HATCH	ASIA	DS869.A1 A
HATCH	ASIA	DS885.5.K63
HATCH	ASIA	DS896.7.B6
HATCH	ASIA	DS896.7.S5
HATCH	ASIA	DS896.7.S5
HATCH	ASIA	GT2911.S43
HATCH	ASIA	ND 1059 .H54 A4
HATCH	ASIA	HQ 799 .J32 O455

```
=LDR 01732cam a2200481 i 4500  
=001 1125156386  
=008 191028s2019\||ja\|||||||||001\0jpn  
=010 \\\$a2019473794  
=035 \\\$a(OCoLC)1125156386  
=040 \\\$aDLC$beng$erda$cDLC$dTRCLS$dOCLCO$dOCLCF$dPAU$dSTF  
=066 \\\$c$1  
=020 \\\$a9784846018795$q(hardcover)  
=020 \\\$a4846018792$q(hardcover)  
=042 \\\$apcc  
=043 \\\$aa-ja---  
=050 00$aZ463.3$b.O326 2019  
=084 \\\$a023.1$2njb/9  
=100 1\1$6880-01$aOda, Mitsuo,$d1951-$eauthor.  
=245 10$6880-02$aKindai shuppanshi tansaku /$cOda Mitsuo.  
=250 \\\$6880-03$aShohan.  
=264 1\1$6880-04$aTokyo-to Chiyoda-ku :$bRonsōsha,$c2019.  
=300 \\\$a727 pages ;$c20 cm  
=336 \\\$atext$btxt$2rdacontent  
=337 \\\$aunmediated$bnc$2rdamedia  
=338 \\\$avolume$bnc$2rdacarrier  
=500 \\\$aincludes index.  
=650 10$aPublishers and publishing$zJapan$xHistory.  
=650 10$aBook industries and trade$zJapan$xHistory.  
=650 17$aBook industries and trade.$2fast$0(OCoLC)fst00836171  
=650 17$aPublishers and publishing.$2fast$0(OCoLC)fst01083463  
=655 17$aHistory.$2fast$0(OCoLC)fst01411628  
=880 1\1$6100-01$a小田光雄,$d1951-$eauthor.  
=880 10$6245-02$a近代出版史探索 /$c小田光雄.  
=880 \\\$6250-03$a初版.  
=880 1\1$6264-04$a東京都千代田区 :$b論創社,$c2019.  
=880 07$6650-05$a出版-日本.$2jlabsh/4  
=880 07$6650-06$a古書.$2jlabsh/4
```

```
=945 \\\$a17637838  
=955 \\\$aMiU$bHATCH$cASIA$hZ 463.3 .O326 2019$pB11275615  
=998 \\\$cyunahs-asia BatchCatJPN20210228
```

## 4. Use **MarcEdit** to review and edit the MARC file

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### MarcEdit

- developed by Terry Reese
- metadata editing software suite
- used primarily to create and manipulate MARC records
- the most popular tool for batch catalogers



## 5. Final steps

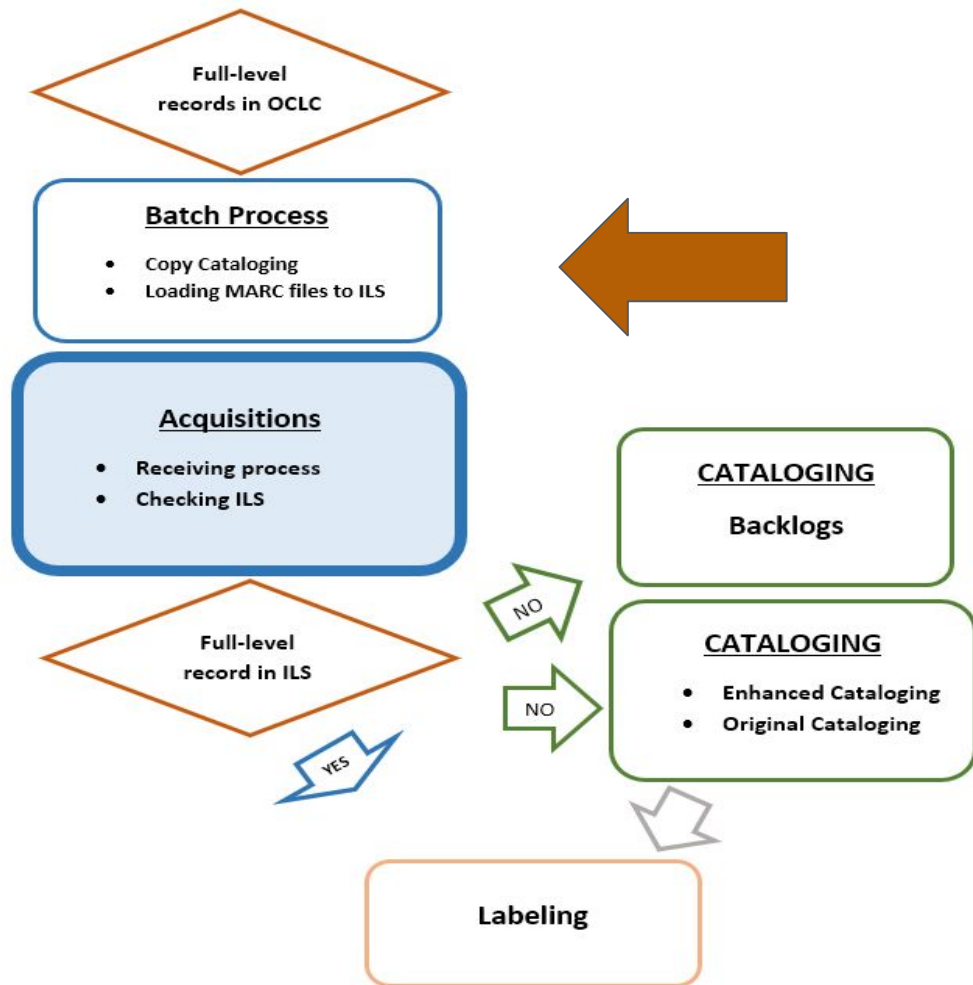
- Submit a request to the Library Information Technology Department for loading the final MARC file to ILS!
- Return the invoice spreadsheet to Acquisitions to notify which title has been batch cataloged.

No	Order number	Title	ISBN	Invoice no.	Invoice date	Vendor	Price	Fund
30	500869426	中国职工状况调查报告(1978)	9787500871040	ABCD2020	11/13/2020	ABCD	6.92	China
31	500869901	中国改革开放四十年历史回眸·白	9787522001289	ABCD2020	11/13/2020	ABCD	8.31	China
32	500870957	筌篌引	9787555908838	ABCD2020	11/13/2020	ABCD	6.46	China
33	500878435	我们的80年代:中国的文学与文	9787514381610	ABCD2020	11/13/2020	ABCD	7.66	China
34	500878607	20世纪30年代办 区卫生防疫研究	9787504763310	ABCD2020	11/13/2020	ABCD	6.46	China



# Asia Library TS Workflow in light of COVID-19

- Batch Process
- Acquisitions
- Cataloging



# Cataloging copy lookup program

MATCH_OCLC_NO	SUBJECT	LC_CALL_NUMBER	ELVL
1126274716	Yes (Fiction)		I
1130124001	Yes (Fiction)	PL876.A58 T66 2019	
1129245554	Yes	HV700.J3 K88 2019	
311845128	Yes	DS896.7.S5 R98 2009	

# MatchMarc

ISBN	LCCN	Local record indicator	OCLC no.	Title	DDC no.	LC Call no.
978410458			1138880397	Rekishi no shi		B5241 .N5
978458522			1138881950	Areno no roku		DS518 .Y6
978486283		local record found	1123051397	Kusahara ni h		DS793.M7
978400061			1129246614	Ōkina ji de ka		DS822.5
978408720			857603461	Rupo zainichi	305.	DS832.7.A1



945\$a	955\$a	955\$b	955\$c	955\$h	955\$p	998\$c
11728082	MiU	HATCH	ASIA	B524	B11509938	yunahs-as
16993493	MiU	HATCH	ASIA	DS51	B10179748	yunahs-as
16993495	MiU	HATCH	ASIA	DS79	B10179750	yunahs-as

Emails the MARC file to users



# Challenges & Opportunities

- Designing a new workflow and making ongoing adjustments to ensure accuracy and effectiveness
- Clear communication with key stakeholders
- Collaborating with colleagues within the unit and across departments
- Focusing on how to utilize limited manpower and time to handle onsite tasks
- Balance on-site and remote work
- Stay attentive and flexible
- Utilizing tech tools used to process MARC records in batch

# Resources & Questions

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## Cataloging copy lookup program:

By Yukari Sugiyama

[https://github.com/ysugiyama3/google\\_colab](https://github.com/ysugiyama3/google_colab)

## MatchMarc:

By Michelle Suranofsky and Lisa McColl

<https://journal.code4lib.org/articles/14813>

## MarcEdit:

By Terry Reese

<https://marcedit.reeset.net/>

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