



Become a Create Lists Power User

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Introduction

Three topics

- Create Lists built-in tools
- Using Excel with Create Lists
- Creating a review file with a set of barcodes (if time)

Boolean Review: File:New Books

File Tools

Boolean Review File:New Books

Add Edit Remove Deduce Close

Record	Description	A	B	C
1	26840558 The boardinghouse in nineteenth-century America / Wendy Garner.			
2	26840566 A generation of excellence: a history of the Canadian Institute for Advanced Resear...			
3	26840583 Rules, rules, rules, rules: multilevel regulatory governance / edited by G. Bruce Doer...			
4	26840595 High hat, trumpet, and rhythm: the life and music of Valaida Snow / Mark Miller.			
5	26840790 Negotiating identities in modern Latin Ameri...			
6	26840893 Kurt Meyer on trial: a documentary record /			
7	26840911 Vision for a Canada strong and free / Mike H...	1	BARCODE	CALL #
8	26840925 The humbugs diet: a novel / Robert Majzels.	2	35132504772328	H07288.U4 G36 2007
9	26840947 Strategic science in the public interest: Can...	3	35132504772302	Q180.C2 B78 2007
10	26840959 Health care in Saskatchewan: an analytical...	3	35132504772302	Q180.C2 B78 2007
11	26841150 Feminist theory: a reader / [edited by] Wene...	4	35132504772285	JL75 .R84 2006
12	2684123x History of modern art: painting, sculpture, a...	5	35132504772294	ML419.S674 M64 2007
13	26841927 Le Québec dans le monde, 1960, 1980 / André...	6	35132504772278	HN110 .J A8 N43 2007
14	26841940 Journal de prison d'un fils de la liberté, 1837...	6	35132504772278	HN110 .J A8 N43 2007
15	26842063 Le Canada et la société des savoirs: le Can...	7	35132504772344	DB04.G3 K87 2007
16	26842099 Les jardins des Amériques: éden, home et l...	8	35132504772351	JL65 .H374 2007
17	26842105 White: a novel / Rob McLennan.	9	35132504772260	PR9199 .J.M3456 H85 2
18	26842221 Voices from Next Year: Country: an oral hist...	10	35132504772245	Q180.6.C2 D64 2007
19	26842257 Le Québec évalué aux limites de la victori...	10	35132504772245	Q180.6.C2 D64 2007
20	26842269 Ecrits politiques / Michel van Schendel.	11	35132504772237	RA395.C3 M37 2007
21	26842270 Dr. Delicious: memoirs of a life in Can.L / R...	11	351325047722165	HQ1190 .F4633 2010
22	26842324 Confronting the American dream: Nicaragua...	12	351325047722174	N6490 .A713 2010
23	26842348 Sir William C. Macdougall: a biography / Wil...	14	35132504773268	F1093.2 .P38 2006
24	26842361 A thousand Canadian general: n biosocial...	15	35132504772377	F1093 .C93 2006
		16	35132504772443	HM851 .C36 2007

Using Excel with Create Lists



Using Excel's default import settings =
text that doesn't look so good!

	A	B
1	BARCODE	TITLE
2	3.51325E+13	Ä-BÄ«-ShÄ«-shiki Kan-Wa-Ei daijiten = A. B. C. Japanese-English dictiona
3	3.51325E+13	Radio telescopes : 27-30 March 2000, Munich, Germany / Harvey R. Butche
4	3.51325E+13	The European dynastic states, 1494-1660 / Richard Bonney.
5	3.51325E+13	Sví, ū, jatýÄ- = Svyati = O Holy One : for SATB choir and solo cello / John Ta
6	3.51325E+13	MÄkôhÄj no kihon genri / UÄ". RyazanofusukÄ« cho ; Aoki TomitarÄj yakt
7	3.51325E+13	Luis BarragÄin / RenÄ© Burri.
8		æœ-ä'CEä- é™Cæ³•ä- [online journal].
9	3.51325E+13	880-01 OpÉ»Ä- rodÄ- [videorecording] = Off road / chejak, Hwaltong Sajin



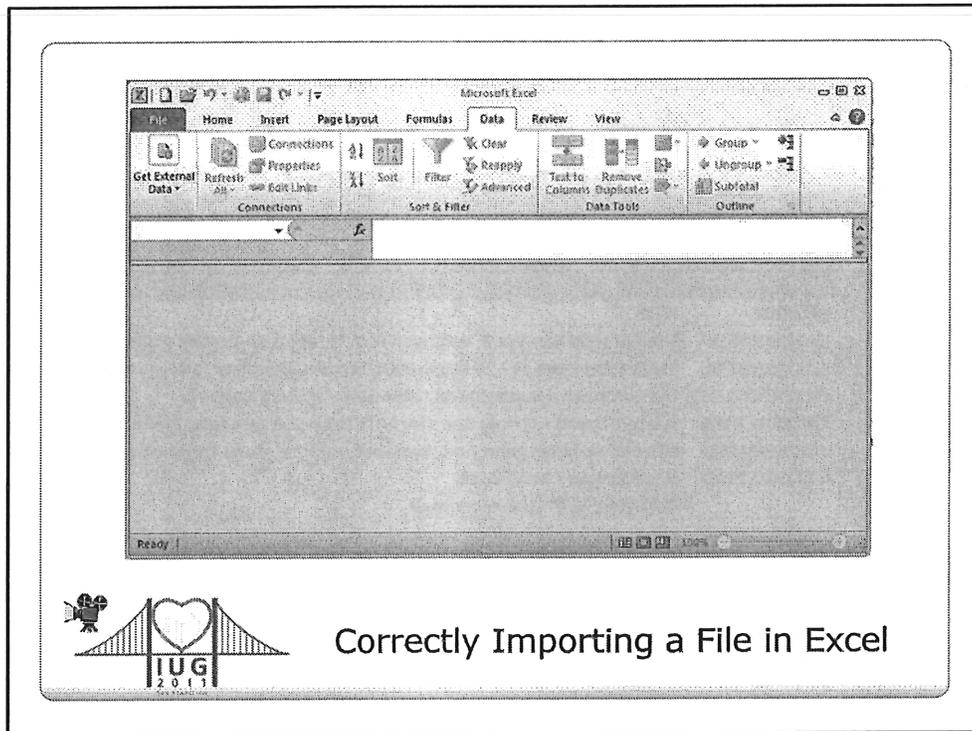
- The default character set Excel uses when importing files is intended for American English with no diacritics.
- Using the default character set results in this type of garbled text.
- Also, if a cell contains only numbers, Excel assumes it can store it as a number in the internal Excel format.
- You also see similar problems like ISSNs being stored as dates if the sequence of numbers looks like it just might be a date.

A File Correctly Imported =
text that looks good!

	A	B
1	BARCODE	TITLE
2	35132501091193	E-Bī-Shī-shiki Kan-Wa-Ei daijiten = A. B. C. Japanese-English dictionary ;
3	35132501082325	Radio telescopes : 27-30 March 2000, Munich, Germany / Harvey R. Butc
4	35132501360713	The European dynastic states, 1494-1660 / Richard Bonney.
5	35132501177802	Sviatyī = Svyati = O Holy One : for SATB choir and solo cello / John Taver
6	35132501091581	Mōkohō no kihon genri / Uē. Ryazanofusuki cho ; Aoki Tomitarō yaku.
7	35132501179766	Luis Barragán / René Burri.
8		札幌学院法学 [online journal].
9	35132504298167	880-01 Op'ū rodū [videorecording] = Off road / chejak, Hwaltong Sajin;

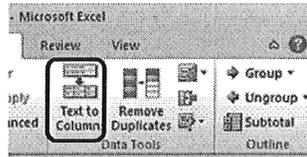


'How to' shown in movie on next slide



MOVIE

Problem: Millennium Concatenating Fields



ISSN
0195-1785;0195-1785
0835-9148;0835-9148
1050-1835;1050-1835
1057-9990;1057-9990
1072-611X;1072-611X
1076-7681;0082-9072
1079-7920;0362-0751



If a record contains multiple fields with the same MARC tag, Millennium normally puts a marker in between the fields (the default is a semicolon)
Excel's Text to Columns tool can split any data which has a consistent character where you want the split to be (even a space)

The screenshot shows the Microsoft Excel interface with the 'Text to Columns' wizard open. The data in the spreadsheet is as follows:

RECORD #	TITLE	ISSN
b2366387X	Solar law reporter	0195-1785;0195-1785
b23377811	Canadian economic observer	0935-9148;0935-9148
b23630164	PTSD research quarterly	1050-1835;1050-1835
b23669639	Standardized regulations	1057-9990;1057-9990
b23402519	CONSERline	1072-611X;1072-611X
b23397951	Occupational outlook handbook	1076-7681;0082-9072
b23597239	Oak Ridge National Laboratory review	1079-7920;0362-0751
b2344094X	Emerging infectious diseases	1080-6059;1080-6040
b23552359	Library of Congress information bulletin	1082-6580;0041-7904
b23608031	Park science	1090-9966;0735-9462
b23317917	Acquisition review quarterly	1093-0418;1087-3112
b23592138	NLM newslines	1094-6004;1094-5970
b23626616	Proceedings of the Ocean Drilling Program	1096-2158;0684-5883
b23452436	Federal register	1097-7651;0097-6926
b23581162	NCBI news	1098-8408;1060-8788
b23630553	Public health reports	1468-2877;0033-3549

The 'Text to Columns' wizard is currently on the 'Delimited' step, with the 'Delimit by' option set to 'Semicolon'. The 'Destination' is set to '\$C\$1'. The 'Text to Columns' button is highlighted, indicating the process of splitting the data.

Solution: Excel's Text to Column Tool

The video shows the process of splitting a column

Problem: Duplicate Values in a Column

D	E	F
I TYPE	LOCATION	SOURCE
0	w4ecp	q
0	w3w	g
130	spfp	g
22	w4ec	q
20	w3w	g
21	w4w	g
0	w4w	g
22	w4w	g
0	w4c	a
45	dcmnp	q
0	dcmnp	q
0	w3w	g
0	w2eo	g
0	w4w	g
0	w4w	g



	A	B	C
	CALL #	VOLUME	TITLE
1			
2	B8.M66 L38	1998 no. 1	Lavān ēgshlg : Burkhan shashny sudlal, mēc
3	B41 .B3	v. 1	Dictionary of philosophy and psychology, in
4	B41 .B3	v. 2	Dictionary of philosophy and psychology, in
5	B41 .B3	v. 3 pt. 1	Dictionary of philosophy and psychology, in
6	B41 .B3	v. 3 pt. 2	Dictionary of philosophy and psychology, in
7	B99.H82 S2	v. 1	A filozófia története
8	B99.H82 S2	v. 2	A filozófia története
9	B99.H82 S2	v. 3	A filozófia története
10	B105.P8 T66 2003		Ariusal : ariun, buzryg angilan oilgozh, khar'it
11	B1545.Z7 C36 2006		The Cambridge companion to Adam Smith
12	B1649 .R91 1983 v.21		How to keep the peace : the pacifist dilemn

- In this situation, I had created a list of items with their checkouts and in-house use.
- A staff member then went through and removed any items from the list that we wanted to retain.
- We now have a spreadsheet of those items we want to withdraw.
- Stacks Maintenance, however, wanted to have only a single line for each call number as it would be easier for the students doing the work.
- Instead of manually removing the lines with duplicate call numbers, I used Excel's Remove Duplicates tool – shown in the video on the next slide.

CALL #	VOLUME	TITLE	DATE	CHKOUT
B8.M66.L88	1998 no. 1	Lavlin ógshig : Burkhan shashny sudlal, médeóllin sétguóif = labai-yin ege	1998	1
B41 .B3	v. 1	Dictionary of philosophy and psychology, including many of the principal	1905	2
B41 .B3	v. 2	Dictionary of philosophy and psychology, including many of the principal	1905	1
B41 .B3	v. 3 pt. 1	Dictionary of philosophy and psychology, including many of the principal	1905	1
B41 .B3	v. 3 pt. 2	Dictionary of philosophy and psychology, including many of the principal	1905	1
B99.H82.52	v. 1	A filozófia története	1965	0
B99.H82.52	v. 2	A filozófia története	1965	0
B99.H82.52	v. 3	A filozófia története	1965	0
B105.P6 T66 2003		Ariusai ; ariun, buzryg angilan olgozh, khar' tsagaan khèi am, kharaal eroo	2003	0
B1545.Z7 C36 2006		The Cambridge companion to Adam Smith	2006	0
B1649 .R91 1993 v.21		How to keep the peace : the pacifist dilemma, 1935-38	2008	0
BF176 .C66 1994	v. 1	Measures for clinical practice : a sourcebook	1994	0
BF176 .C66 1994	v. 2	Measures for clinical practice : a sourcebook	1994	0
BF176 .H36 2008		Handbook of multicultural assessment : clinical, psychological, and educa	2008	1
BH206 .A64		Iskusstvo i problema prekrasnogo	1963	0
BH221.E853 B47 2002		Decadent subjects : the idea of decadence in art, literature, philosophy, a	2002	6
BJ71 .L4 1906	v. 1	History of European morals from Augustus to Charlemagne.	1906	0
BJ71 .L4 1906	v. 2	History of European morals from Augustus to Charlemagne.	1906	0

Solution: Excel's Remove Duplicates Tool

MOVIE

I've also used the Remove Duplicates tool when I needed the list of unique values in a field (e.g., location codes) in a set of records.

You can combine the Text to Columns and the Remove Duplicates tool to examine the main part of URL's – or to analyze pieces of Millennium PAID fields, etc.

Goal: Add new field to existing records in Excel

1	A	B	C	D
1	RECORD #	CALL #	VOLUME	TITLE
2	I21282742	D810.P7 G33 1997		Germany awake !
3	I23289673	D810.W7 L5 1999		The life and times of Rosie the riveter
4	I21178033	D810.W7 L5 1999		The life and times of Rosie the riveter
5	I21660153	D810.W7 W37 1995		War stories
6	I23217558	D839.7.A55 K6 2003		Kofi Annan : center of the storm
7	I21169512	D843 .C57731 1998		
8	I21187198	D843 .C57732 1998		
9	I21187186	D843 .C57733 1998		
10	I21187162	D843 .C57734 1998		
11	I21187150	D843 .C57735 1998		
12	I21187149	D843 .C57736 1998		
13	I21187137	D843 .C57737 1998		
14	I21187101	D843 .C57738 1998		
15	I23264159	D849 .F66 2001		
16	I21080410	D860 .P76 1998		
17	I21624112	D913 .V46 1988	v. 2	

1	A	B	C	D	E
1	RECORD #	STATUS	CALL #	VOLUME	TITLE
2	I21282742		D810.P7 G33 1997		Germany awake !
3	I23289673		D810.W7 L5 1999		The life and times of Rosie the riveter
4	I21178033		D810.W7 L5 1999		The life and times of Rosie the riveter
5	I21660153		D810.W7 W37 1995		War stories
6	I23217558		D839.7.A55 K6 2003		Kofi Annan : center of the storm
7	I21169512		D843 .C57731 1998		Cold War. Vol. 1
8	I21187198		D843 .C57732 1998		Cold War. Vol. 2
9	I21187186		D843 .C57733 1998		Cold War. Vol. 3
10	I21187162		D843 .C57734 1998		Cold War. Vol. 4
11	I21187150		D843 .C57735 1998		Cold War. Vol. 5
12	I21187149	Missing	D843 .C57736 1998		Cold War. Vol. 6
13	I21187137	Missing	D843 .C57737 1998		Cold War. Vol. 7
14	I21187101		D843 .C57738 1998		Cold War. Vol. 8
15	I23264159		D849 .F66 2001		Le fond de l'air est rouge : A grin without a cat
16	I21080410		D860 .P76 1998		Professor Edward Said in lecture : the myth of the "n
17	I21624112	Lost & Paid	D913 .V46 1988	v. 2	Venice and Antwerp



I sometimes can't foresee what data I'll need in a spreadsheet until I actually begin manipulating the data.

At times, I've spent hours manipulating a spreadsheet, only to realize that I'll need an additional bit of information for each record in the spreadsheet.

Instead of beginning all over with the exported data and trying to recreate the work I've already done, I just add a new column in the spreadsheet, export the new field from Millennium, and merge the new and old data.

For this to work, you have to have a common match point in both sets of data – often a record number – bib, item or order depending on what I'm doing.

The next slide is a video of how to do this.

VLOOKUP

- Import data
- Make sure there is a common match point
- Cleanup
- Sort

RECORD # (ITEM)	STATUS
110285787	
110285799	
110285817	
110285866	
110285891	
110285908	
11028591X	
110285969	
110285970	
110286366	\$
110286627	m
116012033	m
116012045	m
116012781	m
116022993	m
11986554x	m
120448028	m
120537384	\$
120941560	m
121134050	



Using VLOOKUP step 1:

- Import data
- Make sure there is a common match point
- Cleanup
- Sort

VLOOKUP

- Add new data
- Insert new column
- Add formula
- Cleanup

RECORD #	CALL #	VOLUME	TITLE	USE 2009	ZYRCIRC
2	D839.7.A55 K6 2003		Kofi Annan : center of the storm	X	0
3	D843 .C57731 1998		Cold War, Vol. 1		0
4	D843 .C57732 1998		Cold War, Vol. 2	X	1
5	D843 .C57733 1998		Cold War, Vol. 3	X	0
6	D843 .C57734 1998		Cold War, Vol. 4	X	1
7	D843 .C57735 1998		Cold War, Vol. 5		0
8	D843 .C57736 1998		Cold War, Vol. 6		0
9	D843 .C57737 1998		Cold War, Vol. 7		0
10	D843 .C57738 1998		Cold War, Vol. 8		0
11	D849 .F66 2001		Le fond de l'air est rouge : A grin without a cat		0
12	D860 .P76 1996		Professor Edward Said in lecture : the myth of the "CI	X	0
13	D913 .M46 1988	v. 2	Venice and Antwerp		0
14	DA145 .R64 1991		Roman Britain		0
15	DA152.S.A7 K5 1999		King Arthur : his life and legends	X	1
16	DA194 .B34 1991		The Battle of Hastings, 1066		0
17	DA660 .C27 1988		Castles		0
18	DA680 .R65 1991		Romans, Saxons, Vikings		0
19	DA681 .S77 1991		Stuart and Georgian London, 1667-1830		0
20	DA963 .E524 2002		Endgame in Ireland. Ceasefire : Guns and government		0
21	DA963 .J74 1999		Irish Civil War : the madness from within	X	2
22	DA963 .N66 1986		Northern Ireland, past and present		0



Using VLOOKUP step 2:

- Add new data to new spreadsheet in the same workbook
- Insert a new column
- Create your formula and add it to all rows
- Cleanup

VLOOKUP Formula

=VLOOKUP(A2,Status!\$A\$2:\$B\$183,1,FALSE)

	A	B	C	D
1	RECORD #	STATUS	CALL #	VOLUME TITLE
2	i2177724x		AM231 .H85 1994	Hunte
3	i16021393		AM7 .M85 1988	Musei
4	i20890655		B127.C65 T8 1994	Tu We
5	i22393705		B133.P734 S9 1995	Swam
6	i22393717		B133.P734 S9 1995	Swam
7	i16016178		B1607 .C67 1986	John S

	A	B
1	RECORD #	STATUS
2	i10286342	
3	i10286366	Lost & Paid
4	i10286378	
5	i10286615	
6	i10286627	Missing
7	i10286639	
8	i16012033	Missing
9	i16012045	Missing
10	i16012057	
11	i16012094	



VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])

- **Lookup_value:** the cell address of the value in this spreadsheet that I want to look up in the new spreadsheet
- **Table_array:** the top left and bottom right cells of the new spreadsheet; NOTE: VLOOKUP will always check for the match point in the left most column of the new spreadsheet
- **Col_index_num:** the column that contains the data you want to display in the main spreadsheet
- **Range_lookup:** when TRUE is used, Excel will accept an approximate or close match; FALSE forces Excel to only use exact matches

Goal: Mark records matching a specific criteria

	H	I	J	K
1	2010/11	LCHKIN	LPATRON	
2	0	2006	1115597	
3	0	2011	1136257	
4	0	2011	1149253	
5	0	2008	1131257	
6	0	2011	1162443	
7	0	2009	1135426	
8	0	2010	1149253	
9	0	2009	1104565	
10	0	2010	1014813	

	A
1	1000262
2	1000723
3	1000785
4	1001192
5	1001268
6	1001848
7	1002112
8	1002239
9	1002938
10	1003375

	H	I	J	K
1	2010/11	LCHKIN	LPATRON	Faculty?
2	0	2006	1115597	
3	0	2011	1136257	
4	0	2011	1149253	Yes
5	0	2008	1131257	
6	0	2011	1162443	Yes
7	0	2009	1135426	
8	0	2010	1149253	Yes
9	0	2009	1104565	Yes
10	0	2010	1014813	Yes



We had a large list of VHS tapes we were considering withdrawing. We wanted to know which ones had seen use in the past two years, which had been on reserve, and if a faculty member had checked out the video as we could assume they checked it out to show in class. We needed to know all this so that we could order DVD or streaming video replacements for videos that were being used in class.

In this situation, I needed to know if the Last Patron that checked a the item out (which is recorded by Millennium in the item record) was a faculty member, e.g., if the number in the LPATRON field was present in a separate list of faculty patron numbers

Patron Type Lookup

- Import new data
- Convert format
- Copy

A screenshot of the Microsoft Excel interface. The active window is titled "temp1.xls - Microsoft Excel". The ribbon shows the "Formulas" tab selected. The spreadsheet area displays a list of patron IDs in column A, starting from row 1. The formula bar shows the formula "=RECORD #(PATRON)".

	A	B	C	D	E	F	G	H
1	RECORD #(PATRON)							
2	p10002625							
3	p10007234							
4	p10007854							
5	p10011924							
6	p10012680							
7	p10018487							
8	p10021127							
9	p10021399							
10	p10025982							
11	p10033750							
12	p10050073							
13	p10108233							
14	p10147044							
15	p10147093							
16	p1014710x							
17	p10147172							
18	p10147354							
19	p10147391							
20	p10147500							
21	p10147524							

MOVIE

Here is the first step in using Excel's MATCH function to check for the presence of a value in a separate list

Patron Type Lookup

- Paste new data
- Insert new column
- Add formula
- Populate remaining cells

A screenshot of a Microsoft Excel spreadsheet. The spreadsheet has columns labeled G through P. Row 1 contains the following data: 2009/2010, 2010/11, LCHKIN, LPATRON. Rows 2 through 21 contain numerical data for each year and patron type. The status bar at the bottom indicates the file name is 'Sales\MS20110318' and the current cell is 'A4'.

	G	H	I	J	K	L	M	N	O	P
1	2009/2010	2010/11	LCHKIN	LPATRON						
2	0	0	2006	1135597						
3	0	0	2011	1136257						
4	0	0	2011	1149253						
5	0	0	2009	1131257						
6	0	0	2011	1162443						
7	0	0	2009	1135426						
8	0	0	2010	1149253						
9	0	0	2009	1104565						
10	0	0	2010	1014813						
11	0	0	2008	1131992						
12	0	0	2002	1060763						
13	0	0	2001	1083999						
14	0	0	2008	1113945						
15	0	0	2008							
16	0	0	2009	1032151						
17	0	0	2006	1126598						
18	0	0	2005	1033024						
19	0	0	2009	1121414						
20	0	0	2006	1124347						
21	0	0	2007	1125287						

MOVIE

Here's is the second step in the process

Patron Type Lookup

MATCH(J2, Faculty!\$A\$2:\$A\$2297, FALSE)

H	I	J	K
2010/11	LCHKIN	LPATRON	Faculty?
0	2008	1130118	
0	2008		
0	2011	1141033	
0	2002	1015793	Yes
0	2002	1087602	
0	2007	1081128	
0	2009	1132471	

	A	B
1	1000262	
2	1000723	
3	1000785	
4	1001192	
5	1001268	
6	1001848	
7	1002112	
8	1002239	



MATCH(lookup_value, lookup_array, [match_type])

- **Lookup_value:** the cell address of the value I want to look up in the new spreadsheet
- **Lookup_array:** the first and last cells in the new spreadsheet that I want Excel to check
- **Match_type:** for FALSE (or zero), MATCH finds the first value that is exactly equal to lookup_value

Patron Type Lookup

ISNA(MATCH(J2, Faculty!\$A\$2:\$A\$2297, FALSE))

H	I	J	K
2010/11	LCHKIN	LPATRON	Faculty?
0	2008	1130118	
0	2008		
0	2011	1141033	
0	2002	1015793	Yes
0	2002	1087602	
0	2007	1081128	
0	2009	1132471	

	A	B
1	1000262	
2	1000723	
3	1000785	
4	1001192	
5	1001268	
6	1001848	
7	1002112	
8	1002239	



If MATCH doesn't find the lookup_value in the second list, it returns a #N/A error (Not Available).

Displaying a lot of #N/A values in the column makes it harder to find the values we're interested in.

We can test to see if MATCH is returning a #N/A error by using the ISNA function, in other words, we're asking MATCH if it didn't find the value we were looking for.

Patron Type Lookup

=IF(ISNA(MATCH(J2, Faculty!\$A\$2:\$A\$2297, FALSE)), "", "Yes")

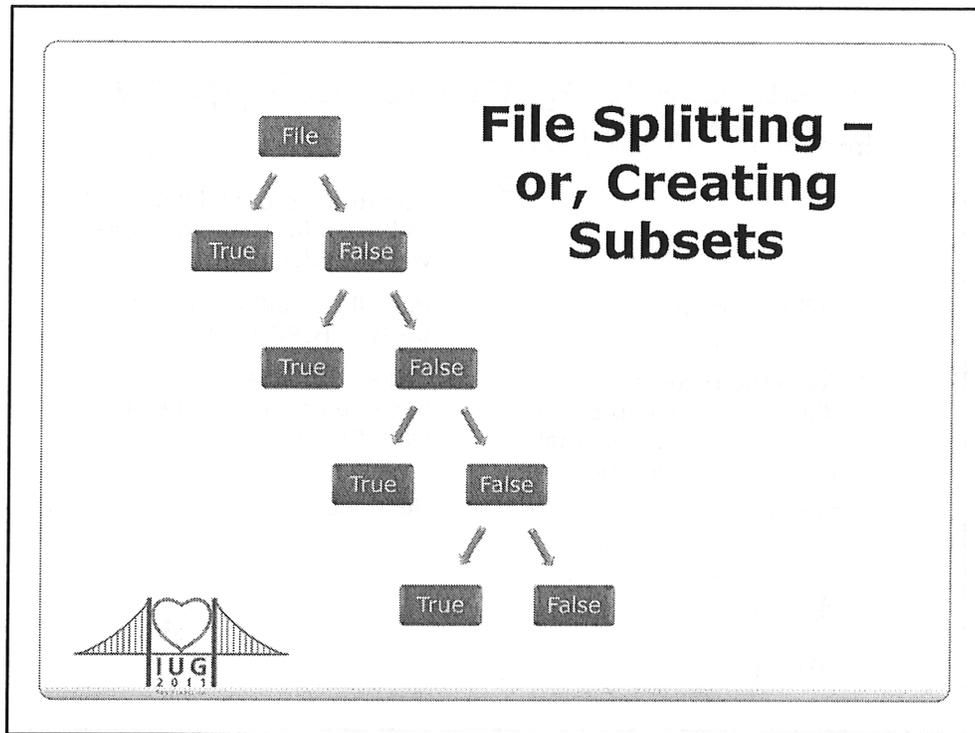
H	I	J	K
2010/11	LCHKIN	LPATRON	Faculty?
0	2008	1130118	
0	2008		
0	2011	1141033	
0	2002	1015793	Yes
0	2002	1087602	
0	2007	1081128	
0	2009	1132471	

	A	B
1	1000262	
2	1000723	
3	1000785	
4	1001192	
5	1001268	
6	1001848	
7	1002112	
8	1002239	



We then wrap everything up in a standard IF function. The formula above says if the MATCH return value is the #N/A error, we want Excel to display a blank cell (the double quotes with nothing between them), but otherwise (if the lookup_value is found) we want it to display "Yes" (or some other value)

IF(logical_test, value_if_true, value_if_false)



WLN programmers

One of the most commonly used tools was a program that split a file into two subsets – the records matching some criteria in the first set, and the records not matching the criteria in another set

Goal: Creating non-overlapping sets of records

1. Create a file
 - Create a file of all bibs with web item location and non-web item location
2. Pull records matching criteria
 - Pull all BIB LVL=m & 086 present (GPO books)
3. From the records that didn't match the previous criteria, pull records that match a new criteria
 - Pull all Canadian documents (field 'c' begins with 'CAN')
4. Repeat
 - Next set



In this case, we were transitioning from the single record approach to the multiple record approach so we could allow patrons to limit based on the MAT TYPE code in Millennium bib records. In this step, I needed to analyze the size of various types of records that needed to be split into separate records based on physical formats.

First I created a list of all bib records that had items records attached for both a web location and a non-web location.

Then, I needed to create sets of those records that we could work on, one set at a time.

So first, I pulled out all the Government Document books.

From the remaining records, I pulled out all the Canadian Government books.

And repeated the process many times – each time pulling some new set of records from the records remaining after the last step.

How: Use a marker

- Create a file of all bibs with web item location and non-web item location
- Pull all BIB LVL=m & 086 present (GPO books)
- **Use Global Update to insert a Marker (e.g., 902 XX) in each bib included in the first subset**
- **Create a new file of all original records except those that contain the marker (All 902 fields don't contain 'XX')**
- **From the new file of all records except those in the first set, pull all Canadian documents (field 'c' begins with 'CAN')**
- Repeat



Millennium, however, doesn't provide a means of putting one set of records in one review file, and the records that didn't match the criteria in a separate review file. The way to do this is to add a marker to the records that match the new criteria, pull out the records with the marker into a one review file, and pull out the records without the marker in a separate review file.

The use of a record marker makes many very difficult tasks much easier.

In this case, I decided to add a 902 field in the bib record, with the field contents XX (use something that you know will never occur in that field in your database)

Finding Records with Multiple Items

Boolean Search

Review File Name:

Store Record Type:

Range

Term	Operator	Type	Field	Condition	Value A	Value B
1		ITEM	LOCATION	starts with	m	



- One of the librarians wanted to review all the books in the Music Library that had more than one copy so they could consider withdrawing some of the added copies. In our catalog, the copy number in the item field is not always trustworthy.
- So, I created a file of all the bib records in the location of interest (or with a specific call number range, etc.).