



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)

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.).

Finding Records with Multiple Items

Line	Type	Field
1	b	RECORD #
2	ITEM	RECORD #

Field delimiter: <9>
Text qualifier: <none>
Repeated field delimiter: ;
Maximum field length (0-1000): <none>

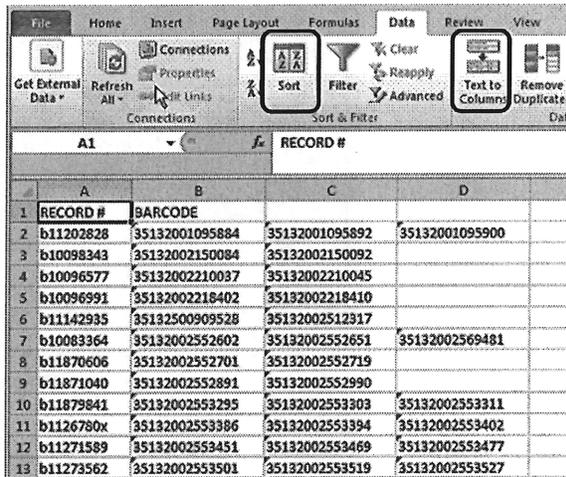
File: C:\temp\MusicBibsMultiCopy.txt

Buttons: OK, Apply Saved Export, Save This Export, Close



- Export the barcodes for all items in the file
- Change the field delimiter to a tab (Control character – 9)
- Change the text qualifier to 'none'
- Provide the location you want your file stored and the file name

Finding Records with Multiple Items

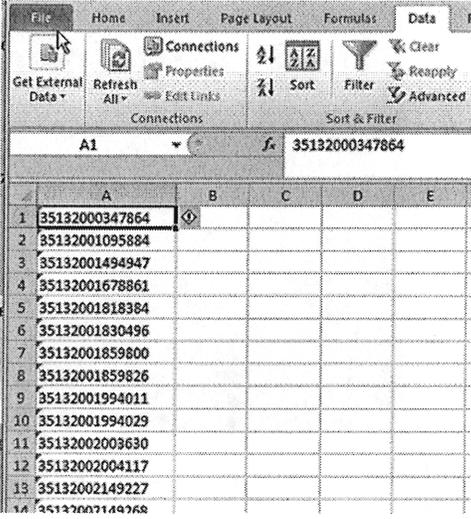


	A	B	C	D
1	RECORD #	BARCODE		
2	b11202828	35132001095884	35132001095892	35132001095900
3	b10098343	35132002150084	35132002150092	
4	b10096577	35132002210037	35132002210045	
5	b10096991	35132002218402	35132002218410	
6	b11142935	35132500909528	35132002512317	
7	b10083364	35132002552602	35132002552651	35132002569481
8	b11870606	35132002552701	35132002552719	
9	b11871040	35132002552891	35132002552990	
10	b11879841	35132002553295	35132002553303	35132002553311
11	b1126780x	35132002553386	35132002553394	35132002553402
12	b11271589	35132002553451	35132002553469	35132002553477
13	b11273562	35132002553501	35132002553519	35132002553527



- Remove the row of column headers
- Use the Text to Columns tool to separate multiple barcodes into separate columns
- Sort on Column C (in this example) so that records with only a single barcode sort together
- Remove the bib records (e.g., rows) with only one barcode
- DESCRIBE – Text to Columns & Remove Duplicates

Finding Records with Multiple Items



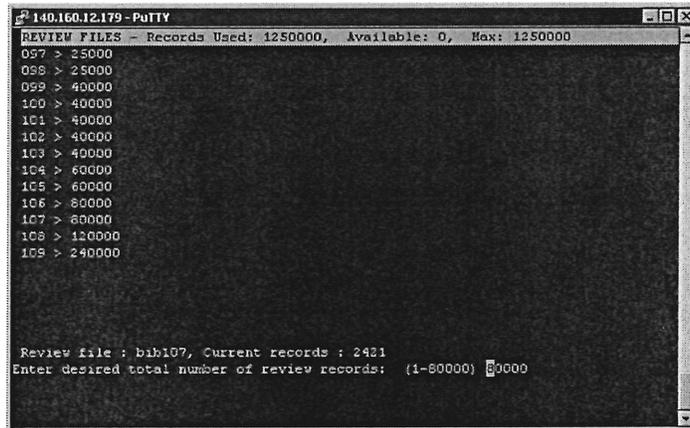
A1 3513200347864

	A	B	C	D	E
1	3513200347864				
2	35132001095884				
3	35132001494947				
4	35132001678861				
5	35132001818384				
6	35132001830496				
7	35132001859800				
8	35132001859826				
9	35132001994011				
10	35132001994029				
11	35132002003630				
12	35132002004117				
13	35132002149227				
14	35132002149268				



- Finally, remove all columns except the first column of barcodes, providing a list of all bib records with multiple item records.
- Create a review file of item records using the file of barcodes
- Create a file of bib records based on the file of item records – dedupe the results

Subdividing Large Exports



```
140.160.12.179 - PuTTY
REVIEW FILES - Records Used: 1250000, Available: 0, Max: 1250000
097 > 25000
098 > 25000
099 > 40000
100 > 40000
101 > 40000
102 > 40000
103 > 40000
104 > 60000
105 > 60000
106 > 80000
107 > 80000
108 > 120000
109 > 240000

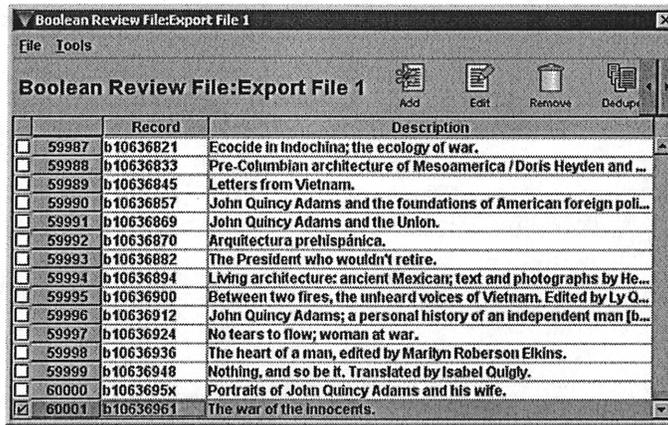
Review file : bib107, Current records : 2421
Enter desired total number of review records: (1-80000) 80000
```



A > A > R – Review File Maintenance

- Problem: sending large sets of records to a vendor for services like an OCLC reclamation project or an authority control project
- Go to Review File Maintenance
 - A > ADDITIONAL system functions
 - A > ALTER system parameters
 - R > REVIEW File Maintenance
- Change the size of a review file to the desired maximum size plus one

Subdividing Large Exports



	Record	Description
<input type="checkbox"/>	59987 b10636821	Ecocide in Indochina; the ecology of war.
<input type="checkbox"/>	59988 b10636833	Pre-Columbian architecture of Mesoamerica / Doris Heyden and ...
<input type="checkbox"/>	59989 b10636845	Letters from Vietnam.
<input type="checkbox"/>	59990 b10636857	John Quincy Adams and the foundations of American foreign poli...
<input type="checkbox"/>	59991 b10636869	John Quincy Adams and the Union.
<input type="checkbox"/>	59992 b10636870	Arquitectura prehispánica.
<input type="checkbox"/>	59993 b10636882	The President who wouldn't retire.
<input type="checkbox"/>	59994 b10636894	Living architecture: ancient Mexican; text and photographs by He...
<input type="checkbox"/>	59995 b10636900	Between two fires, the unheard voices of Vietnam. Edited by Ly Q...
<input type="checkbox"/>	59996 b10636912	John Quincy Adams; a personal history of an independent man [b...
<input type="checkbox"/>	59997 b10636924	No tears to flow; woman at war.
<input type="checkbox"/>	59998 b10636936	The heart of a man, edited by Marilyn Roberson Elkins.
<input type="checkbox"/>	59999 b10636948	Nothing, and so be it. Translated by Isabel Quigly.
<input type="checkbox"/>	60000 b1063695x	Portraits of John Quincy Adams and his wife.
<input checked="" type="checkbox"/>	60001 b10636961	The war of the innocents.



- Restart your Millennium client so it will use the new maximum review file size.
- Run your query
- Copy the record number from the last record in the file
- Save the record number in a text file, if desired
- Remove the last record in the file
- Export the file

Subdividing Large Exports

The screenshot shows a 'Boolean Search' window with the following fields and options:

- Review File Name:
- Store Record Type:
- Range: (dropdown menu)
- Start:
- Stop:

Below these fields is a table with the following columns: Term, Operator, Type, Field, Condition, Value A, Value B. The first row contains the number '1' under the 'Term' column.

A 'Search' dialog box is overlaid on the table, containing the text: 'No search criteria have been specified. Retrieve all records in range?' with 'Yes' and 'No' buttons.



- Use the last record number from the previous review file as the first record of the new review file
- Run your query
- Continue creating and exporting review files until done
- Change the maximum size of your review back to what it was



	A	B	C
1	BARCODE	CALL #	TITLE
2	35132504772328	HD7288.U4 G36 2007	The boardinghouse in nineteenth-century America
3	35132504772302	O180.C2 B78 2007	A generation of excellence
4	35132504772286	JL75 .R84 2006	Rules, rules, rules, rules
5	35132504772294	ML419.S674 M64 2007	High hat, trumpet, and rhythm
6	35132504772278	HN110 .5 A8 N43 2007	Negotiating identities in modern Latin America
7	35132504772344	D804.G3 K87 2007	Kurt Meyer on trial
8	35132504772351	JL65 .H374 2007	Vision for a Canada strong and free
9	35132504772260	PR9199.3.M3456 H86 2C	The humbug diet
10	35132504772245	Q180.6.C2 D64 2007	Strategic science in the public interest
11	35132504772237	RA395.C3 M37 2007	Health care in Saskatchewan
12	351325047722166	HQ1190 .F4633 2010	Feminist theory
13	351325047722174	N6490 .A713 2010	History of modern art
14	35132504773268	F1033.2 .P38 2006	Le Québec dans le monde, 1960-1980
15	35132504772377	F1032 .O93 2006	Journal de prison d'un fils de la liberté, 1837-1838
16	35132504772443	HM851 .C36 2007	Le Canada et la société des savoirs

Create a List from Items in Hand



- Ask for questions
- If there people ask how to do something not covered, take the time to discuss how they might accomplish something
- Have everyone in the room contribute if appropriate
- Only go forward with this final section if time allows and there are no other questions to discuss

Method 1 – Add to a Review File

- Start a review file with one record
- Open the review file
- Repeat for each item:
 - ALT+t, a
 - scan in next barcode



Method 2 – Count Use + Scanner

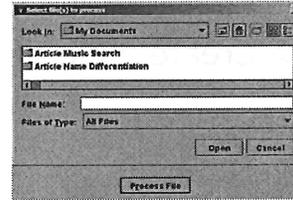
- Only use if you don't track internal use
- Available fields: INTL USE, COPY USE, IUSE3
- Begin by setting selected *field* in all records to zero
- Use MilCirc's Count Use mode to scan in barcodes
- Create a file of all records with *field* > 0



You can change the name displayed in Millennium for each of these fields in:
Admin -> Parameters -> General -> Fixed-length Field Names

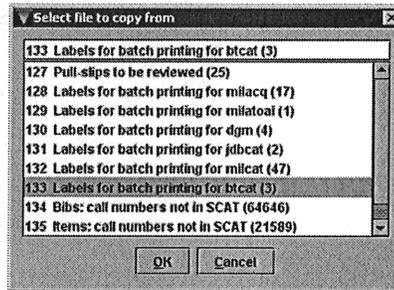
Method 2b – Count Use + File

- Set selected *field* in all records to zero
- Create a plain text (.txt) file of barcodes
- Add prefix+colon to each barcode (see list on manual page #102444)
- Use MilCirc's Count Use | Portable Reader | Process File to upload file of barcodes
- Create a file of all records with *field* > 0



Method 3 – Label Queue

- Retrieve items by barcode in MilCat
- Send each item to the Label Queue (ALT+t, q)
- In Create Lists, use Copy to move items in label queue to a review file



Method 4 – Load Table

- Set up a load table to load the records in a file without changing anything (requires III training)
- Check the 'Use Review Files' box

Data Exchange

Rapid Update

Create Lists

Delete Records

Process Function: Load records via locally-created load profiles
LOAD a MARC file

Input File: opofest.mrc\imarc (1,792 bytes)

Start Block: 7

Stop Block: 6

Maximum Records to Load: 1000000

Use Review Files



Method 5 –III Inventory Module

- Create a plain text (.txt) file of barcodes
- Transfer the file of barcodes from your PC to the Innopac server
- Load the records into a review file

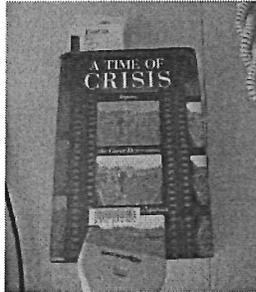


The Offline Circ product can be used instead of the Inventory Module

Three general steps

Method 5 –III Inventory Module

➤ Create a text file of barcodes



	A	B	C
1	BARCODE	CALL #	TITLE
2	95132504772328	HD7288.U4 G36 2007	The boardinghouse in nineteenth-century America
3	95132504772302	Q180.C2 B78 2007	A generation of excellence
4	95132504772286	JL75 .R84 2006	Rules, rules, rules, rules
5	95132504772294	ML419.S674 M64 2007	High hat, trumpet, and rhythm
6	95132504772278	HN110 .3 A8 N43 2007	Negotiating identities in modern Latin America
7	95132504772344	D804.G3 K87 2007	Kurt Meyer on trial
8	95132504772351	JL65 .H374 2007	Vision for a Canada strong and free
9	95132504772260	PR8199.3.M3456 H86 2007	The humbugs diet
10	95132504772245	Q180.6.C2 D64 2007	Strategic science in the public interest
11	95132504772237	RA395.C3 M37 2007	Health care in Saskatchewan
12	951325047722166	HQ1190 .F4633 2010	Feminist theory
13	951325047722174	N6490 .A713 2010	History of modern art
14	95132504773268	F1053.2 .P38 2006	Le Québec dans le monde, 1960-1980
15	95132504772377	F1092 .O93 2006	Journal de prison d'un fils de la liberté, 1837-1838
16	95132504772443	HM851 .C36 2007	Le Canada et la société des savoirs



Sources for barcodes:

- Scan barcodes into plain text file
- Download barcodes from Portable Scanner into a plain text file
- Pull barcodes from Excel or word processor and place in a plain text file

Use Notepad or any other text editor to create a plain text file

Method 5 –III Inventory Module

➤ Add n: if not added by a script

n:35132504772302
n:35132504772286
n:35132504772294
n:35132504772278
n:35132504772344
n:35132504772351
n:35132504772260
n:35132504772245
n:35132504772237
n:35132504722166
n:35132504722174
n:35132504773268
n:35132504772377
n:35132504772443
n:35132504772435

Find and Replace

Find Replace Go To

Find what: ^p

Replace with: ^pn:

More >> Replace Replace All

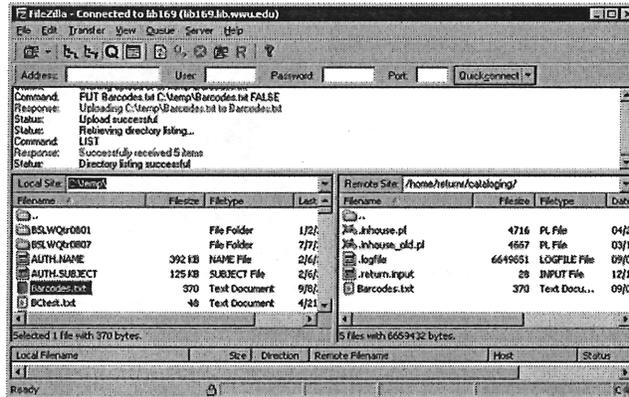


Prefix code to use:

- n Inventory Count
- a INTL USE
- b COPY USE
- c IUSE3

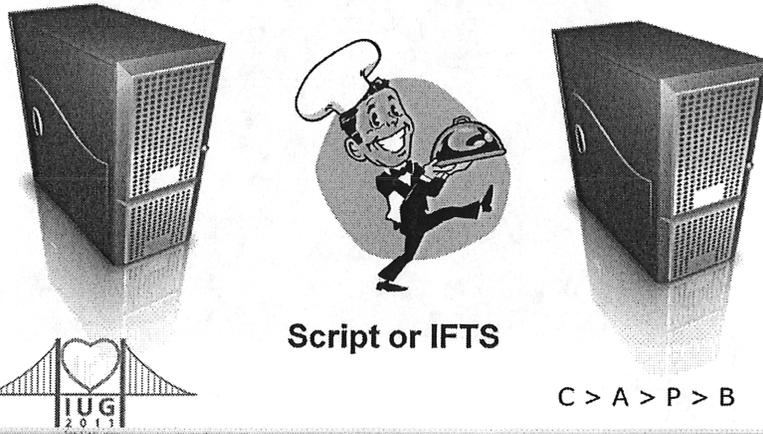
Method 5 –III Inventory Module

➤ Transfer file to FTP server



Method 5 –III Inventory Module

➤ Move File to Innopac Server



- Our script adds the necessary index letter and colon so that the Innopac system knows that barcodes are being loaded. It then transfers the file from our FTP staging server to the Innopac server.
- Instead of using a script to move the file from an FTP server to the Innopac server, those with the IFTS product can:
 - In the text based interface, go to
 - C > CIRCULATION subsystem
 - A > ADDITIONAL circulation functions
 - P > PROCESS PC transactions
 - B > IFTS Transfer of B321 transactions from PC
 - Enter the address of the server where the file is located
 - Provide the user name and id needed to access the server

Method 5 –III Inventory Module

➤ Select the File to Load

```
140.160.12.179 - PuTTY
INNOPAC Inventory Function
Files To Transfer  Date Created  # of Items
1 > zdi090c100477  09-08-08 10:04AM  24

Key a number or
R > REMOVE inventory files
V > VIEW an inventory file
N > NAME inventory file
Q > QUIT
Choose one (1-1,R,V,N,Q)
```



C > A > P > C > T

- Note the number of records in the file you transferred to the server
- The Innopac system automatically renames files transferred to the server, so the number of records and the date/time loaded are the only characteristics to make sure you load the correct file

Method 5 –III Inventory Module

➤ Use Your File (Finally!)

Record	Description
<input checked="" type="checkbox"/> 1 25809672	The emergence of modern Japan: an introductory history since 1853 / Janet E. Hunter.
<input type="checkbox"/> 2 25809635	Modern Japan: the American nexus / by John Hunter Boyle.
<input type="checkbox"/> 3 25809641	A time of crisis: Japan, the great depression, and rural revitalization / Kerry Smith.
<input type="checkbox"/> 4 25809581	When the emperor was divine: a novel / Julie Otsuka.
<input type="checkbox"/> 5 25809556	Early modern Japan / Conrad Totman.
<input type="checkbox"/> 6 25809532	Becoming spart: national power and local politics in Toyama, 1868-1945 / Michael Lewis.
<input type="checkbox"/> 7 25809519	The self-made men in Meiji Japanese thought: from samurai to salaryman / Earl H. Kinsmonth.
<input type="checkbox"/> 8 25809490	Japan in transition, from Tokugawa to Meiji / edited by Marcus B. Jansen and Gilbert Rozman.
<input type="checkbox"/> 9 25120797	Effektivnost' ispol'zovan'ia na nedr regiona: na primere Respubliki Buz'ata / S.I. Dar'inaeva; ...
<input type="checkbox"/> 10 25809660	The Japanese imperial institution in the Tokugawa period / Herschel Webb.
<input type="checkbox"/> 11 25809489	Just listen: a novel / by Sarah Dessan.
<input type="checkbox"/> 12 25809396	Oddest of all: stories / by Bruce Coville.
<input type="checkbox"/> 13 25809374	The swan kingdom / Zoe Marriott.
<input type="checkbox"/> 14 25809362	Rogelia's house of magic / Jamie Martinez Wood.
<input type="checkbox"/> 15 25807547	Thirteen reasons why: a novel / by Jay Asher.
<input type="checkbox"/> 16 25807687	Get well soon / Julie Halpern.
<input type="checkbox"/> 17 25807742	Six innings: a game in the life / James Preller.
<input type="checkbox"/> 18 25808925	The brothers trees / Coet Vootheas.
<input type="checkbox"/> 19 25809234	The Buddha's diamonds / Carolyn Marsden and Tidy Phap Nhem.
<input type="checkbox"/> 20 25809118	What the Dickens: the story of a rogue tooth fairy / Gregory Maguire.
<input type="checkbox"/> 21 25807663	The eternal flame / T.A. Barron; with illustrations by David Elliot.
<input type="checkbox"/> 22 25807572	Child of the dark prophecy / T.A. Barron.
<input type="checkbox"/> 23 25807006	Rackham's color illustrations for Wagner's "Ring" / Arthur Rackham; with an introd. and capt...



- WARNING: The review file in Millennium will not have the same number you selected when loading the file using the text based interface
- Additional notes
 - You must have Millennium authorizations
 - 3 Circulation Subsystem
 - 51 Process PC Transactions
 - You may have to close and restart Millennium so that Millennium will recognize the presence of your new review file
 - Do you need to sort of your review file?

- Richard Jackson's Regular Expressions handout
<http://conferences.innovativeusers.org/index.php/IUG2011/IUG2011/director/downloadFile/884/582>
- NOBLE Swapshop
<http://www.noblenet.org/swapshop/>
- IUG Clearinghouse
<http://www.innovativeusers.org/iug-clearinghouse-menu>
- IUG Mailing List Archives
<http://www.innopacusers.org/list/archives/>
- CSDirect Create Lists Troubleshooting Guide
<http://csdirect.iii.com/documentation/booltroubleshooter.shtml>
- Terry Reese's MarcEdit
<http://people.oregonstate.edu/~reese/marcedit/>



Resources

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