

Cataloging User's Guide

These are the update pages for the *Dynix Cataloging User's Guide*. The update pages are temporary and will be integrated into the manual in a later release.

Use these instructions to insert the update pages in the manual:

Chapter 1, Getting Started

Insert pages 1-1 through 1-12 behind the Getting Started tab.

Chapter 2, Searching

Insert pages 2-1 through 2-4 behind the Searching tab.

Chapter 7, MARC Loading

Insert pages 7-1 through 7-4 behind the MARC Loading tab.

© 2000 *epitech, inc.*

All rights reserved. Information in this document is subject to change without notice. The software described in this document is furnished under a license agreement. No part of this guide may be reproduced or transmitted in any form or by any means, electronic or mechanical, without the express written permission of *epitech, inc.*

epitech grants the right of copying the enclosed material solely for the internal business use of the end user if (1) this document has been obtained by purchase or by license agreement in conjunction with *epitech* software, and (2) this copyright statement is included with each copy. All other copying or distribution is strictly prohibited.

This document is compatible with Dynix Release 181. It may also be compatible with later releases.

Wednesday, July 26, 2000 9:34 pm

Part #: 315837-115837

Getting Started

These update pages explain how to use the diacritic capabilities in Dynix.

Insert these pages behind the Getting Started tab of the *Dynix Cataloging User's Guide*.

Working with Diacritics	1-3
Entering Diacritics	1-4
Adding Diacritics to Previously Loaded Records	1-10



Working with Diacritics

If you catalog items in languages other than English, you may want to use diacritics to bring greater accuracy to your database. Diacritics are marks found over or under letters in many languages. These marks are attached to a character to create a new character indicating a change in pronunciation, such as the acute accent over the “e” in *fiancé*. Diacritics also include symbols, such as the subscript patent mark (®) or the plus or minus sign (±). Diacritics let you catalog items in their original language, thereby allowing patrons to view the correct representation of the bibliographic material.

Dynix diacritic support is based on the ANSEL (American National Standards Extended Latin) character set. This character set is a recognized library standard in MARC records. The ANSEL character set is composed of ASCII characters, special characters, and diacritics used in the Roman alphabets. (For example, the uppercase digraph AE [Æ]). ANSEL defines the diacritic marks that go above or below Roman letters. (Cataloging for Windows diacritics also uses the ANSEL character set. For information on Cataloging for Windows diacritics, see “Bib Records” in the Release 181 update pages for the *Cataloging for Windows User’s Guide*.)

Dynix diacritics supports the use of diacritics in the Cataloging and PAC modules. (You enter the diacritics during cataloging and they are displayed in PAC.) You can enter diacritics into your MARC records and non-MARC records. You also can import, edit, and export MARC records that contain diacritics.

IMPORTANT

Diacritic support can also extend across all modules, and is not limited to MARC records. (For example, you can use diacritics in patron records in the Circulation module.)

This option is called “System-wide diacritics.” System-wide diacritics is licensed separately and may require a memory or processor upgrade. (For more information about System-wide diacritics, call your customer sales representative.)

This section explains these topics related to diacritics:

Task	Page
Entering Diacritics	1-4
Adding Diacritics to Previously Loaded Records	1-10

Entering Diacritics

You enter diacritics into your records by entering the ANSEL code number. (For example, you enter “\AN186\” for the British pound [£].) (For a list of diacritics you can use in Dynix, see “Diacritic Reference Table” on update page 1-6.) In your cataloged records, you see the ANSEL code number but you do not see the actual diacritic; the actual diacritic displays in PAC and your non-MARC bib displays.

You can enter diacritics as you create records or enter them into records that already exist in your database.

To enter diacritics

- 1 Open the record you want to enter diacritics in.
- 2 Use FM commands and MARC editing commands to complete the fields on the record.
- 3 For words that contain diacritics, enter the ANSEL diacritic code before the letter that contains the diacritic, using this format:
“*word\AN character code\letter that contains the diacritic*”.
(For example, enter “fianc\AN226\e” to represent fiancé.) (For a list of the ANSEL code numbers of diacritics you can enter, see “Diacritic Reference Table” on update page 1-6.)

Here is an example of a diacritic entered into a bib record:

Here is the ANSEL
representation of
the diacritic.

```

MARC PROCESSING
*** NEW ADDITION ***
BIB KEY: 203421
FORMAT: BK
1. +LD 00240nam 2200100 4500
2. 001
3. 002
4. 008 000209
5. 020 a0-256-14153-3
6. 092 aPR6068-0827
7. 245 10 $fFianc\AN226\ve$bRoyal Marriage
8. 250 a1st American Edition
9. 260 aNew York$bKnopf$c1996
10. 300 a268 p.$b24 cm.
### END OF RECORD ###

```

```
#, File, Quit, Delete, Add tag, Copy tag, Update(#):
```

- 4 Enter "F" to file the record.
- 5 Enter "Q" to quit.

Here is a table of the diacritics with their ANSEL numeric representation. The diacritics are listed in numerical order by the ANSEL number:

Table 1: Diacritic Reference Table

Diacritic	Diacritic Name	ANSEL Code
Ł	Polish L, uppercase	\AN161\
Ø	Scandinavian O, uppercase	\AN162\
Ð	D with crossbar, uppercase	\AN163\
Þ	Icelandic thorn, uppercase	\AN164\
Æ	Digraph AE, uppercase	\AN165\
Œ	Digraph OE, uppercase	\AN166\
'	Soft sign (prime)	\AN167\
·	Dot in middle of line	\AN168\
b	Musical flat	\AN169\
®	Subscript patent mark	\AN170\
±	Plus or minus	\AN171\
Ŏ	O-hook, uppercase	\AN172\
Ũ	U-hook, uppercase	\AN173\
ʔ	Alif	\AN174\
ʕ	Ayn	\AN176\
ł	Polish l, lowercase	\AN177\
ø	Scandinavian o, lowercase	\AN178\
đ	D with crossbar, lowercase	\AN179\

Table 1: Diacritic Reference Table

Diacritic	Diacritic Name	ANSEL Code
þ	Icelandic thorn, lowercase	\AN180\
æ	Digraph ae, lowercase	\AN181\
œ	Digraph oe, lowercase	\AN182\
"	Hard sign	\AN183\
ı	Turkish i, lowercase	\AN184\
£	British pound	\AN185\
ð	Eth	\AN186\
ó	O-hook, lowercase	\AN188\
ú	U-hook, lowercase	\AN189\
°	Degree sign	\AN192\
ℓ	Lowercase script "L"	\AN193\
®	Phono copyright mark	\AN194\
©	Copyright mark	\AN195\
#	Musical sharp	\AN196\
¿	Inverted question mark	\AN197\
¡	Inverted exclamation mark	\AN198\
?	Pseudo question	\AN224\
`	Grave	\AN225\
'	Acute	\AN226\
^	Circumflex	\AN227\

Table 1: Diacritic Reference Table

Diacritic	Diacritic Name	ANSEL Code
~	Tilde	\AN228\
-	Macron	\AN229\
˘	Breve	\AN230\
˙	Superior dot	\AN231\
¨	Umlaut (diaeresis)	\AN232\
ˇ	Hacek	\AN233\
◊	Circle above (angstrom)	\AN234\
ˆ	Ligature, first half	\AN235\
˜	Ligature, second half	\AN236\
ˊ	High comma, off center	\AN237\
˝	Double acute	\AN238\
◌̣	Candrabindu	\AN239\
◌̧	Cedilla	\AN240\
◌̨	Right hook	\AN241\
◌̩	Dot below character	\AN242\
◌̪	Double dot below character	\AN243\
◌̫	Circle below character	\AN244\
◌̬	Double underscore	\AN245\
◌̭	Underscore	\AN246\

Table 1: Diacritic Reference Table

Diacritic	Diacritic Name	ANSEL Code
¸	Left hook/tail	\AN247\
¸	Right cedilla	\AN248\
¸	Upadhmaniya	\AN249\
ˆ	Double tilde, first half	\AN250\
ˆ	Double tilde, second half	\AN251\
¸	High comma, centered	\AN254\

Adding Diacritics to Previously Loaded Records

Most likely, as you imported records from utility vendors in the past (before Dynix diacritic support), the diacritics from those records were translated or removed. Here are four scenarios of how you might want to add diacritics to your previously loaded records.

IMPORTANT

There may be additional cost by your bibliographic vendor associated with some of these scenarios below.

IMPORTANT

Regardless of the diacritic restoration method you choose to use, you may want to follow up with authority processing from an authority headings provider, such as OCLC. This ensures authors, subject, and series have the proper diacritics and cleans up the appropriate bib records.

- **Diacritic characters were saved on the Dynix system during your initial dataload or since then.** If this is the case, *epixtech* will provide programming to match and replace those characters in your MARC records at a subfield level. Once these characters are replaced, you can resume standard maintenance and display.

If you are unsure about whether diacritic characters were saved on your Dynix system, you can check in your TAP account to find the number of MARC records containing diacritics saved on your system:

Here is how you check your TAP account:

NOTE

Use this Recall command at TCL (Terminal Control Language):
`CT NEWKEYS DIACRITICS.SAVE`

- **You have loaded records into the Dynix System from OCLC, RLIN, or other utility vendors and the original data tapes are still available.** If the data tapes are still available, you can reload diacritics with a match and overlay. At no cost, *epixtech* will provide a new loading profile to compare subfields on the tapes with data on your system. If words in the current subfields contain diacritic characters in the original record, the diacritics are reloaded into the MARC record.
- **You choose to purchase tapes from your bibliographic record supplier or another MARC record provider.** *epixtech* will provide a new loading profile to compare subfields on the tapes with data on your system. You can use this profile to match and replace diacritics in a record, or to overlay the entire MARC record
- **Ongoing diacritic loading.** When your system is enabled to use diacritics, *epixtech* sets up your existing LMR (Load MARC Records) and OMR (Output MARC Records) profiles to let you continue loading and outputting diacritics in your records.

Searching

These update pages explain the new browse list screen displayed during an authority cross-reference search.

Using Authority Cross-Reference Searching

2-3

Insert these pages behind the Searching tab of the *Dynix Cataloging User's Guide*.



Using Authority Cross-Reference Searching

When you do an authority search, the system displays a browse list of “authorities” or alphabetical terms to choose from. This list may include some cross-references (*see* or *see also* references) you can follow to find more titles:

You can follow this See reference.

```

14 FEB 2000          Bush Memorial Library          2:09pm
                   Cataloging                    UV Port 11

Your Search: BACHMAN

Selected (May be truncated)
1. Archer, Jeffrey                               Titles
                                                1

2. Arnow, Harriet Louise, 1921-                  1

> 3. Bachman, Richard                            0

4. See: King, Stephen                           3

5. Bechko, P. A. (Paul Andrew), 1900-1987      1

6. Bellone, Enrico                              2

7. Belsey, Catherine                            1

- - - More on Next Screen - - -

Enter a line number for more detail:
SO=Start Over, B=Back, P=Previous Screen, <enter>=Next Screen

```

Previously, if you chose to follow a cross-reference, Dynix would display a bib summary screen like this one, showing all titles linked to the cross-reference:

```

14 FEB 2000          Bush Memorial Library          2:09pm
                   Cataloging                    UV Port 11

Your Search: King, Stephen

AUTHOR / TITLE                                CALL #      DATE      LIB
1.King, Stephen                               1989       BML
   The Stand (Complete and Uncut Version)
2.King, Stephen                               BL
   It
3.King, Stephen                               BL
   Salems Lot
** 3 Items UNSORTED - Page 1 of 1 - End of List **

Enter an item number for more detail:
SO=Start Over, B=Back, SL=Sort List, RS=Review Search, ?=Help, SB=Save Bib
SBLIST=Save Bib List

```

With Dynix 181, your system administrator can choose to have Dynix display a second authority browse list like this one before Dynix displays the bib summary screen:

Here is the See reference you followed.

```
12 FEB 2000           Bush Memorial Library           12:09pm
                    Cataloging                          UV Port 11

Your Search: KING, STEPHEN

Selected (May be truncated)           Titles
1. Keen, Sam                           1
2. Kelley, Kitty                        1
> 3. King, Stephen                      3
4. Koch, Johannes Hermann Ernst, 1918-  1
5. Kotlowitz, Alex                      1
6. Kundera, Milan                       1
7. Leavis, Frank Raymond, 1895-        1

- - - More on Next Screen - - -

Enter a line number for more detail:
SO=Start Over, B=Back, P=Previous Screen, <enter>=Next Screen
```

Your system administrator can choose whether to display this browse list for each agency by updating the agency record. (For more information, see “Choosing to Display a Second Browse Screen during Cross-Reference Searching” in the Release 181 update pages for the “General Setup” chapter in the *Dynix SA Guide*.)

MARC Loading

This update section describes the Release 180 feature for creating selections or orders using the 970 tag when you load MARC records. It also describes the Release 181 update to this feature for the “location” and “price” subfields.

Creating Selections or Orders Using the 970 Tag 7-3

Insert these pages behind the MARC Loading tab of the *Dynix Cataloging User's Guide*.



Creating Selections or Orders Using the 970 Tag

If your library has the Acquisitions module and loads MARC records using the SELECTIONS or PREORDER profile, you can use the MARC 970 tag to load order information into selections or orders. To use this feature, you must update the MARC 970 tag for your bib records.

To create selections or orders using the 970 tag

- 1 Get the order information from your vendor.

You can get this information by batch loading records, or you can use a bibliographic utility (such as OCLC or Bibliofile).

- 2 Download the MARC records to your Dynix library system using Load MARC Records (LMR).

(For more information on loading MARC records, see the “MARC Loading” chapter in the *Dynix Cataloging User’s Guide*.)

When you load a MARC record with a completed 970 tag, Dynix automatically creates a selection record or an order record in Acquisitions, depending on which record profile you choose when you load the record.

After you load the MARC records, you can search for the selection or order record in Acquisitions. (For more information on searching for the selections or order records, see the Release 181 update pages for the *Dynix Acquisitions User’s Guide*.)

- 3 If you want to, search for and select the bib record for which you want to update the 970 tag.
- 4 If you want to, enter the order information in the subfields of the 970 tag using this format:

```
970$a location $b quantity $c comments
    $f fund account $i item number $s source $p price
```

NOTE

With Release 181, you can now enter a price for the item. You also no longer have to enter a location to enter comments and vendor notes on orders.

Here is an example of a MARC record with a completed 970 tag:

```
22 FEB 2000          DYNIX LIBRARY SYSTEMS          03:59pm
                   Acquisitions                    UV Port 18
                                                DYNIX #: 203295

LEADER 00595nam 22002298a 4500
001   mtr03215569
005   19901031071724.1
008   901022s1991    nyu            00011 eng
010   90021819
020   0385267010 :$c$19.95
035   (DLC) 90021819
040   DLC$cDLC
043   n-us-ga
050 00 PS3566.R47$bB75 1991
082 00 813/.54$220
100 10 Price, Eugenia.
245 10 Bright captivity /$cEugenia Price.
260 0 New York :$bDoubleday,$c1991.
263   9105
300   p. ;$ccm.
651 0 Georgia$xHistory$yWar of 1812$xFiction.
970   $aGCL$b1$cCheck for damage.$AF$iB35078$s1$p18.99
999   70

- - - - End of Title Info - - - -
```

970 tag

- 5 Enter "F" to file the record.
- 6 Enter "Q" to quit.