*I*mpressions

To facilitate access to information and ideas by providing affordable library management solutions

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Mandarin Database Maintenance

It is recommended that a technical person perform these operations or at least contact Mandarin Tech support for guidance at 1800-426-7477 or Support@mlasolutions.com

- **Backup Databases**
  Data loss can happen in many ways: power failures, power spikes, viruses, etc. The most common causes are data corruption and physical failure of the media the data is stored on. That hard drive or operating system will not last forever. Normally hard drives will work for years without incident, but sooner or later they will stop working or the operating system will stop responding without warning.
  It is recommended that you backup your data every day or at least once a week. Your technical person might have several ways to do backups, but just repeatedly asking if backups are being made will not ensure that a valid, recent backup is actually available. For your convenience, Mandarin Library Automation has developed an easy to use program called Mandarin M3 Server Backup that will let you backup your Mandarin library data. If you have any questions on how to use it, please contact Mandarin Technical Support or your IT person.

- **History Purge**
  Why do we need a history purge? The M3 server saves every single transaction for statistical purposes. As a consequence, over time, the files that contain these transactions can get too big for the system to run smoothly, and there is

a slight chance that the transaction table might get corrupted. For this reason we recommend keeping only one or two years of closed transactions.

Running history purge will remove closed transactions prior to the specified date.

After running history purge we recommended that you pack the transaction table. See below for instructions on how to pack the Mandarin database.

- **Re-index and Pack Databases**
  In what scenarios would we need to re-index? If search results show more than one record with the same ISN (Marc field 001) or the search results for the specified search give the wrong records, then re-indexing needs to be done.

  You will need administrator rights on the server to do this task. It cannot be done from a workstation.

1. Make sure no one is using the system. Stop the service by right clicking on the M3 Server icon on the taskbar (system tray) and choosing Stop. Then locate your M3 Server folder by right clicking on the M3 Server icon again and choosing Options. You should see which drive and path your M3 Server folder is on.
2. Go to Start, click on run and then type CMD then click OK. Type "cd\" and hit Enter to go the root of the drive letter. If the M3 Server folder is in a drive other than C, type in x: (x = drive letter) and hit Enter. You should now see the drive letter followed by the blinking cursor.
3. Type cd m3 server and hit enter.
4. At the prompt, type: m3utility reindex or m3utility pack and hit Enter. Note that the steps above apply to m3utility pack as well as reindex.
5. There will be a prompt asking that you enter a port (or 0 for all). Type 0 and hit enter.
6. The next prompt asks that you enter a table name (or * for all). Type * and hit enter.
7. The re-indexing or pack process will start. A list will appear showing each table and specifying the amount of time in seconds that re-indexing took for each of them.

- **Table Repair**
  Get the TableRepair utility from our website at www.mlasolutions.com

  The first function of this utility is to find detached barcode records. If a patron or book has a detached barcode record it may not work correctly in circulation. You might also notice "barcode already in use" messages in cataloging if you try to re-use a barcode that has been detached. The utility will build a list of the barcodes that it detects as detached so that you can either save the list of barcodes to analyze or delete the detached barcodes from the barcode table.

  The second function is to find open and detached transaction records. You would notice a detached transaction as one that has some missing patron, bibliographic or holding information in the Transactions portion of the Circulation window. When a transaction has detached from any of the patron, bibliographic or holding tables the transaction will not work normally. The utility builds a list of the 001 fields of any open and detached transactions. These can either be saved for your analysis, or the transactions that have

become detached can be deleted. Only the transaction is deleted. The associated patron, bibliographic and holding records are not deleted by TableRepair.

* You must have a current Mandarin Oasis or Mandarin M3 Annual Service and Update Agreement to be elegible to download the Table Repair Utility

Z39.50 in Oasis

One of the great features of Mandarin Oasis is the Z39.50 search that allows you to capture MARC records from other libraries and quickly and easily bring them into your own database.

- Log into Librarian Mode in Oasis, in the Catalog tab.
- Put a check mark in the Z39.50 search box.

- Click on Preferences in the menu on the left of the window. Select the database you want to search. These are libraries or databases you have set up in Oasis Setup. Click on Submit to return to the search screen.
- Perform a search for a title (or author, or ISBN, etc.).
- Check in the Add to My Bookbag box to select the record you want. Select multiple records from this search, or perform another search and select additional records.

- Click on the My Bookbag link on the left of the window.
- Click on the Add Records link at the top of the window.

- The records will be downloaded and imported into your database without any additional steps! As soon as the screen refreshes, the records are in your catalog.
- Remember to uncheck the Z39.50 box to find the newly downloaded records in your own catalog. Then edit them to add the 852 field in the bibliographic record and add a holding record, and the records are done.

The Mandarin Team
Mandarin Library Automation
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Get in touch with us by phone or e-mail, it's easy:

- To request a consultation with a library automation specialist, click here.

- To request a live webinar with a library automation specialist, click here.

- To request instructions for a free sample data conversion, click here.

- For Technical Assistance,
  - e-mail: support@mlasolutions.com

- Phone: +1 561 995 4010 ext. 4
- Toll Free:1 800 426 7477 ext. 4 (USA & Canada Only)

- For Customer Service,
  - e-mail custserve@mlasolutions.com
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- For more information or to request a call from one of our Library Automation Specialists,
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