



mandarin
LIBRARY AUTOMATION

Impressions

The Open Mind Company Newsletter

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· Vertical centering of information on labels is improved.

· Addition of two new labels:
Brodart
55-345-005



Steps for creating holding records when importing from AMICUS or LOC

When you import records from a vendor, normally the bibliographic records will already contain a field 852 with your holdings information. The import process will then automatically create the holdings records for you. When you find records from another source, however, you need to create the holdings records yourself. Below are some steps for this process that will save you several mouse-clicks on each record.

Importing the records:

- In Cataloguing, go to File -> Import Records and then navigate to the saved file that you downloaded.
- If your records were saved correctly, the default is MARC, and you should see the list of titles from your import file. Choose "Next."
- Set up a field mapping configuration. Generally, you can exclude the 035 field, any 040s, and any 050s. Leave the 082 as this has the Dewey number in it. Delete all 900s. Everything else should map correctly.
- The first time you set up a field mapping configuration, save it as AMICUS or LOC or whatever. From then on, you can load that field map each time and it will automatically include and exclude the fields you've selected.
- Choose "Next."
- You can de-select the "create holding records" checkbox, or not. No holdings will be created in either case, since the bibliographic records you are importing do not yet have 852 fields.
- Choose a group to assign the records to.
- Click "Finish."

Spine Labels
and Sagebrush
0370-0000001
Barcode Labels.

· Full display of
labels in print
preview.

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- You will end up with bibliographic records for your items but no holdings.

To create the holdings:

1. Open the first bibliographic record in the list.
2. Right click - insert field 852 ahik.
3. Enter your library code in subfield a, and a prefix if there is one for this batch of records (e.g. DVD) in subfield k.
4. Right click and choose Save Field. This will allow you to copy this 852 to each record.
5. Enter the rest of the call number in the bibliographic record.
6. Select "Create Holding" after saving - this will automatically populate the fields in the 852 of the holding with the call number information.
7. Enter the price (subfield 9), and the barcode (subfield p) in the holding.
8. Save the record.
9. For all subsequent records, you can open the bibliographic record, and paste the 852 field. It will have the subfields and text that you saved from your first record.
10. Go to step 5 and repeat.

There are other ways to streamline this process. Perhaps you need to customize your holdings template. You can also add the 852 field with the appropriate subfields and common text to a batch of records by using the Advanced Find features.

Watch for more tips about Cataloging, or call Mandarin for help with a specific question.



Mandarin's Textbook Module

Do you know where your Textbooks are? Mandarin can help you save money by eliminating lost textbooks.

Mandarin's Textbook Module, adds a textbook database to your M3 or Oasis system, allowing you to track, catalog and maintain your textbook collection separately from your library collection.

The Mandarin Textbook module is integrated into each client module, eliminating the process of transferring or re-entering student and textbook data into a separate textbook module. All textbook functions are performed in Cataloging, Circulation, OPAC, Inventory, Group Editor and ReportTool. The Textbook Module also includes 20 textbook-related reports. Custom reports are also available at no additional cost.

For more information, or to purchase the Textbook Module, contact Mandarin Order and Customer Service at (800) 426-7477 or email us at automation@mlasolutions.com



Share. Discuss. Ask. Learn...

The forum for the Mandarin Community

The Mandarin Forum allows you and your colleagues throughout the world to share valuable information, give and receive important tips and open discussions on areas relevant to you and your library.

Join now and take advantage of this free, open and comprehensive resource open only to Mandarin clients.

Here's how:

- Current customers can access the Mandarin Forum through the Customer's Corner.
- Log in and choose Mandarin Community (lower right corner) and then User's Discussion Board.

The Mandarin Team
Mandarin Library Automation
www.mlasolutions.com

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
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- For Customer Service,
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