



Administration Manual

Edition no. 3



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Enquiries should be made to Libraries Australia

Phone: 1800 026 155

Contact Us: nla.gov.au/librariesaustralia/contact/

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Section 1: Introduction

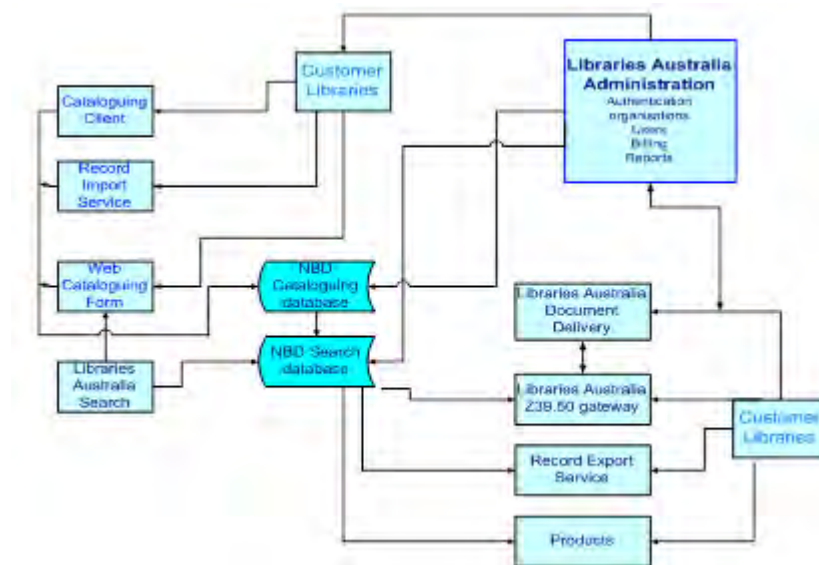
1.1 What is Libraries Australia?

Libraries Australia is an internet-based service for Australian libraries and their users. It provides access to the national database of material held in Australian libraries, the [Australian National Bibliographic Database](#) (ANBD). You can search for any item and locate which library in Australia holds it. Gateways to other major library databases are also provided. It is available 24 hours a day, 7 days a week.

Libraries Australia consists of a number of modules, which are linked with one another. These include the Cataloguing Service (OCLC Pica CBS System), the Search Services (SOLR), the Document Delivery Service (OCLC Pica VDX System), and the Administration System.

Libraries Australia supports cooperation and resource sharing within the Australian library community through the delivery of MARC records and the provision of a national document delivery service, Libraries Australia Document Delivery (LADD). Australian Libraries are encouraged to contribute their records and holdings to the ANBD, either online or via offline loading of files.

Libraries Australia



1.2 What is Libraries Australia Administration?

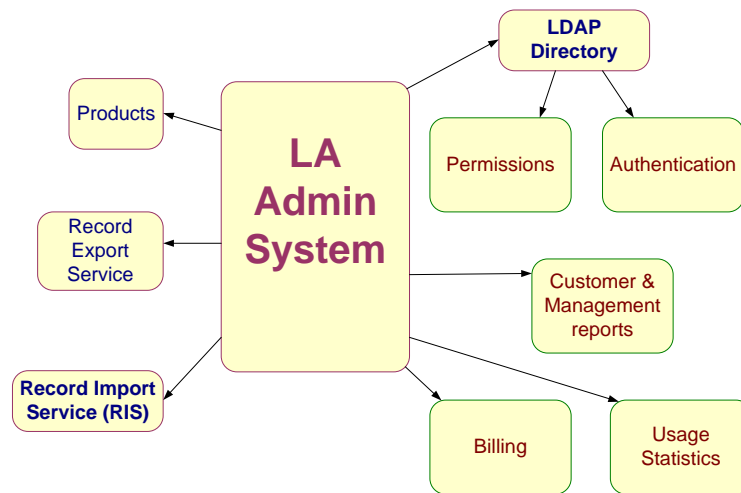
Libraries Australia Administration is the module that manages access to other Libraries Australia services.

Organisation and individual user accounts in Libraries Australia Administration determine:

- which organisations have access to Cataloguing, Search, Document Delivery, and
- which users within organisations can access these services, the functionality and databases available to each user.

In addition, Libraries Australia Administration provides customer management reports on usage at the organisation and user level, as well as information on charges incurred by an organisation.

Organisations can set up their Record Export Service profiles, order Products, and register for Record Import Service via Libraries Australia Administration.


Libraries Australia Administration**1.3 Who uses Libraries Australia Administration?**

Libraries Australia Administration is used by Libraries Australia staff to administer and maintain Libraries Australia services. It is a source of usage statistics, contains contact details for libraries and billing is also managed by the system.

Libraries Australia users can be set up to view their own organisation records in Libraries Australia Administration. In addition, libraries can nominate one of their staff to be a Customer Administrator. This person will be able to edit the organisation's record and set up and maintain user records, including allowing users to set up personal accounts

1.4 Navigation of Libraries Australia Administration

NATIONAL LIBRARY of AUSTRALIA



libraries australia administration

[Search](#) | [Logout](#) | [Libraries Australia](#) | [Help](#)

[Organisations](#) | [Reports](#) | [Import](#) | [Export](#) | [Products](#)

Welcome, Manual Preparation
Manual Preparation

View Organisation

Details

Hierarchy

Access Groups

Access Profiles

Users

Charges

Contacts

Organisation Details: 4593: Manual Preparation

76: National Library of Australia

1516: Libraries Australia Administration

4593: Manual Preparation

Organisation

ID:	4593	Edit	Add Child
Name:	Manual Preparation		
Display Name:			
Billing Name:	Manual Preparation		
Parent Organisation:	1516: Libraries Australia Administration		
Status:	active		
NUC:			
OCLC Library Symbol:			
ILL Email:			
Organisation Email:			

Additional Information

Billing Organisation:	-
Has Contributor Status:	Yes
LADD Member:	No
LADD ISO:	
LADD Barcode:	
ILL Use:	
Multiple Branches:	No
Unicode Provider:	No
Notes:	
Sectors:	- Government - State
Types:	- National

Audit Information

Date Created:	01 February 2011 16:32
Created By:	BDIEHM
Date Last Updated:	06 June 2011 10:57
Updated By:	BDIEHM

Related NUCs

ANL:AM	ANL:MS	ZBSA
ZNUCD	ZVUC	AKIN
AKIN:H	AKIN:CJK	AKIN:NBD
KTAKIN	LYNN	ANL:MA
TBW	NALL	XTS
NESB	DBM:J	AGUEST
AKIN:ECOL	AKIN:AUTH	AKIN:SS
ANL:AUTH	ZGCM	ANL

[About Us](#) | [Contact Us](#) | [Privacy Statement](#)

The tabs across the top of the screen are always visible

Organisation Tab – Provides information about the organisation including name, users, what services the organisation has access to, charges etc.

Reports Tab – Provides the ability to run usage reports at both organisation and user level.

Import Tab – Provides access to transfer files of records for loading into Libraries Australia. Please note that you will only see this tab if you have registered for this service. For more information about Import see Section 4: Libraries Australia Record Import Service.

Export Tab – Provides the ability to download MARC records from Libraries Australia, via the Internet, for loading into a local library system.

Products Tab – The ability to request a file of Libraries Australia records that have been retrieved from the ANBD via a search based on a particular set of criteria for a library or organisation

The links in the box on the left of the screen vary depending on which tab you are on. The links on the different tabs are:

1.4.1 Organisations Tab:

- Details – Contains information about the organisation
- Hierarchy – Lists all of the organisations (if any) that are linked to your organisation
- Access Group – Lists the services your library has access to
- Access Profiles – Refines user setups
- Users – Lists the users available for your library to use and what services that user has access to.
- Charges – Lists the amounts to be charged and previous invoices.
- Contacts – Lists the primary , administration, 1st and 2nd Import service contacts

1.4.2 Reports Tab:

There are no links on the Reports Tab.

The screenshot shows the 'Generate a Report' form in the Libraries Australia Administration interface. The form is titled 'Generate a Report' and includes instructions: 'In order to generate a report, fill out the form below and click "Generate report"'. The form contains several dropdown menus for selection:

- Organisation Number:** 4593
- User ID:** MANUAL
- Report:** User Activity Report
- Report Type:** Summary
- Report Format:** HTML (View now)
- Start Date:** January 2011
- End Date:** January 2011

A 'Generate report' button is located at the bottom right of the form. The interface also shows navigation tabs for 'Organisations', 'Reports', 'Export', and 'Products' at the top, and a footer with links for 'About Us', 'Contact Us', and 'Privacy Statement'.

1.4.3 Export (Record Export Service or RES) Tab:

The links on the Export Tab can be found under the tabs across the top. Initially they will be

About – Provides information about exporting records

Test Files – Provides access to test files to trial downloading RES records into your library system.

Register – Provides a registration form for you to register for the Record Export Service

When you have registered for RES then links will be added. How to register for RES and more information is discussed in section 3: Record Export Service.

The screenshot shows the 'Export' tab selected in the Libraries Australia Administration interface. The page title is 'About the Record Export Service'. The content includes:

The Record Export Service (RES) allows you to obtain MARC records from Libraries Australia via the Internet for loading into your local library system.

How do I download records?

You select records for RES by

- adding, modifying or deleting a holding when using the Libraries Australia Cataloguing Client
- adding, modifying or deleting a holding when using the Libraries Australia Holdings Update Screen
- adding, modifying or deleting a holding when using Libraries Australia Web Cataloguing
- using the 'Export' button in Libraries Australia Search

When can I collect my files?

You can elect have your RES records downloaded into files up to 6 times a day, 7 days per week. Your downloads can occur at 8.30am, 10.30am, 12.00pm, 2.00pm, 4.00pm and 6.00pm according to your chosen schedule.

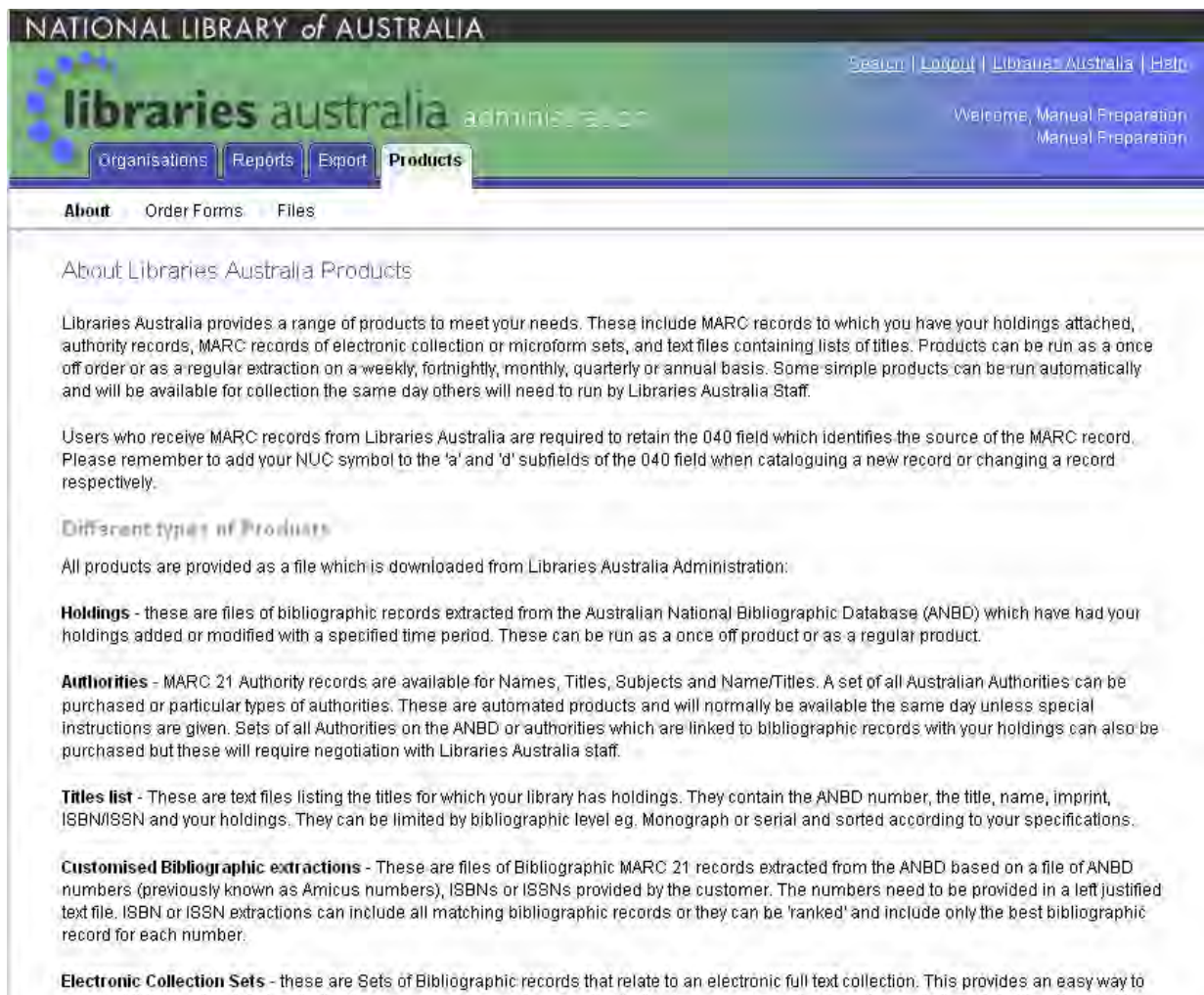
1.4.4 Products Tab:

The links on the Products Tab can also be found under the tabs across the top. Initially they will be

About – Provides information about the range of products available to meet your needs.

Order Forms – List the products that are available for you to order. See the section on Products for more information.

Files – This is where you will collect your file from if you have requested your order online.



The screenshot shows the 'libraries australia administration' website. The top navigation bar includes links for Search, Logout, Libraries Australia, and Help. Below this is a secondary navigation bar with tabs for Organisations, Reports, Export, and Products (which is selected). The main content area is titled 'About Libraries Australia Products' and contains the following text:

Libraries Australia provides a range of products to meet your needs. These include MARC records to which you have your holdings attached, authority records, MARC records of electronic collection or microform sets, and text files containing lists of titles. Products can be run as a once off order or as a regular extraction on a weekly, fortnightly, monthly, quarterly or annual basis. Some simple products can be run automatically and will be available for collection the same day others will need to run by Libraries Australia Staff.

Users who receive MARC records from Libraries Australia are required to retain the 040 field which identifies the source of the MARC record. Please remember to add your NUC symbol to the 'a' and 'd' subfields of the 040 field when cataloguing a new record or changing a record respectively.

Different types of Products

All products are provided as a file which is downloaded from Libraries Australia Administration:

- Holdings** - these are files of bibliographic records extracted from the Australian National Bibliographic Database (ANBD) which have had your holdings added or modified with a specified time period. These can be run as a once off product or as a regular product.
- Authorities** - MARC 21 Authority records are available for Names, Titles, Subjects and Name/Titles. A set of all Australian Authorities can be purchased or particular types of authorities. These are automated products and will normally be available the same day unless special instructions are given. Sets of all Authorities on the ANBD or authorities which are linked to bibliographic records with your holdings can also be purchased but these will require negotiation with Libraries Australia staff.
- Titles list** - These are text files listing the titles for which your library has holdings. They contain the ANBD number, the title, name, imprint, ISBN/ISSN and your holdings. They can be limited by bibliographic level eg. Monograph or serial and sorted according to your specifications.
- Customised Bibliographic extractions** - These are files of Bibliographic MARC 21 records extracted from the ANBD based on a file of ANBD numbers (previously known as Amicus numbers), ISBNs or ISSN provided by the customer. The numbers need to be provided in a left justified text file. ISBN or ISSN extractions can include all matching bibliographic records or they can be 'ranked' and include only the best bibliographic record for each number.
- Electronic Collection Sets** - these are Sets of Bibliographic records that relate to an electronic full text collection. This provides an easy way to

Section 2: Organisation Records

Every library that subscribes to Libraries Australia has its own organisation records. Many larger libraries will also have organisation records for their various branches or sub-organisations. These can be viewed as part of a hierarchy of organisation records.

Organisation records consist of a number of related records. These include:

- Organisation details
- Access groups
- Users
- Contacts
- Charging information

Organisation records are created by Libraries Australia Administration staff. Organisation records can be edited by either Libraries Australia staff, on the request of a library, or by designated staff of the library. To edit organisation records, library staff must have Customer Administrator status. This can be set up by Libraries Australia staff.

Libraries that want Customer Administrator access should contact the Libraries Australia team via the online enquiry form at nla.gov.au/librariesaustralia/contact/

The message should include Library details and list the login/s to which Customer Administrator access will be assigned.

It is important to ensure that your Organisation's records are kept up to date. Libraries Australia Administration staff rely on the accuracy of your records to ensure that the appropriate people can be contacted for various purposes, including consultation on different service related issues.

2.1 Organisation Details Record

The Organisation details record contains information about the library, including its ID or Account number (system generated), Name, National Union Catalogue (NUC) symbol, OCLC Library Symbol, billing information, holdings, contribution and LA services information, audit information, and any associated parent or sub-organisations with which the library may be associated.

NATIONAL LIBRARY of AUSTRALIA

libraries australia administration

Organisations | Reports | Import | Export | Products

Search | Logout | Libraries Australia | Help

Welcome, Manual Preparation
Manual Preparation

View Organisation

Details

Hierarchy

Access Groups

Access Profiles

Users

Charges

Contacts

Organisation Details: 4593: Manual Preparation

76: National Library of Australia
1516: Libraries Australia Administration
4593: Manual Preparation

Organisation

ID:	4593	Edit	Add Child
Name:	Manual Preparation		
Display Name:			
Billing Name:	Manual Preparation		
Parent Organisation:	1516: Libraries Australia Administration		
Status:	active		
NUC:			
OCLC Library Symbol:			
ILL Email:			
Organisation Email:			

Organisation details –
ID, Name, NUC, OCLC
Symbols, contact emails
etc

Additional Information

Billing Organisation:	-
Has Contributor Status:	Yes
LADD Member:	No
LADD ISO:	
LADD Barcode:	
ILL Use:	
Multiple Branches:	No
Unicode Provider:	No
Notes:	
Sectors:	- Government - State
Types:	- National

Billing information

Information about
Holdings, Contribution to
ANBD, Document Delivery,
etc

Audit Information

Date Created:	01 February 2011 16:32
Created By:	BDIEHM
Date Last Updated:	08 June 2011 10:57
Updated By:	BDIEHM

Audit Information

Related NUCs

ANL:AM	ANL:MS	ZBSA
ZNUCD	ZVUC	AKIN
AKIN:H	AKIN:CJK	AKIN:NBD
KTAKIN	LYNN	ANL:MA
TBW	NALL	XTS
NESB	DBM:J	AGUEST
AKIN:ECOL	AKIN:AUTH	AKIN:SS
ANL:AUTH	ZGCM	ANL

Related National Union
Catalogue symbols (NUCs
for Organisation

2.1.1 Editing Organisation Details

Customer Administrators in a library can view and edit organisation records for their own library only.

When a Customer Administrator logs in to Libraries Australia Administration, the Library's Organisation Details record will be displayed. To edit the record, select the Edit button on the right hand side of the screen

The screenshot shows the 'Libraries Australia Administration' web interface. The top navigation bar includes links for Search, Logout, Libraries Australia, and Help. The main menu on the left lists various options like View Organisation, Details, Hierarchy, Access Groups, Access Profiles, Users, Charges, and Contacts. The main content area displays the 'Organisation Details: 4593: Manual Preparation' page. On the right side of this page, there is a table with fields for ID, Name, Display Name, Billing Name, Parent Organisation, Status, NUC, OCLC Library Symbol, ILL Email, and Organisation Email. The 'ID' field is set to 4593, 'Name' is Manual Preparation, 'Display Name' is empty, 'Billing Name' is Manual Preparation, 'Parent Organisation' is 1516: Libraries Australia Administration, and 'Status' is active. The 'Edit' button is circled in red, and the 'Add Child' button is also visible.

Organisation		
ID:	4593	Edit Add Child
Name:	Manual Preparation	
Display Name:		
Billing Name:	Manual Preparation	
Parent Organisation:	1516: Libraries Australia Administration	
Status:	active	
NUC:		
OCLC Library Symbol:		
ILL Email:		
Organisation Email:		

The edit screen will be displayed:

NATIONAL LIBRARY of AUSTRALIA

[Search](#) | [Logout](#) | [Libraries Australia](#) | [Help](#)

libraries australia administration

Welcome, Manual Preparation
Manual Preparation

[Organisations](#) | [Reports](#) | [Import](#) | [Export](#) | [Products](#)

Edit An Organisation

Fields marked with * must be completed

[View Organisation](#)
[Edit Organisation](#)

Parent: 1516: Libraries Australia Administration
ID: 4593

Name*:
Billing Name:
Notes:

Sectors:

<input type="checkbox"/> Corporate	<input type="checkbox"/> Education	<input type="checkbox"/> Government - Federal
<input type="checkbox"/> Government - Local	<input checked="" type="checkbox"/> Government - State	<input type="checkbox"/> Individual
<input type="checkbox"/> Overseas		

Types:

<input type="checkbox"/> Agent	<input type="checkbox"/> Art	<input type="checkbox"/> Book store
<input type="checkbox"/> Health	<input type="checkbox"/> Historical	<input type="checkbox"/> Individual
<input type="checkbox"/> Information broker	<input type="checkbox"/> Law	<input type="checkbox"/> Library Consortium
<input type="checkbox"/> Library Contractor	<input type="checkbox"/> Library School	<input type="checkbox"/> Library supplier
<input type="checkbox"/> Museum	<input type="checkbox"/> Music	<input checked="" type="checkbox"/> National
<input type="checkbox"/> Other Higher Education	<input type="checkbox"/> Parliamentary	<input type="checkbox"/> Public Library
<input type="checkbox"/> Publisher	<input type="checkbox"/> Research	<input type="checkbox"/> School, College
<input type="checkbox"/> School, Primary	<input type="checkbox"/> School, Secondary	<input type="checkbox"/> Special
<input type="checkbox"/> State	<input type="checkbox"/> TAFE	<input type="checkbox"/> Training Agent
<input type="checkbox"/> University		

[Save](#) [Cancel](#)

[About Us](#) | [Contact Us](#) | [Privacy Statement](#)

There is very little that a customer administrator can change on the Organisation Details record. The organisation name can be changed, as can the sector and type to which the library belongs. Notes can also be added. Any other changes required can only be made by Libraries Australia staff.

When editing is complete, Save the record.

2.2 Hierarchy

Some libraries have multiple branches, with each of these having its own organisation records. These are set up in Libraries Australia as children, or sub-branches of the parent library and the hierarchy can be viewed in Libraries Australia Administration.

For example, the National Library of Australia (parent) has a branch library (child) Libraries Australia Administration.

From the National Library's Organisation Details record, select Hierarchy (from the panel on the left) and display all libraries associated with this library:

NATIONAL LIBRARY of AUSTRALIA

Search | Logout | Libraries Australia | Help

Welcome, DSU Kinetica Administration
Libraries Australia Customer Services

Organisations | Access Groups | Charges | Requests | Reports | Import | Export | Products

Organisation Details: 76: National Library of Australia

[76: National Library of Australia](#)

Organisation

ID:	76	Edit	Add Child
Name:	National Library of Australia		
Display Name:	National Library of Australia		
Billing Name:	National Library of Aust.		

Organisation Search

View Organisation

Details

Hierarchy

Access Groups

The Hierarchy displays:

NATIONAL LIBRARY of AUSTRALIA

Search | Logout | Libraries Australia | Help

Welcome, DSU Kinetica Administration
Libraries Australia Customer Services

Organisations | Access Groups | Charges | Requests | Reports | Import | Export | Products

Organisation Details: 76: National Library of Australia

[76: National Library of Australia](#)

- [78: National Library of Australia - Asian Collections](#)
- [79: National Library of Australia - Maps](#)
- [1819: National Library of Australia - Information Services](#)
- [82: National Library of Australia - Manuscript Collection](#)
- [3028: National Library of Australia: Music Australia](#)
- [83: National Library of Australia Oral History Collection](#)
- [1490: Union Catalogue of Southeast Asian Materials](#)

Organisation Search

View Organisation

Details

Hierarchy

Access Groups

You can select either the Parent or Child record to display:

NATIONAL LIBRARY of AUSTRALIA

Search | Logout | Libraries Australia | Help

Welcome, DSU Kinetica Administration
Libraries Australia Customer Services

Organisations | Access Groups | Charges | Requests | Reports | Import | Export | Products

Organisation Details: 4593: Manual Preparation

[76: National Library of Australia](#)

- [1516: Libraries Australia Administration](#)
- [4593: Manual Preparation](#)

Organisation

ID:	4593	Edit	Add Child
Name:	Manual Preparation		
Display Name:			
Billing Name:	Manual Preparation		
Parent Organisation:	1516: Libraries Australia Administration		
Status:	active		
NUC:			
OCI Library Symbol:			

Organisation Search

View Organisation

Details

Hierarchy

Access Groups

Access Profiles

Users

Charges

Contacts

You will only be able to view the details for all the children attached to your account if you have a signon that is attached to the parent's account which has Customer Administration access. See section 2.3. Access Groups for more information about Customer Administration and access.

2.3 Access Groups

Each organisation is linked to a number of Access Groups. Access Groups determine the functions that the library can use. See section 2.3.1 for a full list of Access Groups.

The screenshot shows the 'libraries australia administration' interface. The top navigation bar includes links for Search, Logout, Libraries Australia, and Help. A sidebar on the left lists options: View Organisation, Details, Hierarchy, Access Groups (selected), Access Profiles, Users, Charges, and Contacts. The main content area is titled 'Organisation Details: 4593: Manual Preparation' and 'Access Groups'. It shows 'Total Results: 5' and an 'Edit List' button. The table below lists the access groups:

Name	Public Description
CustAdmin	Allows users access to change their Organisations details and Permissions.
FreeDatabases	Allows access to all the free databases which include National Bibliographic Database, PictureAustralia, British Library Catalogue, Canada Institute for Scientific and Technical Information (CISTI), Chinese University of Hong Kong (CUHK), Consortium of [British] University Research Libraries (CURL), Informit e-Library, Hong Kong University of Science and Technology (HKUST), Library of Congress Catalogue (LC) and University of Hong Kong (HKU). Also gives access to the Powerhouse Museum and National Film and Sound Archives OpenSearch targets
RISUser	Allows access the RIS service.
StandardLA	Allows access to Libraries Australia. The 'FreeDatabases' and/or SubscriptionDatabases is required to actually search Libraries Australia. The default search tab with this access group is EasySearch. This access group is required to actually search Libraries Australia.
SubscriptionDatabases	Allows access to the Australian Library Collections (Australian National Bibliographic Database), Singapore National Union Catalogue (SNUC), Te Puna (New Zealand National Bibliographic Database), OCLC Worldcat and OCLC Worldcat Authorities.

At the bottom right, there are links for About Us, Contact Us, and Privacy Statement.

When Organisation Records are set up for a library by Libraries Australia staff, libraries can request access to any of the functions that may be required by the library. Note that not all functions will be available to all users.

Following is a list of possible functions that libraries can request when their organisations are set up in Libraries Australia Administration.

2.3.1 Access Groups and Descriptions

Name	Description
APAFT	Allows access to search the APAFT database. You can not have access to APAIS at the same time. Your Organisation must already have a subscription for APAFT to be able to search APAFT through Libraries Australia
APAIS	Allows access to search the APAIS database. You can not have access to APAFT at the same time.
Cataloguer	Allows access as a Cataloguer
CBSAdmin	Allows access to administer CBS
CjkPaidDatabases	Allows access to Chinese Japanese Korean paid databases which include SINICA and WASEDA.
CopiesDirect	Allows access to Copies Direct
CustAdmin	Allows users access to change their Organisations details and Permissions.
CustAdmin-View Only	Allows access to view Organisation details and user id only

Name	Description
DependentUserAdmin	Allows users to edit their own details but the user must use a computer that is already signed on to Libraries Australia using the original signon that the personal signon was created from.
EnhancedILL	Allows a user to have access to enhanced inter library-loan requesting in Libraries Australia using the long ILL form
FreeDatabases	<p>Allows access to all the free databases which include:</p> <ul style="list-style-type: none"> • National Bibliographic Database, • British Library Catalogue, • Canada Institute for Scientific and Technical Information (CISTI), • Chinese University of Hong Kong (CUHK), • Research Libraries UK (RLUK), • Informit e-Library, • Hong Kong University of Science and Technology (HKUST), • Library of Congress Catalogue (LC) and • University of Hong Kong (HKU). <p>Also gives access to the</p> <ul style="list-style-type: none"> • National Film and Sound Archives, • National Museum, and • Powerhouse Museum OpenSearch targets
FreeDatabases - Overseas	<p>Allows access for Overseas Customers to all the free databases which include</p> <ul style="list-style-type: none"> • National Bibliographic Database, • British Library Catalogue, • Canada Institute for Scientific and Technical Information (CISTI), • Chinese University of Hong Kong (CUHK), • Research Libraries UK (RLUK), • Informit e-Library, • Hong Kong University of Science and Technology (HKUST), • Library of Congress Catalogue (LC) and • University of Hong Kong (HKU).
FreeDatabases-Internal	<p>Allows access to all the free databases which include</p> <ul style="list-style-type: none"> • National Bibliographic Database (Internal), • British Library Catalogue, • Canada Institute for Scientific and Technical Information (CISTI), • Chinese University of Hong Kong (CUHK), • Consortium of [British] University Research Libraries (CURL), • Informit e-Library, • Hong Kong University of Science and Technology (HKUST), • Library of Congress Catalogue (LC) and • University of Hong Kong (HKU).
ILLStaff	Allows access to enhanced inter-library loan requesting in Libraries Australia using the short ILL form.

Name	Description
Independent Personalisation	Allows creation of personal accounts and for the personal accounts to be used from any internet connected computer.
KinAdmin	Allows access to all aspects of Libraries Australia Administration for Libraries Australia Administration staff.
KinAdmin-View Only	Allows access to view all organisations in the Administration Service
KinStaff	Allows access to Libraries Australia staff to maintain Libraries Australia accounts (not as much functionality as KinAdmin)
LibAustAuthorities	Allows access to the Libraries Australia Authorities Database
NBDInternal	Allows access to the internal Bibliographic and Authority databases.
NLAMainReadingRoom	Allows users of the NLA Main Reading Room to have access to special services
OCLC	Allows access to search the OCLC Worldcat database for Contributors (this function is now included in SubscriptionDatabases)
OCLCNonContributor	Allows access to search the OCLC Worldcat database for Non-Contributors (this function is now included in SubscriptionDatabases)
Pay-Per-Search Databases	Allows access to RLG and SCIPPIO
Personalisation	Allows the creation of personal accounts in Libraries Australia.
ProductAdmin	Allows access to administer Products
ProductsManager	Allows access to manage Products services
Reports Only	Allows access for the creation and viewing of reports only for the Organisation.
RESAdmin	Allows a RES Staff member to manage all RES users and functions.
RESManager	Allows a user to manage Record Export Services.
RISAdmin	Allows a RIS Staff member to administer all RIS users and functions.
RISStaff	Allows a RIS Staff member to access all RIS User functions for every User.
RISUser	Allows access the RIS service.
RLGDatabases	Allows access to RLG
RLGNonContributor	Allows access RLG as non-contributing organisations.
Standard LA - Advanced	Allows access to search Libraries Australia. The default search tab with this access group is Advanced Search.
StandardLA	Allows access to Libraries Australia. The 'FreeDatabases' and/or SubscriptionDatabases is required to actually search Libraries Australia. The default search tab with this access group is EasySearch. This access group is required to actually search Libraries Australia.
SubscriptionDatabases	Allows access to the <ul style="list-style-type: none"> Australian Library Collections (Australian National Bibliographic Database),

Name	Description
	<ul style="list-style-type: none"> • Australian Journal Articles (APAIS) • Te Puna (New Zealand National Bibliographic Database), • OCLC Worldcat, and • OCLC Worldcat Authorities.
SubscriptionDatabases - Overseas	Allows access to Overseas Customers to the <ul style="list-style-type: none"> • Australian Library Collections (Australian National Bibliographic Database), • Te Puna (New Zealand National Bibliographic Database).
SubscriptionDatabasesInternal	Allows access to the <ul style="list-style-type: none"> • Australian Library Collections (Australian National Bibliographic Database Internal), • Te Puna (New Zealand National Bibliographic Database), • OCLC Worldcat, and • OCLC Worldcat Authorities.
TestDatabases	Allows access to databases for testing purposes.
Training	Allows access to training databases
TrainingDatabases	Allows access to NBD databases for training purposes.
UserAdmin	Allows Users to access the Administration application to view and edit details about themselves at the user level.
VoyagerProxies	Allows access to the Z39.50 target proxies set up for use by Voyager

2.3.2 Editing Access Groups

When an organisation is set up in Libraries Australia Administration, they are assigned access groups depending on their needs. Only Libraries Australia Administration staff can add/edit access groups.

The Access Groups record is accessed from the Organisation Details screen. Select Access Groups from the menu bar on the left

The screenshot shows the 'libraries australia administration' web interface. The top navigation bar includes links for Search, Logout, Libraries Australia, and Help. Below this is a secondary bar with Welcome, Manual Preparation, and Manual Preparation. The main navigation sidebar on the left lists: View Organisation, Details, Hierarchy, Access Groups (highlighted with a red circle), Access Profiles, Users, Charges, and Contacts. The main content area displays 'Organisation Details: 4593: Manual Preparation' with a breadcrumb trail: 76: National Library of Australia > 1516: Libraries Australia Administration > 4593: Manual Preparation. The 'Organisation' details form shows fields for ID (4593), Name (Manual Preparation), Display Name, Billing Name (Manual Preparation), Parent Organisation (1516: Libraries Australia Administration), Status (active), and NUC. Buttons for 'Edit' and 'Add Child' are visible next to the ID field.

The Access Groups record displays the functions to which the library has access.

NATIONAL LIBRARY of AUSTRALIA

Search | Logout | Libraries Australia | Help

Welcome, Manual Preparation
Manual Preparation

Organisations Reports Import Export Products

Organisation Details: 4593: Manual Preparation

Access Groups Edit List

Total Results: 5

Name	Public Description
CustAdmin	Allows users access to change their Organisations details and Permissions.
FreeDatabases	Allows access to all the free databases which include National Bibliographic Database, PictureAustralia, British Library Catalogue, Canada Institute for Scientific and Technical Information (CISTI), Chinese University of Hong Kong (CUHK), Consortium of [British] University Research Libraries (CURL), Informit e-Library, Hong Kong University of Science and Technology (HKUST), Library of Congress Catalogue (LC) and University of Hong Kong (HKU). Also gives access to the Powerhouse Museum and National Film and Sound Archives OpenSearch targets
RISUser	Allows access the RIS service.
StandardLA	Allows access to Libraries Australia. The 'FreeDatabases' and/or SubscriptionDatabases is required to actually search Libraries Australia. The default search tab with this access group is EasySearch. This access group is required to actually search Libraries Australia.
SubscriptionDatabases	Allows access to the Australian Library Collections (Australian National Bibliographic Database), Singapore National Union Catalogue (SNUC), Te Puna (New Zealand National Bibliographic Database), OCLC Worldcat and OCLC Worldcat Authorities.

About Us | Contact Us | Privacy Statement

If a library requires access to additional functions (e.g. enabling personalised accounts), they should contact the Libraries Australia team via the online enquiry form at nla.gov.au/librariesaustralia/contact.

The message should include Library details and list the login/s to which the access group will be assigned.

2.4 Access Profiles

Access profiles are used to set defaults on a users account eg. Set the default search screen to advanced; setup the default databases to search. Libraries can contact the Libraries Australia Help Desk to set this up.

2.5 User Accounts

There are two kinds of user or signon accounts, shared accounts and individual accounts. Customer administrators can see all the users for their organisation, and create and edit user accounts.

The main difference between the two kinds of user accounts is that multiple users can use shared accounts at the same time where individual accounts can only be used by one person at a time. Individual accounts are used in personalisation.

Note: accounts starting with “template” in the name are templates required for personal accounts. They are set up by Libraries Australia Administration and should not be edited.

Accounts starting with “LA__” are required for enhanced requesting. They are also set up by Libraries Australia Administration and should not be edited. The passwords for either of these signons can only be changed the Libraries Australia staff.

2.5.1 Viewing and editing a user account

To display the user accounts for a library, select Users from the Organisation Details screen.

NATIONAL LIBRARY of AUSTRALIA

Search | Logout | Libraries Australia | Help

Welcome, Manual Preparation
Manual Preparation

Organisations Reports Import Export Products

View Organisation

- Details
- Hierarchy
- Access Groups
- Access Profiles
- Users**
- Charges
- Contacts

Organisation Details: 4593: Manual Preparation

76: National Library of Australia
1516: Libraries Australia Administration
4593: Manual Preparation

Organisation

ID:	4593	Edit	Add Child
Name:	Manual Preparation		
Display Name:			
Billing Name:	Manual Preparation		
Parent Organisation:	1516: Libraries Australia Administration		
Status:	active		
NUC:			

OLC Library Symbol:

Each user can be viewed by selecting the User ID in the left column.

NATIONAL LIBRARY of AUSTRALIA

Search | Logout | Libraries Australia | Help

Welcome, Manual Preparation
Manual Preparation

Organisations Reports Import Export Products

View Organisation

- Details
- Hierarchy
- Access Groups
- Access Profiles
- Users**
- Charges
- Contacts

Organisation Details: 4593: Manual Preparation

Users

[Add User](#)

Total Results: 2

Userid ▲	Name	Account Type	Access Profile	Services	Status
4593PERSTEMPLATE	Manual Preparation Personalisation Template	individual		FreeDatabases , StandardLA , SubscriptionDatabases , Alerts	active
MANUAL	Manual Preparation	shared		CustAdmin , FreeDatabases , StandardLA , SubscriptionDatabases , RISUser , Cataloguer , Personalisation	active

[About Us](#) | [Contact Us](#) | [Privacy Statement](#)

Select the user you would like to view/amend and click on Edit .

NATIONAL LIBRARY OF AUSTRALIA

libraries australia administration

Organisations Reports Export Products

Search | Logout | Libraries Australia | Help

Welcome, Manual Preparation Manual Preparation

User Account Details: MANUAL

View Organisation

View User

Details

Preference Profile

User Information

User id: MANUAL

First Name: Manual

Last Name: Preparation

Email: RISAdmin.test@nla.gov.au

Address Line 1:

Town/Suburb:

State:

Country:

Postcode:

Vendor: No

Account Information

Status: active ✓

Organisation: [4593: Manual Preparation](#)

Type: shared

Access Profile:

Secret Question: [Change Secret Question](#)

From Amicus: false

Spawn Template User:

Notes:

IP Accounts: None [Add IP Account](#)

Services:

- [CustAdmin](#)
- [FreeDatabases](#)
- [StandardLA](#)
- [SubscriptionDatabases](#)

Audit Information

Date Created: 01 February 2011 16:32

Created By: BDIEHM

Date Last Updated: 24 June 2014 11:52


Updated By: MHUNT

[Change Password](#) [Edit](#)

Passwords and secret questions should not be changed on shared accounts

This shared account has been set up to enable users to create their own personal accounts

NATIONAL LIBRARY OF AUSTRALIA



[Search](#) | [Logout](#) | [Libraries Australia](#) | [Help](#)

[Organisations](#)
[Reports](#)
[Export](#)
[Products](#)

Welcome, Manual Preparation
Manual Preparation

[View Organisation](#)
[Edit User](#)

Edit User Account

Fields marked with * must be completed

User Information

First Name:*

Last Name:*

Email:*

Address Line 1:

Address Line 2:

Town/Suburb:

State:

Country:

Postcode:

Vendor:

Account Information

Status: active

Organisation: 4593: Manual Preparation

Type: shared

User id:* MANUAL

Access Profile:

Template Account for Spawned Users:

Notes:

Status:*

Services:

☒ **CustAdmin** (This access group allows users access to change their Customer details and Permissions.)

☒ **FreeDatabases** (This access group gives you access to all the free databases which include National Bibliographic Database, PictureAustralia, Arrow (Australian academic research), British Library Catalogue, Canada Institute for Scientific and Technical Information (CISTI), Chinese University of Hong Kong (CUHK), Consortium of [British] University Research Libraries (CURL), Hong Kong University of Science and Technology (HKUST), Library of Congress Catalogue (LC) and University of Hong Kong (HKU).)

User information can be changed

Account information should not be changed

When you have finished editing the account, Save the record.

Note: The service StandardLA is required to access Libraries Australia and FreeDatabases is required to search the National Bibliographic Database so should not be unticked.

Adding a user account

Both Libraries Australia Staff and customer administrators can create new user accounts.

To add a new user account, select the Add User button on the Users screen.

NATIONAL LIBRARY of AUSTRALIA

Search | Logout | Libraries Australia | Help

libraries australia administration

Welcome, Manual Preparation
Manual Preparation

Organisations Reports Import Export Products

View Organisation

- Details
- Hierarchy
- Access Groups
- Access Profiles
- Users
- Charges
- Contacts

Organisation Details: 4593: Manual Preparation

Users

Total Results: 2

Add User

Userid ▲	Name	Account Type	Access Profile	Services	Status
4593PERSTEMPLATE	Manual Preparation Personalisation Template	individual		FreeDatabases , StandardLA , SubscriptionDatabases , Alerts	active
MANUAL	Manual Preparation	shared		CustAdmin , FreeDatabases , StandardLA , SubscriptionDatabases , RISUser , Cataloguer , Personalisation	active

[About Us](#) | [Contact Us](#) | [Privacy Statement](#)

The Create User Account screen is displayed.

NATIONAL LIBRARY of AUSTRALIA

Search | Logout | Libraries Australia | Help

libraries australia administration

Welcome, Manual Preparation
Manual Preparation

Organisations Reports Import Export Products

View Organisation

Add User

Create User Account (Step 1 of 2)

User Account Type

Organisation: 4593: Manual Preparation

Account Type:

Next > **Cancel**

[About Us](#) | [Contact Us](#) | [Privacy Statement](#)

Select the default “Shared” account type, and press Next

The Create a User Account screen displays. Fill out the form, and Save.

NATIONAL LIBRARY OF AUSTRALIA



[Search](#) | [Logout](#) | [Libraries Australia](#) | [Help](#)

Welcome, Melissa Hunt
 Libraries Australia Administration

Organisations

Access Groups

Reports

Export

Products

Organisation Search

 View Organisation

 Add User ▶

 User Search

Create A User Account (Step 2 of 2)

Fields marked with * must be completed

User Information

First Name:*

Last Name:*

Email:*

Address Line 1:

Address Line 2:

Town/Suburb:

State:

Country:

Postcode:

Vendor:

Security

Password:* Six-character minimum, at least one non-alpha character, no spaces

Repeat Password:*

Secret Question:

Secret Answer:

Repeat Secret Answer:

Account Information

Status: active

Organisation: 4593: Manual Preparation

Type: shared

User id:*

Access Profile:

Template Account for Spawned Users:

Notes:

Services:

☐ CustAdmin (This access group allows users access to change their Customer details and Permissions.)

☐ FreeDatabases (This access group gives you access to all the free databases which include National Bibliographic Database, PictureAustralia, Arrow (Australian academic research), British Library Catalogue, Canada Institute for Scientific and Technical Information (CISTI), Chinese University of Hong Kong (CUHK), Consortium of [British] University Research Libraries (CURL), Hong Kong University of Science and Technology (HKUST), Library of Congress Catalogue (LC) and University of Hong Kong (HKU).)

The minimum services required for a user account to work is Standard LA, and at least one of the database services (either FreeDatabases or SubscriptionDatabases)

2.5.2 Setting up personal accounts or personalisation

From the shared account such as the one above, your library staff and/or users will be able to set up personal accounts. Personal accounts will enable them to:

- save and download records,
- save queries,
- use enhanced requesting

In the Shared account, there are two different options for setting up personalised accounts.

- The service “Personalisation” enables a user to create a personal account from the shared account. However, the user must be logged on to a computer that is already signed on using the shared account signon that the personal account is created from;
- The service “Independent Personalisation” enables a user to use their personal account from any internet connected computer.

Once a template has been setup and one of these options is selected in the shared account, a user can log in to the shared account in Libraries Australia Search, and set up their own ‘personal’ signon.

Contact the Libraries Australia helpdesk to have either of these services setup on your account with the following information

- the signon that you would like the personal accounts created from
- the services that you would like the personal accounts to have access to.

NATIONAL LIBRARY OF AUSTRALIA

libraries australia search

Help Contact us About us TESTERT12 (shared)

Search Results Browse

Simple Advanced Command Search history

Simple search

Login to your personal account, or create one now to get the most out of Libraries Australia, [more info](#)

Search

Limit to

Type

- ☐ Australian
- ☐ Online
- ☐ Government
- ☐ Conference
- ☐ Held in Australia

Text

- ☐ Books
- ☐ e-Books
- ☐ Journals
- ☐ Newspapers
- ☐ Manuscripts
- ☐ Theses

Sound & Music

- ☐ Musical sound
- ☐ Non musical sound
- ☐ Interviews
- ☐ Printed music
- ☐ Talking books

Visual

- ☐ Pictures
- ☐ Film/Video
- ☐ DVD
- ☐ Maps

Accessible

- ☐ Computer files
- ☐ Braille
- ☐ Large print
- ☐ Talking books

Search in

- ☒ National Bibliographic Database (ANBD)
- ☐ OCLC WorldCat
- ☐ Te Puna (New Zealand NBD)

[More databases...](#)

If you already have a personal account, you can log in to it from this screen.

If you wish to create a personal account, you can select the “Create one now” option.

The Create Your Personal Libraries Australia Account screen will be displayed.

The screenshot shows the 'Create a personal account' page on the Libraries Australia website. The header includes the 'NATIONAL LIBRARY OF AUSTRALIA' logo and navigation links like 'Help', 'Contact us', and 'About us'. Below the header, there are buttons for 'Search', 'Results', and 'Browse', along with a 'Favourite libraries' link and a 'Create a personal account' button. The main content area is titled 'Create a personal account' and lists benefits of having an account: saving records to a personal folder, saving search queries to a personal folder, creating alerts for new items, and choosing favourite libraries. The form is divided into two sections: 'Username and password details' and 'Forgotten password details'. The first section includes fields for 'Given name', 'Family name', 'Username' (with a six-character minimum requirement), 'Password' (with a six-character minimum, at least one non-alpha character, and no spaces), and 'Retype password'. The second section includes a 'Secret question' dropdown menu, a 'Secret answer' field, and an 'Email address' field (used for password resets). At the bottom of the form are 'Save' and 'Cancel' buttons.

Once the record is saved, a confirmation message will be displayed.

The user record is added to the list of users in Libraries Australia Administration.

The Libraries Australia Search Manual contains information about how personal accounts can be used to simplify searching, create and manage alerts, save records and queries, and request items using enhanced requesting.

2.5.3 IP Authentication

IP authentication allows seamless signing on to Libraries Australia without a using a signon and password.

To set up IP authenticated access for users, select UserID that you would like users to use. Then click on the Add IP Account button on the User Account Details screen.

NATIONAL LIBRARY OF AUSTRALIA

libraries australia administration

Search | Logout | Libraries Australia | Help

Welcome, Melissa Hunt
Libraries Australia Administration

Organisations Access Groups Reports Export Products

User Account Details: MANUAL

User Information

User id: MANUAL [Change Password](#) [Edit](#)

First Name: Manual

Last Name: Preparation

Email: RISAdmin.test@nla.gov.au

Address Line 1:

Town/Suburb:

State:

Country:

Postcode:

Vendor: No

Account Information

Status: active ✓

Organisation: [4593: Manual Preparation](#)

Type: shared

Access Profile:

Secret Question: [Change Secret Question](#)

From Amicus: false

Spawn Template User:

Notes:

IP Accounts: None [Add IP Account](#)

Services:

- [CustAdmin](#)
- [FreeDatabases](#)
- [StandardLA](#)
- [SubscriptionDatabases](#)

NATIONAL LIBRARY of AUSTRALIA

libraries australia administration

Search | Logout | Libraries Australia | Help

Welcome, Manual Preparation
Manual Preparation

Organisations Reports Import Export Products

Add An IP Account

Fields marked with * must be completed

Userid: MANUAL

IP Range Low boundary:* eg. (192.168.0.1)

IP Range High boundary:*

Notes:

[Save](#) [Cancel](#)

[About Us](#) [Contact Us](#) [Privacy Statement](#)

Enter details of your library's IP range, and Save the record.

Note: If you have a single IP address, enter the IP address in both the Low and High Range boxes. You can have as many IP addresses on a single signon as you need but an IP address or range can only be added to one signon.

2.6 Charges

Libraries can view the charges accrued by their organisation for paid database searching, products etc.

To view charges, select Charges from the left hand menu of the Organisation Details screen.



NATIONAL LIBRARY of AUSTRALIA

Search | Logout | Libraries Australia | Help

Welcome, Manual Preparation
Manual Preparation

Organisations | Reports | Import | Export | Products

View Organisation

- Details
- Hierarchy
- Access Groups
- Access Profiles
- Users
- Charges**
- Contacts

Organisation Details: 4593: Manual Preparation

76: National Library of Australia
1516: Libraries Australia Administration
4593: Manual Preparation

Organisation

ID: 4593 [Edit](#) [Add Child](#)

Name: Manual Preparation

Display Name:

Billing Name: Manual Preparation

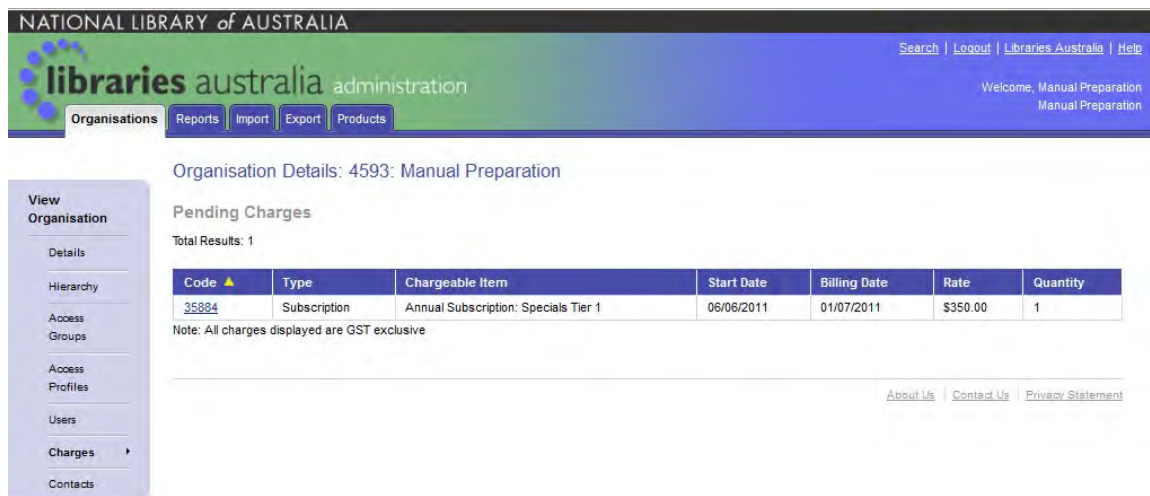
Parent Organisation: 1516: Libraries Australia Administration

Status: active

NUC:

OCLC Library Symbol:

The Charges screen is displayed:



NATIONAL LIBRARY of AUSTRALIA

Search | Logout | Libraries Australia | Help

Welcome, Manual Preparation
Manual Preparation

Organisations | Reports | Import | Export | Products

View Organisation

- Details
- Hierarchy
- Access Groups
- Access Profiles
- Users
- Charges**
- Contacts

Organisation Details: 4593: Manual Preparation

Pending Charges

Total Results: 1

Code ▲	Type	Chargeable Item	Start Date	Billing Date	Rate	Quantity
35884	Subscription	Annual Subscription: Specials Tier 1	06/06/2011	01/07/2011	\$350.00	1

Note: All charges displayed are GST exclusive

[About Us](#) | [Contact Us](#) | [Privacy Statement](#)

2.7 Contacts

The Contacts records list a number of people in a library that can be contacted for various functions. Each library (including branch libraries) can have their own contacts record.

The primary contact is the main contact used by Libraries Australia staff to get in touch with the library. Other contacts are Administration and Record Import Service contacts.

NATIONAL LIBRARY of AUSTRALIA

libraries australia administration

[Search](#) | [Logout](#) | [Libraries Australia](#) | [Help](#)

Welcome, Manual Preparation
Manual Preparation

Organisations | [Reports](#) | [Import](#) | [Export](#) | [Products](#)

View Organisation

- Details
- Hierarchy
- Access Groups
- Access Profiles
- Users
- Charges
- Contacts

Organisation Details: 4593: Manual Preparation

Primary Contact

Name:		Edit	Remove
Job Title:	Librarian		
Address Line 1:	1 James Street		
Town/Suburb:	CANBERRA		
State:	ACT		
Country:	AUSTRALIA		
Postcode:	2601		
Email:	manual@noemail.com.au		
Date Created:	07 February 2011 13:33		
Created By:	MANUAL		
Date Last Updated:			
Updated By:			

Administration Contact

None [Add](#)

First Import Service Contact

None [Add](#)

Second Import Service Contact

None [Add](#)

[About Us](#) | [Contact Us](#) | [Privacy Statement](#)

Audit information

Libraries are strongly encouraged to keep Contacts up to date. All data in the contacts record can be added or edited by the Customer Administrator of a library, or by Libraries Australia staff.

2.7.1 Adding and Editing Contacts

From the Organisation Details record, customer administrators can opt to create or edit the Contacts record. To do this, select Contacts from the menu bar on the left of the screen:

NATIONAL LIBRARY of AUSTRALIA

Search | Logout | Libraries Australia | Help

Welcome, Manual Preparation
Manual Preparation

Organisations Reports Import Export Products

View Organisation

Details

Hierarchy

Access Groups

Access Profiles

Users

Charges

Contacts

Organisation Details: 4593: Manual Preparation

76: National Library of Australia
1516: Libraries Australia Administration
4593: Manual Preparation

Organisation

ID:	4593	Edit	Add Child
Name:	Manual Preparation		
Display Name:			
Billing Name:	Manual Preparation		
Parent Organisation:	1516: Libraries Australia Administration		
Status:	active		
NUC:			

OCLC Library Symbol:

The contacts screen will be displayed. If there is no contact record, select the Add button on the right hand side of the Contacts screen.

Administration Contact

None

Add

First Import Service Contact

None

Add

Second Import Service Contact

None

Add

About Us | Contact Us | Privacy Statement

A blank edit screen is displayed. Enter details into the blank form, and Save. The fields with a star (*) are mandatory fields.

NATIONAL LIBRARY of AUSTRALIA

Search | Logout | Libraries Australia | Help

libraries australia administration

Welcome, Manual Preparation
Manual Preparation

Organisations Reports Export Products

Create Organisation Contact

Fields marked with * must be completed

View Organisation
Add Contact ▶

Organisation: 4593: Manual Preparation

Type: Primary Contact

Name:

Job Title:

Address Line 1:

Address Line 2:

Town/Suburb:

State:

Country:

Postcode:

Email:

Phone:

Fax:

Notes:

Save Cancel

About Us Contact Us Privacy Statement

When you have finished Save the record.

If there is an existing contact, select the Edit button, and the Edit screen is displayed.

NATIONAL LIBRARY of AUSTRALIA

Search | Logout | Libraries Australia | Help

libraries australia administration

Welcome, Manual Preparation
Manual Preparation

Organisations Reports Export Products

Organisation Details: 4593: Manual Preparation

View Organisation

Details
Hierarchy
Access Groups
Access Profiles
Users
Charges
Contacts ▶

Primary Contact

Name: Edit Remove

Job Title: Librarian

Address Line 1: 1 James Street

Town/Suburb: CANBERRA

State: ACT

Country: AUSTRALIA

Postcode: 2601

Email: manual@noemail.com.au

Date Created: 07 February 2011 13:33

Created By: MANUAL

Date Last Updated:

Updated By:

Administration Contact

None Add

NATIONAL LIBRARY of AUSTRALIA



[Search](#) | [Logout](#) | [Libraries Australia](#) | [Help](#)

[Organisations](#) | [Reports](#) | [Export](#) | [Products](#)

Welcome, Manual Preparation
Manual Preparation

View Organisation

Edit Contact ▶

Edit Organisation Contact

Fields marked with * must be completed

Organisation:

4593: Manual Preparation

Type:

Primary Contact

Name:

Job Title:

Librarian

Address Line 1:*

1 James Street

Address Line 2:

Town/Suburb:*

CANBERRA

State:*

ACT

Country:*

AUSTRALIA

Postcode:*

2601

Email: *

manual@noemail.com.au

Phone:

Fax:

Notes:

Save

Cancel

[About Us](#) | [Contact Us](#) | [Privacy Statement](#)

Edit the fields that require updating and when you have finished, Save the record.

Section 3: Reports

Customer administrators can generate and access reports on usage of Libraries Australia services.

There are two types of reports:

- Organisation Activity Reports
- User Activity Reports

You can generate both types of reports in Summary or Detail view.

The Summary view provides information on how many bibliographic, authority and holdings records were added, deleted and updated and also how many failed to load, the number of LADD requests that were processed and how many subscription and pay-per-search database searches were performed.

NATIONAL LIBRARY of AUSTRALIA

libraries australia administration

Organisations Reports Export Products

Search | Logout | Libraries Australia | Help

Videocon, Manual Preparation Manual Preparation

Generate a Report

In order to generate a report, fill out the form below and click "Generate report"

Organisation Number: 4593

User ID: MANUAL

Report: User Activity Report

Report Type: Summary

Report Format: HTML (View now)

Start Date: January 2011

End Date: January 2011

Generate report

Summary Activity Report

User: MANUAL

Usage for January, 2011

Bibliographic Records				Authority Records				Holdings				LADD Activity	Searching Activity	
Added	Deleted	Updated	Failed To Load	Added	Deleted	Updated	Failed To Load	Added	Deleted	Updated	Failed To Load	Requests	Subscription Databases	Pay Per Search Databases
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Back to top | Contact us | Privacy Statement

The Detail view details the specific databases searched, the records added in various ways to the ANBD, and the number document delivery requests created.

Cataloguing Activity

Bibliographic Records

Added				Deleted			Updated			Failed To Load	
Web	Client	Import	Total	Client	Import	Total	Client	Import	Total	Import	
105	264	0	369	165	0	165	562	0	562	0	

Authority Records

Added			Deleted			Updated			Failed To Load	
Client	Import	Total	Client	Import	Total	Client	Import	Total	Import	
0	0	0	0	0	0	0	0	0	0	

Holdings

Added				Deleted				Updated				Failed To Load	
Web	Client	Import	Total	Client	Import	Web	Total	Client	Import	Web	Total	Import	Import
50	400	0	450	165	0	0	165	278	0	1	279	0	0

Searching Activity

Subscription Databases				Pay Per Search Databases				
ANBD	TEPUNA	SNIC	Total	OCLC	SCIPRO	APAIS	RLG	Total
2825	0	2	2827	0	0	0	257	257

LADD Activity

Requests
0

To access reports, select the Reports tab at the top of the Libraries Australia Administration Screen. Note that you can only view reports for your organisation.



Organisation Details: 4593: Manual Preparation

The reports page displays:

NATIONAL LIBRARY of AUSTRALIA

Search | Logout | Libraries Australia | Help

libraries australia administration

Welcome, Manual Preparation
Manual Preparation

Organisations **Reports** Export Products

Generate a Report

In order to generate a report, fill out the form below and click "Generate report"

Organisation Number: 4593

User ID: MANUAL

Report: User Activity Report

Report Type: Summary

Report Format: HTML (View now)

Start Date: January 2011

End Date: January 2011

Generate report

About Us | Contact Us | Privacy Statement

3.1 User Activity Reports

3.1.1 How to perform a User Activity report

To perform a User Activity report, on this screen:

- select the user you would like to run a report on
- select User Activity Report from the Report drop down box.
- select either Summary or Detail from the Report Type drop down box. Ignore the Format box (reports are only in HTML at present).
- Enter the period you want the report to cover.

Note: reports for the current month are not available until the beginning of the next month.

Also note that both Start and End dates in this example are June 2010. This will cover all activity from 1 June to 30 June inclusive.

When all parameters have been set, select the Generate report button to generate the report.

3.1.2 Organisation Activity Reports

Organisation Activity reports are generated in the same way as User Activity reports;

- select Organisation reports from the Report drop down menu,
- select the type of report you would like to view, and
- the period you would like the information for and
- select the Generate report button:

The screenshot shows the 'libraries australia administration' interface. The top navigation bar includes links for Search, Logout, Libraries Australia, and Help. Below the navigation bar, there are tabs for Organisations, Reports, Export, and Products. The 'Reports' tab is selected, and the 'Generate a Report' form is displayed. The form contains the following fields:

- Organisation Number: 4593
- User ID: MANUAL
- Report: Organisation Activity Report
- Report Type: Detail
- Report Format: HTML (View now)
- Start Date: January 2011
- End Date: January 2011

A 'Generate report' button is located at the bottom right of the form. At the bottom of the page, there are links for About Us, Contact Us, and Privacy Statement.

Summary Activity Report																
Organisation 4183: Utopia University Library																
Usage for November, 2006																
	Bibliographic Records				Authority Records				Holdings				LADD Activity	Searching Activity		
	Added	Deleted	Updated	Failed To Load	Added	Deleted	Updated	Failed To Load	Added	Deleted	Updated	Failed To Load	Requests	Subscription Databases	Pay Per Search Databases	
76 : National Library of Australia	6615	184	9235	168	0	0	0	0	601	192	440	0	0	4222	378	
user1	0	0	0	0	0	0	0	0	0	0	0	0	0	564	2	
user2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
user3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
user4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
user5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
user6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
user7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
user8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
user9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
user10	6134	0	8435	168	0	0	0	0	0	1	1	0	0	23	0	
user11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
user12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

This report summarises all transactions for each of the LA logins linked to the library, including all transactions for different sub-organisations. The total of activity for the library is at the top of the table.

The Organisation Detail Activity Report contains much more information, such as the various methods of record contribution, and the various databases searched, and document delivery activity. The total of activity for the library is at the top of the table.

Detail Activity Report												
Organisation 4183 Utopia University Library												
Usage for November												
Cataloguing Activity												
Bibliographic Records												
User/Org	Added				Deleted			Updated			Failed To Load	
	Web	Client	Import	Total	Client	Import	Total	Client	Import	Total	Import	
4183 Utopia University Library	148	333	6134	6615	184	0	184	800	8435	9235	168	
user 1	0	0	0	0	0	0	0	0	0	0	0	
user 2	0	0	0	0	0	0	0	0	0	0	0	
user 3	0	0	0	0	0	0	0	0	0	0	0	
user 4	0	0	0	0	0	0	0	0	0	0	0	
user 5	0	0	0	0	0	0	0	0	0	0	0	
user 6	0	0	0	0	0	0	0	0	0	0	0	
user 7	0	0	0	0	0	0	0	0	0	0	0	
user 8	0	0	0	0	0	0	0	0	0	0	0	
user 9	0	0	0	0	0	0	0	0	0	0	0	
user 10	0	0	6134	6134	0	0	0	0	8435	8435	168	
user 11	0	0	0	0	0	0	0	0	0	0	0	
user 12	0	0	0	0	0	0	0	0	0	0	0	

LADD Activity	
User/Org	Requests
4183	0
userdocdel1	0
userdocdel2	0
userdocdel3	0

Section 4: Record Export Service (RES)

4.1 What is the Record Export Service?

The Libraries Australia Record Export Service (RES) enables libraries/organisations to download MARC records from Libraries Australia, via the Internet, for loading into a local library system.

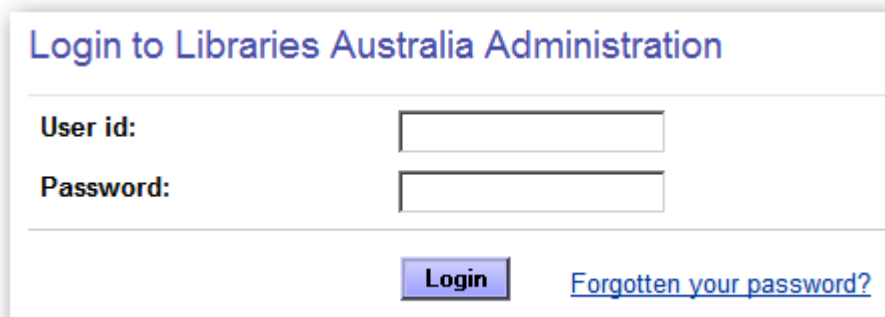
Records can be identified for downloading by adding, editing or deleting holdings in the Cataloguing Client or Web Cataloguing form, or by using the 'Export' button in Libraries Australia Search.

RES Files containing MARC records can be collected from the Libraries Australia Administration website.

4.1.1 Test Files

Before your library/organisation can sign up to the Libraries Australia Record Export Service it is best that you try loading a test file to ensure that the output records are compatible with your local system. Test files are available for download from the Libraries Australia Administration page once you have logged in using your library's/organisation's Customer Administrator login. If you don't have a signon with Customer Administration or you can't see the 'Export' tab, contact the Libraries Australia Help Desk.

1. Log in to Libraries Australia Administration using your organisation's Customer Administrator Login ID and password.



Login to Libraries Australia Administration

User id:

Password:

[Login](#) [Forgotten your password?](#)

2. Click on the "Export" tab towards the top of the screen.



The "About" screen will display, providing some detail about the Record Export Service.

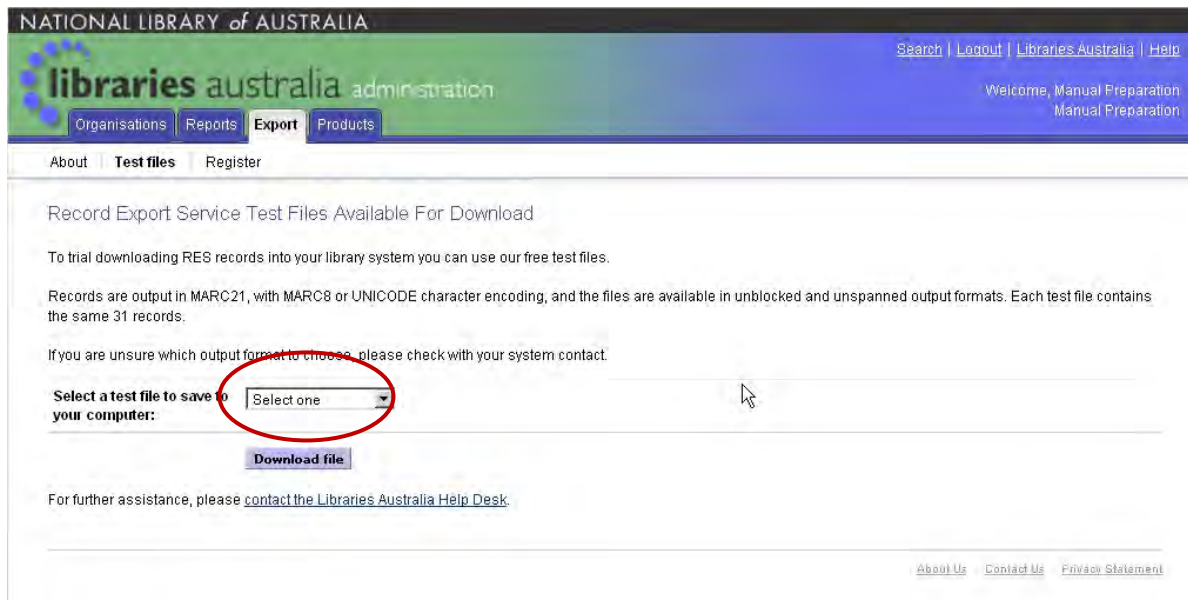
3. Click on the 'Test files' link



There are three different types of file available:

- unblocked.kin – This is a file in MARC 8 coding in an unblocked format. It should suit most customers with a MARC8 system. In this format the output is not presented in blocks as with the unspanned format. The records appear in MARC format following on one after the other.
- unblocked-utf8.kin – This is a file in Unicode coding in an unblocked format and will suit most customers with a Unicode system.
- unspanned.kin – this is a MARC21 file in MARC 8 coding in an unspanned format and will be rarely used. In unspanned USMARC files, each block of 2048 characters consists of no more than one logical record. If the record is longer than 2048 characters it continues into the next block. The next logical record will start in a new block.

4. Select the file type which is compatible with your local system and click the 'Download file' button.



The export files are given the ".kin" extension as a unique identifier to distinguish them from any other files you may have already saved on your computer. As such, Windows will not have associated any program at all with them. Because they aren't associated with a program, double clicking on the files will not open any relevant program to read them.

To view these files you need a MARC reader. Using whatever software you normally use to view MARC records, open the various "*.kin" files. You can find out more about the MARC standard library format here: <http://www.loc.gov/marc/>.

There are various MARC readers and tools available here:
<http://www.loc.gov/marc/marctools.html>

Once you have successfully uploaded the test file to your local system you can register for RES.

4.1.2 Selecting Records for RES

Records are selected for download by:

- adding, modifying or deleting a holding when using the Libraries Australia Web Input screen
- adding, modifying or deleting a holding or using the 'Export Record' button when using the Libraries Australia Holdings Update screen
- adding, modifying or deleting a holding when using the Libraries Australia Cataloguing Client
- selecting the 'Export Record' button when using Libraries Australia Search

4.1.3 How do I register for RES?

Note: Before you register for RES, it is recommended that you try downloading some test files. See the [Test Files](#) section for more information

If you would like to have access to the Record Export Service you must complete the following registration steps:

1. Log in to Libraries Australia Administration using your organisation's Customer Administrator Login ID and password.
2. Click on the "Export" tab towards the top of the screen.



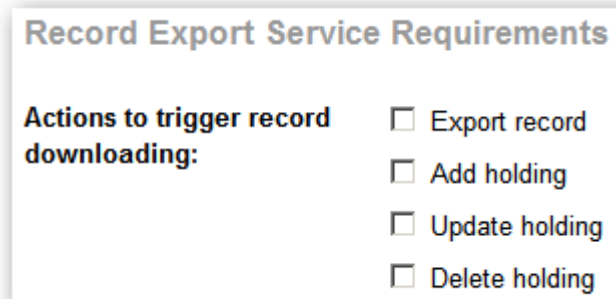
The "About" screen will display, providing some detail about the Record Export Service.

3. Click on the "Register" button to display the Record Export Service registration form.

Note: If you have any difficulty with the terms on the form please use the "Help" link located in the top right hand corner of the screen.

[Search](#) | [Logout](#) | [Libraries Australia](#) | [Help](#)

4. Fill out your “Record Export Service Requirements”. This information refers to the details of how your files will be created.



Record Export Service Requirements

Actions to trigger record downloading:

- ☐ Export record
- ☐ Add holding
- ☐ Update holding
- ☐ Delete holding

- a. Actions to trigger record downloading - You may specify more than one type of action
- i. Export Records – This option allows you to trigger a record for download without modifying the holdings.
 - ii. Add Holdings – Trigger a record for download any time a holding with you library’s NUC is added.
 - iii. Update Holdings - Trigger a record for download any time a holding with you library’s NUC is updated.
 - iv. Delete Holdings - Trigger a record for download any time a holding with you library’s NUC is deleted.

Note: Records triggered by action on the holdings will always go to the associated library/organisation that owns the NUC, regardless of who the record was triggered by. Therefore, if your library/organisation does not have a NUC and you select Add Holdings and/or Update Holdings and/or Delete Holdings, then any records that are triggered by these actions will not appear in your RES file, but in the file for the NUC owner. Export records will go to the organisation that triggered it.

- b. Character (Unicode) Encoding – Select either Yes or No
- c. Output Format – Select either
- i. Unblocked format - In this format the output is not presented in blocks as with the unspanned format. The records appear in MARC format following on one after the other.
 - ii. Unspanned format - Each block of 2048 characters consists of no more than one logical record. If the record is longer than 2048 characters it continues into the next block. The next logical record will start in a new block.
- d. Maximum Record Length – Select one of the options provided.

Note: If you don’t know the details required for completion of the registration form, please contact your IT department or system vendor.

5. Record Collection Location - This option enables you to have your RES records available for download by another library/organisation. You may wish to use this if you have external cataloguers or for parent-child library/organisation arrangements.
- a. Records to go into the same location as those of another organisation? - Select either Yes or No

- i. If you selected Yes, search for the NUC of the library/organisation you would like to be able to access the files.
 - ☐ Click on the Select Organisation button
 - ☐ Search for the library/organisation using their (Libraries Australia) number, their NUC symbol or their name.

Note: You can use a wildcard symbol (*) to search for a library/organisation's name.

- b. Click on the organisation's number to confirm your selection.
6. Enter the details for the "Record Export Service Contact Person". This is the contact for Libraries Australia staff should we need to contact your library/organisation about RES.

Note: All fields relating to the Contact Person are mandatory.

7. Record any other important information about your library/organisation and/or your RES registration in the "Special Instructions" box.
8. Click on the "Next" button. You will then be asked to confirm your request.
9. Click on the "Submit" button on the confirmation screen.

Once your request is processed by Libraries Australia Record Export Service staff the Record Export Service contact person will receive an email.

4.2 RES Download Schedule

Once you have been registered for RES, your preferred download times need to be set before you start to select records.

4.2.1 How do I set/change my RES download schedule?

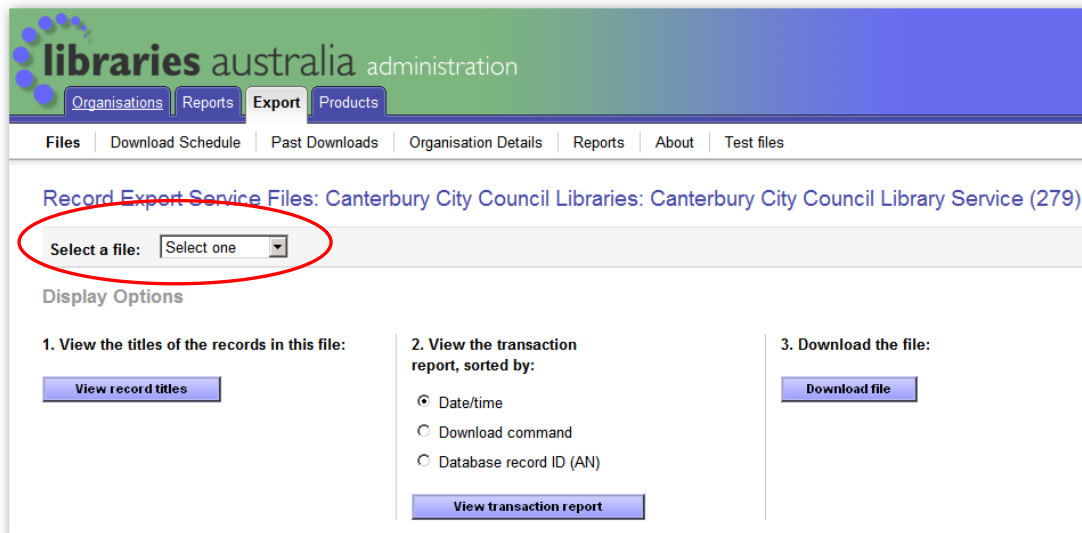
To update your "Download Schedule" details, follow these steps:

1. Log in to Libraries Australia Administration using your Customer Administrator login details
2. Click on the Export tab
3. Click on Download Schedule
4. Click on the Edit button
5. Modify your RES download schedule by checking or unchecking the boxes, as necessary.
6. Click on the Save button. Your RES download schedule has been amended and you will start to receive files as per your modifications.

4.2.2 Where do I download RES files from?

Your RES files will be available for download from the Libraries Australia Administration website

1. Log onto Libraries Australia Administration
2. Click on the Export Tab
3. Click on the Files option
4. Select the file from the drop down menu.



5. You can then either view the details of the RES file or download the file:

View the Titles of the Records in this File – This option shows an online listing of the Title and AN of the record/s.

View the Transaction Report – This option shows an online listing of the Request Date, Download Command, AN, Status and Note of the record/s. This report can be sorted by Date/time

Download command or

Database Record ID (AN)

Download this File – open or save the file to your local computer/system.

Note: RES files are kept on Libraries Australia for 21 days before being deleted

4.2.3 How often can I download RES files?

You can elect to pick up RES files up to 6 times a day, 7 days per week. Downloads can occur at 8.30am, 10.30am, 12.00pm, 2.00pm, 4.00pm and 6.00pm according to your chosen schedule.

Note: There is a cut off time for each download. The cut off may be up to 40 minutes before the official download time.

4.3 How do I change my RES contact details?

To update your “Record Export Service Contact Person” details, follow these steps

1. Log in to Libraries Australia Administration using your Customer Administrator login details
2. Click on the Export tab
3. Click on Organisation Details
4. Click on the Edit button
5. Modify the “Record Export Service Contact Person” details as required
6. Click on the Save button. Your “Record Export Service Contact Person” details have now been amended.

Should any Libraries Australia staff need to contact your library/organisation about RES, they will use these contact details.

4.4 RES Reports

There are two types of reports available to RES users, a Transaction Event Report and a User Authorisation Report. The reports are only available online.

The screenshot shows the 'libraries australia administration' interface. The top navigation bar includes 'Organisations', 'Reports', 'Export', and 'Products'. Below this is a secondary navigation bar with 'Files', 'Download Schedule', 'Past Downloads', 'Organisation Details', 'Reports', 'About', and 'Test files'. The main content area is titled 'Reports: Canterbury City Council Libraries: Canterbury City Council Library Service (279)'. It is divided into two columns. The left column is for the 'Transaction Event Report' and includes fields for 'Start date: (dd/mm/yyyy)' (25/06/2007 15:12:42), 'End date: (dd/mm/yyyy)' (26/06/2007 15:12:42), 'Request triggers' (checkboxes for Export record, Add holding, Update holding, Delete holding), and 'Sort by:' (radio buttons for Database record id and Date/time). The right column is for the 'User Authorisations Report' and includes 'Sort by:' (radio buttons for User Id and Family Name) and a 'Generate report' button. Both columns have a 'Generate report' button at the bottom.

4.4.1 Transaction Event Report

This report can be used to summarise RES information on some or all of the request triggers, within a specific date range and can be sorted either by database record ID (AN) or by date/time.

Transaction Event Report: University of Canberra Library (112)

Files Download Schedule Past Downloads Organisation Details Reports

Date range: 25/06/2007 15:51:40 - 26/06/2007 15:51:40

Request Triggers: Export, Add, Update, Delete

Request Date	ANBD Number	Request Trigger	File Name	Status	Note
26/06/2007 11:33:28	000008370367	Holding added	20070626-1200	processed	
25/06/2007 14:47:59	000014067600	Holding added	20070626-0830	processed	
25/06/2007 14:39:53	000023097232	Holding added	20070626-0830	processed	
26/06/2007 11:09:53	000026215258	Holding added	20070626-1200	processed	
25/06/2007 12:31:50	000040217913	Holding added	20070626-0830	processed	
25/06/2007 11:56:24	000040706061	Holding added	20070626-0830	processed	
25/06/2007 11:44:17	000040707356	Holding added	20070626-0830	processed	
25/06/2007 14:50:22	000040954961	Holding added	20070626-0830	processed	
25/06/2007 15:09:09	000041100726	Holding added	20070626-0830	processed	

4.4.2 User Authorisation Report

This can be used to report on the users authorised to triggering records for RES. The report can be sorted by either UserID or by Surname.

User Authorisations Report: Libraries Australia Database Services (1622)

Files Download Schedule Past Downloads Organisation Details Reports

Userid	Name	RES Manager
ACHAN	NBD Staffer	yes
AKINNBD	NBD AKIN	
BDEWHURST	Basil Dewhurst	
BRAJAPAT	BEMAL RAJAPATIRANA	yes
EMCKNIGHT	Erin McKnight	yes

4.5 Troubleshooting Common Problems

4.5.1 I have forgotten my Customer Administrator Login...

Please contact the Libraries Australia Help Desk at nla.gov.au/librariesaustralia/contact.

4.5.2 I don't have a Customer Administrator Login...

Please contact the Libraries Australia Help Desk at nla.gov.au/librariesaustralia/contact specifying which of your organisation's logins you would like to give Customer Administrator access. Or you may like to request that a new login be created for the Customer Administrator.

4.5.3 A record is missing....

Things to check:

1. What username did you use?

Check that the username that you are using is connected to the library/organisation that is registered for RES.

If the record was triggered by an external cataloguer, it may be possible that they have logged on as someone else and the record has been triggered for another organisation. To prevent this from happening, ask the cataloguer to ensure that the welcome message in the top right hand corner of Libraries Australia Search is correct when adding/updating holdings or exporting records.

2. How did you trigger the record?

Adding, updating or deleting holdings will not trigger a record to download if these actions are not set as triggers. Check your “Record Export Service Requirements” to make sure that all required triggers have been checked.

Records triggered by action on the holdings will always go to the associated parent library/organisation that owns a NUC, regardless of who the record was triggered by. Therefore, if your library/organisation does not have a NUC and you trigger a record by selecting Add Holdings and/or Update Holdings and/or Delete Holdings, then any records that are triggered by these actions will not appear in your RES file, but in the file for the NUC owner. Export records will go to the organisation that triggered it.

3. What time did you trigger the record?

There is a cut off time for each download and if the record was triggered shortly before the file was created, it could have missed the load. The times for RES downloads are 8.30 a.m., 10.30 a.m., 12 noon, 2.00 p.m., 4.00 p.m. and 6.00 p.m, however, the cut off may be up to 40 minutes before the official download time.

Run a [Transaction Event Report](#) (see 4.4.1) for the day that the record was triggered to see what time it was triggered and which file it is in. It may be that, due to the cut off times for the RES downloads, the record may be in a different download to the one you anticipated.

If you still cannot find a solution to the problem that you are experiencing, log off and on again to Libraries Australia and re-trigger the record. Then check the next RES download file to see if the record comes through. If it does not, please contact the nla.gov.au/librariesaustralia/contact.

4.5.4 My file isn't there.....

Things to check:

1. What username did you use?

Check that the username that you are using is connected to the library/organisation that is registered for RES.

If the record was triggered by an external cataloguer, it may be possible that they have logged on as someone else and the record has been triggered for another organisation. To prevent this from happening, ask the cataloguer to ensure that the welcome message in the top right hand corner of Libraries Australia Search is correct when adding/updating holdings or exporting records.

2. Download schedule.

Check the download schedule; there might not be a file scheduled for the time the customer expects.

3. What time did you trigger the records?

There is a cut off time for each download and if the records were triggered shortly before the file was created, they could have missed the load. The times for RES downloads are 8.30 a.m., 10.30 a.m., 12 noon, 2.00 p.m., 4.00 p.m. and 6.00 p.m, however, the cut off may be up to 40 minutes before the official download time.

Run a [Transaction Event Report](#) (see 4.4.1) for the day to see if any records were triggered. Check your “Record Export Service Requirements” to make sure that all required triggers have been checked. If there are no triggers, a file will not be created. It may be that, due to

the cut off times for the RES downloads, the records may appear in a different download file to the one you anticipated.

If you still cannot find a solution to the problem that you are experiencing, log off and on again to Libraries Australia and re-trigger the record. Then check the next RES download file to see if the record comes through. If it does not, please contact the nla.gov.au/librariesaustralia/contact.

4.5.5 My files have the wrong records in them...

Things to check:

1. What username did you use?

Check that the username that you are using is connected to the library/organisation that is registered for RES.

If the record was triggered by an external cataloguer, it may be possible that they have logged on as someone else and the record has been triggered for another organisation. To prevent this from happening, ask the cataloguer to ensure that the welcome message in the top right hand corner of Libraries Australia Search is correct when adding/updating holdings or exporting records.

2. How did you trigger the record?

Adding, updating or deleting holdings will not trigger a record to download if these actions are not set as triggers. Check your “Record Export Service Requirements” to make sure that all required triggers have been checked.

Records triggered by action on the holdings will always go to the associated parent library/organisation that owns a NUC, irregardless of who the record was triggered by. Therefore, if your library/organisation does not have a NUC and you trigger a record by selecting Add Holdings and/or Update Holdings and/or Delete Holdings, then any records that are triggered by these actions will not appear in your RES file, but in the file for the NUC owner. Export records will go to the organisation that triggered it.

If you still cannot find a solution to the problem that you are experiencing, log off and on again to Libraries Australia and re-trigger the record. Then check the next RES download file to see if the record comes through. If it does not, please contact the nla.gov.au/librariesaustralia/contact.

4.5.6 I can't download my file into my local system...

Things to check

1. Local library settings.

If the record is in the file, but it isn't being loaded properly into your local system, check your local system settings for tag exclusions, or talk to your IT department.

If you still cannot find a solution to the problem that you are experiencing, log off and on again to Libraries Australia and re-trigger the record. Then check the next RES download file to see if the record comes through. If it does not, please contact the nla.gov.au/librariesaustralia/contact.

4.5.7 Libraries Australia Helpdesk

If you are experiencing any problems with RES that are not covered in this manual, please contact the Libraries Australia helpdesk on 1800 026 155 or nla.gov.au/librariesaustralia/contact.

Section 5: Record Import Service (RIS)

5.1 What is the Record Import Service (RIS)

The Libraries Australia Record Import Service enables Libraries Australia customers to send files of bibliographic and/or holdings records to the ANBD. Files are sent to Libraries Australia by uploading from the RIS website or by using the internet file transfer protocol (FTP).

Please note, files uploaded from the website mustn't be larger than 10Mb.

RIS supports three different contribution levels, each of which uses a combination from five different data formats.

Contribution Level A

Bibliographic upload - Full MARC

Those libraries that consistently contribute quality records to the ANBD may be assigned a higher contribution level (Contribution Level A) which allows them to update database records that have been contributed online or via the Record Import Service. Following cataloguing activity carried out on their local system, these customers can upgrade abbreviated records to full level, correct typographical errors, update obsolete headings, delete records etc. Their records will overlay corresponding ANBD records, apart from some core data elements in the database record. The records must meet certain quality criteria to prevent poorer records overlaying good quality database records.

Contribution Level A files may contain delete status records which will delete bibliographic data from the ANBD if there are no holdings other than their own attached to the record, and the record was originally contributed by them.

Please see Appendix C for data specifications for full MARC bibliographic uploads.

Contribution Level B

Bibliographic upload - Full MARC

Bibliographic upload - Inmagic DB/Textworks

When a RIS record matches a database record, the incoming holdings statement is linked to the database record. Records created or edited online are preferred over any uploaded records of the same encoding level and these records are protected from replacement by the incoming record. If any field type in the incoming record is not present in the database record, it will be merged with the database record. If the incoming record is of a higher encoding level than the database record, then the incoming record will be preferred and any field type in the database record not present in the incoming record will be merged with the incoming record.

Please see Appendix C for data specifications for full MARC bibliographic uploads and Appendix G for Inmagic DB/Textworks bibliographic uploads.

Contribution Level C

Holdings update - Abbreviated MARC

Holdings update - Full MARC

Holdings update - Non MARC

These formats may be used by a contributing customer to add, change or delete holdings. They do not add any bibliographic records to the ANBD, nor do they cause any changes to bibliographic records on the ANBD.

Please see Appendix D for data specifications for abbreviated, full and non MARC holdings updates.

Files can also be processed manually if they are in comma delimited ASCII format or Inmagic dump file.

5.2 File formats

The current system requires a data file containing bibliographic and holdings data. Detailed data specifications are included in the information about each format.

File naming requirements are set out in Appendix E & Appendix G for InMagic/DB TextWorks.

5.2.1 Minimum record standard

The minimum level record standard is as follows:

1. AACR2 level 1 description
2. A minimum of one name or uniform title heading if applicable
3. The following Leader codes:
 - a. Type of record
 - b. Bibliographic level
 - c. Encoding level
4. The following 008 character positions:
 - a. Date of publication code
 - b. Date 1. The minimum data required in this position is two digits followed by XX, e.g. 20XX
 - c. Country of publication code
5. For the first level of description include the following:
 - a. A minimum of one name or uniform title heading if applicable
 - b. Title proper
 - c. Statement of responsibility
 - d. Publication details
 - e. Imprint
6. The only mandatory field for non-Roman script data is the 245 field (Title)

5.3 Delivery of records

Data can be transferred by uploading from the Libraries Australia Administration system website. The customer logs on using a Libraries Australia username and password, which they have nominated.

There is a size limit of 10Mb for files loaded this way.

Internet File Transfer Protocol (FTP) may also be used. Each RIS contributor is given their own directory on the Libraries Australia FTP server with a password to control access. The contributor logs on to the Libraries Australia FTP server and enters an account name and password to access their directory. After changing to binary mode they FTP their files and then disconnect from the Libraries Australia FTP server.

MARCXML records can also be transferred to Libraries Australia via the Open Archive Initiative Protocol for Metadata Harvesting (OAI-PMH). With OAI-PMH your system is automatically checked for updates on a regular basis. Changed or added records are automatically loaded into Libraries Australia ('harvested'). You will need to know your OAI-PMH base URL. Please contact the Libraries Australia Help Desk if you would like further information on using OAI-PMH.

To upload records using Libraries Australia Administration, log in and click on the Import tab.



Click on Upload File

 A screenshot of the 'RIS - Customer' page in the Libraries Australia Administration system. The page shows the 'Import' tab selected in the navigation bar. In the top right corner, there are links for 'Search', 'Logout', 'Libraries Australia', and 'Help'. Below the navigation bar, the page title is 'RIS - Customer'. On the right side, there are three buttons: 'Upload File' (circled in red), 'Load Reports', and 'Home'. The main content area is divided into two sections: 'Recent Batches' and 'Reception Profiles'.

Recent Batches

Received	Method	Records	File	Status	Runs	Last Run
Tue 03 Jul 2007 11:20	HTTP upload	11	export020707	Processed	1	Tue 03 Jul 11:20 - Ended
Fri 18 May 2007 10:27	HTTP upload	2	export 170507	Processed	1	Fri 18 May 10:27 - Ended
Tue 01 May 2007 11:33	HTTP upload	11	export 010507.mrc	Processed	1	Tue 01 May 11:33 - Ended

Reception Profiles

Reception Profile	Run Profile
BIB+HOLDINGS FTP	Customer files add 850 held
BIB+HOLDINGS HTTP	Customer files add 850 held
HOLDINGSONLY FTP	AbbrevMARC holdings update
HOLDINGSONLY HTTP	AbbrevMARC holdings update

The RIS Upload File page appears.

From the drop down list, select a Reception Profile.

BIB+HOLDINGS HTTP – This uploads both record and attached holding

HOLDINGSONLY HTTP – This uploads holdings only

Select the file to be uploaded to the RIS server by using the Browse button.

Adding a Comment is optional.

Please note the maximum size of files which can be uploaded is 10 MB.

NATIONAL LIBRARY of AUSTRALIA

libraries australia administration

Search | Logout | Libraries Australia | Help

Organisations Reports Import Export Products

RIS - Upload a file

Load Reports Home

Select the profile and file

Customer

Reception Profile BIB+HOLDINGS HTTP

Upload File Browse...

Comment

Upload

Following delivery to the Record Import Service, the data is loaded into the ANBD at regular intervals. Libraries Australia reserves the right to determine priorities for file loading based on the significance of the data for national resource sharing.

5.4 RIS Reports

A processing report will be sent to the email account established for your RIS profile upon completion of each file load. The report will describe the file that was processed and when loading was completed.

Organisations can view their statistical reports, click on 'Load Reports'.

NATIONAL LIBRARY of AUSTRALIA

libraries australia administration

Organisations Reports **Import** Export Products

RIS - Customer

Upload File **Load Reports** Home

Recent Batches

Received	Method	Records	File	Status	Runs	Last Run
Tue 03 Jul 2007 11:20	HTTP upload	11	export020707	Processed	1	Tue 03 Jul 11:20 - Ended
Fri 18 May 2007 10:27	HTTP upload	2	export 170507	Processed	1	Fri 18 May 10:27 - Ended
Tue 01 May 2007 11:33	HTTP upload	11	export 010507.mrc	Processed	1	Tue 01 May 11:33 - Ended

Reception Profiles

Reception Profile	Run Profile
BIB+HOLDINGS FTP	Customer files add 850 held
BIB+HOLDINGS HTTP	Customer files add 850 held
HOLDINGS ONLY FTP	AbbrevMARC holdings update
HOLDINGS ONLY HTTP	AbbrevMARC holdings update

Recent reports are displayed on the RIS – Load Reports screen. Organisations can search for older reports by nominating a date or a filename.

NATIONAL LIBRARY of AUSTRALIA

libraries australia administration

Organisations Reports **Import** Export Products

RIS - Load Reports

Upload File Home

Load reports from Mon 02 Jul 2007 11:02 to Thu 26 Jul 2007 11:02 by date received descending

From: 2 / 7 / 2007 ☐ Date Ascending
 To: 26 / 7 / 2007 ☒ Date Descending
 Filename: **List**
 (partial OK)

Received	File	Records	Run	Processing Counts					Error Files for Downloading		
				Errors	New	Matched	Review	Unprocessed	Brief Text	Detailed Text	MARC format
Tue 03 Jul 2007 11:20	export020707	11	1	0	10	1	10	0			

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5.4.1 Error Reports

Records rejected during loading will be placed on the Libraries Australia FTP server for retrieval, correction and resubmission.

They can also be downloaded from Libraries Australia Administration. Organisations can view their error reports by selecting the relevant batch.

NATIONAL LIBRARY of AUSTRALIA

libraries australia administration

Organisations Reports **Import** Export Products

RIS - Customer [Upload File](#) [Load Reports](#) [Home](#)

Recent Batches

Received	Method	Records	File	Status	Runs	Last Run
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Reception Profiles

Reception Profile	Run Profile
BIB+HOLDINGS FTP	Customer files add 850 held
BIB+HOLDINGS HTTP	Customer files add 850 held
HOLDINGSONLY FTP	AbbrevMARC holdings update
HOLDINGSONLY HTTP	AbbrevMARC holdings update

NATIONAL LIBRARY of AUSTRALIA

libraries australia administration

Organisations Reports **Import** Export Products

RIS - Run [Upload File](#) [Load Reports](#) [Home](#)

Batch: Tue 31 Jul 2007 15:09:30, HTTP upload, 10 records

Status	Ended
Processing Profile	Customer Files Add 850 held
Override NUC	
Parameters	
Run Created	Tue 31 Jul 2007 15:09:30
Run Started	Tue 31 Jul 2007 15:13:51
Run Ended	Tue 31 Jul 2007 15:14:47
Comments	

Error Files

errorsFull.txt	52 bytes
errorsBrief.txt	67 bytes
errors.mrc	19 bytes

Record counts

Received	10
Edit Failed	0
Edit Warning	0
Edit Passed	10
Bib Load Failed	0
Load Passed	10
Load New	10
Load Matched	0
Load Deleted	0
Load Review	10
Load Unprocessed	0
Holding New	10
Holding Matched	0
Holding Deleted	0

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The files are available in three formats:

- errorsBrief.txt - brief format with error messages for each record
- errorsFull.txt - full view with error messages
- errors.mrc - MARC records without error messages

Click on the file format that you would like to download.

Contributors receive notification of these reject files via an email message.

Rejected record files will be automatically deleted from the Libraries Australia FTP server after 90 days.

Section 6: Products

A product is a file of Libraries Australia records that have been retrieved from the ANBD via a search based on a particular set of criteria for a library or organisation.

Products can be produced as a once-off file or as a regular extraction that can be repeated at a specified interval.

6.1 Available Products

Libraries Australia can provide you with a range of automated and customised products.

Bibliographic Files

Bibliographic files contain MARC21 records with your holdings attached extracted from the Australian National Bibliographic Database (ANBD) where the bibliographic record or holding has been changed. These are automated products and will normally be available the same day unless you add special instructions.

Titles List

A Titles List is a text file listing the titles for which your library has holdings. The brief records contain ANBD number, title, name, imprint, ISBN/ISSN and your holdings. They can be limited by bibliographic level e.g. monograph or serial, and sorted according to your specifications. These are automated products and will normally be available the same day unless you add special instructions.

Authority files

MARC 21 Australian Authority records are available for any combination of Names, Titles and Subjects. These are automated products and will normally be available the same day unless you add special instructions.

Sets of all authorities on the ANBD or authorities which are linked to bibliographic records with your holdings can also be purchased but these will require negotiation with Libraries Australia staff.

Electronic Collection Sets

The provision of E-Collection Sets is a Libraries Australia service enabling libraries to purchase MARC records for electronic full-text collections. This provides an easy way for libraries and organisations to acquire bibliographic data for electronic resources and improved access to electronic resources.

All records that form part of an E-Collection set are provided to customers as a base set upon subscription. You will then continue to receive quarterly updates.

Your holdings and URL (if requested) will be added to the ANBD record before the record set is supplied to you.

See *Appendix B* for a complete list of available Electronic Collection Sets

Microform Collection Sets

Libraries Australia provides access to the valuable and extensive microform collections held within Australian libraries through the provision of bibliographic records from the Australian National Bibliographic Database (ANBD).

The sets comprise records for the individual items contained within the collections.

As part of the Microform Collection Set service, Libraries Australia staff will

- add customer holdings to records within individual sets

- supply MARC files for individual sets

Note. the addition of holdings is not a prerequisite for purchase.

See *Appendix A* for a complete list of the Microform Sets available

Customised Files:

Number Load Files

These are files extracted from the ANBD based on a file of ANBD numbers, ISBNs, ISSNs, or Library of Congress record numbers provided by the customer. It is preferred that the numbers are provided to Libraries Australia Products staff in a left-justified text file. ISBN or ISSN extractions can include all matching bibliographic records or they can be 'ranked' and include only the best bibliographic record for each number.

You will need to discuss your number load file extraction with a Libraries Australia staff member.

Other Customised Files

Libraries Australia customers may request other customised product files when the automated products available through the online order forms do not meet your requirements. Customised files can be based on simple or complex search criteria. The standard output is MARC21, but there are other output options available to cater to your requirements. These include limiting the output data to particular tags, and to a particular format – MARC21, MARCXML, bar delimited or text.

You will need to discuss your customised file with a Libraries Australia staff member.

Encoding

MARC21 records can be provided in MARC8 or Unicode encoding.

6.2 Products Fees and Charges

Please refer to nla.gov.au/librariesaustralia/about/fees-charges/ for information on Product fees and charges.

6.3 Requesting a Product

Product requests can be submitted either online or via email.

6.3.1 Online

Submitting a product request online will add the product directly to the automated products schedule. Once submitted, this product cannot be changed by the requesting library/organisation or Libraries Australia staff, and will run automatically. However, if you are not sure that the automated order will give you the records you want, please put a note to that effect in the 'Special instructions' box on the order form, and a Libraries Australia staff member will call you to discuss the order before it is processed.

Creating an Online Request

1. Log on to Libraries Australia Administration
2. Click on the Products tab
3. Click on the Order Forms option
4. Click on the Product type that you would like to request. The products available through the online order form are:

Bibliographic records - to order bibliographic records in the Australian National Bibliographic Database (ANBD) that have your holdings attached where the holdings have been changed or the bibliographic records have been changed.

Authority records - to order a file of all Australian authority records from the Australian National Bibliographic Database (ANBD) plus quarterly updates.

Titles list – to order an electronic text file of brief records that lists titles in the Australian National Bibliographic Database (ANBD) held by your library. The brief records contain the ANBD number, title, name, imprint, ISBN/ISSN and your holdings.

Electronic collection sets - to order MARC records for one or more electronic full text collections.

Microform collection sets - to order MARC records for one or more microform collections.

Customised files – you will need to discuss these products with a Libraries Australia staff member. These are files of bibliographic MARC 21 records extracted from the Australian National Bibliographic Database (ANBD) based on a file of ANBD numbers, ISBNs or ISSN provided by the customer, or files extracted from the Australian National Bibliographic Database (ANBD) based on a query not included in an Online Order Form.



5. Fill out the required fields for your particular option.

Note: Please contact the Libraries Australia Helpdesk if you are unsure of any of the options within the online product request form.

6. Click on the Next button. You will be provided with an approximate quote for the product. You will also have a chance to review the product before submitting it.

Holdings Or Bibliographic Changes Order Confirmation

This order will product a file of approximately 280 records, and will cost about \$58.50.

Before submitting your order please check that all the details you have entered are correct.

7. To proceed with the product request,
 - a. click on the Submit button at the bottom of the page.
 - b. To change any details, click on the Back button.
 - c. To cancel the request, click on the Cancel button.
8. You will receive confirmation of the product's submission.

Order Forms

Your order has been submitted. An email will be sent to you when your product file is available.

6.3.2 Email

You can send a request for a product through to the Libraries Australia Products staff by sending an email to laproduct@nla.gov.au.

The initial email request that you send will be treated as a request for a quote. Libraries Australia Products staff will send you an email response and provide you with a quote for the product and will ask for confirmation to proceed with the creation and running of the product.

It would be beneficial if you could provide as much information as possible in your initial email (e.g. frequency of the product, whether there are any date restrictions to be considered, what type of holdings information is required, etc) to ensure that the Libraries Australia Products Staff gain a full understanding of your request.

6.4 Collecting a Product

Once a product has been run, the product file can either be retrieved from Libraries Australia Administration or it can be emailed directly to the requestor or another nominated contact person.

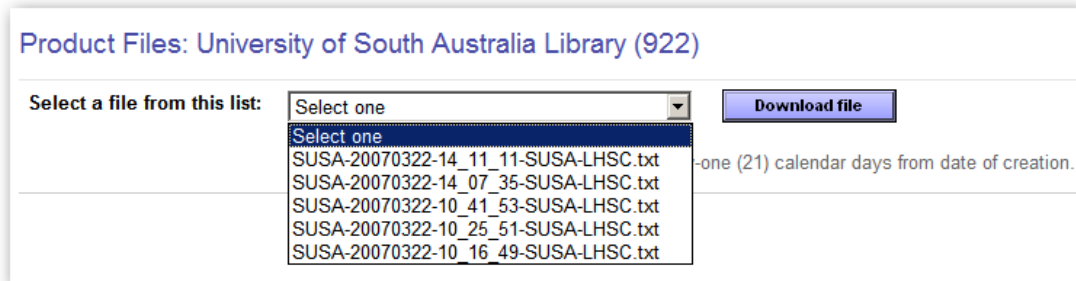
Note: You cannot elect to receive a product file via email if you order online.

6.4.1 Online

If your product is to be collected online, you will only be able to do this within Libraries Australia Administration.

Follow these steps to retrieve your file -

1. Log on to Libraries Australia Administration.
2. Click on the Products tab.
3. Click on the Files option.
4. Click on the drop down menu to select the file that you would like to retrieve.



5. Click on the Download File button. You will have the option to save or open the file.

6.4.2 Email

You can only elect to receive your product via email if

- You have stated as such in your email request to the Libraries Australia Products staff.
- The file ends up being less than 1MB in size.

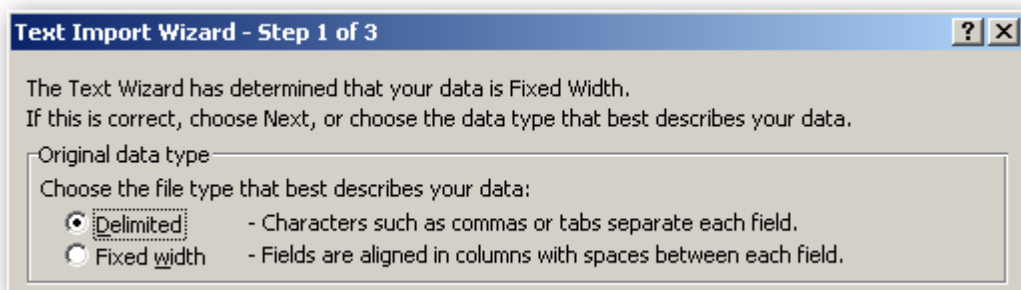
The file will be sent to you as an attachment from the formal Libraries Australia email address – laproduct@nla.gov.au. You can then open or save the product file directly from this attachment.

If the file is larger than 1MB then delivery will default to the National Library FTP server and will be available for download from Libraries Australia.

Decoding Bar Delimited Files

If you have requested and/or received a bar delimited file, follow these steps to convert the file into a readable format within Microsoft Excel.

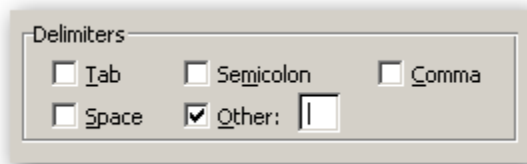
1. Collect your product from Libraries Australia Administration (see instructions above) and save the file to your local computer.
2. Open Microsoft Excel.
3. Open the saved file. A new window will open.



4. Select the radio button for 'Delimited'
5. Click on the 'Next' button. The Wizard will go to Step 2.



6. Uncheck the box next to the 'Tab' option.
7. Check the box to the left of 'Other:'.
8. Place your cursor in the box to the right of 'Other:'. Simultaneously press the Shift and "backslash" keys. This will insert a vertical bar into the box. This bar is the symbol for the delimiter within the file you wish to open.



9. Click on the Finish button

Glossary

ANBD

See Australian National Bibliographic Database

Australian National Bibliographic Database

ANBD. The national union catalogue of participating Australian libraries and bibliographic records from national cataloguing agencies in Britain, Canada, New Zealand, Vietnam and the United States; the main Libraries Australia database.

End user access

The capacity of library users to search databases independent of library staff

FTP

File Transfer Protocol (FTP) is a method of moving files between computers connected to the Internet, independent of machine type or operating system

HTTP

Hyper Text Transfer Protocol (HTTP), the actual communications protocol that enables Web browsing.

Library symbol

See NUC symbol

login

A combination of a username and password for connecting to Libraries Australia

MARC record

The machine readable format of a bibliographic record

National Bibliographic Database

See Australian National Bibliographic Database

National Union Catalogue symbol

See NUC symbol

NBD

See Australian National Bibliographic Database

NUC symbol

National Union Catalogue symbol. A library's unique identifier issued by the National Library of Australia

password

A string of letters and/or numbers that authorises a user to log on to Libraries Australia; used with a username

Personalisation

Personalisation enables individual users, whether end users or library staff, to create a personal account, choose their own user-id and password, save records and queries into a personal folder, specify which search screen will display at login, customise default databases for searching, and choose up to three libraries as “your library”. You can also choose to let individuals use these accounts in addition to set up alerts for regular emailing of new records from a search and request interlibrary loans.

Pica Production Number

The unique system generated number assigned to each record in Libraries Australia. The Pica Production Number (PPN) reflects the software that now supports Libraries Australia. All but the final digit of the PPN is identical to the record number.

Record number

The unique system generated number assigned to each record in Libraries Australia. Former Amicus database numbers have been used as the record number in order to have backwards compatibility with Amicus numbers that already exist in local systems.

RES

See Record Export Service

Record Export Service

The Record Export Service (RES) allows libraries to obtain MARC records from Libraries Australia via the Internet for loading into their local library system.

Appendix A: Products - Microform Collection Sets

1. Australian Joint Copying Project

Bibliographic records for the AJCP microfilm collection of Australian, New Zealand and Pacific records held in hundreds of institutions, organisations and homes in almost every part of Britain and Ireland. Documents included in the collection date from 1560 to 1984.

2. Bibliothek der Deutschen Literatur

Bibliographic records for this collection of German literature from the Middle Ages to the 20th century. The subject areas of art, music, philosophy, religion etc. are covered and it includes German translations of foreign works from other European countries, Great Britain, the United States and Asia. Published by K.G. Saur.

3. British and continental rhetoric and elocution

Bibliographic records for this set of works of British rhetoric written in English or Latin and Continental rhetoric written in Latin, French, or Italian on the ancient arts of persuasion and eloquence. Published by UMI. <http://www.proquest.com/en-US/catalogs/collections/detail/British-and-Continental-Rhetoric--56.shtml>

4. British freethought books

Bibliographic records for this nineteenth century collection dealing with philosophy and religion. Published by World Microfilms.

5. Collections from the Library of the Jewish Theological Seminary of America

Bibliographic records for this collection of rare manuscripts, most of which date from the 16th and 17th centuries. <http://proquest.com/en-US/catalogs/collections/detail/jewish-theological.shtml>

6. Dances of death

Bibliographic records for literary and artistic representations relating to death from sources in German, French and English, 16th-19th centuries. Edited by Wim van Dongen and published by Inter Documentation Co.

7. Early American imprints, Series II, 1801-1819

Bibliographic records for reproductions of the full text of every non-serial publication printed in the United States from 1801 through 1819, as listed in American Bibliography, 1801-1819.

8. Early British fiction; pre 1750

Bibliographic records for a comprehensive collection of British fiction printed between 1700-1749, including novels, stories, memoirs travels, etc. Published by Research Publications Ltd. <http://microformguides.gale.com/GuideLst.html>

9. Early English books, 1641-1700

Bibliographic records for books selected from Wing, Donald. A Short-title catalogue of books printed in England, Scotland, Ireland, Wales, and British America, and of English books printed in other countries, 1641-1700.

10. Early English newspapers

Bibliographic records for newspapers filmed from the holdings of the Bodleian Library, Oxford University and the Burney Collection of the British Library. Published by the Gale Group.

<http://microformguides.gale.com/GuideLst.html>

11. Early Quaker writings. 1650-1750 + second series

Bibliographic records for writings obtained from the library of the Society of Friends and published by World Microfilms.

12. Eighteenth Century

Bibliographic records for this collection of all eighteenth-century materials printed in any language in the British Empire, or printed in English elsewhere in the world, from 1701 to 1800.

<http://microformguides.gale.com/GuideLst.html>

13. Emblem Books, 1571-1775

Bibliographic records for Emblem Books published from the mid 16th century through the eighteenth century. These books consist of illustrations with an accompanying motto, or short verse, as well as a brief explanation. Published by Inter Documentation Company.

14. English books; 1475-1640 (Pollard & Redgrave)

Bibliographic records for the full-text reproductions of titles that were printed in England, Scotland, Ireland and Wales from 1475 to 1640. Also included are English books printed overseas during the same period. These titles are selected from titles listed in the work by A.W. Pollard and G.R. Redgrave, A Short-title Catalogue of Books [...] 1475-1640. Microfilm publisher UMI.

15. English Books; 1640-1661 (Thomason tracts)

Bibliographic records for the full text reproductions of pamphlets, books, newspapers and manuscripts relating to the Civil War, the Commonwealth and Restora. Published by UMI.

16. English books; 1641-1700 (Wing)

Bibliographic records for English books based on Wings' bibliography that was a continuation of Pollard & Redgrave. Published by UMI.

17. Food, cookery and catering Microfiche Library

Bibliographic records for titles selected from the John Fuller Collection spanning the 18th, 19th, and 20th centuries. Published by UMI. <http://www.proquest.com/en-US/catalogs/collections/detail/Food-79.shtml>

18. French revolutionary pamphlets

Bibliographic records for collection published by the General Microfilm Company.

19. German Baroque literature. Yale Library Collection

Bibliographic records for this collection representing the Baroque period from about 1575 to 1740. Collection includes all of the titles listed in the two volumes of Faber bibliography.

20. German books before 1601

Bibliographic records for this collection represents German, Swiss and Austrian printed books from the 15th and 16th centuries. Published by General Microfilm Company.

21. Goldsmiths'-Kress Library of Economic Literature

Bibliographic records for the combined holdings of the University of London and The Kress Library of Business and Economics at the Harvard Graduate School of Business Administration in Boston.

<http://microformguides.gale.com/GuideLst.html>

22. Health, physical education and recreation, 1949-2001

Bibliographic records for this collection of theses and dissertations in health, physical education and recreation. Published by the University of Oregon.

23. History of women

Bibliographic records for a collection of rare materials by and about women from the 18th to the 20th centuries. Published by Research Publications. <http://microformguides.gale.com/GuideLst.html>

24. Italian books before 1601

Bibliographic records for a collection of important 15th and 16th century books, covering all fields, printed in Italy or written in Italian anywhere else, before 1601. Published by General Microfilm Company.

25. Landmarks of science (I and II)

Bibliographic records for a collection of source material encompassing five centuries of printed scientific literature. Published by Readex. <http://www.readex.com/readex/product.cfm?product=23>

26. Murray's HANDBOOK for travellers

Bibliographic records for this collection published from 1836 to 1913. Covers Great Britain and Europe, as well as volumes on Egypt, Palestine, India, Japan, and New Zealand. Published by UPA.

27. Nineteenth century theatre periodicals, Parts 1, 2, 3

Bibliographic records for titles from the holdings of the Theatre Museum, London and the Bodleian Library, Oxford.

28. Nineteenth Century Years 1, 2, 3, 4, 5

Bibliographic records for this collection published by Chadwyck-Healey. <http://c19.chadwyck.co.uk/>

29. Pacific Manuscripts Bureau

Bibliographic records for manuscript material of historical, literary or scientific interest. The types of material microfilmed include correspondence, notebooks and diaries, missionary and trading

records, accounts and journals, grammars, dictionaries and vocabularies, genealogies and manuscripts written by Islanders in their own languages. <http://rspas.anu.edu.au/pambu/>

30. People called Methodists

Bibliographic records for collection of material held at the Methodist Archives and Research Centre at the John Rylands University Library. Material is on Methodists and the Methodist Church in Britain and Ireland and includes Anti-Methodist material. Published by IDC.

31. Publications of the Freedom Press 1928-1976

Bibliographic records for publications by Freedom Press, the main publisher of anarchist literature in England.

32. Reformed Protestantism

Bibliographic records for sixteenth and seventeenth centuries sources. Both Latin and vernacular editions have been filmed, and for important theologians several editions of the same work are included. Published by Inter Documentation Co.

33. Rehabilitation and handicapped literature

Bibliographic records for this collection from 1950 to 1978 and updates from 1979 to 1989. Subject areas include physical and mental disabilities, therapies and new rehabilitation programs. Published by Microfilming Corporation of America. <http://www.proquest.com/en-US/catalogs/collections/detail/Rehabilitation-and-Handicapped-Literature-349.shtml>

34. Renaissance man

The Books and Manuscripts of John Dee, 1527-1608, Part 1: John Dee's Manuscripts from the Bodleian Library, Oxford.

http://www.ampltd.co.uk/digital_guides/ren_man_series1 prt1/contents.aspx

35. Royal Institute of British Architects rare books

Bibliographic records for this collection of rare books in several languages printed in Europe between the fifteenth and nineteenth centuries. Published by World Microfilms.

36. Russian History and culture

Bibliographic records for this collection from the Helsinki University Library. Subject areas in the collection include politics and government, literature, biographies, industry and education. Published by UMI. <http://www.proquest.com/en-US/catalogs/collections/detail/Russian-History-and-Culture-403.shtml>

37. Sex research

Bibliographic records for Sex Research including Early Literature from Statistics to Erotica, which covers human sexuality as it was treated in the writings of the 18th and 19th centuries. Sexuality in the subject areas of medicine, biology, anthropology, law, the classics, art and erotic literature is included. The items that appear in this collection represent the older material held by Alfred C. Kinsey's Institute for Sex Research Library at Indiana University.

<http://microformguides.gale.com/GuideLst.html>

38. Slavery source materials

Bibliographic records for this collection that includes publications of the Anti-slavery Society, speeches by John Quincy Adams and Henry Clay, recollections of abolitionists and material on the slave trade. Materials relate to the United States, West Indies and South America. Published by Lost Cause Press.

39. Soviet Union, special studies 1970-1980

Bibliographic records for this collection containing research reports about the Soviet. Topics include foreign policy, internal affairs, arms control, international relations trade, technology, military operations and strategy and national security. Published by UPA.

40. Spanish Civil War collection

Bibliographic records for Spain, Portugal, Latin America and the Philippines, as well as more than 100 German pamphlets published in Spanish. Published by Primary Source Microfilm.

<http://microformguides.gale.com/GuideLst.html>

41. Spanish drama of the golden age

Bibliographic records for plays from the seventeenth through to the early nineteenth century, based on the Comedia collection held by the University of Pennsylvania Libraries. Published by Research Publications. <http://microformguides.gale.com/GuideLst.html>

42. Special studies, Europe and NATO 1970-1980

Bibliographic records for this collection of material on politics and government in relation to Europe, Nato, neutrality and communism. Published by UPA.

43. Three centuries of drama

(Three centuries of English and American plays) Bibliographic records for this collection including plays published in the English language in England from the year 1516 through 1800. American plays date from 1714 through to 1830. Published by Readex .

<http://www.readex.com/readex/product.cfm?product=18>

44. Witchcraft in Europe and America

Bibliographic records for this collection of writings on the subject of witchcraft. The collection spans the 15th to 20th centuries and enables researchers to trace the history and culture of European civilization during the Renaissance and Enlightenment. Published by UMI.

<http://microformguides.gale.com/GuideLst.html>

45. Women advising women

Bibliographic records for literature and journals aimed at women in the Victorian and Edwardian eras, from 1837-1910. http://www.ampltd.co.uk/digital_guides/w.aspx

Appendix B: Products - Electronic Collection Sets

1. **A+ Education**

(<http://www.informit.com.au/education.html>)

Bibliographic records for full text articles from more than 130 Australian journals indexed in the Australian Education Index. The full text database is available through Informit Online. The records in this set are for the electronic version.

2. **AGIS Plus Text**

(<http://www.informit.com.au/agis.html>)

Bibliographic records for full text legal journals from Australia, New Zealand and the Asia-Pacific region via the Commonwealth Attorney-General's Information Service (AGIS) database. The full text database is available through Informit Online. The records in this set are for the electronic version.

3. **Australian Public Affairs - Full Text (APAF)**

(<http://www.informit.com.au/apaf.html>)

Bibliographic records for journals and books indexed in APAIS, the Australian Public Affairs Information Service, produced by the National Library of Australia. The full text database is available through Informit Online. The records in this set are for the electronic version.

4. **ABS Statistics**

(<http://www.abs.gov.au/ausstats/abs%40.nsf/web+pages/statistics>)

Bibliographic records for the Australian Bureau of Statistics' web based information service. The full text database is available through the Australian Bureau of Statistics. From December 2005 all statistics on the ABS web site are accessible free of charge. The records in this set are based on the electronic version.

5. **Australian Digitised Newspapers and More**

(<http://trove.nla.gov.au/newspaper>)

Bibliographic records for over 90 Australian newspapers, including metropolitan dailies, regional and suburban online newspapers, as well as those with only promotional sites. The list of titles can be viewed in the Trove: Digitised Newspapers and More zone.

6. **Classic Australian Works**

(http://sydney.edu.au/sup/projects_cal_about.html)

The Classic Australian Works dataset currently has 25 bibliographic records for items selected as part of the Classic Australian Works project. Information about this project, and the literature selected for inclusion can be found at: Classic Australian Works.

7. **Family & Society Plus**

(<http://www.informit.com.au/family.html>)

Bibliographic records for full text articles included in Family & Society Plus. The set is based on Australian Family & Society Abstracts (FAMILY) database. The full text database is available through Informit Online. The records in this set are for the electronic version.

8. [Informit Collections](#)

(<http://www.informit.com.au/products.html#full-text-databases>)

Bibliographic records for full text articles included in Informit Collections. The set is based on Australasian resources including journals, conference papers, monographs and working papers. Areas covered range from education to public affairs, history to business. The full text database is available through Informit Online. The records in this set are for the electronic version. The records in this set are for the electronic version.

9. [Informit Health Collection](#)

(<http://www.informit.com.au/health.html>)

Bibliographic records for full text articles included in the Informit Health Collection (IELHEA). Content includes research articles, reports and case studies relevant to anyone studying or working in therapeutic, diagnostic and preventative health roles. Specialist topics include ageing and age care, child health, indigenous health issues, mental health and rehabilitation. Many of the titles in this Collection are exclusive to Informit.

10. [Our Digital Island](#)

(<http://odi.statelibrary.tas.gov.au/>)

Bibliographic records for Our Digital Island archive which provides access to Tasmanian Web sites that have been preserved for posterity by the State Library of Tasmania. The records in the set are for the electronic version.

11. [Pandora](#)

(<http://pandora.nla.gov.au/>)

Bibliographic records for the Pandora Archive (Preserving and Accessing Networked Documentary Resources of Australia) maintained by the National Library of Australia in association with Pandora partner agencies. The records in this set are for the electronic version.

12. [Serials Solutions](#)

(<http://www.nla.gov.au/librariesaustralia/cataloguing/marc-records-update.html>)

13. [Setis Literary and Historical Texts](#)

(<http://setis.library.usyd.edu.au/index.html>)

Bibliographic records for Australian literary and historical texts from the time of European exploration and settlement until the early twentieth century. Includes primarily source texts within the humanities Australian fiction, poetry, plays and non fiction works. The full text database is available at SETIS.

Appendix C: RIS bibliographic upload - Full MARC

1. Data Specifications

This file format may be used to:

- Add or modify bibliographic records
- Add or modify bibliographic records with holdings

The bibliographic data sent in this format must be in MARC 21 (based on the current version of *MARC 21 Format for Bibliographic Data*) with the holdings in the 984 field as defined in [format for holdings data](#).

The fields in Table 1 (below) **must** be included in records as they support the Libraries Australia duplicate matching process and conform to the [minimum record standard](#).

Additional fields may be included, however no institution-specific data is acceptable **except** in the institution specific fields: 856 (i.e. URL field, where subfield \$x contains a NUC symbol after string *ISD5:*), 035 and 984 (i.e. no other 9xx tags or \$5 subfields in tags).

Table 1: Mandatory fields for records in bibliographic – full MARC format RIS files.

Field/Character position (c.p.)	Explanation
Leader/0 5	Record status
Leader/06	Type of record
Leader/07	Bibliographic level
008	Date and country of publication code
035	Contains the user library's local system number
035	May contain an OCLC number (please refer to Note 3 below)
040	Contributing library's National Union Catalogue symbol
984	Contains the user library's NUC symbol and holdings data (See Format for holdings data (nla.gov.au/librariesaustralia/batchbib.html#formatholdings), below)
Other MARC fields	AACR2 level 1 description, and a minimum of one name or uniform title heading if applicable

Important notes:

1. The control number in the 001 field (if included) must be the ANBD number.
2. The control numbers reported in 035 will be assumed to be local control numbers, and will be stored in the record on Libraries Australia in the 850 \$b subfield and output from Libraries Australia in the 035 field.
3. If OCLC numbers are provided, they must be formatted according to the standard conventions i.e. the OCLC library symbol "OCoLC" in parenthesis before the number e.g. 035 ##\$a(OCoLC)814782
If not they will be treated like a local system number and used as such for matching purposes.
4. Deleted status records must include either a 001 or 010 field as the primary matching element.

Format for holdings data

Field/Tag: 984. Only one 984 will be recorded for each NUC symbol. If the library has multiple call numbers associated with a NUC symbol, then these must be reported in repeats of the \$c subfield. The 984 field may be repeated if needed to report holdings which are attached to different NUC symbols.

Indicators: none

\$a	Not repeatable	NUC symbol in upper case MANDATORY
\$c	Repeatable	Holdings statement MANDATORY
\$d	Repeatable	Volume and number information
\$e	Repeatable	Serial dates
\$f	Repeatable	Serial completeness
\$g	Not repeatable	Serial referral note
\$h	Not repeatable	Serial retention note

Table 2: Allowable subfields in field 984

2. Non-Roman script

If non-Roman scripts are being contributed, they must be in the form of linked 880 fields. Non-Roman scripts can be contributed in two character encoding schemes, MARC8 and Unicode.

When contributing MARC8 records the language codes must be supplied in MARC21 fields 066 and in the linked 880 fields. For more information please refer to the following MARC21 documentation:

- <http://www.loc.gov/marc/bibliographic/bd066.html>
- <http://www.loc.gov/marc/specifications/speccharmac8.html>
- <http://www.loc.gov/marc/bibliographic/ecbdcntf.html>

When contributing Unicode records language codes are not required. However libraries are required to contact Libraries Australia if they wish to supply non-Roman script records in Unicode so that testing can be done prior to implementing routine uploads.

For additional information on non-Roman script cataloguing and data exchange within Libraries Australia please refer to the Library of Congress standards (see: www.loc.gov/catdir/cpsd/roman.html). Please also refer to the following sections of the Cataloguing Client Manual:

- 4.3.3.7: Non-Roman scripts specific information for details on how to create records in non-Roman scripts in the ANBD, and,
- Appendix 8 for Unicode fonts, keyboard layouts and Input Method Editors for a range of Windows operating systems.

Appendix D: RIS - Holdings update

1. Holdings update - Abbreviated MARC

This format may be used by a contributing customer to add, change or delete holdings. Where a holding for a given NUC symbol already exists, the holding in the file will replace the entire holding for that NUC symbol on the indicated item. If you wish to add an extra holding, both the existing holding and the second holding should be included in the file. For example, where '330.994' is already on Libraries Australia for a customer that wishes to add a second holding of 'RF 330.994', both holdings must be included in the 984 field in the file.

Holdings deletions will delete all holdings for a given NUC symbol on the indicated item. Even if this is the last holding for the bibliographic record, the bibliographic record will not be deleted.

Note that addition/update and deletion to holdings must be supplied in separate files.

Matching will be by control numbers only

Field/character position (c.p.)	Explanation
Leader and Directory	An Abbreviated MARC record must contain a leader and directory
Leader c.p.5	Contains the code "n" for "new or update" or the code "d" for "delete"
001	Contains the ANBD number, formerly known as the AMICUS number
010	Contains the Library of Congress control number
035	Contains the user library's local system number
035	May contain an OCLC number (please refer to Note 5 below)
984	Contains the user library's NUC symbol and holdings data (See Format for holdings data , below)

Table 1: Abbreviated MARC record format

Note:

1. Each record must contain either a 001 or 010 or 035 as the primary matching element
2. If included, the control number in the 001 field must be the ANBD number.
3. If the 035 is to be used as the primary matching element, it must contain a number that corresponds with the contents of the "b" subfield in the existing 850 holdings statement on Libraries Australia.
4. The control numbers reported in 035 will be assumed to be local control numbers, and will be stored in the record on Libraries Australia in the 850 \$b subfield and output from Libraries Australia in the 035 field.

5. If OCLC numbers are provided they must be formatted according to the standard conventions i.e. the OCLC library symbol "OCoLC" in parentheses before the number e.g. :
035 ##\$a(OCoLC)814782

If not they will be treated like a Local system number and used as such for matching purposes.

6. The 984 \$c subfield is still required if the holding is to be deleted, but may contain any text as long as the \$c is non-empty.

2. Holdings update - Non MARC

Holdings may be added, changed or deleted using this format. Where a holding for a given NUC symbol already exists, the holding in the file will replace the entire holding for that NUC symbol on the indicated item. If you wish to add an extra holding, both the existing holding and the second holding should be included in the file. For example, where '330.994' is already on Libraries Australia for a customer that wishes to add a second holding of 'RF 330.994', both holdings must be included in the 984 field in the file.

Holdings deletions will delete all holdings for a given NUC symbol on the indicated item. Even if this is the last holding for the bibliographic record, the bibliographic record will not be deleted.

Note that addition/update and deletion to holdings must be supplied in separate files.

Matching will be by control numbers only

The data elements required in a Non MARC record are the same as those in an Abbreviated MARC record. However the record structure is not MARC and a Directory is not required. The record structure for Non MARC records is as follows:

- Text format
- One field per line
- Blank line to separate records
- Omit subfield codes and delimiters for leader and 001
- Use '\$' for subfield delimiter
- Supply field only if it contains data
- Requirements for file labelling, as described in [File specifications](#), will apply

Field/character position (c.p.)	Explanation
Leader	A Non MARC record must contain Leader values for character positions 5, 6 and 7
Leader c.p.5	Contains the code "n" for "new or update" or the code "d" for "delete"
Leader c.p.6	Contains the appropriate MARC 21 code for "type of material"
Leader c.p.7	Contains the value "m" for monograph or "s" for serial

001	Contains the ANBD number, formerly known as the AMICUS number
010	Contains the Library of Congress control number
035	Contains the user library's local system number
035	May contain an OCLC number (please refer to Note 5 below)
984	Contains the user library's NUC symbol and holdings data (See Format for holdings data , below)

*Table 2: Non MARC record format***Note:**

1. Each record must contain either a 001 or 010 or 035 as the primary matching element.
2. If included, the control number in the 001 field must be the Libraries Australia control number.
3. If the 035 is to be used as the primary matching element, it must contain a number that corresponds with the contents of the "b" subfield in the existing 850 holdings statement on Libraries Australia.
4. The control numbers reported in 035 will be assumed to be local control numbers, and will be stored in the record on Libraries Australia in the 850 \$b subfield and output from Libraries Australia in the 035 field.
5. If OCLC numbers are provided they must be formatted according to the standard conventions i.e. the OCLC library symbol "OCoLC" in parentheses before the number e.g. :
035 ##\$a(OCoLC)814782
6. If not they will be treated like a Local system number and used as such for matching purposes.
7. The 984 \$c subfield is still required if the holding is to be deleted, but may contain any text as long as the \$c is non-empty.

Examples

Leader nam
001 4981885
984 \$aVSL\$cLTP 394.2509945 M48T

Leader nam
010 \$a87027565
035 \$b536499
984 \$aNU\$c536499 JB/NOR

Leader nas
001 465808
984 \$aANL\$cN 929.0629471 ANC \$eVol. 1, no. 1- \$gApr. 1976-

Leader nam
001 8131222
984 \$aNQB\$c919.447 SNO

Leader nam

001 81312223

035 \$a(OCOLC)814782

984 \$aNMQU\$c919.447 SNO

3. Full MARC

This format is used for changes to or deletion of existing holdings when no control numbers (001, 010, or 035 that matches existing holding) are available as the primary matching point. Instead of an abbreviated format, the full MARC bibliographic record is supplied so that matching can be done on title. The required fields are the same as for [Bibliographic upload - Full MARC](#)

Note: Even if your current local system number cannot be used as a primary match point, it should still be included for holdings update as it will be placed in the updated 850 holdings statement and can be used for future holdings updates. Also note that if you choose to supply OCLC numbers these must be correctly formatted as per the details supplied in [Bibliographic upload - Full MARC](#)

4. Format for holdings data

Field/Tag: 984. Only one 984 will be recorded for each NUC symbol. If the library has multiple call numbers associated with a NUC symbol, then these must be reported in repeats of the \$c subfield. The 984 field may be repeated if needed to report holdings which are attached to different NUC symbols.

Indicators: none

\$a	Not repeatable	NUC symbol in upper case MANDATORY
\$c	Repeatable	Holdings statement MANDATORY
\$d	Repeatable	Volume and number information
\$e	Repeatable	Serial dates
\$f	Repeatable	Serial completeness
\$g	Not repeatable	Serial referral note
\$h	Not repeatable	Serial retention note

Table 3: Allowable subfields in field 984

Appendix E: RIS - File Specifications

1. Purpose

To ensure that files uploaded by contributing libraries contain sufficient information to permit correct transaction reporting and data conversion processing before upload into the Libraries Australia database.

2. Format

Only one file is required for each Record Import Service contribution, namely a data file containing the bibliographic data in one of the Libraries Australia Record Import Service formats:

- a. [Bibliographic upload - Full MARC](#)
- b. [Holdings update - Abbreviated MARC](#)
- c. [Holdings update - Full MARC](#)
- d. [Holdings update - Non MARC](#)
- e. [Bibliographic upload - Inmagic DB/Textworks](#)

The file must identify the customer contributing the data and the type of process that the data represents. There are four processes that are available:

- a. Bibliographic upload with holdings (B)
- b. Holdings addition or update (H)
- c. Holdings delete (D)
- d. Bibliographic upload with holdings - Inmagic DB/Textworks (B)

Each file must adhere to the following naming format :

NUC Symbol	Separator	Process B, H or D	Separator	File type D	Unique identifier	Compress format suffix Z
------------	-----------	-------------------	-----------	-------------	-------------------	--------------------------

eg.

ACR-B.D01		NUC Symbol		ACR		
		Process		B	(Bibliographic Upload)	
		File Type		D	(Data)	
		Unique Identifier		01		

Records rejected during loading will be placed on the Libraries Australia FTP server and can be downloaded via the [Libraries Australia Administration system](#) website for retrieval, correction and resubmission. They are available in three formats: MARC records without error messages, a brief format with error messages for each record, and a full view with error messages. Contributors

receive notification of these reject files via an email message. Rejected record files will be automatically deleted from the Libraries Australia FTP server after 90 days.

A separate email alert is generated and sent to the contributors account when reject files are available and created.

Field definitions

The following table describes the elements of the file name format described above.

Element	Type	Fixed/ Variable	Mandatory	Values	Description
NUC Symbol	Alphanumeric no-embedded spaces, upper case	V	M	Valid NUC Symbols	The NUC symbol of the Libraries Australia customer contributing the records. Where an agency is supplying records on behalf of a Libraries Australia customer, the NUC symbol of the Libraries Australia customer is supplied.
Separator	Alphanumeric	F	M	-	Hyphen character
Format	Alphabetic, upper case	F	M	B	B-Bibliographic records (with or without holdings)
				D	D-holdings deletion records only
				H	H-holdings addition/modification records only
Separator	Alphanumeric	F	M	.	Full stop character
File type	Alphanumeric upper case	F	M	D	D—data file containing bibliographic and/or holdings data. Generated by supplier
				E	E—error records generated by Libraries Australia after loading. Stored on the Libraries Australia FTP server in the customer's directory
File upload number	Numeric leading Zeros	F	M	00-99	Running number of file uploads. This number is generated by the data supplier to identify each file uploaded to Libraries Australia. This number recycles after reaching upper limit
Separator	Alphanumeric	F	O	.	Full stop character
Compress flag	Alphabetic	F	O	Z	UNIX-compatible compressed format indicator

Table: Libraries Australia RIS File Upload Naming Convention

Appendix F: - RIS Processes & the Match/Merge Algorithm

RIS Processes

The three basic processes involved in the batch upload of records to the ANBD are: file receipt, conversion and loading. These processes are outlined below. An overview of matching and merging is also provided. The functions described for record conversion, matching and merging are indicative. The software is configurable and modifications are made as the need arises or requirements change.

1. File receipt

Files are received in 4 ways:

Some files are automatically collected from remote sites by FTP. This includes all National Agency files and some files provided by library suppliers on behalf of their customers.

Files of up to 10Mb may be uploaded from the RIS section of the [Libraries Australia Administration system](#).

Customer files can be placed on the Libraries Australia RIS server by FTP.

Files can be received as email attachments. Libraries Australia staff save these to a local drive and upload them to the Record Import Service gateway by FTP. These are usually test files, but a few customer files arrive this way.

2. File conversion

MARC conversion is performed on every RIS file before it is loaded to the ANBD.

The majority of conversions are generic and performed automatically on every file that is supplied to Libraries Australia. In addition, there are specific conversions available for National Agency files and customer files based on profiles set up for each organization. These conversions are done to change minor variations in the MARC formats supplied and to ensure that all bibliographic and holdings records loaded to the ANBD meet data quality standards, internal data storage formats and RIS load program validation routines.

Successfully converted files are sent for loading. Any unsuccessfully converted records are placed in an error file for review by Libraries Australia staff or the contributing library.

3. File loading

Files are forwarded to the RIS load program and are generally loaded in the order of priority assigned to them. The highest priority is assigned to all National Agency files and current files from Libraries Australia customers. Lower priority is generally assigned to retrospective customer file loads, and large file loads (in excess of 20,000 records).

During the file loading process incoming records are either:

- Added to the database as new records
- Matched to an existing database record and merged with it
- Tentatively matched with database records and sent to a review file, or
- Rejected due to problems with the incoming data

Any tentatively matched incoming records are sent to the Libraries Australia error logs for review by Libraries Australia staff. Staff will resolve these tentative matches by adding them to the ANBD or

matching them to an existing ANBD record. Records are very rarely rejected but occasionally there can be a problem in the format of a particular field that was not detected during the conversion process.

Error logs and file load reports are monitored and checked against previously kept statistics to see that the files are fully loaded and to check for any other signs of data problems.

Customers receive email notification of completed file loads and availability of reject files. They can then view summary loading statistics online for files that have been loaded and can download files of rejected records. This is done from the RIS section of the Libraries Australia Administration system.

Matching and merging

The RIS loading program's basic functions are to:

- Detect matching records using an algorithm, which takes into account many bibliographic data elements including key control numbers, access points and coded data
- When a match is confirmed, identify the preferred record.
- When the preferred record is determined, amalgamate the records by in principle retaining data in the preferred record. However, some data elements in the non-preferred record may be transferred.

1. Matching

The RIS match/merge algorithm uses a number of different elements or matching keys to determine whether the incoming record has a possible match with an existing database record. The most commonly used keys include:

- Local system numbers supplied in field 035
- ANBD numbers in field 001
- Library of Congress control numbers supplied in field 010
- Standard numbers supplied in field 020, 022, 024
- Title or shortened title key

Control number matching is done first (i.e. LSNs, ANBD or LC numbers)

If a match with one database record is found, the incoming record is passed to the merging process. If there is a multiple match, the record is rejected by the algorithm. These system numbers should be unique and not duplicated on the ANBD.

If no control number match is possible, the program will locate all possible matching database records by searching for other data elements such as the standard number or title key.

If a single match is found at this stage the process may move to the merging program. If the incoming record matches more than one database record, the program performs a more detailed **comparison** of these records. It aims to identify the database record with the highest level of similarity to the incoming record. If the incoming record fails to match any database records then it is added to the database.

2. Comparison

This is part of the matching program which compares incoming records with Database records. The comparison is done across a very comprehensive range of bibliographic data fields. All the bibliographic fields prescribed for a [minimum level](#) ANBD record are compared. Additional elements are also checked when appropriate to the type of material.

3. Merging

Once the best match has been determined, a separate merge algorithm identifies the preferred record by assessing which record is the best record. The concept of 'best' can be defined and configured by weighing up the relative value of various factors, including record source, encoding level, which tags are present etc.

As a general rule records created or edited online are preferred over uploaded records all other factors being equal.

Information in the preferred record is generally retained.

Fields from the un-preferred record are added if they do not exist in the preferred record.

When the un-preferred and preferred record share fields in common, under limited conditions it is possible that a specific field from the un-preferred record can overwrite its' corresponding field in the preferred record. This generally occurs only when these fields are thought to be similar enough (in cases where fields are repeatable) and also considered to contain 'better' data i.e. the data is thought to be of higher quality, more comprehensive or longer (therefore more complete).

Some examples of fields from the un-preferred record that may overwrite include:

- Serial dates of publication (in field 362)
- Citation (in field 510)
- Electronic location and success (in field 856)
- Projected publication date (this field is deemed 'better' if the un-preferred record has a higher encoding level)

Under very limited conditions, some contributors may send upgrades. Their records will overlay corresponding ANBD records, apart from some core data elements in the database record that are never overwritten. These records must meet certain quality criteria to prevent poorer records overlaying good quality database records.

These merging rules can be modified. However contributors should note that the rules are kept simple to minimize the risks of over-writing valid data. Assessing the data quality for the content of each field or for a record in its entirety is a complex and challenging task. Contributors who want to make specific changes to the content of a field may use the Libraries Australia Cataloguing Client but should note that the conventions for cataloguing in a [shared network](#) apply.

Appendix G: RIS - Bibliographic Upload for Inmagic DB/Textworks Users

The Libraries Australia system can now accept non-MARC records for loading into the Australian National Bibliographic Database. It is very easy for DB/TextWorks users to extract records from their library catalogues in an approved format.

DB/TextWorks customers should contact the Libraries Australia Database Services Section, via the [Libraries Australia Help Desk](#) if wishing to supply an Inmagic DB/TextWorks file for processing.

Once you are ready to send a batch of data, you will need to design a DB/TextWorks form (see Maxus Australia website below) that will enable you to produce a suitable file. Libraries Australia expects the records to look like this:

Sample DB/Textworks record

Title Ad hoc Benthic Indicator Group : results of initial planning meeting

'Publication Place' Paris

Publisher Unesco

'Publication Date' 2000

'Physical Description' ii, 65 p.

Subject Benthos

;Water quality

;Water pollution

;Indicators

'Call no' J 574.5 ADH

'Local system number' 059783

'Type of material' Book

\$

Title Paterson Range, Western Australia [cartographic material]

Scale Scale 1:250 000

Edition 2nd ed.

'Publication Place' Canberra

Publisher Australian Govt. Pub. Service

'Publication Date' 1980-1982

Name

;Chin, R. J.

;Hickman, A. H.

;Towner, R. R.

;Geological Survey of Western Australia

'Physical Description' 1 booklet, 1 map

Subject Geology

Geographic Paterson Range (W.A.)

;Western Australia

Notes

;Published for: Geological Survey of W.A.

Series Australia 1:250,000 geological series

'Call no' HELD (MAP)

'Type of Material' Map

\$

For more information about preparing Inmagic DB/TextWorks files for export, see the Maxus Australia website at <http://www.maxus.net.au/tip200407.htm>

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