# Voyager Batch Records Update

*Example from EAST Retention Library*

1. Fix Voyager GDC Bug (or have Ex Libris fix it for you)
   a. There is a Voyager bug effecting Global Data Change that needs to be remedied before running your GDC job. This bug effects versions of Voyager up to and including 9.2.1. Look at your Pbulkimport script in *m1/voyager/yourdb/sbin* and edit the following line:

      **multiOk=false**

      change it to

      **multiOk=true**

      That should resolve the bug. If you do not do this, GDC will likely crash at some point when you run your process. If you do not have expertise editing the Pbulkimport script, contact Ex Libris and they can do it for you.
2. Create commitment list of items you want to add disclosure notes for. Make sure bib record numbers are included.
3. Create a file with all the associated MFHDs, since we will be inserting the 583 into the MFHD not the Bib. The Green Glass file does not provide these numbers so we need to run an Access query to find the MFHD IDs.

. Open Reports.mdb (This is the file where you run Access queries. These instructions assume you have this set up already: Your tables should be linked, and you should know your ODBC login and password. If none of this sounds familiar to you, consult the Ex Libris documentation, or Ex Libris support)

a. Go to External Data tab and Import Text File
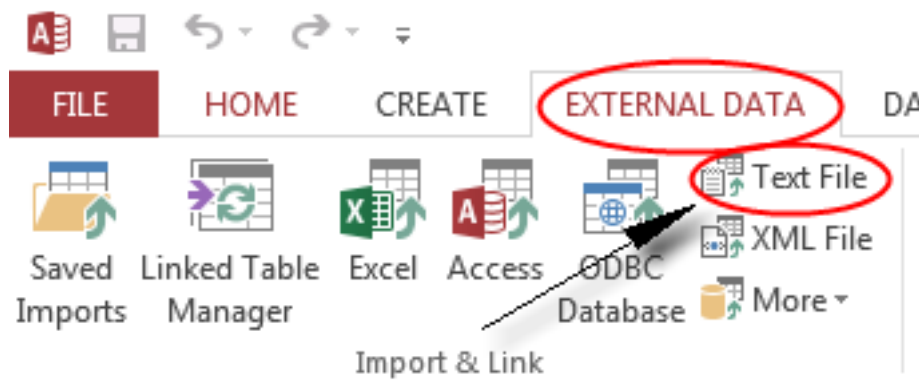


b. Browse to the file you created above and select Open. Then click OK on the wizard window, do not change the default options.

c. At the next window, choose "Delimited" and then click Next

d. At the next window, choose "Comma". Your top row should contain a text header "Bib Record Number", select "First row contains field names". Click Next

e.	At the next window, make sure the Data Type is set to "Short Text"  (or "Text" if you have an older version of Access) and then click Next

f.	At the next window, select "No Primary Key" and then click Next

g.	At the next screen, next to Import to Table, make sure the name entered is "EASTbibs" (it needs to be this exact name because our query will reference it by this name later)

h.	Click Finish and when it finished importing, click Close.

You have just imported your allocated Bib IDs into Access.  Now we will create a query to export the associated MFHD IDs for these Bibs.

4.	Click the Create tab and then Query Design
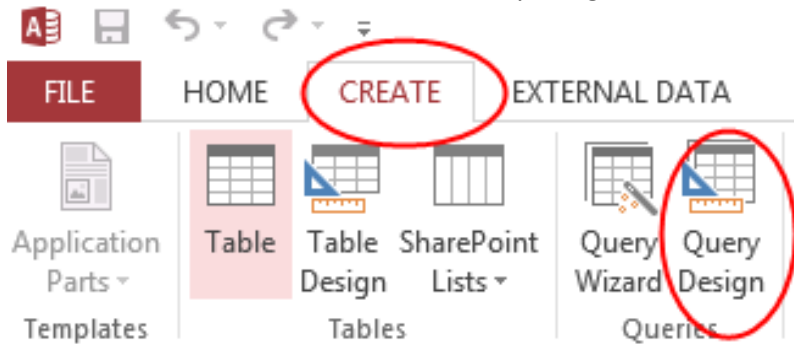


a.	A small window called Show Table will pop up next.  Close this window.

b.	Go up to the top left and click the button that says **SQL**

c.	A text box will appear with the text **Select;** .  Delete this text so that there is no text in this box.

d.	Copy the SQL code below and paste into the text box.  (Copy everything between the <BEGIN CODE> and <END CODE>)

**<BEGIN CODE>**

SELECT DISTINCT BIB_MFHD.MFHD_ID FROM EASTbibs LEFT JOIN BIB_MFHD ON EASTbibs.[Bib Record Number] = BIB_MFHD.BIB_ID;

**<END CODE>**

e.	Click the Save icon at the top.  Save the query with a logical name, such as "EAST MFHDS"**.**

f.	You may now run the query.  Make sure you have the Queries category selected in the left side pane. Highlight your query name (EAST MFHDs) by click once on it, then on the External tab click Export to Text file.
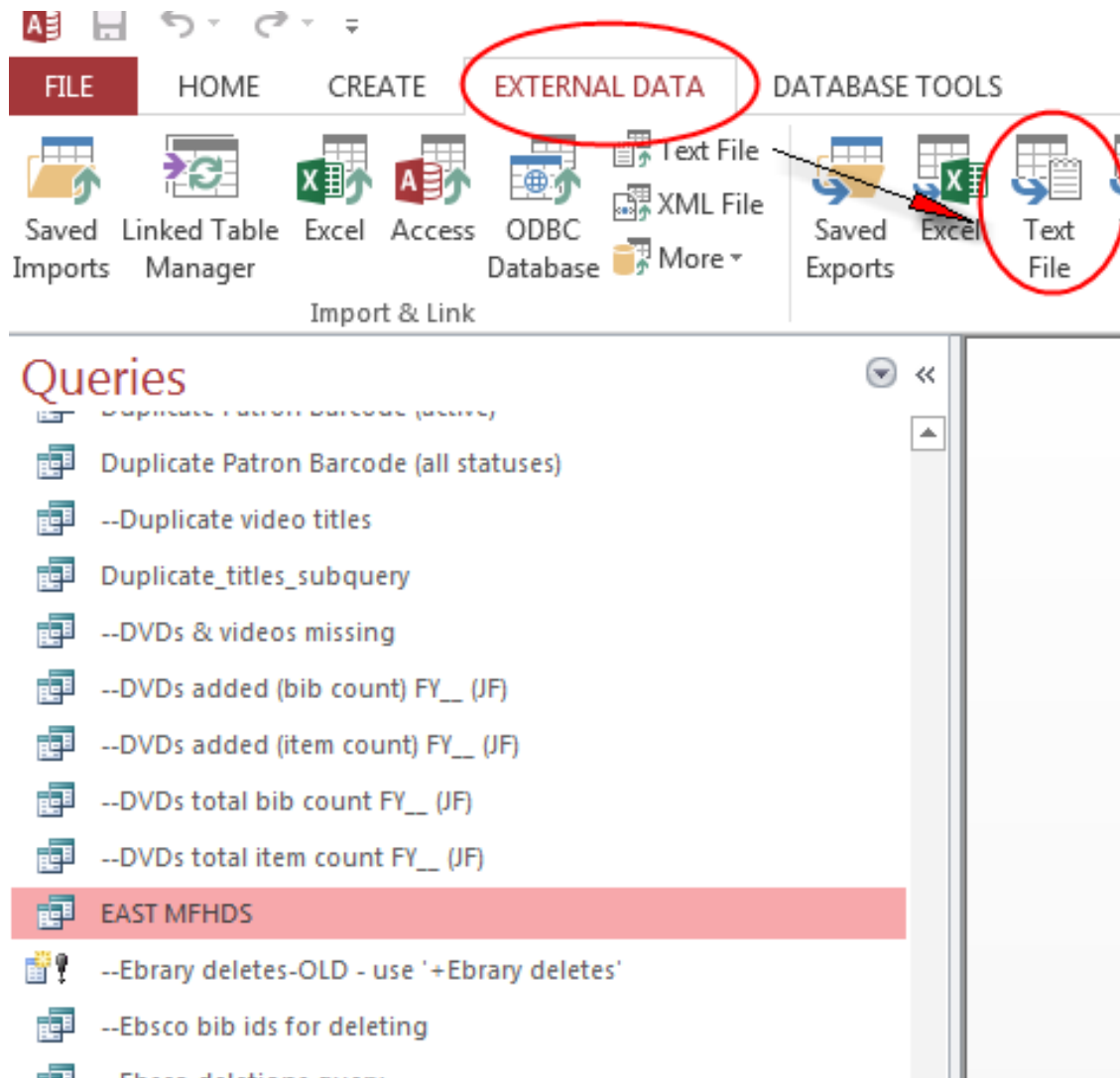
g. Browse to a location you can readily find later such as Desktop, name the file **EAST MFHDs.txt**, and then click Save and OK

h. Enter you ODBC login if prompted

i. (For the following, there may be delays in Access between each step)

j. At the next window choose Delimited and then click Next

k. At the next window choose Tab, and change Text Qualifier to None, then click Next

l. At the next window click Finish. This will export the query results as a text file. Depending on the size of your file this may take some time to complete.

6. Insert MFHD Record Note Via Global Data Change Here is a good overview of GDC if you are not familiar with it:
http://www.usg.edu/galileo/gil/conference/documents/Grant_Wynne_GUGM_2015_GDC_101.pdf NOTE: Try to start your data change job early in the day to allow it time to finish without interruption. If your Voyager server is hosted by ExLibris, the server reboots nightly at 3:00 a.m. in order to run backups. If you host Voyager locally you may have a similar routine.

7. Create Record Set

. Open the Global Data Change module

a.      Under the Record Sets tab, go to Specific Records.
b.      Choose Record Type: Mfhd
c.      Under Select Record(s), select Record List and browse to **EAST MFHDs.txt** and click Open
d.      Under Select Record Set, select New Record Set and enter "EAST MFHDs"
e.      Click Save, and wait for the file to import.
1.      Create Rules - You can create a rule from scratch, or contact your shared print program for the rules.
   .      If you create one from scratch:
a.      *Example of instructions for EAST Rule*:
i.Instead of creating a rule from scratch, you will import a pre-designed rule and make a few local edits.
ii.Open the Rules tab.
iii.Click on Data Change Rule Sets, and then Import.
iv.Browse to the file EAST_MFHD_583_NOTE.dslr  and click Open
v.In the Name field,  enter **EAST MFHDs Insert 583 Note**
a.      Click Edit.
b.      This rule is pre-designed to add a 583 field to the MFHD records.  You will need to edit the subfield 5 portion to your institution's MARC organization code (see note above).  You may also edit the subfield z public note if desired. The remainder of the 583 subfields and indicators should not be changed.

> **Note:** Subfields a, c, d, f, u will be the same at all libraries:
>
> 583 1_ $a committed to retain $c 20160630 $d 20310630 $f EAST $u http://eastlibraries.org/retained-materials
>
> *$5 [marc organization code] ←**Must** be changed*
>
> $z Retained for EAST ← Optionally may be changed

c.   Next to Consequences highlight the line that says **create MARC "583" subfield 5 [etc.]** and click Edit
d.      Change the MARC organization code in the Value field to the code for your institution, and then click Save
e.      Do the same for subfield Z if you want to change the text of the public note that will be displayed.
f.      Leave the remaining Consequences as they are.
g.      When you are done editing the rule, click OK to close the Edit Rule window, and then Save
h.      Next, click Data Change Rule Set Groups, then New
i.      Name the rule set group the same name as the rule above, **EAST MFHDs Insert 583 Note**
j.      Find the rule set "EAST MFHDs Insert 583 Note" in the Available Rule Sets menu below and click the single arrow to move it over to the right, then click Save
8.      Preview
a.      Before you run the job you can preview what it will do. Open the Preview tab, then Select Criteria
b.      Choose Record Type: Mfhd, Record Set: EAST MFHDs, and Rule Set Group Name: EAST MFHDs Insert 583 Note, and then click Preview.  This will show you, highlighted in green, the 583 note to be added.

c.      If everything looks Ok, exit the Preview: click Close and then Cancel

9.      Run the Job

.      Next, to run the job, go to the Job Management tab and click Submit Data Change Job

a.      Job Name: enter EAST MFHDs Insert 583 Note, Record Set Name: EAST MFHDs, Rule Set Group Name: EAST MFHDs Insert 583 Note

b.      Select Run Job: Now (or you can set a later time if you choose) and Update database.

c.      GDC may run faster if you select "Do not run records through keyword index" (You may run a keyword regen at a later date)

d.      To start the job click Submit.

e.      You may monitor the job progress under View Running/Complete