



MARC Wizard How-To: MARC Firewall Overview





**MARC Wizard
How-To:
MARC Firewall
Overview**

MARC Wizard™ is a suite of software programs designed to help librarians manage their library MARC record database.

MARC Firewall helps you find and correct problems with new MARC records from outside sources. It can also be used to standardize new MARC records.

We'll review those steps here.

This overview assumes you have already downloaded and installed MARC Wizard on your PC.



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**Use MARC Firewall to keep your
database clean and complete.**

**By correcting and standardizing new
MARC records from any source, you...**

**Assure the materials in your
collection can be found**

**Enhance fields such as
subject headings and
reading program data**

**Reduce time spent on tracking
down MARC record problems later**



How to Use MARC Firewall.

Step 1: Bring new records in.

Step 2: Select your options.

**Step 3: Submit your database and let
Mitinet enhance your records.**

Step 4: Review and edit your results.

**Step 5: Import your new records into
your automation system.**



MARC Wizard How-To: MARC Firewall Overview

Log into The MARC Wizard

The MARC Wizard™
easy as 1, 2, 3

User ID / Serial Num:
Password:
☐ Remember Password

[Login](#) [Cancel](#)

[Advanced >>](#) [Forgot your password](#) [Change Password](#)

NEW USERS!
Click here to Sign Up for the MARC Wizard

To get started, sign in to
MARC Wizard.

Using the MARC Wizard product menu on the home page, click on **MARC Firewall**.





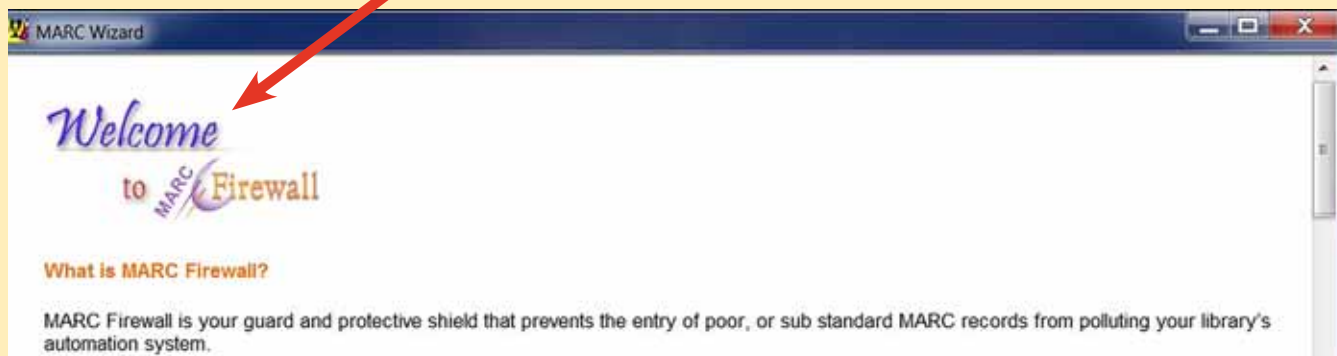
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The MARC Firewall Home Page identifies where you are in the process. As with all MARC Wizard products, if you leave MARC Firewall and return later, your work to date is saved.



Your current step is highlighted.

Find introductory information for each program here, on the Home Page.





MARC Wizard How-To: MARC Firewall Overview

Step 1: Bring new records in.



**You need to identify
where the files you
want to import
are located.**

**This does not mean
where you want
them to go once
you import them.**

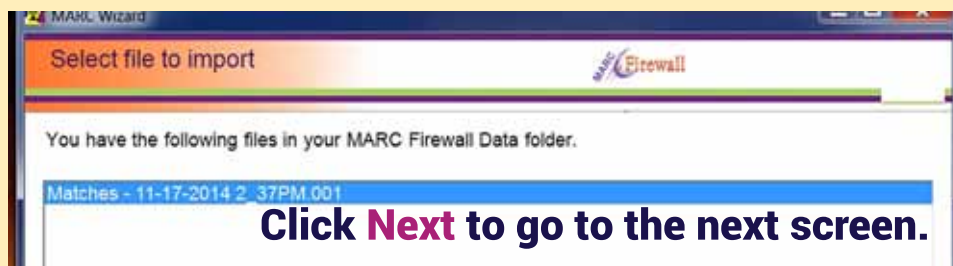




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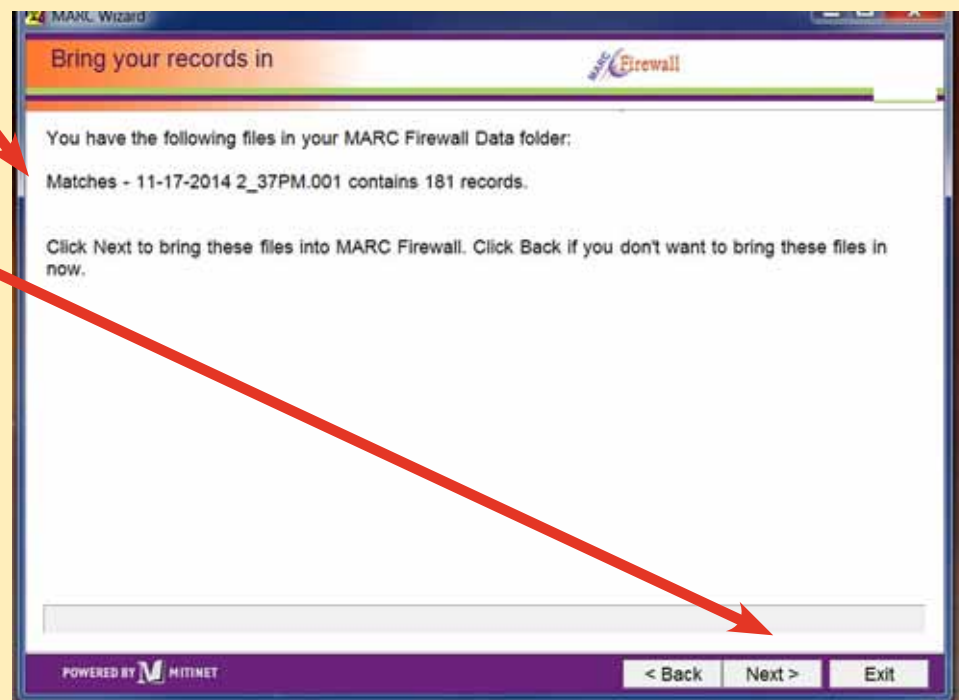
Step 1: Bring new records in.

**MARC Firewall identifies all files that can be imported.
If there is more than one, you'll need to highlight the
file you want to bring in.**



**Once you click Next
from this screen
MARC Firewall will
bring in the files
you've selected.**

**You're then ready to
go to the next step.**





MARC Wizard How-To: MARC Firewall Overview

Step 2: Select your options.

Before MARC Firewall can update your incoming MARC records, you need to tell us what you want done.



Note:

This is a general overview.
Available options vary based
on your library system,
so screen shots in this
overview may not match
exactly. Please contact us if
you have questions.





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Step 2: Select your options.

Your first option is to set the call number and/or location of the new item. You will always need to set this screen.

This screen varies depending on your library automation system.

If you've previously run MARC Firewall and would like to use the same settings, you can **Finish on this step.**

In that case, that information and a Finish button appear here.

Otherwise, click **Next to continue setting options.**



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Step 2: Select your options.

**Your next option is to decide which, if any, Subject Heading updates you want for your new records.
Sample Subject Heading changes are shown here.**

Subject heading options
Update outdated headings

If your records contain outdated subject headings, we can update them with the current subject headings. We check the 650 and 651 fields. Below we show a few of the many changes that we make.

Before	After
Abolition of Slavery (old Sears heading)	Slaves _x Emancipation (new Sears heading)
Reading -- Patterning (old heading)	Language arts _x Patterning (new heading in corre
Sports memorabilia (old LC heading)	Sports _x Collectibles (new LC heading)
Abstract Thought (old LC Children's heading)	Abstraction (new LC Children's heading)
Astronauts -- Fiction (form subdivision in wro	Astronauts -- v Fiction (moved to correct subfield)

Choose one of the following:

- ☐ DO NOT update my headings
- ☐ Update my Sears subject headings
- ☐ Update my Library of Congress and Library of Congress Children's headings
- ☒ Update my Sears, Library of Congress, and Library of Congress Children's headings

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< Back Next > Exit

You must choose one option before going to the next screen. You can choose to leave your headings as is, if you are unsure about which option to select.



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Step 2: Select your options.

It is also possible to update politically sensitive subject headings in your new records. You can select all, or choose individual subject headings to change.

Subject heading options
Update politically sensitive subject headings

If your records contain any of the following politically sensitive subject headings, we can update them. We look in the 650-651 fields. Check the box next to the ones you want to change.

Current Subject Heading	Will Be Changed To
<input type="checkbox"/> Afro American(s), Afro-America	African American(s)
<input type="checkbox"/> Aztec(s)	Native Americans _x Aztecs
<input type="checkbox"/> Holocaust, Jewish (19xx-19xx)	Holocaust, 1933-1945
<input type="checkbox"/> Incas	Native Americans _x Incas
<input type="checkbox"/> xxx Indian culture yyy	Native Americans _x xxx culture yyy
<input checked="" type="checkbox"/> Indians of xxx	Native Americans _x xxx
<input checked="" type="checkbox"/> xxx Indians	Native Americans _x xxx
<input checked="" type="checkbox"/> Indians	Native Americans
<input checked="" type="checkbox"/> Indian of North America	Native Americans
<input type="checkbox"/> Indian art	Native American art
<input type="checkbox"/> Indian captives	Native American captives
<input type="checkbox"/> Indian captivities	Native American captivities
<input type="checkbox"/> Indian children	Native American children
<input type="checkbox"/> Indian courts	Native American courts
<input type="checkbox"/> Indian craft	Native American craft
<input type="checkbox"/> Indian reservations	Native American reservations

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< Back Next > Exit



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Step 2: Select your options.

Mitinet's Kid-Friendly™ subject headings are available to help you enhance the search results for your patrons. Even though the phrase is “Kid-Friendly” these are terms that many patrons commonly use in searches.

Subject heading options
Add kid-friendly subject headings

Some librarians like to add "Kid-Friendly" subject headings to aid students in searching for materials they want. We can look at the subject headings you already have in your records and, based on what we find, add new "Kid-Friendly" subject headings to the records. When the keyword on the left is present, the word on the right will be added as a subject heading in the 650 field.

When this word is found	Add this subject heading
<input type="checkbox"/> Adventure	Quest
<input type="checkbox"/> Adventures	Quests
<input checked="" type="checkbox"/> Aeronautics	Airplanes
<input type="checkbox"/> Air Force	Military
<input checked="" type="checkbox"/> Aircraft	Planes
<input checked="" type="checkbox"/> Aircraft	Airplanes
<input checked="" type="checkbox"/> Arachnids	Spiders
<input checked="" type="checkbox"/> Arachnids	Bugs
<input type="checkbox"/> Army	Military
<input type="checkbox"/> Art	Drawings
<input type="checkbox"/> Art	Paintings
<input type="checkbox"/> Artist	Art

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< Back Next > Exit

Again, select as many, or as few as you wish.



Step 2: Select your options.

**It's also possible to remove the phrases
“Juvenile Fiction” and “Juvenile Literature” from
all your new MARC records.**

Subject heading options
Remove or change "Juvenile fiction" and "Juvenile literature"

Some librarians and students do not like the terms Juvenile Fiction and Juvenile Literature in their library systems. You can have these terms removed.

Juvenile Fiction: If your records contain "Juvenile fiction" in your subject headings (fields 600-689), we can remove them completely or change them to just plain "Fiction".

Choose one of the following:

- ☐ Leave alone
- ☐ Remove completely
- ☒ Replace with "Fiction"

Juvenile Literature: If your records contain "Juvenile literature" in your subject headings (fields 600-689), we can remove them completely.

Choose one of the following:

- ☐ Leave alone
- ☒ Remove completely

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< Back Next > Exit



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Step 2: Select your options.

Redundant Subject Headings. While it's not necessary to do this, it can help clean up your MARC records.

The screenshot shows a window titled 'MARC Wizard' with a sub-header 'Subject heading options' and the text 'Remove redundant subject headings'. The main text explains that sometimes a record has a repeated subject heading (Sears and LC) and offers options to remove them. A red arrow points to the first option: 'Do not remove redundant subject headings'.

Subject heading options
Remove redundant subject headings

Sometimes a record will have a repeated subject heading. This usually happens when the heading is both a Sears and an LC subject heading.

If you want to remove the redundant headings, you must choose which type of subject heading you want to keep (Sears, Library of Congress, or Library of Congress Children's). When we find a repeated subject heading (in fields 650,651), we remove the redundant ones, leaving only the subject heading type that you choose below.

Choose one of the following:

- ☒ Do not remove redundant subject headings
- ☐ Keep only Sears when redundant headings are found
- ☐ Keep only Library of Congress when redundant headings are found
- ☐ Keep only LC Children's when redundant headings are found

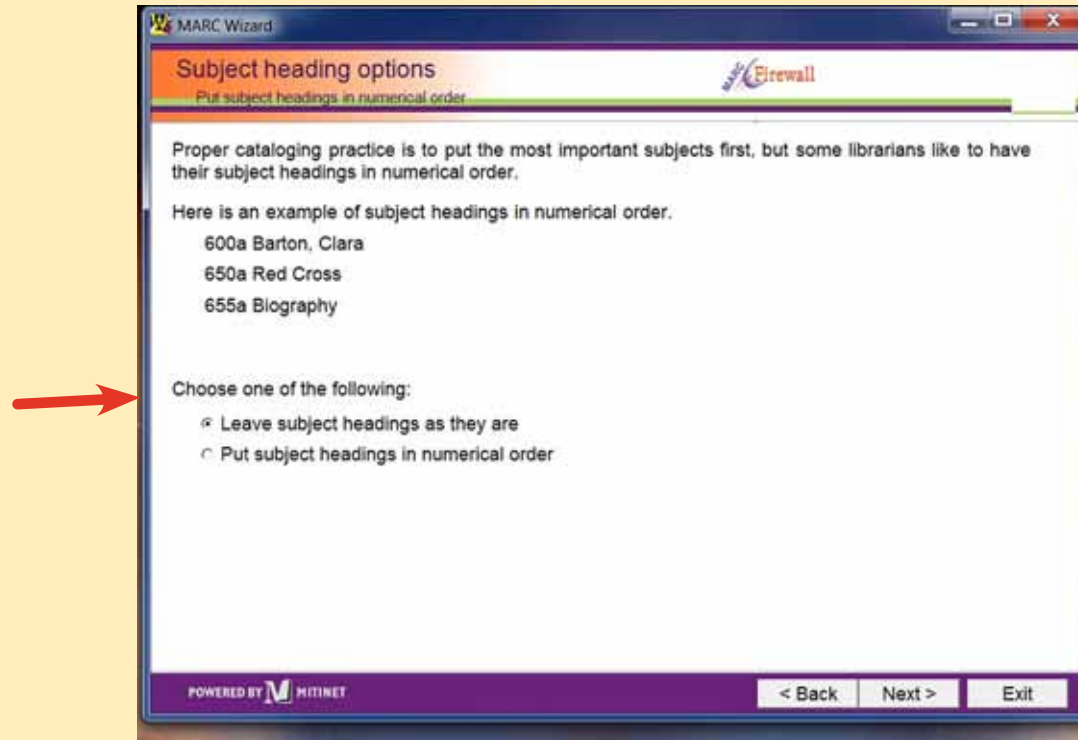
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< Back Next > Exit



Step 2: Select your options.

Subject Headings in numerical order. You must choose one of the options.



This is the last of the Subject Heading options.
Next there are some miscellaneous options.



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Step 2: Select your options.

Miscellaneous option: Adding information to non-book titles. Check all or select only those you wish.

Other options
Add missing physical descriptions

Non-book titles (such as videos and sound recordings) are sometimes missing important information, such as the physical description or system details. If you want to add the missing physical descriptions or system details, check the box next to each one you want to add. Existing physical descriptions will be left in place.

Type of Record	Text to Add	In Subfield
<input checked="" type="checkbox"/> Computer Software on CD-R	1 computer optical disk	300a
<input type="checkbox"/> Sound recording - cassette	1 sound cassette	300a
<input type="checkbox"/> Sound recording - compact d	1 sound disc	300a
<input type="checkbox"/> Videorecording - VHS or Bet	1 videocassette	300a
<input type="checkbox"/> Videorecording - VHS or Bet	VHS	538a
<input type="checkbox"/> Videorecording - videodisc	1 videodisc	300a
<input type="checkbox"/> Videorecording - videodisc	DVD video; Dolby digital	538a
<input type="checkbox"/> Electronic Book	Computer data	256a
<input type="checkbox"/> Electronic Book	Mode of access: World Wide	538a

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< Back Next > Exit

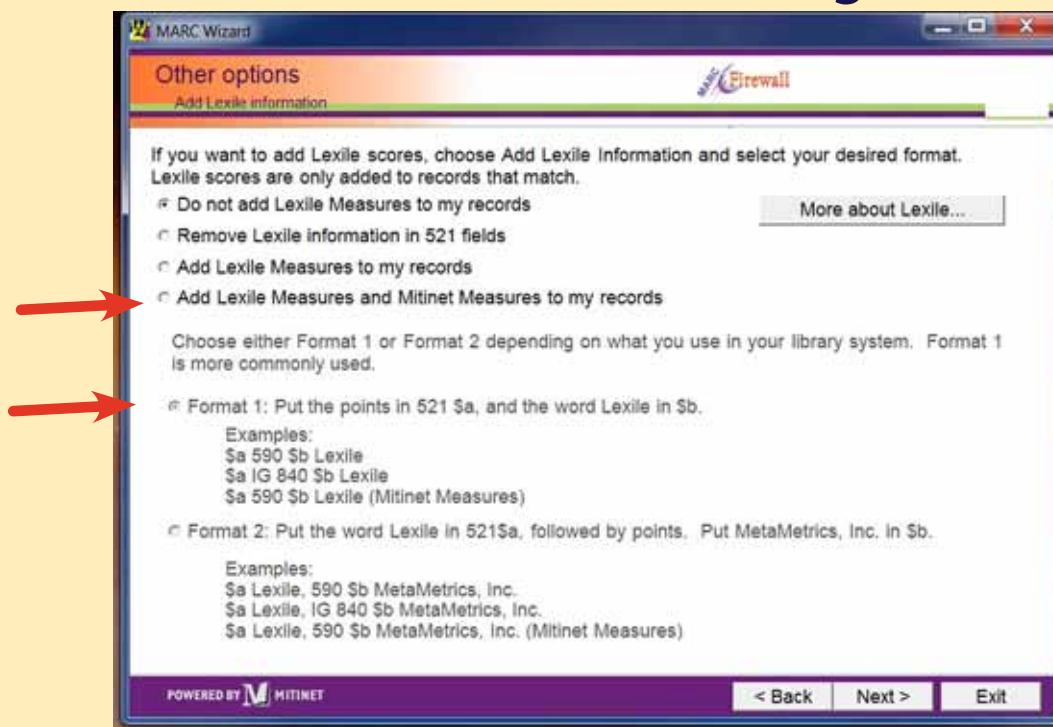


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Step 2: Select your options.

Miscellaneous Option: Adding Lexile® and MetaMetrics, Inc. information into the records. Lexile® measures are not available for all materials, and so will be added only for those items that have a Lexile® score.

It is also possible to add Mitinet Measures™ to your records at this stage.



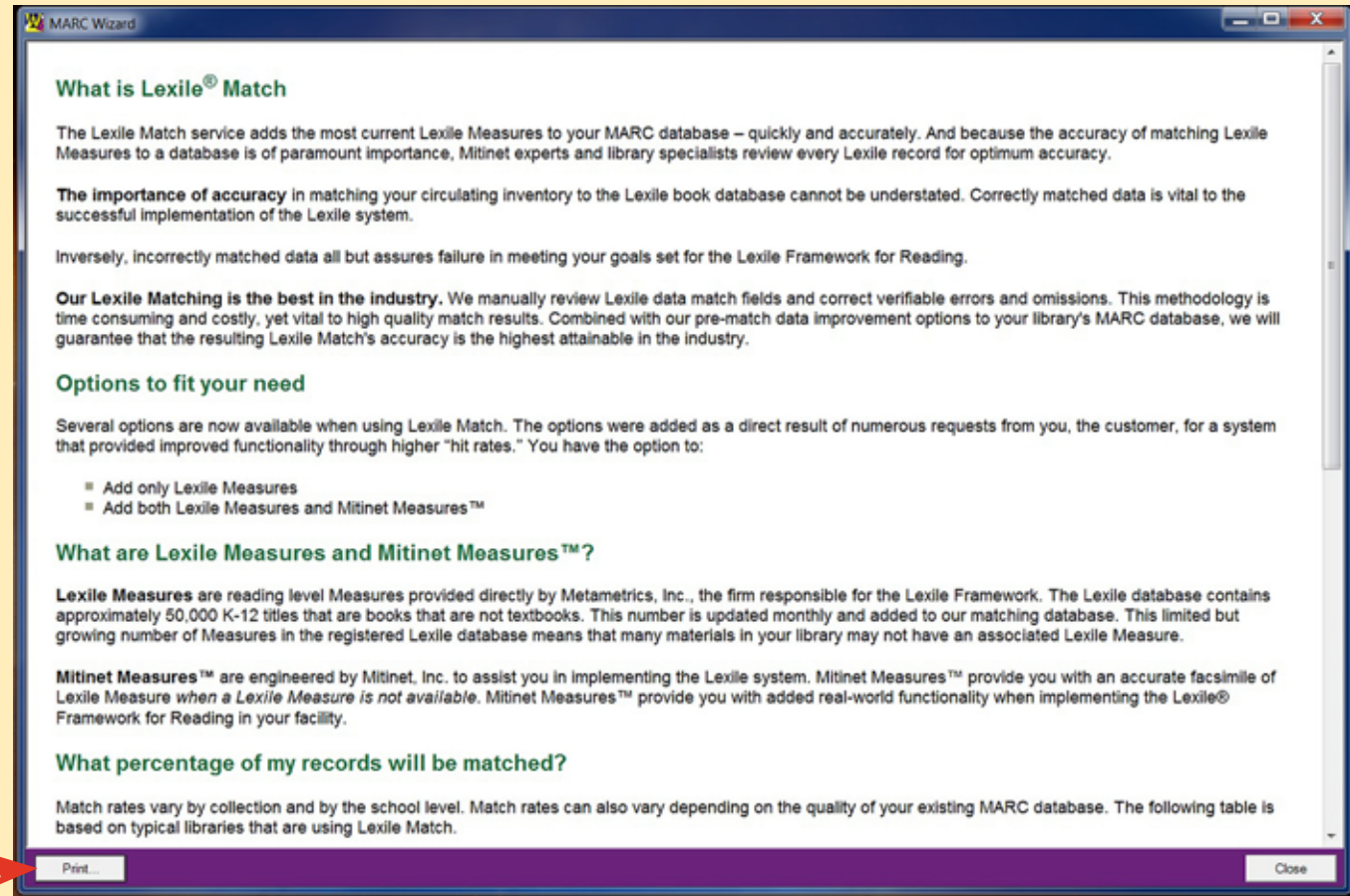
The option defaults to the most common format.



MARC Wizard How-To: MARC Firewall Overview

Step 2: Select your options.

If you're uncertain about what Lexile® and Mitinet Measures are, click on the **More about Lexile** button.

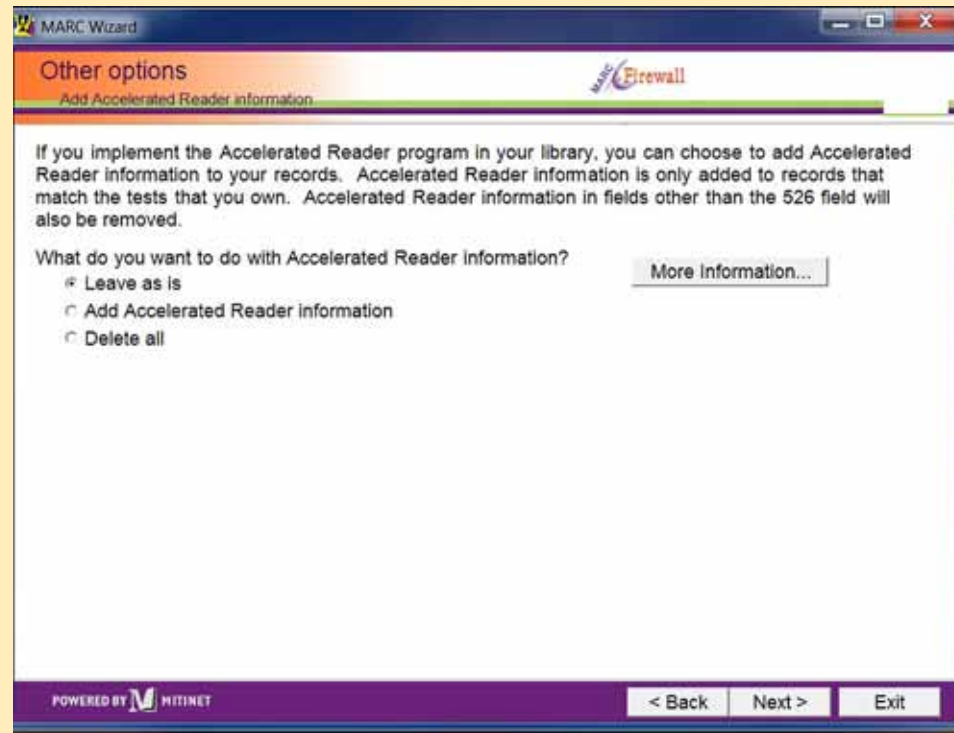


You can also **Print** this information for later reference.



Step 2: Select your options.

Miscellaneous Option: Accelerated Reader information.
As with Lexile®, click on the **More Information button to find out more about Accelerated Reader.**



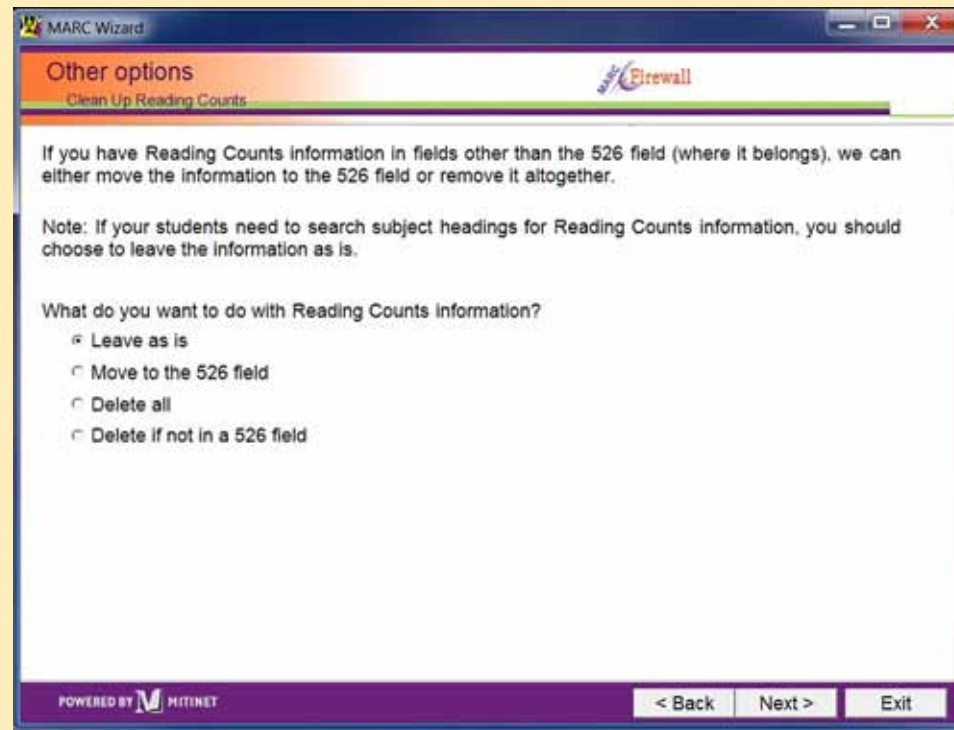
Accelerated Reader® information is only available for items with tests available, which you own.



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Step 2: Select your options.

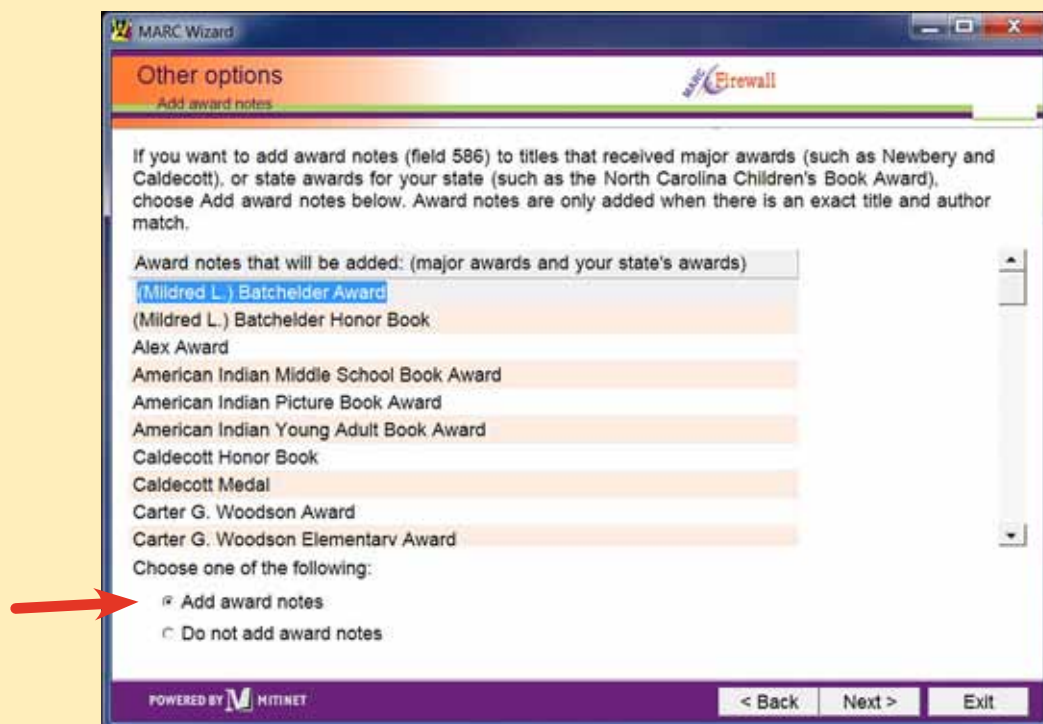
Miscellaneous Option: Scholastic Reading Counts® information. Note: If your students search subject headings for SRC information, choose **Leave as is.**





Step 2: Select your options.

Miscellaneous Option: Award Notes. You can review the list of Award notes that will be added if you choose this option. Which state notes are added is based on your account information with us.



**You only have the option to add award notes or not.
All available award notes are added when you
choose this option.**

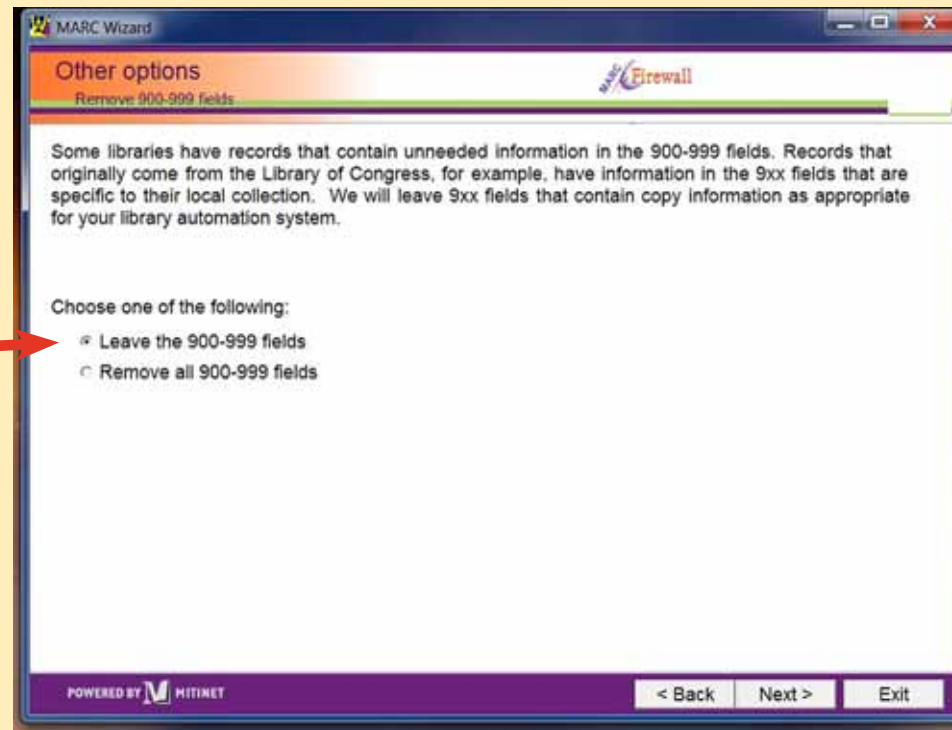


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Step 2: Select your options.

Miscellaneous Option: 900-999 field cleanup.

You may opt to clear out unnecessary information in the 900 fields for your new MARC records.



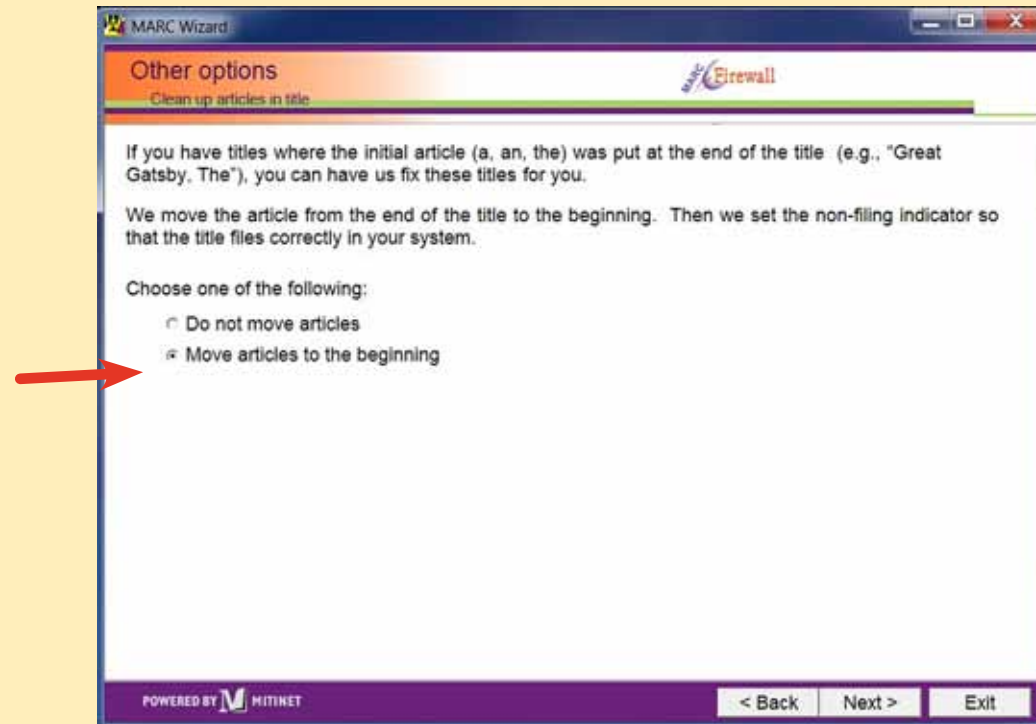
We do leave copy information appropriate for your library automation system in the MARC record.



Step 2: Select your options.

Miscellaneous Option: Fix the initial article of the Title.

We move the article from the end of the title to the beginning and set the non-filing indicator to file the title correctly in your system.



This option defaults to moving the articles.

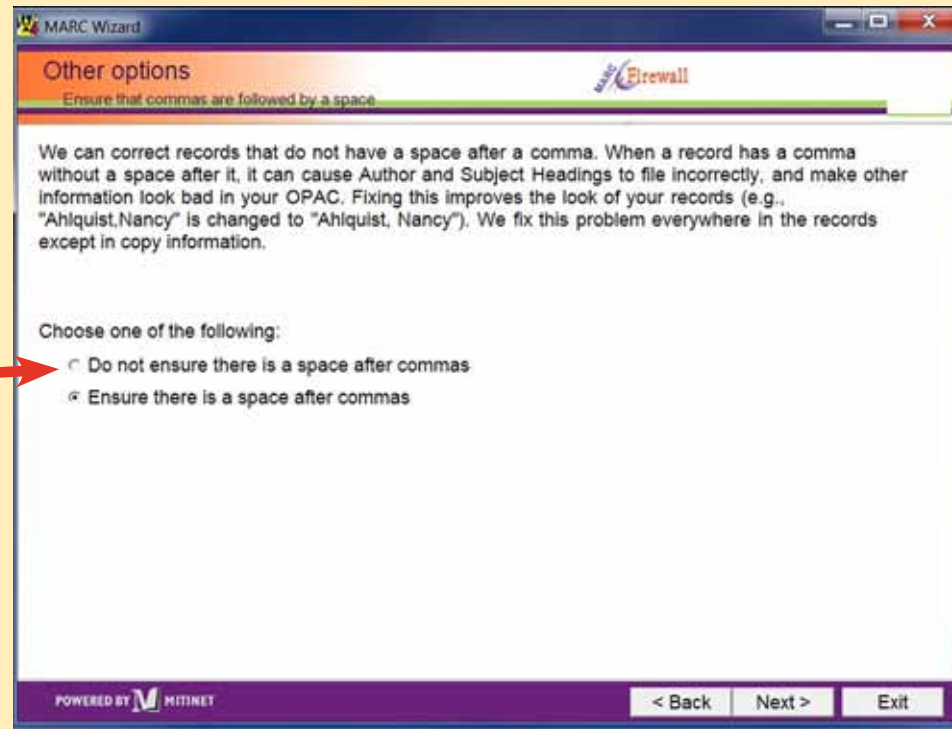


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Step 2: Select your options.

Miscellaneous Option: Correcting commas.

**We fix this problem everywhere except
in copy information.**



This is the last of the Miscellaneous Options.

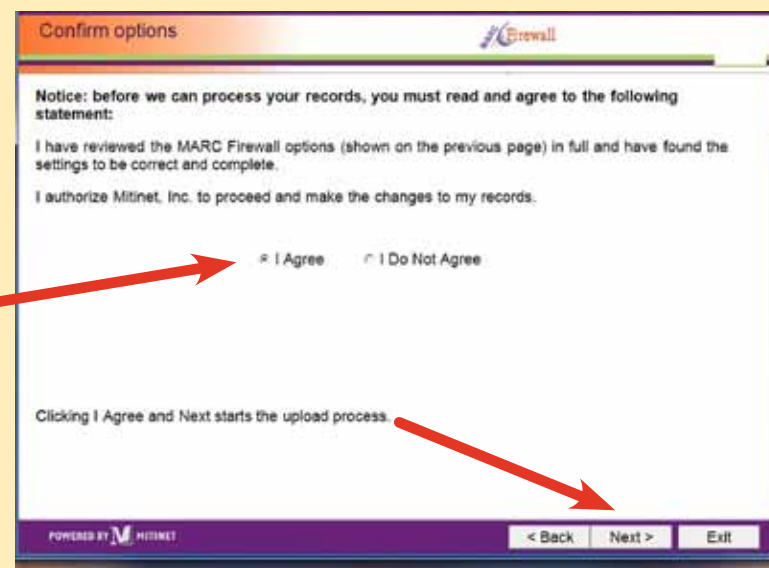
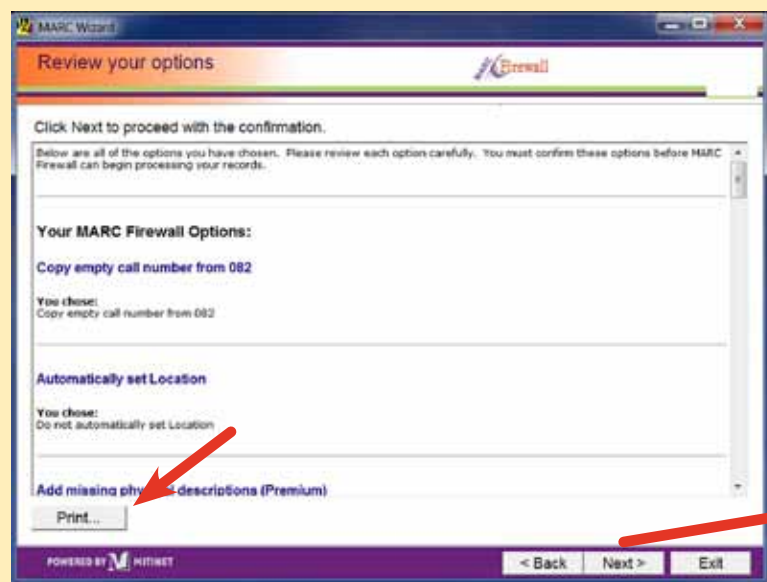


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Step 3: Submit Your Records.

Now that you've selected all your options, it's time to submit your records for updating. You must review all the options you set, before going forward with the updates.

We ask for confirmation before processing.

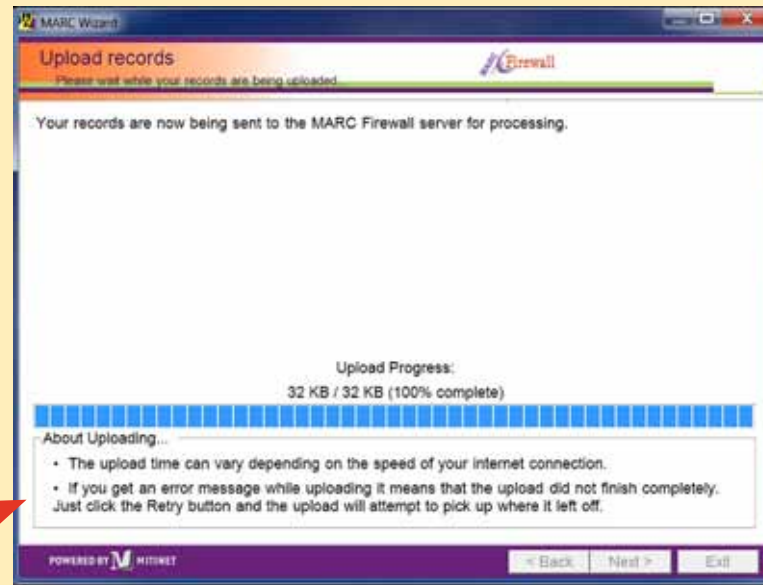


You can print a list of your selected options
for your records.



Step 3: Select your options.

Once you agree, your database is uploaded to the Mitinet server for processing.
MARC Firewall was designed for new records only.
File size is capped at 500 records.



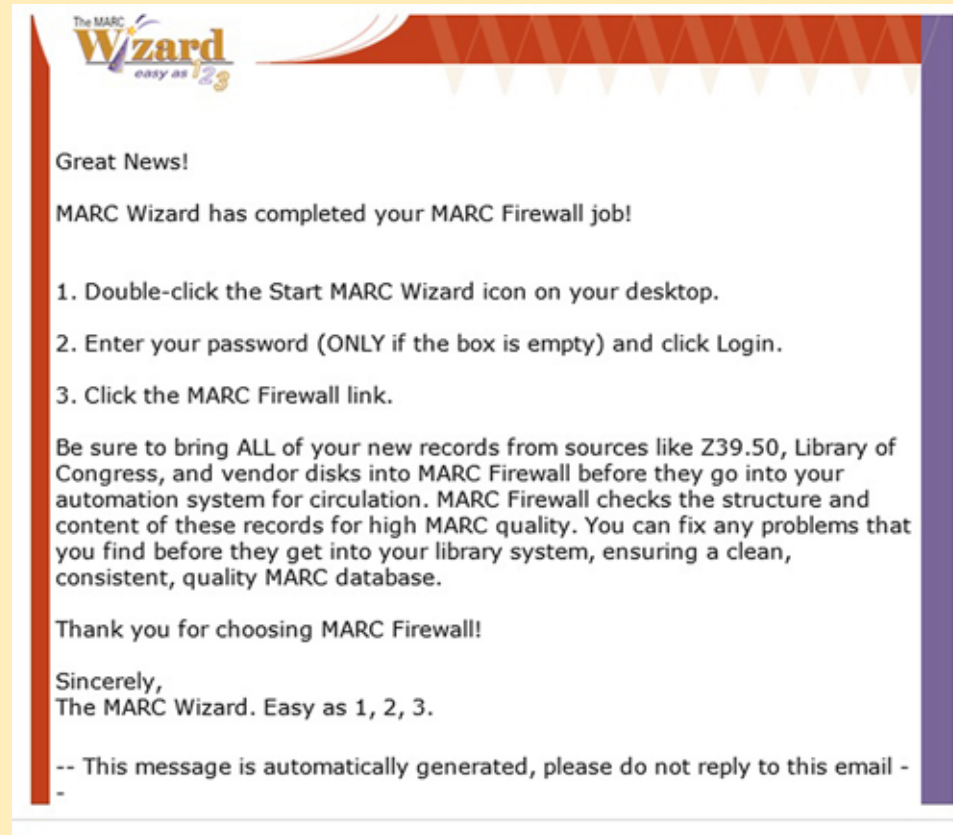
You can close MARC Wizard at this point, and do other things while your database processes.
We email you when it's done.



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Step 3: Submit your options.

When you get the email, you can go back in to move on to the next step in the process.



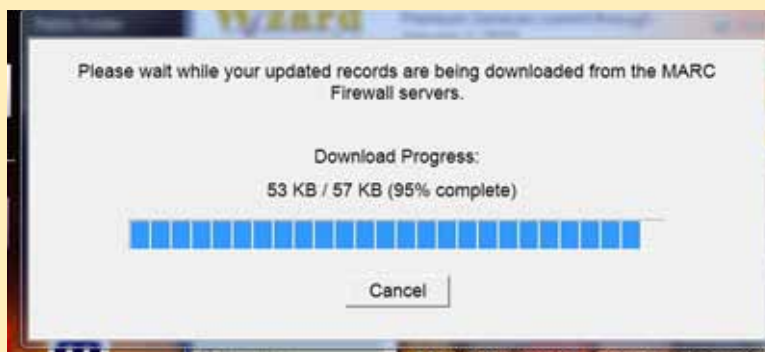
If you left MARC Wizard open, just go back to the program to move to the next step.



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Step 4: Review & edit your records.

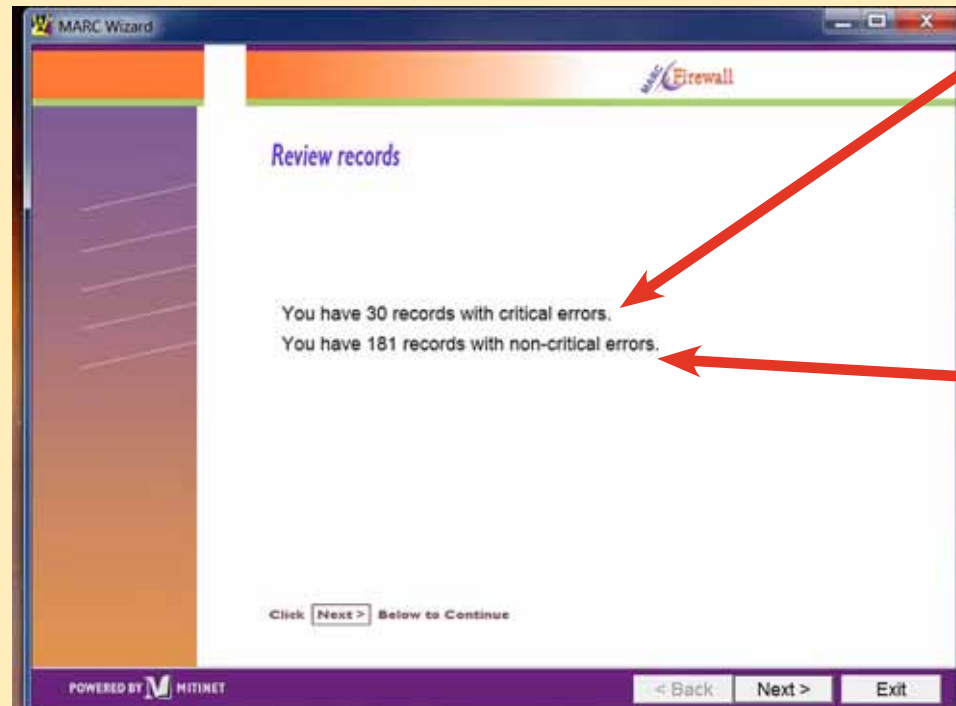
When you get the email, you can go back in to move on to the next step in the process.





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Step 4: Review & edit your records.



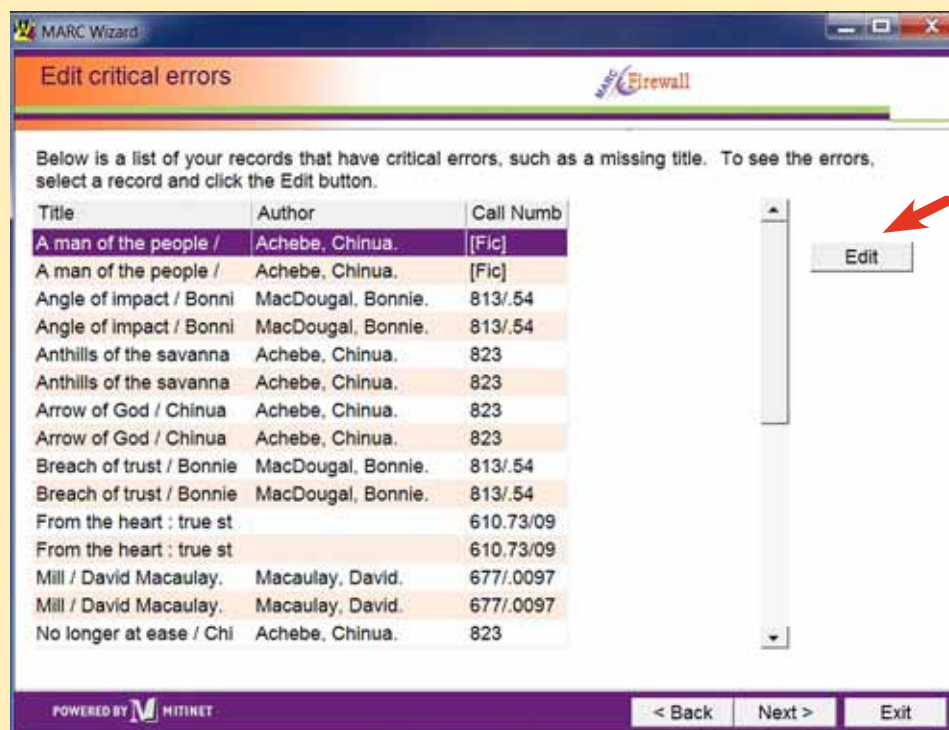
Critical errors must be fixed before the MARC record will work properly.

Non-critical errors don't have to be fixed for a MARC record to function, but it is recommended that you fix them.



MARC Wizard How-To: MARC Firewall Overview

Step 4: Review & edit your records. Critical Error Review



To view specific errors, click on a title.
To fix them, highlight the record and click on Edit.



**MARC Wizard
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Step 4: Review & edit your records.

Fixing Critical Errors

The screenshot shows the FastMARC Cataloger interface. At the top, there are buttons for 'Add FIELD', 'Add SUBFIELD', 'Material Type', 'Copy / Holdings', 'Delete FIELD', 'Delete SUBFIELD', and 'Special Characters'. Below these is a table of MARC records with fields like 010, 020, 040, 042, 043, 050, 062, 100, and 245. The record for 'From the heart' is selected. Below the table, there are tabs for 'Cataloging Type', 'Example', 'General Information', 'Error Checking', 'AACR2 Rules', and 'View Record'. The 'Error Checking' tab is active, showing a list of critical errors. A red arrow points to the 'Click to go there' link in the first error message.

Field	Subfield	Value
010	--	a 97172433
020	--	a 0850918464
040	--	d WiMaM
042	--	a lccopycat
043	--	a U-81--
050	00	a RT15
	b	F76 1997
062	00	a 610.73/0994
	2	21
100	1 -	a
	d	
245	00	a From the heart

Critical Errors

- Your record is missing either the call number or bar code. [Click to go there](#)

Key Search Fields

- Your book does not have an author (100a). Note that books that have just an editor, illustrator, or have more than one author should not get a 100a. [Click to go there](#)
- Your record does not have a summary note (520). A summary note is not necessary, but it improves the quality of the record. Most OPAC's include the 520 in their keyword search. [Click to go there](#)

Collection Management Fields

- There are non-critical errors in your copy information. [Click to go there](#)

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Save Cancel

When you click on a record to Edit the error, the cataloger opens, automatically, to the Error Checking screen where you can see the errors associated with that specific MARC record. Click on the error link to go to the field referenced in the error.



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Step 4: Review & edit your records. Copy/Holding Information

The screenshot shows the 'Copy/Holdings' dialog box in the MARC Wizard software. The dialog box has a title bar 'Copy/Holdings' and buttons for 'Add New', 'Duplicate', and 'Delete'. It contains fields for 'Copy #' (set to 1 of 1), 'Location', 'Call number' (610.73/0994), 'Bar code', and 'Price'. A red arrow points to the 'Copy #2 into Call Number' button. Below the fields are sections for 'Critical Errors' and 'Circulation Management Fields' with links to go to those sections. The background shows a list of MARC records with fields like 010, 020, 040, etc.

Depending on the options you selected, you can also fix or add Copy/Holding information before bringing the MARC records into your database.



MARC Wizard How-To: MARC Firewall Overview

Step 4: Review & edit your records. Help Available

The screenshot shows the FastMARC Cataloger window. At the top, there are buttons for '+ Add FIELD', '+ Add SUBFIELD', '- Delete FIELD', '- Delete SUBFIELD', 'Material Type', 'Special Characters', and 'Copy / Holdings'. Below these is a table of fields with their tags and values:

Tag	Subfield	Value
01		97172433
02		0850918484
04		WIMaMi
04		lccopycat
04		u-af-
05		RT15
08		F76 1997
08		610.73/0994
10		21
24		From the heart
24		true stories by Australian nurses
24		edited by Amanda Tatham
24		True stories by Australian nurses

A red arrow points to the 'Cataloging Tips' tab in the bottom left. The 'Cataloging Tips' tab is active, showing instructions for entering Library of Congress control numbers. The 'Examples' tab is also visible. The 'AACR2 Rules' tab is also visible. The 'View Record' button is at the bottom right.

Enter Library of Congress control number here.

Items published in 2001 or later, enter 2-character alphabetic prefix (if present), 4-digit year, 6-digit serial number.

Items prior to 2001, enter 3-character alphabetic prefix (if present), 2-digit year, 6-digit serial number, 1-character blank.

Do not use hyphens. Use blanks if no prefix. Add zeros at front of serial number to total 6 digits. Suffix may be any length.

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Save Cancel

As with other Mitinet products, the Firewall cataloger comes with Tips and Examples for each field, as well as easy access to applicable AACR2 rules for the field you're cursor is in.



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Step 4: Review & edit your records. Non-Critical Errors

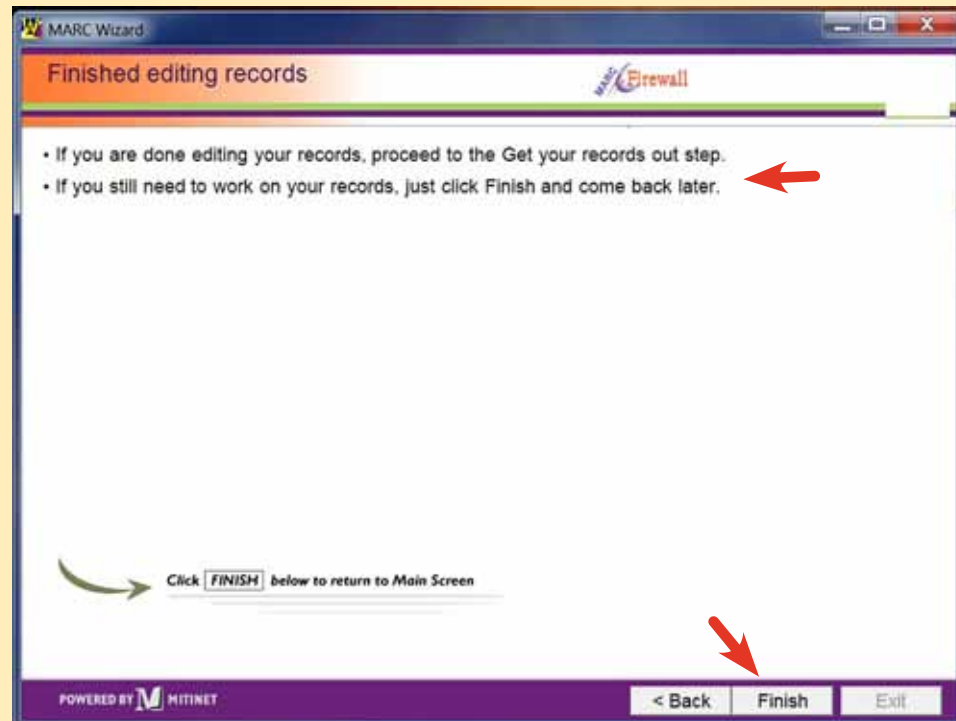


The method for reviewing and fixing these is the same as for the Critical Errors.



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Step 4: Review & edit your records. Working in Stages

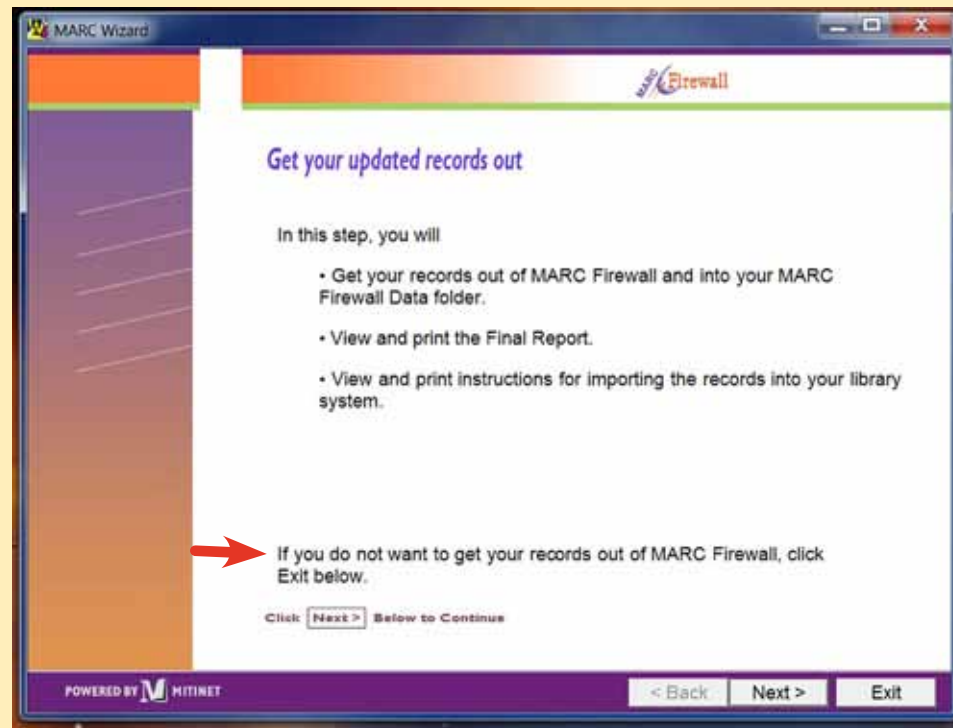


**As with all of our Mitinet products, you can exit
at any time and your work is saved.**



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Step 5: Import your new records. Get Your Updated Records Out



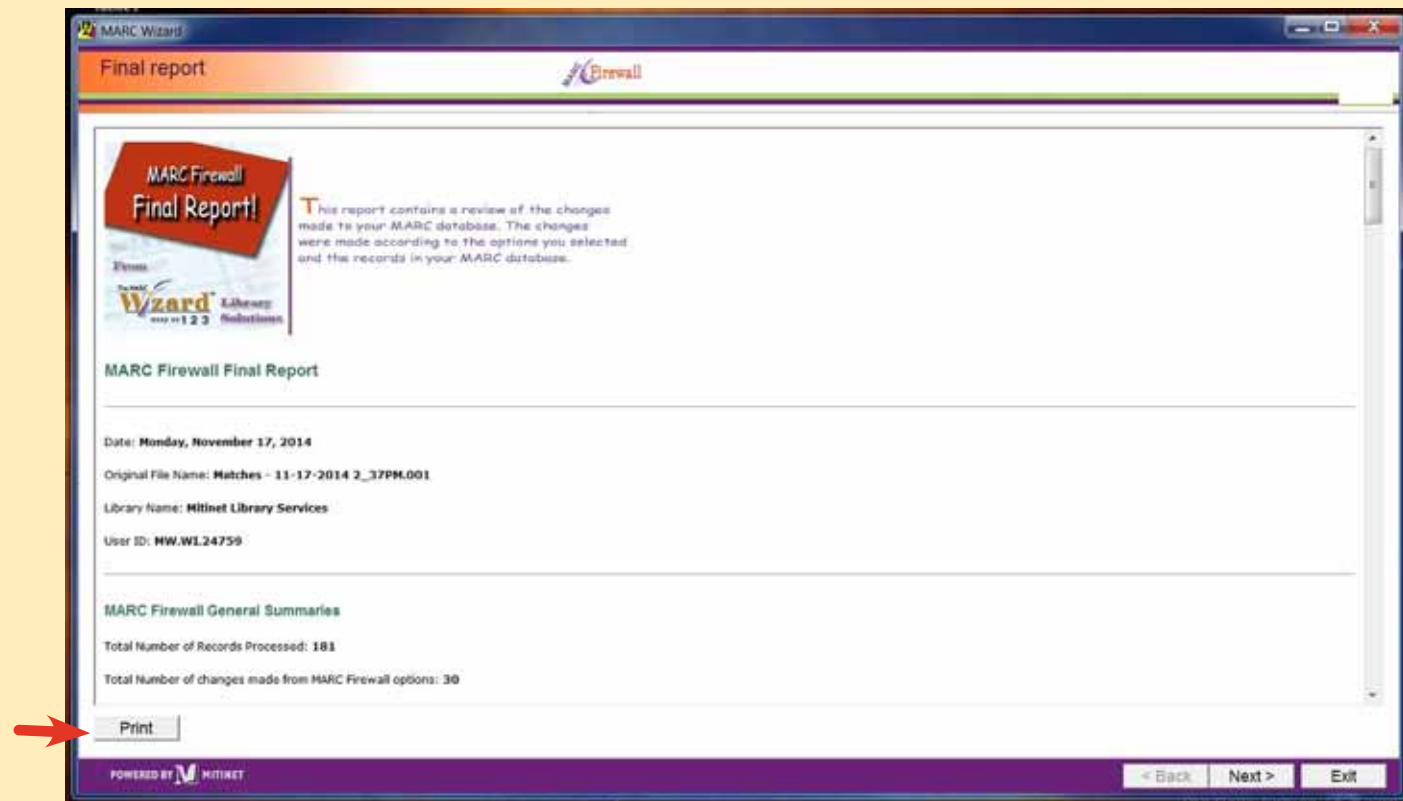
Remember that at this stage, you're getting your records *out of* MARC Firewall, and *importing them* into your library automation software.

If you aren't ready to take your records out of MARC Firewall yet, you can always use the Exit button to get out of Wizard.



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Step 5: Import your new records. The Final Report



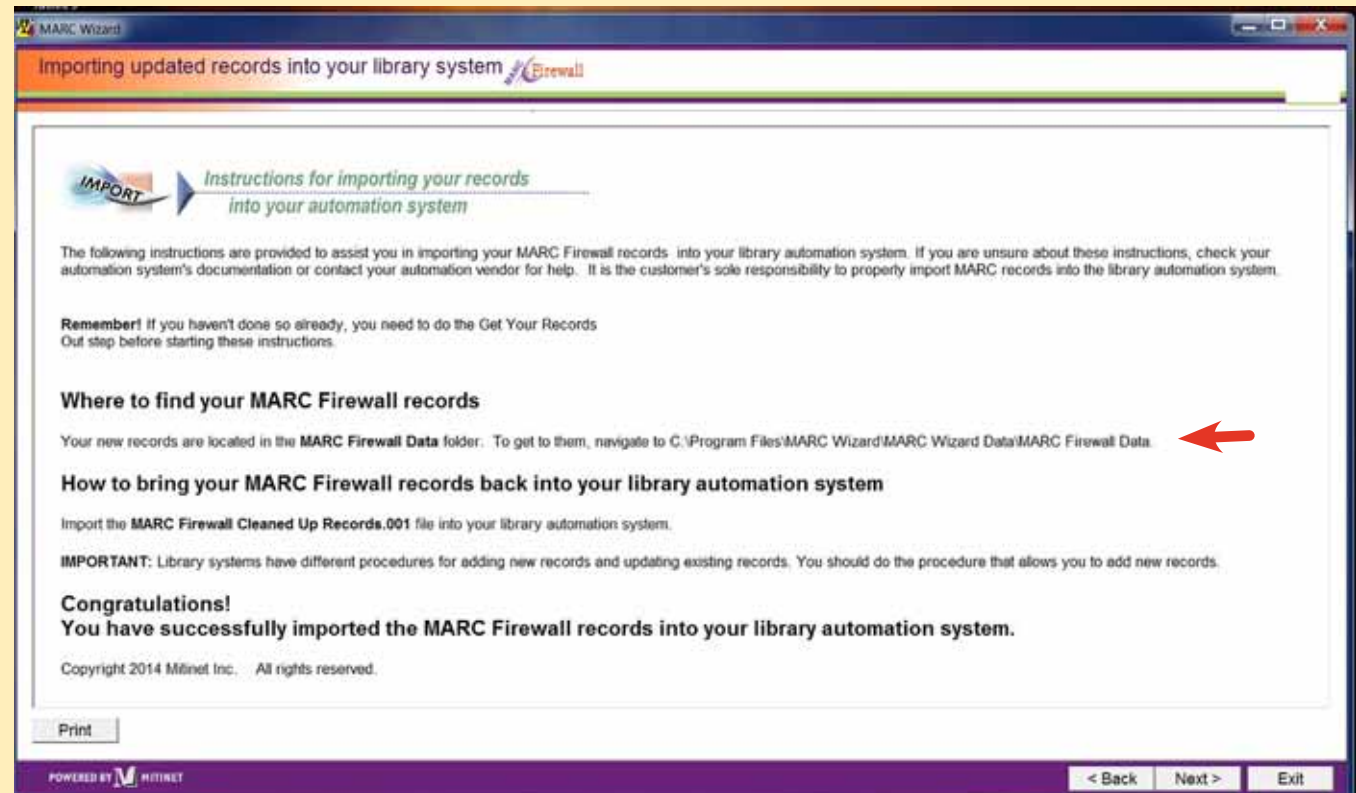
MARC Firewall creates a report listing all the changes made to your batch of new MARC records.

You can either review the changes on the screen or print the report for your files or later reference.



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Step 5: Import your new records. Import Instructions



Remember to select the option that allows you to add new records to your database.



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Step 5: Import your new records.

If you leave MARC Firewall before printing your report...



It is still possible to find, open and/or print the report from the MARC Firewall Home page.



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**This is the end of our MARC Wizard
MARC Firewall Overview.**

**To find out more about this or other
Mitinet products:**

- Check out our other informational slideshows
on the Mitinet or BestMARC websites.**
- Or contact our *Technical Support Department*
at 800-824-6272 Option #3**

Thank you!