MARC Magician

Magician™

MARC Magician Professional How-To: Help Features & Auto Error Checking

MARC Magician Professional How-To:
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Auto Error Checking

MARC Magician Professional has several features to assist with cataloging, including a robust Help section and the Auto Error Checking function.

This overview gives a basic outline of these features and how to use them.

For more detailed information, see the "MARC Magician User's Guide" available for review or download HERE.

Help Features

From the Main Window, access Help using either the Help Menu or the Help button from the navigation bar.

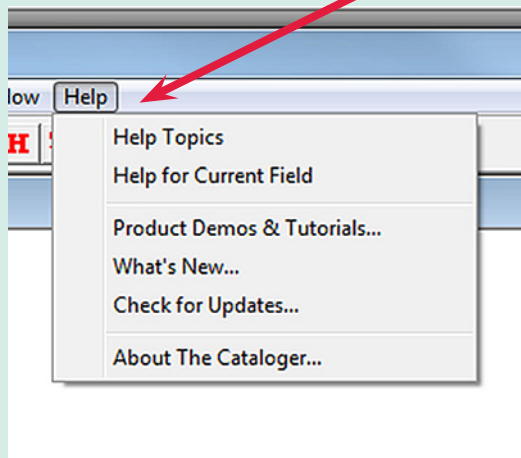**You can also use F1 on your keyboard.**

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The Help Menu

Go to the File menu.
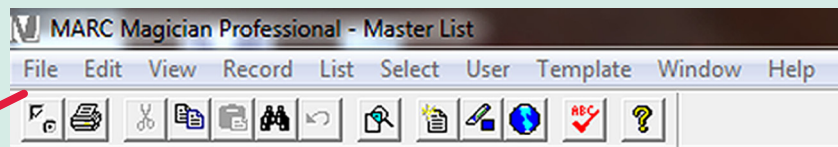
Help Topics takes you online to www.mitinet.com.

When you first install MARC Magician, you may receive an error message when you try to access the Help Menu.

This happens because Microsoft does not support the WinHlp32.exe help program in the newer versions of Windows.

Go to the FAQ on Failure to Install Help to find instructions for installing a work around that will allow you access to the Help Topics.

Help Topics

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Once Help Topics is available, click on the section you need.

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Help Topics, Continued

For each Help Topic, there are instructions and examples. Please note that these are also visible right on screen as you work in Cataloger.

MARC Magician Help

File Edit Bookmark Options Help

Help Topics | Back | Print | Home | Glossary

Cataloging electronic books

This topic gives instructions on how to use MARC Magician to create properly coded MARC records for electronic books. It also provides guidelines on some of the fields commonly used in this type of record.

To create a properly coded record for an electronic book

1. Create a new record based on the **Book (not atlas or songbook)** template. How?
2. Fill in the descriptive information in the record window.
   The book template does not include all of the fields commonly used for electronic books, so you will have to add the ones you need. How?
3. On the **Record** menu, click **Control Fields**. Click the **Form of Item** tab, and then choose **electronic**.
   This will set the GMD (245$h) to [electronic resource].
4. Save the record.

Bibliographic field overview

245$h (Title Statement - General Material Designation)
For electronic books and serials, the GMD should automatically be set to [electronic resource]. See step 3 above.

256 (Computer File Characteristics)
Use this field in all bibliographic records for electronic books, but do not include detailed information such as the number of files and the file size, because this data may vary greatly from the form in which it is received to the form in which it is used and stored.
Example: 256 $aComputer data

260 (Publication, Distribution, Etc.)
All electronic books are considered to be published. Look for a formal statement of publication that includes place, publisher, and date. If no publisher information is readily available in the item, follow the AACR2R rules and guidelines about this area.
Example: 260 $aBoulder, Colo. : $bNetLibrary, Inc., $c1999

300 (Physical Description)
Do not use this field for electronic books, because there is no physical item being cataloged (see AACR2R 9.5, footnote 3).

500 (General Note)
In this note, specify where you obtained the title you entered in the 245 field. You may also use a 500 field to provide brief information on the nature or scope of the file, unless this is already apparent from the rest of the description.
Example: 500 $aTitle from title frame

533 (Reproduction Note)
Give all other details relating to the reproduction and its publication/availability, including the format of the reproduction, dates of publication, place and name of the agency responsible for the reproduction, date of reproduction, physical description of the reproduction if different from the original, series statement of the reproduction (if applicable), and notes relating to the reproduction (if applicable).
Example: 533 $aElectronic reproduction : $bBoulder, Colo. $cNetLibrary, Inc. $d2000

538 (System Details Note)
Use this field to record the mode of access, in general terms. A separate local access field (856) provides detailed coded information for access. Begin the note with the words **Mode of access:**
Example: 538 $aMode of acccess: World Wide Web
You may also use this field to indicate the type of computer, amount of memory, and any additional programs or special hardware required to view the electronic book. For this type of note, begin with the words **System requirements:**

856 (Electronic Location and Access)
Use this field to record the information required to locate the electronic book, such as the address on the Internet (URL).
Example: 856 $uhttp://www.netlibrary.com/summary.asp?ID=2063

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Cataloging Help
You don't have to leave Cataloger to access the Help features.

Information panels identify what content belongs in that specific field.

Tips & Examples are specific to the field you're in at the moment.

Mitinet Library Services
www.mitinet.com
800-824-6272

Auto Error Checking

To set up Auto Error Checking.

Use Active Error Checking options to define which issues you want to be notified about and which issues you want to ignore.

Click the Options button on the toolbar and select Active Error Checking.

There are three levels of error checking: Basic, Texas Library Connection, and Custom.
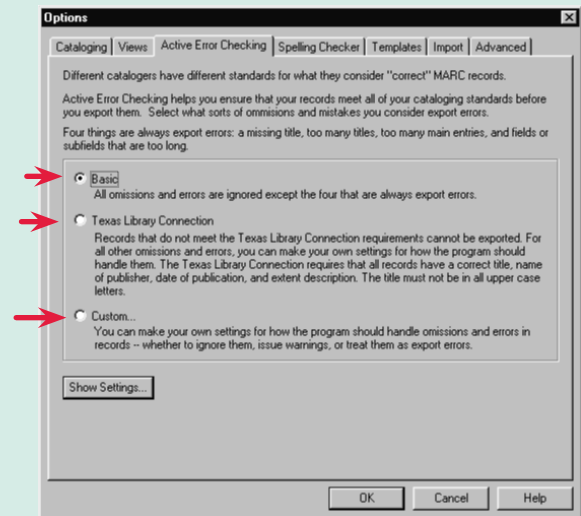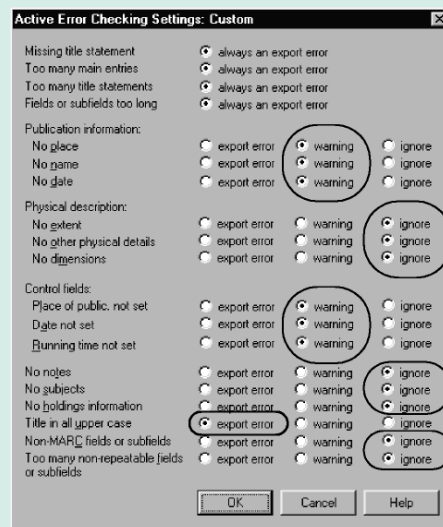
The Active Error Checking Settings dialog box shows everything MARC Magician can flag.

For most issues, choose one of three options: export error, warning, or ignore. There are no notifications for issues set to ignore. Warnings and export errors are distinguished in various ways in the main window, the Cataloger, and the Record Viewer.

Notice that some issues are always export errors. These are serious problems that should always be corrected. How you set the other issues is up to you.

Active Error Window in Cataloger

If you don't see the Active Error Checking panel, it may be turned off. Turn it on by opening the View menu and clicking Active Error Checking Panel.
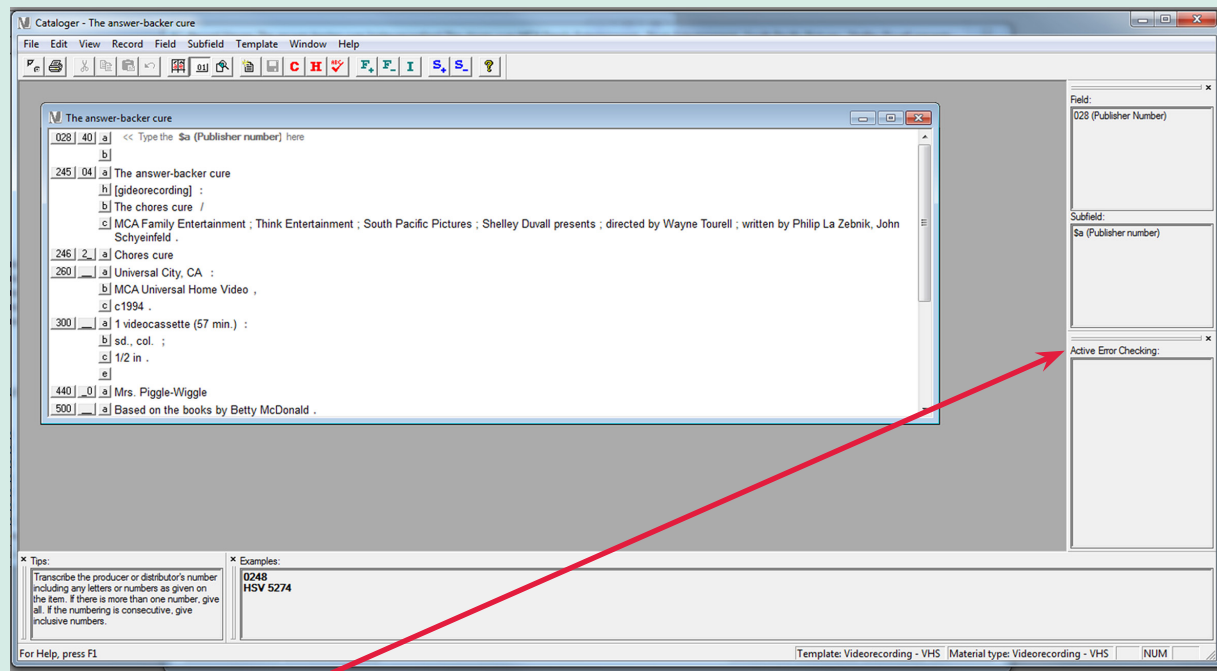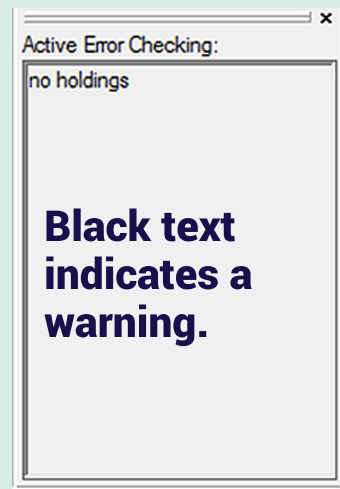
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Possible errors are shown in the Active Error Checking box as you catalog.

Active Error Checking:
no holdings

Black text indicates a warning.

Active Error Checking:
unknown place of pub (control fields).; 935 is not a MARC field; 935 $a is not a MARC subfield; 935 $c is not a MARC subfield; 970 is not a MARC field; 970 $a is not a MARC subfield; 970 $f is not a MARC subfield; unknown pub. date (control fields); no dimensions (300 $c)
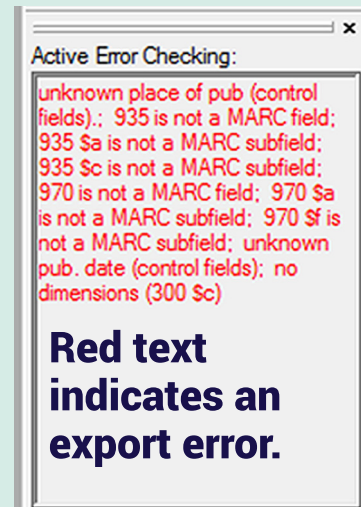
Red text indicates an export error.

Active Error Window in the Main Window

On a list the Active Error Checking indicators shows up as color signals in the first column of the list.

Records with no errors will have a green "OK".

Records with export errors will have a red circle.

Records with warnings will have a yellow triangle.

To see what the specific error is for any record, click on the record to open it in Record Viewer and look at the comments in the Active Error Checking box in the lower right corner.

Important

Active Error Checking is very helpful, but it isn't foolproof.

Records showing an OK may have other problems that MARC Magician won't flag, and records that show export errors or warnings may actually be correct.

For example…

If you have Active Error Checking set to flag a missing publication date, serials (which usually don't have this subfield) will show errors or warnings even though they are actually correct.

Best practice is to check each record for errors as it's created, review global edits carefully, and use Spell Check.

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This is the end of our MARC Magician Professional tutorial on Help Features and Auto Error Checking.
To find out more about other MARC Magician tools and features:

➡ use the built-in help button identified by a **?**

➡ check out our other How-To slideshows on the MARC Magician tutorial page HERE

➡ or read the "MARC Magician User's Guide" available to review or download HERE