AFO 142 – Title accession history

142.1 Introduction

Title accession history is used to supply location additions and deletions details to a central bureau catalogue. The additions detail record should be sent when the first item is added to a title record in the library catalogue and the deletions detail record should be sent when the last item is deleted from the title record in the library catalogue. Each item added to the library catalogue should be checked to see if it passes the validation rules for inclusion in the notification details file. Similarly the items deleted should pass the same validation. Each title / item included in the notification file must also indicate if the library considers the item to be a reference copy or a lending copy.

Notification files need to be created periodically and the duration of each period is currently monthly but this may change at some point in the future.

The TAH statistics are in essence brief records relating to the addition of the first piece to a title, and the deletion of the last piece from a title. Circulating and Reference items are treated as separate 'actions', i.e. the addition of the first Circulating item for a title is recorded AND the first Reference item for a title; similarly with regard to deletion.

The statistics will be produced by an initial extract of the relevant data, and subsequent comparison of that data at site selected intervals against the current data in the database. Appropriate changes will be written to a flat file and saved on disk for transmission to the TAH bureau either via email or ftp.

A code table is provided to configure what material is relevant to the TAH extract.

After choosing this option you will be presented with the main menu:

The main menu has four options:

- *Location group codes* – enter the location group codes

- *Gather data* – set up the parameters to gather the TAH data and create the export file.

- *Upload to ftp* – if sending the export file via ftp, use this option

- *Write data to file* – if sending the TAH file as an attachment to an email, use this option to write the TAH file to disk. The disk file can then be attached to an email.

These options are described in more detail in the following paragraphs.

142.2 Location group codes

After choosing this option you will be presented with an overview screen (possibly displaying codes already defined):
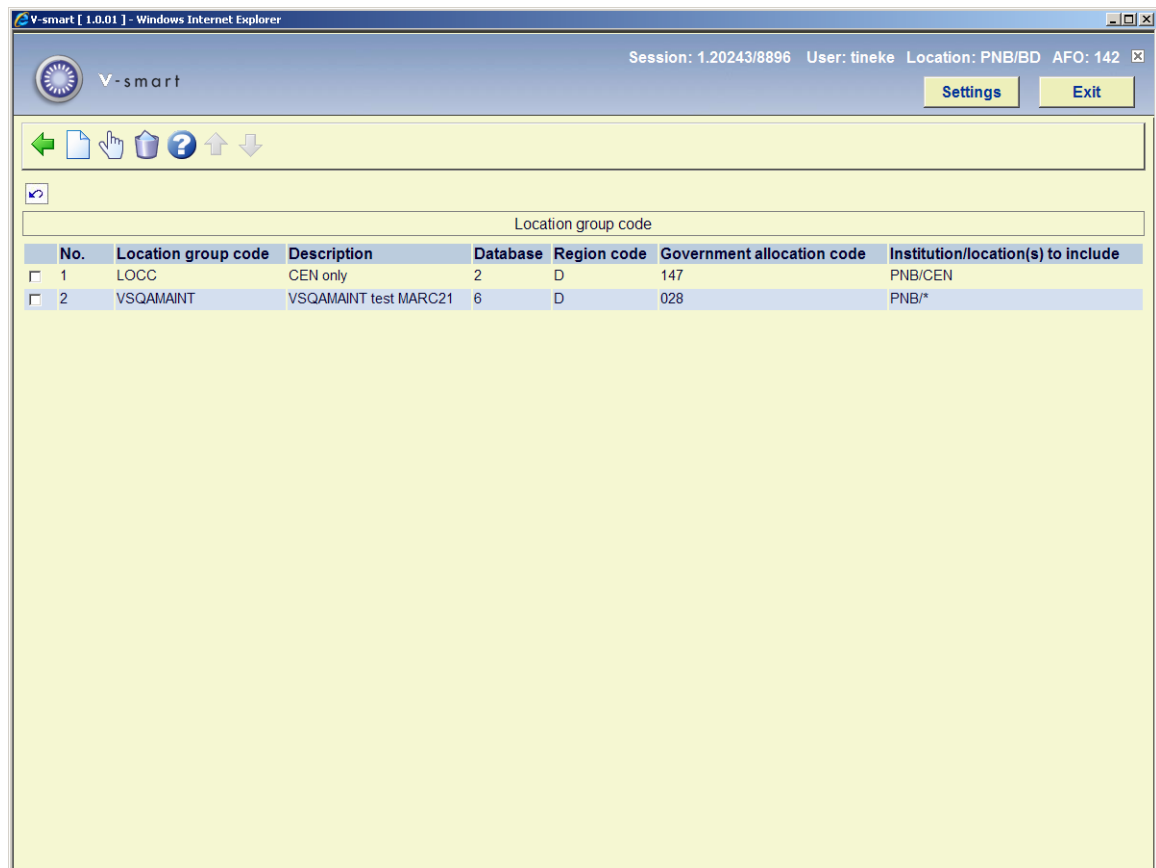
Options on the screen

New record(I): use this option to create a new code. See section 142.2.1.

Choose code (*): select a code and then this option to view/modify the details. See section 142.2.1.

Delete (S*): select a code and then this option to delete it.

142.2.1 Add/modify codes

After selecting **Choose Code(*)** or **New Record (I)** an input form will be displayed:

Fields on the screen

Location group code: Upper case and must be unique. (Mandatory)

Description: Free text. (Mandatory)

Database: Select from a dropdown list.

Institution/location(s) to include: choose one or more Institutions/locations. (Mandatory)

Region code: 1 character long. (Mandatory)

Government allocated code: Numeric value in the range 1-255. (Mandatory)

Reference item categories: choose one or more item categories.

Item categories to ignore: choose one or more item categories

Priority for control numbers: Enhanced list box including element/group profiles for !ISBNForTAH, !BNBForTAH, !VISCOUNTForTAH, !LCCNForTAH and !OCLCForTAH. The user selects one or more entries and is able to determine the order of the entries. Users should review and update the AFO151 – Formats – MARC21 (Etc) – Element group profiles for the title accession history profiles added. (Mandatory)

Include all item statistical categories: checkbox. If set, next field is ignored.

Include only item statistical categories: choose one or more item statistical categories.

Note

Any item categories not included in fields **Reference item categories** or **Item categories to ignore** are assumed to be Circulating item categories. If an item category is contained in both fields **Reference item categories** and **Item categories to ignore**, it is assumed to be ignored and will NOT be processed.

142.3 Gather data

The Gather data screen shows the location group codes with the last run date and end run date. If the location group code extract file as been sent it displays the date, time and file name that it was sent too. If the Location group code was sent via FTP it show "FTP" before the date sent.
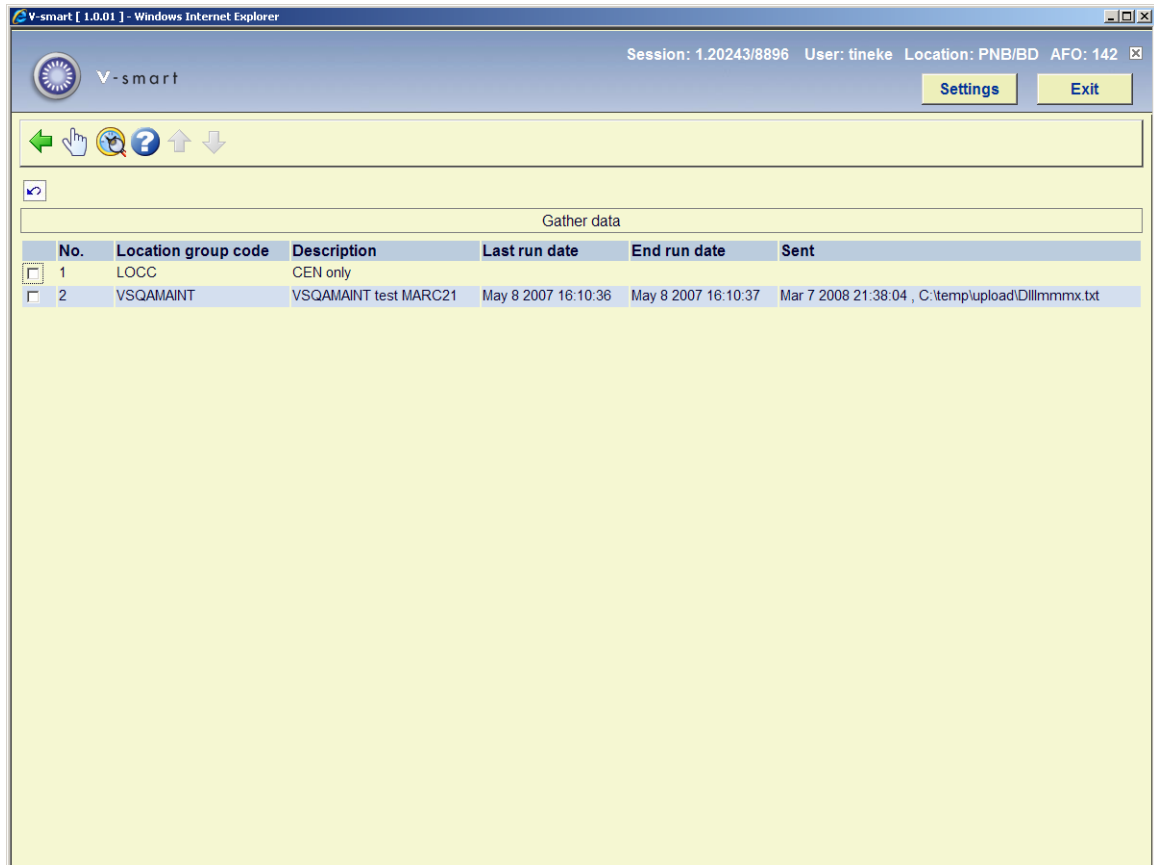
Options on the screen

Gather data (*):This is to run the title accession history for the selected location group code. See section 142.3.1.

Show last run (S*): this shows a form with the statistics from the last run for the selected Location group code. See section 142.3.2.

142.3.1 Gather data

Gather data (*):This is to run the title accession history for the selected location group code. The system switches to the standard screen for scheduling processes.

The system does some preliminary checks. One of the checks is to make sure that a previously-created file for the same location group code has already been sent. In this case, the TAH statistics were extracted but the file was not sent using either the '**Upload to ftp**' or '**Write data to file**' menu options.

An extract already exists for this Location group code LOCC that has not yet been sent. It was created by tineke on Apr 25 2008 11:01:32 by process 11332. Continue?

OK   **Cancel**

It also check to see if an extract was started for the location group code that has not been completed. If so, another message will appear.

If you are unsure of whether you should continue with the extract, copy the process number (i.e. 5850) from the window above, press the **Cancel** button and go to AFO 642 – List of started jobs. Find the corresponding process on the screen and select the **Process report** option. The system displays a report of the details of the process.

Once you are sure that you should re-extract data for the location group code, go back into AFO 142 and select the **Gather statistics** menu option again. If you acknowledge the warning message the system will start the extract but not copy the current Title accession history file to the saved version of the Title accession history as this was done by the previous extract that was started.

Note

You should set the parameter "Remove jobs after how many days" in AFO 642 to be a large enough number to ensure that you keep the process reports that you are likely to need.
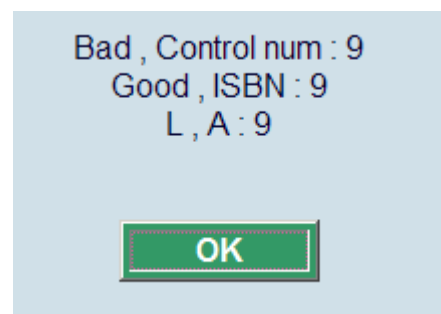
If the extract is run Online the system will display a progress screen. The process active is the hours, minutes, and seconds that the extract has been running. The number processed is the number if bibliographic records processed. The Last processed is the database number "/" the database record. This updates every few seconds.

	Build title accession history
Process activated	0 sec(s)
Number processed	84
Last processed	2 / 237

142.3.2 Show last run

Show last run (S*): this shows a form with the statistics from the last run for the selected Location group code. A popup screen will be displayed:

```
Bad , Control num : 9
  Good , ISBN : 9
      L , A : 9


         OK
```

The form shows the count of Bad (invalid) Control numbers and the good (valid) control numbers. It also shows the type if reported titles.

- The first character "L" is for circulating items and "R" is for reference items.

- The second character "A" is for addition and "D" is for deletion.

If there is no last run, an error message will be displayed:

No data for specified location group code

OK
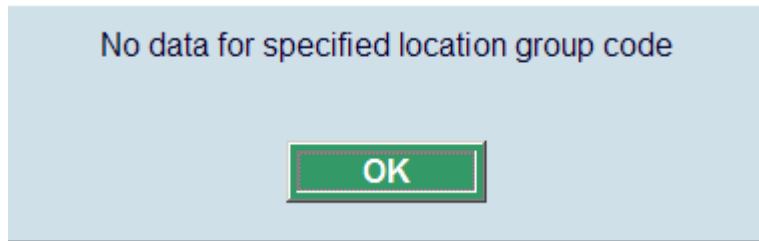
142.4 Upload to ftp

Use this option to upload the extracted file using ftp. An input form will be displayed:

Fields on the screen

FTP servername – the name of the ftp server.

Login – the login user on the ftp server

Password – the password for logging in to the ftp server

Location group code – dropdown list - location group code that you want to send title accession history statistics for.

File name: Name of the file to create on the ftp server. Example:D123SEP.txt.
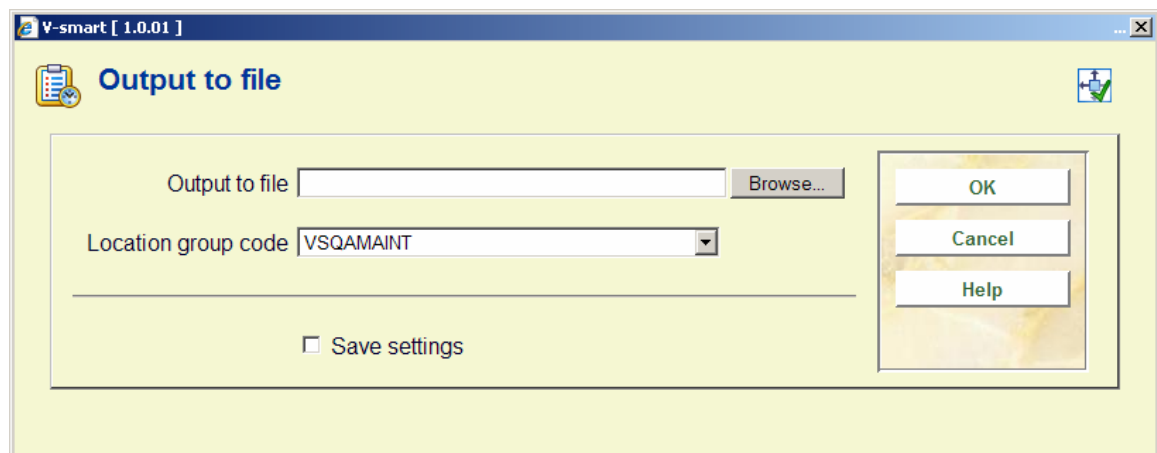
The system might respond with a message that the file has already been sent via FTP.

If you are unsure of whether you should continue with the upload, copy the process number (i.e. 5500) from the window above, press the Cancel button and go to AFO 642 – Listed of started jobs. Find the corresponding process on the screen and select the Process report option. The system displays a report of the details of the process.

If you press **OK**, the system logs in to the ftp server and transfers the file. A log of the actions taken or errors encountered is displayed at the end of the transfer.

142.5 Write data to file

Use this option to save the TAH file in a file on disk. The file can then later be sent as an email attachment to the Authority requesting the TAH file. An input form will be displayed:

Fields on the screen

Output to file – specify the directory and file name where the output file should be saved. The directory can either be one local to your PC or a mapped network drive. The system defaults to a format for the file name "Dlllmmmx.txt" that you can overtype with the correct Region code, Government allocation code and month.

Location group code – dropdown list - location group code that you want to send title accession history statistics for.

When you press **OK**, the system checks to make sure that the file has not already been created. If it has, a message is displayed.

The file for this Location group code VSQAMAINT has already been created.
It was extracted by tineke on Apr 25 2008 11:06:13 by process 11336.
It was written to C:\Documents and Settings\tbuul\My Documents\tvbimport.txt on Apr 25 2008 11:16:48.
Continue?

OK   Cancel

If you press **OK**, the system continues with the file creation.

The file will be saved using the filename C:\Documents and Settings\tbuul\My Documents\tvbimport.txt. Continue?

OK   Cancel

Once the file has been created, you can locate it in the directory where it was saved and attach it to an email to send to the Authority requesting the TAH.

- **Document control - Change History**

Version	Date	Change description	Author
1.0	April 2008	creation	