ALEPH
INTEGRATED LIBRARY SYSTEM

How to Search for Headings in Cataloging

Ex Libris

This document explains how to search for headings and how to insert them into a cataloging record, while in the Cataloging module. Recommendations for system configuration to enable this process are given.

You can search the field headings of the current library, or to search the field headings of a different library while you are in the Cataloging module and connected to a bibliographic library. You can do this:

- via the Search menu; or
- by pressing the F3 key for "**search the field headings of the current library**; or"
- by pressing CTRL+F3 for "**search the field headings of a different library**"

After you have searched the headings, you can choose a particular heading and insert it directly into the cataloging record.

F3 "Search field/sub-field headings of current library"

When the **Search field/sub-field headings of current library** options is used, if the heading is not connected to an authority record, then the heading is taken "as is" and inserted into the cataloging draft. If the heading is connected to an authority record, the system checks the TAB10-USE-ACC-TEXT flag (see section *13.8 of the Web Guide, Cataloging module*, for more about this).

CTRL+F3 "Search The Field Headings Of A Different Library"

The definitions that determine which headings in the AUT library will be "searched" from within the BIB library are determined via the scancode.dat table. You can access this table via **UTIL M /3**, or directly in the pc_tab/catalog directory (pc_tab is under the data_root directory). **UTIL M /7** must be run after changing the scancode.dat table. The table is defined as follows (for more information see section *13.8 of the Web Guide, Cataloging module*, or refer to the table heading):

Key to the scancode.dat table:
Column 1 - Local
The Local column lists the field tags and indicators for which the cataloger can search a headings list. The # character can be used as a placeholder for indicators in positions 4 and 5. For example, 245## includes *2451, 2452* or *24514.*

At the top of each column is the code of a searchable library. Below that, for each field tag, is the code of the headings list that is displayed for the library. Use a code for the headings list that appears in the library's "Access file codes and names" table (tab00.lng, accessed through **UTIL G/1/00**). Please note that field must be in the $data_tab/tab00.lng table of the "AUT" library when the library in the column head is an "AUT" library.
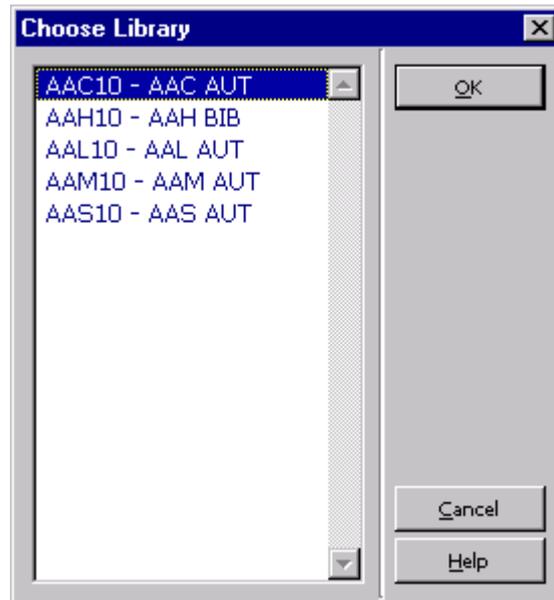
Column 11 - Optional.
You can specify up to 20 subfields not to be overwritten. When a heading is selected from a list of headings displayed by any of the Search Headings options, the selected
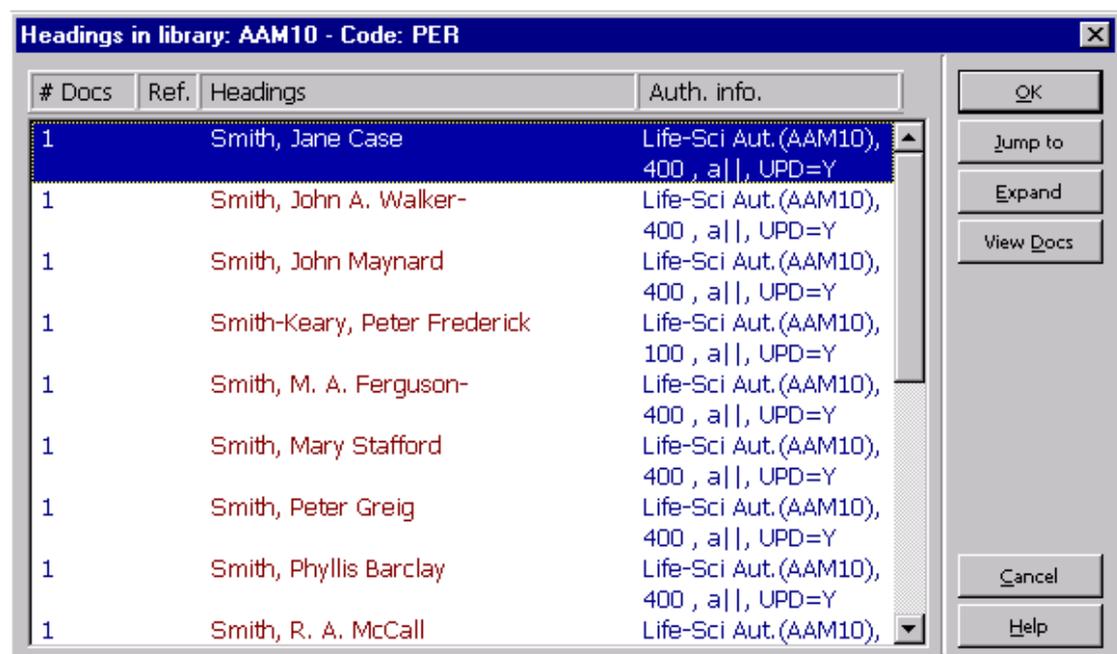
heading replaces the entire field (and therefore, all subfields) in the record unless specified in this column.

Note that the maximum number of lines that the table can contain is 200.

In the following scenario, a cataloger is connected to the TAU01 bibliographic library in the Cataloging module. He places the cursor in the text section of field 100##, and presses CTRL+F3 (**search the field headings of a different library**). The Choose Library window appears:

As you can see, this window lists the following five libraries: AAC10, AAL10, AAH10, AAS10 and AAM10. When the cataloger chooses one of these libraries, a list of headings beginning alphabetically with the heading he has begun to type in the field appears:

This list of headings is from the "GEN" browse list of the library chosen. In this case "GEN" must be an index present in the `$data_tab/tab00.lng` file of the corresponding "AUT" library at the head of the column.

Here is the corresponding setup in the `scancode.dat` table:

```
!  1     2      3      4      5      6      7      8      9      10     11
!!!!!!-!!!!!--!!!!!--!!!!!--!!!!!--!!!!!--!!!!!--!!!!!--!!!!!--!!!!!--!!!!
!!!!!!!!!!
LOCAL  TAU01  AAC10  AAL10  AAH10  AAS10  AAM10
100##  AUT    GEN    GEN    GEN    GEN    GEN
```

Please note that all libraries searched from within Cataloging must be defined in the GUI definitions on the PC (for example, `C:\ALEPH 500\V500_14.2\CATALOG\tab \perlib.ini`).