ExLibris
Aleph

Regularly performed jobs

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General remarks

- Please note that the following list was made for a library of average size. It is therefore possible that your library may perform the described jobs more or less often than described below.
- The backup package is available separately on the FTP server.

Daily routines

Procedure	Perform in library	Remark
Fast Backup of all archive log files and all changes in the directory u18_x	All (database)	Please read the backup package documentation.

Several times a week

The following procedures should be performed several times a week, dependent on the extent of use of your OPAC. If your OPAC is heavily accessed, it may be necessary to run these jobs daily.

Procedure	Perform in library	Remark
Deletion of temporary files in VIR01	VIR01	In VIR01 you find temporary files generated by the OPAC – e.g. result sets, session information etc. Delete these data with clear_vir01 (UTIL X/8). There are two modes for this job: **cold**: The VIR01 is completely initialised and all tables are dropped. Do not use this mode when your system is up and running. **hot**: This mode may be performed at any time. It removes records from Z05, Z110, Z60, Z63, Z64 and Z65, if they are older than n days. It is recommended to perform the "cold" mode at least once a week, since the "hot" mode does not clean all ORACLE tables in VIR01. The previously existing jobs UTIL A 10, A 11 and partially A 12 are not available anymore, since clear_vir01 does the same job.

Weekly

Procedure	Perform in library	Remark
Backup (Cold or Hot)	All (database)	This act locks the library. Please read the documentation of the backup package.
Deletion of record locks (Z50)	each ADM base	Please use UTIL A 12.
Deletion of server statistics (Z34)	pw_library (Standard: USR00)	These tables should be deleted weekly in the PW library. Please use UTIL A 13. Do not remove these tables while your system is up and running.
Deletion of „My e-shelf" for guests (Z129)	usr_library (Standard: USR00)	Use UTIL A 18.
Deletion of temporary files	All	Use UTIL X 1, 2, 3, 4, 5 and 9. Note: These temporary files should also be deleted after rebuilding the indexes.
Deletion of temporary ADAM files	BIB	Only relevant for ADAM-customers: Use UTIL X 6 and 10.

The following procedures are relevant for search terms. In a large database with many records it may take a long time. Performing these procedures is not mandatory.

Procedure	Perform in library	Remark
Delete Unlinked Headings - p_manage_15	BIB, AUT	The library is not locked. If an entry within a heading index (title, author, subject etc.)

Procedure	Perform in library	Remark
		is corrected in the catalog record, the original entry remains in the heading index. The procedure "Delete unlinked headings" is necessary in order to remove these headings.

If required

Procedure	Perform in library	Remark
Rebuild all Oracle indexes – UTIL A-17-3	All	

Important Note

We do **not** recommend performing UTIL X 7 (Clean utf_files Directory) on a regular basis.

Background procedures

There are several procedures that need to be active in the background in order to enable the regular operation of the library. You may check via UTIL C 1, if these procedures are active.

1.   Batch queue - UTIL C-2
2.   Update Index – UTIL E-1
3.   Update of bibliographic data with authority data – UTIL E-8
4.   Update of system messages – UTIL E-11
5.   Hold Requests Daemon – UTIL E-6

Each library (BIB, AUT, HOL and ADM) should activate different daemons. If you are unsure about the correct configurations, consult your Ex Libris support team.

In the table tab_library_group (in $alephe_tab) you may combine UE-01 and UE-06 of different libraries to a single process.

Procedure	Perform in library	Remark
Batch queue (UTIL C-2)	BIB, ADM, AUT	
Update Index (UTIL E-1)	BIB, AUT	This process is not necessary in ADM and HOL libraries, unless you defined indexes or search term in these libraries which need to be updated. Links, deletions, creations and changes are performed automatically.
Update of BIB data by AUT data (UTIL E-8)	BIB	
Transmission of messages (UTIL E-11)	z105_library	
Request daemon (UTIL E-6)	ADM	

aleph_startup and aleph_start(*.private)

The above background processes can automatically be started when the server is booted or the file $slaphe_root/aleph_startup is executed. Libraries for automatic start of processes are defined in $alephe_root/aleph_start(*.private).

For the batch queue:
```
setenv      QUE_STARTUP_LIBS       "usm01,usm50"
```

For the index update (UTIL E-1):
```
setenv      WORD_STARTUP_LIBS      "usm01,usm10,usm11"
```

For the hold request daemon (UTIL E-6) :
```
setenv      REQUEST_STARTUP_LIBS  "usm50"
```

For the update of BIB data from AUT data (UTIL E-8):
```
setenv      ACC_AUT_STARTUP_LIBS  "usm01"
```

For the transmission of messages (UTIL E-11) – this entry must not be changed:
```
setenv      MESSAGE_STARTUP_LIBS  "$z105_library"
```

For the automatic start of the SIP2 server (UTIL W-7-4):
```
setenv      SIP2_STARTUP_LIBS      "usm50"
```

For the automatic start of the SLNP server (UTIL W-7-5):
```
setenv      SLNP_STARTUP_LIBS      "usm50"
```

Appendix: Example of the file job_list [UTIL E-16]

Remark:

Most weekly procedures can be automatised via the job daemon. It is recommended to perform the weekly backup with the job daemon as well. Functions from UTIL X – with the exception of clear_vir01 – cannot be automatised in the job daemon.

Job util_a_12_c (deletion of lock table Z50 in ADM library)

```
00 23:00:00 Y                    USM50 util_a_12_c                USM50
```

Job util_a_13_b (deletion of statistics table Z34 in PW library)

```
00 23:00:00 Y                    USR00 util_a_13_b                USR00
```

Job util_a_18_b (deletion of „My E-Shelf" Z129 for guests in USR library)

```
00 23:00:00 Y                    USR00 util_a_18_b                USR00
```

Job clear_vir01 for deleting temporary data from vir01 (Z63,Z64,Z65,Z05)

- Modus „cold" without batch queue[1]
```
!     2     3         4                   5
!!-!!!!!!!!-!-!!!!!!!!!!!!!!!!!!!-!!!!!!!!!!!!!!>
03 00:01:00 N clear_vir01        /exlibris/aleph/a18_1/aleph/proc/clear_vir01 VIR01
```

– Modus „hot" without batch queue
```
!     2     3         4                   5
!!-!!!!!!!!-!-!!!!!!!!!!!!!!!!!!!-!!!!!!!!!!!!!!>
04 11:04:00 N vir01_csh.log      csh -f /exlibris/aleph/a18_1/aleph/proc/clear_vir01
VIR01 hot 2
```

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[1] Please take a note, that you might need to re-define the Aleph shutdown procedure to keep the job deamon running and execute the job properly. Please consult with your Ex Libris support team when in doubt how to implement this.