



# UTIL Menu Guide

Version 20

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## Introduction

This document describes various processes that can only be activated via the Aleph UTIL menu. They cannot be activated from the online AlephADM module or via a UNIX editor.

For UTIL SP, refer to *The Aleph Service Pack Mechanism - v 20*.

For UTIL O, refer to the *Aleph 20 System Administration Guide*.

## UTIL A - File Administration and Building

### UTIL A/8

Purpose of the UTIL: List Analyzed Tables / Indexes

### UTIL A/9

Purpose of the UTIL: Delete Statistics for Analyzed Tables / Indexes

### UTIL A/12

Purpose of the UTIL: Drop Cache Table (z50)

In Aleph, various records can be locked (for example, item records and bibliographic records) as part of the workflow within the system. Every time a record is locked, the information is registered in table Z50. This table should be periodically deleted.

### UTIL A/13

Purpose of the UTIL: Drop Statistics Table (z34)

When working with Aleph, every transaction between the server and the client is recorded in the Z34 table. The table should be periodically deleted.

The data in the table is saved before it is dropped. A sequential file is created in the \$data\_file directory. The name of the file is z34.seqaa.'current date'

The www\_server z34 table has been made obsolete by the z69 table. The system writes to the pc\_server z34 table but it is not read by any jobs. If you have create\_statistics set to "N" in the pc\_server\_defaults and www\_server.conf files, you do not need to run util a/13.

Note that it is possible to define in UTIL E/16 (job daemon list) that these drop tables be run automatically. It is recommended to run these tables at a time when the library is not busy.

### UTIL A/14

Purpose of the UTIL: Drop Update Doc Table (z07)

Allows for the deletion and the recreation of the Z07 update documents file.

**Only use util a/14 if instructed to do so by the Ex Libris staff.**

## UTIL A/16

### Purpose of the UTIL: Drop Event Table (z35)

UTIL/A/16 can be used to maintain the z35 table.

You can run UTIL/A/16 weekly or monthly on the BIB library, but do not run it on the ADM library. The ADM z35 table is the Circ Statistics table.

Use SQL to delete specific past months or years but do not delete this table.

**Note** that in BIB libraries this will have a tendency to grow quickly

## UTIL A/17

### Purpose of the UTIL: Manage Oracle Tables

For more information regarding the various options listed below, refer to the *System Management Guide*.

## UTIL A/18

### Purpose of the UTIL: Drop Web My e-Shelf (guest) Table (z129)

This UTIL cleans the Z129 table of all the “My e-Shelf records” that were created in the system by guests.

## UTIL A/19

### Purpose of the UTIL: Export Library

Exports all Library’s Oracle tables into \$data\_files/library-name.export.z

**Note:**

Depending on the volume of data, this process might take up considerable time and disk space. Make sure \$data\_files is free enough. The utility uses Oracle’s Export.

Export of an aleph library creates a compressed file named \$data\_files/<library>.export.z

The import UTIL uses this compressed file when importing data into the library.

Note that this locks the library.

## UTIL A/20

### Purpose of the UTIL: Import Library

Imports all Library’s data from \$data\_files /library-name.export.z into Oracle’s tables.

**Note:**

Depending on the volume of data, this process might take up considerable time.

The utility uses Oracle’s Import.



Export of an aleph library creates a compressed file named  
\$data\_files/<library>.export.z

Import uses this compressed file when importing data into the library.

## **UTIL A/21**

Purpose of the UTIL: List objects

## **UTIL C - Monitor Batch Jobs**

### **UTIL C/1**

Purpose of the UTIL: Check library running process

Displays all the presently executing jobs of the library, including:

- batch job presently executing
- lib\_batch (queue manager, see UTIL C/2 below)
- indexing update (UTIL E-1)
- update BIB-AUT (UTIL E-8)
- messaging update (UTIL E/11)

### **UTIL C/2**

Purpose of the UTIL: Start library batch queue

The library's batch queue is managed through the `que_batch` file in the library's `data_files` directory. All batch job requests are written to this file.

UTIL C/2 starts the `lib_batch` process (e.g. `USM01_batch`), a process which checks the `que_batch` file and sends the earliest waiting job for execution.

After UTIL C/2 is invoked, the process remains running until system shutdown, or until UTIL C/3 is invoked.

UTIL C/2 must be invoked:

- when the system is brought up. This can be set automatically in the system's startup procedures.
- when queue has been stopped using UTIL C/3

**WARNING:** If jobs are submitted to the `batch_que` when the queue is NOT running, the jobs will be *holding*, and will execute as soon as the queue is started.

A log file of the `lib_batch` process, called `run_b.nnnn`, is written in the library's `data_scratch` directory. The number appended to the name indicates the process number, and a new log file is opened each time that the `lib_batch` process is started.

This file lists each batch job that was run from `que_batch`.

Note that the data\_scratch has log files for the indexing and other updates, named - for e.g. run\_e\_01, with the process number appended to the name of each log file (e.g. run\_e\_01\_.2490).

## **UTIL C/3**

### Purpose of the UTIL: Stop library batch queue

Stops the queue manager. Actually, stops the process that checks the que\_batch file and sends the earliest waiting job for execution.

## **UTIL C/4**

### Purpose of the UTIL: Check library lock status

Users can check via UTIL C/4 whether a library is locked. The system will display a message if the database is locked.

A library can be *locked* by invoking UTIL C/5, and unlocked by invoking UTIL C/6.

## **UTIL C/5**

### Purpose of the UTIL: Lock library

Some Aleph batch procedures *lock* the library, i.e. make it inaccessible to users. The purpose of the locking is to insure data integrity.

The procedures that lock the library start by checking if the library is locked. If not, it locks the library - closes files and prevents access to library files.

If the procedures end successfully, the library is unlocked at that time, and access to the library files is enabled. If the procedures do not complete successfully, the library remains locked.

## **UTIL C/6**

### Purpose of the UTIL: Unlock library

The library can be *unlocked* by invoking UTIL C/6.

Operators should never unlock the library before checking the reason for the lock:

- Check the batch log queue via UTIL C/11 for the last job that began execution.
- Check the queue of batch jobs via UTIL C/1 and UTIL C/7 to ascertain what is presently executing and what will begin to execute once the library is unlocked.

Operators should never unlock the library if a batch job is still executing, or any job that will re-lock the library will start once the library is unlocked.

- First delete pending jobs (through UTIL C/8)
- or change their projected run time (through UTIL C/9).
- Then stop the executing job (through UTIL C/8).

Activating UTIL C/6 also activates jobs that run in the background.

## **UTIL C/7**

### Purpose of the UTIL: Show queue of jobs awaiting execution

This procedure displays a list of batch jobs in the library's batch queue (the que\_batch file in the library's \$data\_files directory). The list is chronologically arranged, and provides information about executing jobs, jobs holding (waiting queue), with time job is to start.

The list displays job name, entry number and status. The time the job should start is displayed.

Note that for libraries that are dependent on a host library, the jobs are listed only in the host library. The definitions are defined in the table alephe/tab/tab\_library\_group.

## **UTIL C/8**

### Purpose of the UTIL: Delete entry from queue of jobs awaiting execution

This procedure enables operators to delete any executing, or holding job. After the user enters the job entry number, the system prompts for confirmation of deletion request.

Select the 'Q' option to return to the UTIL C menu.  
Select the 'S' option to display the execution queue.

Note that for libraries that are dependent on a host library, the jobs are listed only in the host library. The definitions are defined in the table alephe/tab/tab\_library\_group

## **UTIL C/9**

### Purpose of the UTIL: Alter run time of job awaiting execution

This procedure can be used to change the run time of a job, which is pending.

When UTIL C/9 is invoked, the system displays the execution queue, and a request to select an option. If the operator enters the job entry number, the system will prompt for the requested run time.

Jobs are executed according to the order of their submission into the queue, but not before the hour indicated for their start. If the indicated hour is less than current hour, the job will enter the queue immediately. Valid start hour range is between 01 to 99:

- 01-24: clock hour of the current day.
- 25-48: clock hour of the next day (subtracting 24).
- 49-72: clock hour after 2 days (subtracting 48).
- 73-96: clock hour after 3 days (subtracting 72).

Select the 'Q' option to return to the main menu.

## UTIL C/10

### Purpose of the UTIL: Display logfile of a batch job

This procedure displays a log file of a batch job procedure.

'Q' returns the user to the UTIL C menu.

Enter the name of the procedure (e.g. 96) in order to display the file. If you are uncertain as to the name of the procedure, enter 'D' to display a list with names of jobs and times they were sent, sequenced by name and cycle. These log files are located in the `alephe_scratch` directory

## UTIL C/11

### Purpose of the UTIL: Display log list of batch jobs

This procedure displays a list of jobs executed for the library, in read-only mode. The list can be shortened or edited from the files directory of the library. The name of the log file of a batch procedure is written immediately preceding the *start* line of the procedure.

Exiting from the file returns the user to the UTIL C menu.

## UTIL D - Online Store/Restore Administration

UTIL D allows for the management of storing and restoring a library's data and/or configuration tables

### 1. Store library data

This will store an export file of a library's data

### 2. Store library configuration

This will store configuration files (relevant tables in directories e.g. `tab`, `pc_tab`, `form_lng`, etc..)

### 3. Restore library data

This will restore data from a previously stored file

### 4. Restore library configuration

This will restore data from previously stored tables

**Note:** this is not a recommended tool for a full-sized production database, but can be used for demo libraries, setting up test scenarios, demos, training, etc.

# UTIL E - Monitor Background Jobs

## UTIL E/1

### Purpose of the UTIL: Start update doc index

This procedure initiates the background update of indexes: word, headings and direct index tables.

This process must be initiated when the system is started up, by invoking UTIL E/1. The process can be set for automatic startup in the WORD\_STARTUP\_LIBS in ../alephe\_root/aleph\_start.

Note: UTIL E/1 should be running for *every* defined library (e.g. USM50, USM30, USM20, etc.)

An enhanced version of ue\_01 has been implemented.

- z0102 no longer updated by ue\_08
- z07 is always created by ue\_08 after heading enrichment from AUT.
- z0102 updated by ue\_01.
- Infrastructure for faster word building by ue\_01.

Please note that this mechanism only works if the following definition is added to \$alephe\_root/aleph\_start

```
setenv new_ue_01 Y
```

This process is now divided up into three parts:

- ue\_01\_word\_index is responsible for word index creation
- ue\_01\_z0102\_index is responsible for z0102 creation
- ue\_01\_a is responsible for all other indexes (accesses etc.)

ue\_01a uses z07 as the queue for docs waiting to be indexed, ue\_01\_z0102\_index and ue\_01\_word\_index use a new table - z07a.

The workflow is as follows:

- when ue\_01\_a finishes handling a document, it adds the doc number to the z07a queue.
- When ue\_01\_word\_index notices the new entry it indexes the doc in the same way notifies the
- ue\_01\_z0102\_index that doc-number x is waiting for handling.

There's an option not to use ue\_01\_word\_index. In this case ue\_01\_a will handle the word indexes (as it used to in the past) but the process ue\_01\_word\_index must still run in order to "feed" the ue\_01\_z0102\_index queue.

The handling of z0102 is no longer part of ue\_08 (UTIL E/8)

**Note** that the default setup is NOT to use ue\_01\_word\_index, unless the active-library's prof\_library file (\$data\_root/prof\_library) contains:

```
setenv accumulative_word Y
```

General explanation of UTIL E/1:

When a record is updated its system number and the system number of linked records (e.g. linked items) are placed in the Z07 table. This table is used by the system for UTIL E/1, background update of index tables, for comparison in order to delete and add to the indexes. Once the procedure has updated the indexes the system number is deleted from the table.

PROC ue\_01 (UTIL E/1) runs the check of the z07 table to find if there are new records waiting for indexing. The indexing is for z11 (IND), z13 (SHORT-DOC), z101 (SORT-DOC), ACC (Z01), and WORDS. There is a log file in <lib>/scratch called run\_e\_01, which displays each record number that has been processed.

The ue\_01 daemon will first check if there are very recent records (last-doc-number minus 20) in Z07. If not, then it scans Z07 starting from zero.

Note that the E/1 log can be seen from the scratch directory of the library under the name

```
run_e_01.nnnn.
```

Example of the log:

```
...active-library=USM01
...DOC-HANDLING-COUNTER=000000001
...NO-OF-attempts=000000000
...CURRENT-WAIT-TIME=000000000 of 000000030
=====
HANDLING DOC NO. - 000036728 14:10:38
equal->Y<-
aaaaaaaaaaaaaaaa
-----after expand_doc_bib_loc_1_a-----
docx_ptr info
doc number = 000036728
doc library = USM01
num of lines = 1419
line =
line = 00000001FMT LXX
line = 00000002FMT LXX
line = 00000003FMT LXX
```

## **UTIL E/2**

### Purpose of the UTIL: Stop update doc index

This procedure stops the background update of the indexes.

Initiation of the background update may be reactivated using UTIL E/1

## **UTIL E/5**

### Purpose of the UTIL: Store/Restore History of Handled Doc Index

This is related to parallel indexing.

UTIL E/5 allows the creation of a history table for z07 entries handled by ue\_01.

These stored entries may be later used to re-execute ue\_01 on the same records later.

UTIL E/5 has 3 options:

1. Store - Create Z07H table and Oracle Trigger. All entries deleted from tables Z07 will be stored in Z07H Note: Z07H SHOULD NOT be in the \$data\_root/file\_list !  
The parameters for table creation are derived from definition of Z07 in \$data\_root/file\_list
2. Restore - Dump Z07H to Z07 and delete Oracle Trigger. All entries from Z07H are dumped into table Z07 if and only if they are not already there. Entries deleted from tables Z07 will no longer be stored in Z07H.
3. Count - Count entries in Z07H table

## **UTIL E/6**

### Purpose of the UTIL: Start Request Handling (ADM Library Only)

UTIL E/6 handles the hold and photocopy requests made by users in the Web OPAC and by the operator in the GUI. How the daemon runs is dependent on the configuration of the daemon as defined in tab39) and tab41) of the ADM library. Note that this option can be defined to start automatically in the ../alephe\_root/aleph\_start table – option:

```
setenv REQUEST_STARTUP_LIBS "usm50"
```

## **UTIL E/7**

### Purpose of the UTIL: Stop Request Handling (ADM Library Only)

This procedure stops the request handling activated by UTIL E/6..

## **UTIL E/8**

### Purpose of the UTIL: Start Update BIB Acc from Aut (Acc + Doc)

Run this procedure in order to enrich the headings table of the BIB library from an AUT library. The procedure checks headings in the BIB library against an AUT library and will add cross-references and/or multi-lingual equivalents to the BIB heading table.

Note that this option can be defined to start automatically in the `../alephe_root/aleph_start` table, option:

```
setenv ACC_AUT_STARTUP_LIBS "usm01".
```

Note too that it is possible to set the parameters `create_z07` and `create_z0102` in `../alephe_root/aleph_startup`.

The **only** process that triggers building BIB-AUT connections is `ue_08` – UTIL E/8.

Altogether, 4 process are involved:

- `ue_08` – UTIL E/8
- `ue_01`, (UTIL E/1 – “Start Update Doc Index”) which updates the bibliographic records
- `z105` sent from the AUT database to BIB database, indicating that an AUT record has been added/updated
- `ue_11` (UTIL E/11 – “Start Messaging Update”) in the BIB library which checks for `z105` messages.

### **UTIL E/8**

When a new Z01 heading is opened in the BIB library, the Z01-AUT-LIBRARY is set to "-NEW-".

- `ue_08` checks all NEW headings for parallel AUT record. If no parallel is found, NEW is changed to "-CHK-" (checked).

UTIL E/8 - `ue_08` can be run in one of 3 modes

- **C** - this is the regular ongoing mode. It checks Z01 which is NEW
- **R** - this is used for a "re-check" of Z01's that were not previously found in AUT database. It changes all CHK's to NEW, thereby causing the Z01 to be picked up by the regular `ue_08` process.
- **N** - this is used to re-build BIB-AUT links. It sets all Z01 records to NEW, thereby causing all Z01s to be picked up by the regular `ue_08` process. It also sets Z01-AUT-DOC-NUMBER and Z01-ACC-SEQUENCE-SEE to zero.

Note: the added option to specify whether Z07's should be written for bib records containing the headings scanned by `ue_08`.



```
Write Z07s for related bib records:
- Yes (Y)
- No (N)
Enter choice [Y]:
```

## **Z105**

Z105 records update messages to send to other libraries. For example it can be set to send a message from the AUT library to the related BIB libraries every time a record is added/updated in the AUT database.

## **UTIL E/11 – Start Messaging Update**

The ue\_11 process in the BIB library checks z105. If a message is found, the system "calls up" the AUT document record, and, using the AUT document number, changes all BIB headings that are linked to the AUT record to – NEW –, thereby causing the Z01 to be picked up by the regular ue\_08 process.

## **UTIL E/10**

### Purpose of the UTIL: Stop Update BIB Acc from Aut

This utility stops the UTIL E/8 (ue\_08) daemon

## **UTIL E/11**

### Purpose of the UTIL: Start Messaging Update (z105 Messaging Library only)

UTIL E/11 is dependent on tab\_z105. Tab\_z105 defines the settings for sending a message (Z105) from one library to another every time a record is added/updated.

The ue\_11 process checks the Z105 table. If a message is found, the relevant update - as defined in tab\_z105 - is made. For example:

- when an item is created in the USM50 library, the USM60 library will automatically be updated with an 852 field.

In the case of an update triggered by a local HOL record to a central HOL record the following is done:

- Z105 now has additional information: after the source library and document number, the central bib library and document number is added.
- For example, a Z105 sent from LOC61 is of the form:
- 0000010816341890 00 CEN60 2 LOC61-000000004  
CEN01-000002376
- In the central HOL library an SID is built for the local HOL record. This field is used to determine whether the record exists or is a new one.
- Field 035 should be sent to IDN index Field SID should be sent to SID index (tab00.<lng>, tab11\_ind)

Note that this option (UTIL E/11) can be defined to start automatically in the ../alephe\_root/aleph\_start table, option:

```
setenv MESSAGE_STARTUP_LIBS "usm01"
```

## **UTIL E/12**

Purpose of the UTIL: Stop Messaging Update (z105 Messaging Library only)

This stops the running of the ue\_11 (UTIL E/11) daemon

## **UTIL E/13**

Purpose of the UTIL: Start OAI Harvester (BIB Library Only)

The process harvests data from an OAI repository and runs the import routines. The daemon can be started and stopped using UTIL/E/13 and 14. Startup and shutdown may be automated by adding the library to OAIREP\_STARTUP\_LIBS in aleph\_start(.private).

The harvesting process itself is activated every x seconds according to the defined wait time. If the whole process takes longer than the wait time ue\_13 harvests continuously. A special mechanism prevents loading a record twice. This mechanism memorizes the record identification and the time stamp of every harvested record and compares the currently fetched data against this list.

## **UTIL E/14**

Purpose of the UTIL: Stop OAI Harvester (BIB Library Only)

This stops the running of the ue\_13 (UTIL E/13) daemon.

## **UTIL E/15**

Purpose of the UTIL: Managing Job Daemon

UTIL E/15 has the following options:

1. Activate job daemon . Activates the job daemon for running Aleph utilities and other programs on a regular basis.
2. Kill job daemon
3. Show running job daemon
4. Show job daemon log

## **UTIL E/16**

Purpose of the UTIL: Update Daemon Job List

UTIL E/16 has the following options:

1. Edit job\_list
- 2.
3. Display job\_list - (opens the job\_list in display mode.)
- 4.

5. Edit job\_list.conf
- 6.
7. Display job\_list.conf
- 8.
9. Reload job\_list/job\_list.conf in jobd (This option should be run if a new line has been added to the job\_list and/or job\_list.conf. tables so that it will be recognized by the job daemon.)

For the purpose of this document, UTIL E/16/9 is relevant. Please refer to the Configuration Guide for more details on job\_list and job\_list.conf.

This daemon collects all new Incoming Requests.

- Attempts to locate an available item for supply.
- Sends a response message to the requester (IllAnswer type WillSupply or UnFilled).

### **UTIL E/17**

Purpose of the UTIL: Handle ILL Server Library Document (ILL Server Library Only)

Run this utility under ILLSV only.

### **UTIL E/18**

Purpose of the UTIL: Stop Handling ILL Server Library Document (ILL Server Library Only)

### **UTIL E/19**

Purpose of the UTIL: Start ILL Automatic Processing (ILL Library Only)

### **UTIL E/20**

Purpose of the UTIL: Stop ILL Incoming Request Handling (ADM Library Only)

This stops the running of the ue\_19 daemon.

## **UTIL F - View Procedures and Files**

### **UTIL F/1 - BIB Procedures and Files**

#### **UTIL F/1/1**

Purpose of the UTIL: Display/Check character conversion tables

This utility checks the character conversion instances as they are defined in \$alephe\_unicode/tab\_character\_conversion\_line.

Example:

```

>>Enter alpha (Q to stop)                : L

>>Enter character conversion instance identifier in
tab_character_conversion_line: ACQ_INDEX

>>Enter text (Q to quit): BRAMS01
>>Load : /aleph/a59_5/alephe/unicode/tab_character_conversion_line
Load: /aleph/a59_5/alephe/unicode/acq_index
Output:                brams01

```

## UTIL F/1/2

### Purpose of the UTIL: Display/Check word building routines

This utility checks the word building procedures - i.e. how the system breaks up fields into words. The procedures are defined in the tab\_word\_breaking.

The user is prompted to enter the procedure identifier (as defined in tab\_word\_breaking), and then the text:

```

Enter Procedure Identifier (Q to quit)
Legal values are 01...: 01
Enter text (Q to quit) : o'brien
Load: /aleph/a52_5/usm01/tab/tab_word_breaking
Load: /aleph/a52_5/alephe/unicode/unicode_case
Load: /aleph/a52_5/alephe/unicode/tab_character_conversion_line
Load: /aleph/a52_5/alephe/unicode/unicode_to_word_gen
Enter text (Q to quit) : o'brien
WORD 1 -o'brien-
WORD 2 -o-
WORD 3 -brien-
WORD 4 -obrien-

```

## UTIL F/1/3

### Purpose of the UTIL: Display/Check filing routines

This utility checks the filing routines for the headings tables and sorting of records.

The filing routines are defined in the table tab\_filing.

The user is prompted to enter the procedure identifier (as defined in tab\_filing), and then the text:

```

Enter Filing Procedure (Q to quit)
Enter values as defined in Col. 1 of tab_filing: 01
Enter values D/N/F or Space: F
Enter text (Q to quit) : mccoys
IN -mccoys -
Load: /exlibris/aleph/a16_1/usm01/tab/tab_filing
Load: /exlibris/aleph/a16_1/alephe/unicode/tab_character_conversion_line
Load: /exlibris/aleph/a16_1/alephe/unicode/unicode_to_filing_01
OUT -MACCOY

```

## UTIL F/1/11

### Purpose of the UTIL: Perform check doc routines on a single document

This utility allows the user to check a bibliographic record for library defined errors according to cataloging rules of data entry.

The user is prompted to enter the check procedure as defined in the table check\_doc. System set procedures are:

- CATALOG-INSERT
- CATALOG-DELETE
- Z39-INSERT
- Z39-REPLACE
- BATCH-DELETE
- NAV-MAP-DELETE
- P-MANAGE-25
- P-MANAGE-11

Example of error messages:

```
ENTER CHECK-TYPE : CATALOG-DELETE
ENTER DOC NUMBER : 468
-----
Load : /exlibris/aleph/a16_1/alephe/tab/tab100
...
666 L $$a5 $$n0005460
CAT L $$c20000814$$lUSM01$$h1419
CAT L $$c20020320$$lUSM01$$h0950
999 L $$a0 $$n0001359
049 L $$aINDU

***** Errors *****
0000: (error number 0011) (Mandatory) - Administrative record
000000469 in library USM50 points to current document with
link type ADM. (Related doc USM50 000000469)
...
```

## UTIL F/1/13

### Purpose of the UTIL: Immediate update of a single document

This has the same functionality as sending a document to server in on-line cataloging. This UTIL makes the same update of the document and all other tables (words, indexes, links, etc.) but without update/delete of Z07. Programmer debugging tool. Also useful for troubleshooting.

## UTIL F/1/15

Purpose of the UTIL: Check document display format (edit\_doc/edit\_paragraph)

Gives the display of the record for either DOC (edit\_doc ) or PARAGRAPH (edit\_paragraph, with on-the-fly expand).

### Example:

```
Enter document number      : 468
Enter format number        : 037
Enter expand function       : expand_doc_bib_loc_usm
Enter D(oc) or P(agraph): D
Load: /tmp/utf_files/exlibris/aleph/a16_1/alephe/tab/tab_base.eng
Load: /tmp/utf_files/exlibris/aleph/a16_1/usm01/tab/edit_doc.eng
Load: /tmp/utf_files/exlibris/aleph/a16_1/usm01/tab/edit_paragraph
Error: Load: /tmp/utf_files/exlibris/aleph/a16_1/usm01/tab/edit_paragraph
Load: /tmp/utf_files/exlibris/aleph/a16_1/usm01/tab/edit_paragraph.eng

*****
  1) LSystem number^[000000468]
  2) L
  3) L
  4) L^Polanyi, Michael,^1891-
  5) L^^^The logic of liberty;reflections and rejoinders.^--^^
^Chicago,^Univ. of Chicago Press^[1951]
  6) L^^^viii, 206 p.
*****
```

## UTIL F/1/17

Purpose of the UTIL: Delete Words/Headings for a single document and write Z07

## UTIL F/1/19

Purpose of the UTIL: Write Z07 records for update

## UTIL F/1/21

Purpose of the UTIL: Test deduplication

## UTIL F/1/22

Purpose of the UTIL: Create word records (Z980)

## UTIL F/1/27

Purpose of the UTIL: Perform Z980 to Z98

Transforms z980 records to z98 (insert updates to bitmap). Accept start value (e.g. z980-rec-key).

## **UTIL F/1/28**

Purpose of the UTIL: Display word indexing for a single record

## **UTIL F/1/29**

Purpose of the UTIL: Display headings indexing for a single record

## **UTIL F/1/30**

Purpose of the UTIL: Write Z07P Records for publishing

## **UTIL F/2**

Purpose of the UTIL: ADM Procedures and Files

### **UTIL F/2/5 PLIF Utilities**

**UTIL F/2/5/1 Display PLIF records from sequential file**

**UTIL F/2/5/2 Create PLIF sequential file from patron data files**

### **UTIL F/2/8 Display/check library open hours routine**

Purpose of the UTIL: Display/check library open hours routine

A utility which allows the user to check the open hours of a library as defined in tab17

The user is prompted to enter the branch library code. Note that tab\_sub\_library allows for the grouping of sub-libraries for the purpose of definition in tab17. When using this utility however, the actual sub-library code (e.g. ULINC) must be entered, and NOT the group code (e.g. GEN).

Example of data entry and system output:

```
Enter sub library (Q to stop)      : uarcv
Enter date (yyyymmdd or Q to stop): 20031224
Load: /exlibris/aleph/a16_1/usm50/tab/tab17
Load:
/tmp/utf_files/exlibris/aleph/a16_1/alephe/tab/tab_sub_library.eng

03/02/04 Tuesday
Open
09:00 AM - 05:30 PM
```

## **UTIL F/2/9 Display/check due date routine**

### Purpose of the UTIL: Display/check due date routine

This utility allows the user to check the due date of a combination of sub-library, item status and patron status as defined in tab16

The user is prompted to enter the branch library code. Note that tab\_sub\_library allows for the grouping of sub-libraries for the purpose of definition in tab16. When using this utility however, the actual sub-library code (e.g. uarcv1) must be entered, and NOT the group code.

### Example of data entry and system output:

```
Enter sub library (Q to stop) : uarcv
Enter item status (Q to stop) : 01
Enter bor status (Q to stop) : 01
-----
Load: /exlibris/aleph/a16_1/alephe/tab/tab100
-----
Load: /exlibris/aleph/a16_1/usm50/tab/tab100
Load:
/tmp/utf_files/exlibris/aleph/a16_1/alephe/tab/tab_sub_library.eng
Load: /exlibris/aleph/a16_1/usm50/tab/tab16
Load: /exlibris/aleph/a16_1/usm50/tab/tab17
Due Date:          20040219 2359
Due Date (Req):    20040219 2359
```

## **UTIL F/2/10 Display/check overdue fine calculation**

### Purpose of the UTIL: Display/check overdue fine calculation

This utility allows the user to check the fine that will be set for a user returning overdue items. (Combination of sub-library, item status and patron status as defined in tab16).

The user is prompted to enter the branch library code, item and patron status, due date and hour, and the actual return date and hour. The system then computes and displays the total number of overdue days and hours, plus the fine to be paid.

## **UTIL F/2/16 Search for Record by Z111 Keywords**

Purpose of the UTIL: Keyword searching of patron and vendor files

This utility is connected with the "keyword" feature on the list of patrons and list of vendors in the on-line modules, and allows for the same search and results in the list of vendors or patrons.

It searches Z111, which are the word records for Z303 (patron) and Z70 (vendor).



## **UTIL F/2/20 Update loan record**

Purpose of the UTIL: Update loan record  
Programmer debugging tool. Also useful for troubleshooting.

## **UTIL F/2/22 NCIP messages**

Purpose of the UTIL: Checks relating to NCIP messaging

## **UTIL F/2/23 Display Sort Key for Z30**

Purpose of the UTIL: Checks relating to NCIP messaging  
This UTIL allows you to view how items are sorted, based on the sort key chosen.  
Enter the sort type as defined in tab\_z30\_sort - 00,01,02,03,...  
Enter item key (doc number + sequence).  
The result is the type of item (issue / non issue) and the sort text of this item.

## **UTIL F/2/24 Update Z311 (Location Counter)**

Purpose of the UTIL: Update Z311 (Location Counter)  
This option allows for the "resetting" of location counters which are stored in the Z311 table. Using this function it is possible to update Z311-LAST-SEQUENCE and new Z311 records can be built.

## **UTIL F/3 - Procedures and Files for All Libraries**

### **UTIL F/3/6**

#### Purpose of the UTIL: Display Records from Sequential Data Files

This utility displays records from sequential data tables. For example an import of patron registration records can be checked before loading into the system. The user is prompted to enter the data table type (e.g. Z302), and the import table name.

### **UTIL F/3/12**

#### Purpose of the UTIL: Display Links Associated with a Record

This utility allows the user to see the list of records linked to a record. This is a debugging tool for programmers, but can also be useful for troubleshooting.  
The user is prompted to enter the *home library*.

Example of user input and system display:

```
ENTER HOME LIBRARY : USM01
ENTER DOC-NUMBER  : 500
USM50 0001024
USM60 0000019
```

```
USM60 0000008
USM60 0000013
USM51 0000002
END
```

## UTIL F/3/18

Purpose of the UTIL: Run ue\_11 for a single document

Form more information about the ue\_11 process, please refer to the section on UTIL E/11

## UTIL F/4 Display Records from Data Files

This utility displays records directly from the data table using the defined record structure. To use the utility, select the table to display and then enter the appropriate key:

```
Your active library is USM01
The pw library is USR00
data files - doc/doc_no_expand/doc_expand/z00/z13/doc_h/doc_char_conv
           - z01/z02/z103/z11/z106
           - z95/z97/z98/z980/word3
           - z101
           - z05/z110/z109/z108
           - z07/z105/z120
           - z12/z14/z16/z18/z20/z22
           - z30/z30h
           - z111/z104
           - z63/z64/z65
           - z68/z70/z71/z72/z74/z75/z76/z77/z78/z79/z82/z83
           - z36/z37/z38/z301/z310
           - z31/z325/z35
           - z36h/z37h
           - z40/z41/z43/z44/z45/z46
           - z60/z61
           - z302/z303/z304/z305/z308
           - z310/z311/z313/z320/z321
           - z400
           - z501/z601/z602
enter file name (or q to exit)
```

Note that there is no need to enter leading zeroes when entering a doc number in the z30 option.

## UTIL F/5 – Tools

## UTIL F/5/1

Purpose of the UTIL: UNICODE -> UTF -> UNICODE Converter

Programmer debugging tools. Also useful for troubleshooting.

## UTIL G - Tables for Defining Database Structure

### UTIL G/2 -

Purpose of the UTIL: Table defining various counters in Aleph

The Z52 table includes counters required for various functions of Aleph. Some of the counters are internal, and never actually used by the user, others are used for setting a default *next number* for different functions.

Note that there are two types of counter in the Z52 table:

- **S** - (system) are required by the system.
- **U** - (user). Locally defined Z52 records (such as counters for inventory numbers or order numbers)

**S** and **U** are used by Ex Libris in the Aleph DEMO libraries that are used as the basis for creating new libraries. When a new library is opened, only the "S" lines are included in the Z52 table of the new library. The Z52 records are then set to zero using the UTIL G/3 utility.

Different library types have different Z52 records. Therefore, the list displayed when accessing UTIL G/2 differs from library to library. The following list of relevant lines, for BIB, ADM, HOL and AUT libraries, assumes that there is no indexing in ADM and HOL libraries.

Note that some values are present only in the **VIR01** library; this library serves as a common catch-all, particularly for WEB OPAC purposes.

In all cases the lines of the table are listed alphabetically.

### **Lines that are common to all libraries**

last-doc-number (S) – last system number.

Note that when creating an ADM record the system will try to assign the exact BIB record number. If an ADM record with the BIB doc number already exists, UTIL G/2 "last doc number" will be used. **Therefore it is best to define this element of the counter (last doc number) as a large number, so that in cases where it is not possible to assign an exact match, the system will not assign a number that might undermine a one-to-one assignment for future BIB/ADM records.**

library-lock-status (S)

This indicates whether the library is currently locked;

- 0 = unlocked
- 1 = locked

### VIR01 library (S)

VIR01 is a dummy library, included as part of the basic setup of Aleph. It is used for storing interim records required by the WEB OPAC.

Note that the VIR01 UTIL G/2 is set by Ex Libris, and there is no need to change or add values (unless instructed to do so when upgrading).

The VIR01 values are re-set to zero when the clear\_vir01 process is activated. This is a process that clears out the VIR01 library. Your system has probably been set up so that the “clear\_vir01” process is automatically activated at set intervals.

- This can be performed simply by invoking the ./aleph/proc/clear\_vir01 procedure in the VIR01 environment:  
    >> dlib vir01  
    >> ap  
    >> clear\_vir01
- or by entering a line such as the following in the job\_list file:

```
00 03:00:00 Y          VIR01
```

clear\_vir01

### **BIB and AUT library**

#### change-file-name (S)

used to create file-name for the Global Changes service (p-manage-21)

#### last-001-number (U)

Counter used by the fix\_doc\_001\_usm procedure

#### last-acc-number (S)

Counter for number assigned for last Z01 heading

#### last-bvl-number (U)

Counter for sequential number assigned for “Print bibliography” (p-print-09)

last-long-acc-number (U) – number of the last Z01 heading checked when “Alphabetize long headings” service (p-manage-17) was last run

#### last-similar-acc-num (U)

Number of the last Z01 heading checked when “Detect similar headings” service (p-manage-26) was last run

#### last-word-number (S)

Counter for number assigned for last word record

#### last-z0101-sequence

Library that uses Z0101 must have this defined. (See tab\_z0101\_text).

#### max-z02-count (S)

Refers to the number of bibliographic records linked to a BROWSE list heading in WEB OPAC and GUI SEARCH. In the browse display, the system will count the number of records related to a heading up to this number. If there are more records

than the number set here, the system leaves off counting, and ++ display, rather than the number itself.

### **ADM library**

last-z34-sequence (S)

Required for the Z34 statistics table; used in common by all services and all libraries. It must be present in the UTIL G/2 of the pw\_library (as defined in aleph\_start )

counters for item (Z30) records (U)

These counters set the values for various fields of the item record:

- for the call-number; depends on the expand-field type defined in the [ExpandField] section of alephecom.ini, and on the matching pull-down menus. Some can be set separately for each sub-library, by using sub-library code as part of the counter name (e.g. ULINC-2)
- for the item inventory number (see example below for the definition and activation of these counters)
- for the item barcode number

Counters for circulation records (S):

- last-cash-receipt-no
- last-hold-group
- last-loan-number
- last-photo-number for photocopy requests
- last-slip-number for call slips (can be set separately for each sub-library)

last-bor-id-n and last-bor-verify-n (S)

Counters for system-generated Z303-ID and matching Z308 records (Z308-KEY-DATA, Z308-KEY-DATA, Z308-VERIFICATION and Z308-VERIFICATION-TYPE).

If defined in UTIL/G/2, the system automatically adds a user-id and/or pin code and/or barcode (when UPDATE is invoked) when registering a patron.

Note that this option depends on the settings in tab100 (DEFAULT-BOR-ID etc.)

counters for acquisition order records (S):

- last-edi-order – outgoing edi messages counter
- last-edi-message – counter of incoming messages
- last-order-no...; can include prefix or sub-library code for separate sequences

counters for ILL records:

- last-req-no: Z41-REQUEST-NUMBER. (Outgoing ILL) The number can have a prefix and a suffix. The general Z52 sequence is "last-req-no". If no suffix is defined then the value will be taken from the general sequence.

- last-in-req-no: Z46-REQUEST-NUMBER, incoming ILL request number.

Location and Inventory counters (type U):

In addition to system defined counters the user can also set sequences for counters for the location and inventory field of the ITEM record. Different sequences can be created.

If a question mark+sequence is entered in either of the fields the system will enter the next number of the counter. It is also possible to define prefixes.

An example of defining a new sequence (where the inventory number is made up of the floor + year + running number (B97000n) can be activated as follows:

```
>>> UTIL
>>> G
>>> 2
>>> NEW                                for defining new sequence
>>> Enter sequence name: b              lower case only . This is the sequence that is
                                        entered on-line. It will NOT be part of the
                                        number

>>> Enter sequence start number : 970000
>>> Enter prefix for format: B
>>> Do you want to suppress leading zeroes    it is possible to have leading zeroes up to a
(y/n): n                                     9 digit number
>>> Confirm (y/n) y
```

Example of the table in the **BIB** library:

1. change-file-name	139	y	S	c
2. last-001-number	4343	n	U	BC-
3. last-acc-number	98319		S	
4. last-barcode-number	0	y	S	c
5. last-bnb-number	808	n	S	BLN
6. last-bor-pincode	0	n	U	BOR
7. last-bvl-number	47	N		
8. last-doc-number	37457	y	S	
9. last-dup-number	0	n	U	

Example of the table in the **ADM** library:

2. blackwell_file_seq	260104006	N	U	
3. call-number	28	n	S	CN-
4. change-file-name	0	y	S	
5. closed stacks	19	n	U	CS
6. inventory-number	46	n	U	del
7. inventory-number-2	12	n	U	
8. last-acc-number	0	Y	S	
9. last-barcode-number	48612	y	S	B
10. last-bor-id	94	y	S	ID
11. last-bor-id-1	104	y	S	B
12. last-bor-verify-1	125	y	S	P

## UTIL G/3

### Purpose of the UTIL: Create initial Library parameters

The utility will create a new Z52 table with initial values. Use only if the entire database has been deleted or when creating a new library.

**Note:** After a new library is opened, it is sufficient to run UTIL/G/2 in order to create the system-required parameters. The system turns to the z52 table of the corresponding demo library, and copies the z52 records which are Z52\_TYPE='S'. Therefore UTIL/G/3 is needed only in order to create user defined parameters (Z52\_TYPE='U') as they are defined in the demo library.

**Don't** run UTIL/G/3 if you don't want to copy unnecessary z52 records from the demo libraries.

## UTIL H – Library and Installation Checks

### UTIL H/1

#### Purpose of the UTIL: Checks on various tables

These procedures check a variety of library tables. In most cases the system will check the tables of the given library against a USM library. The USM library the system checks against is determined by the DOC-TYPE defined in tab100:

DOC-TYPE-BIB	USM01
DOC-TYPE-HOL	USM60
DOC-TYPE-ADM	USM50
DOC-TYPE-AUT	USM10
DOC-TYPE-ILL	USM20

It is especially important to run this procedure when a new version/patch has been installed, in order to update the library's tables with new data (update is done from USM01).

The following options are available:

#	Option	Explanation/Comments
1	All - run all checks	
2	Z52 Sequences	The system will check the library's Z52 sequence's table against the relevant USM library and add any missing sequences.
3	Library definitions in alephe	The system will check if the library is correctly defined in various tables under alephe – e.g. tab_base and library_relation) The system will report incorrect definitions but will not fix them automatically.

4	Library file_list	The system checks the library's file_list (in the root directory of the library) against the file_list of the relevant USM library to check for new file definitions. The system will add missing definitions and report them. In order to complete the definition of a new table it is necessary to create the table in Oracle by invoking UTIL 17/A/1 (Create table).
5	Catalog tables	The system checks if there are files under ../lib/pc_tab/catalog with dates after the date of the cataloging package. If there are (i.e. the tables were updated but a new package was not created) the system will create a new package (like UTIL M/7).
6	Tab directory list	The system checks the tables of the ../lib/tab directory of the library against the tab directory of the relevant USM library and produce a report of missing tables. These should be copied to the tab directory of the library.
9	Library Oracle tables	Checks to see that all the Oracle tables are present.
10	Z0102 Setup	
11	Check file_list for all libraries	Checks the file_list (file_list, file_list.02m, 05m, .2m, 4m – if exists) of the libraries according to the template file_list for each library type (usm01 – for BIB libraries, usm50 – for ADM libraries, etc.)
12	Check Z52 Sequences	Checks the Z52 Sequences in the libraries according to the template file z52.init for each library type (usm01 – for BIB libraries, usm50 –for ADM libraries) etc. The UTIL checks that all the sequences are defined in the z52 of the library with Z52-TYPE='S(system)'; and produces a report of lines Z52-TYPE='S' which do not appear in the template.
13	Check pc_tab_col/pc_tab_expand	
99	Change control language	

It is possible to view the report of additions/changes/updates from UTIL H/1, or by accessing the file *library\_report* which can be found in the scratch directory of the library.

Note that UTIL H/1/10 - Z0102 Setup

The recommended max base size is 15% of total records.

The format of the report includes a row to indicate a conflict between the recommended and actual setup.

Base	# Docs	Recommended	Current	Conflicts
ART_HIS	2035	Yes	Yes	
COL	292	Yes	Yes	



EDUC5		2	Yes	No	*** Err ***
ELEC5	NEGATIVE BASE		No	No	
FRENCH		5035	Yes	Yes	
GDOC5		9	Yes	No	*** Err ***
GEEDU		13158	No	Yes	*** Err ***
HCLTS		5	Yes	No	*** Err ***
HIL		1540	Yes	Yes	

## UTIL H/2

### Purpose of the UTIL: Synchronize library file headers

Aleph library tables have headers that describe the structure of the table. These headers are kept under `..aleph/headers/libnn`

When a new version is installed, UTIL H/2 should be invoked in order to update header information.

Note that the headers should be not changed in the table itself.

The user is prompted to enter a choice between 1 of 3 options:

1. Synchronize headers for the defined library environment (dlib xxxxxx) only
2. Synchronize headers for the defined “demo libraries” only.
3. Synchronize headers for all libraries. This option is the default.

## UTIL H/3

### Purpose of the UTIL: Synchronize Alephe File Headers

Aleph library tables have headers that describe the structure of the table. The headers for the tables in the `alephe..` directories are stored in `../aleph/headers/alephe`

When a new version is installed, UTIL H/3 should be invoked in order to update header information.

Note that the headers should not be changed in the table itself.

## UTIL H/9

### Purpose of the UTIL: Check Alephe Error Directories

This UTIL allows a library to check its error files against those of the `error_eng` directory. These error files contain all the different system messages to the user in different parts of the system. The check is against the English (master version), and a set of files **in another language**.

Options available:

- Select language
- Check missing/obsolete files
- Update missing/obsolete files
- Synchronize from English

- Add new language
- Delete language

In order to check or update missing/obsolete files, the user must first enter a language – other than English. The system presents the defined language options, prompting the user to choose one of them. A language entered, but not defined in the list, will not be accepted.

## UTIL I

### UTIL I/6

Purpose of the UTIL: Create print templates package for the GUI client

Running UTIL/I/6 repackages all \*.html templates in the library's form\_<lng> directory. These templates will be used for printing.

When running Aleph-GUI, these package files are imported and unpacked in .../alephcom/files/<library>/PrintTemplates/<lng>/)

It is possible to control the import using the variable:

AlwaysImportFiles

in ..alephcom/tab/alephcom.ini.

Note the following table: ../alephe/tab/html\_template\_lng.

This table is used to filter the form\_<lng>/html.pck files that are copied from the server to the client.

Its use is as follows:

- Print forms are defined in the library's /tab/form\_<lng>
- The print forms are packaged using UTIL I/6, creating a file called html.pck
- The client checks whether the print forms on the client are older than the html.pck file, and if so, copies the html.pck files
- The client does not automatically copy all form\_<lng>/html.pck files. It copies only the form\_<lng>s that are listed in the /alephe/tab/html\_template\_lng file.

Note: this option can also be activated from any of the GUI clients – Services/General/Rebuild HTML pack (p-sys-02).

#### **Note:**

The form\_<lng> directory contains the print template files. It cannot contain subdirectories.

## **UTIL M**

### **UTIL M/7**

Purpose of the UTIL: Packages the various cataloging files for transfer to the Cataloging client

If any of the cataloging files are modified, UTIL M/7 must be activated. This updates the packaged file of tables - *pc\_cat.pck* in the *pc\_tab/catalog* directory. When a user connects to the cataloging client, the system compares the dates of the tables on the Client with the date of *pc\_cat.pck* on the server. Based on the set up on the client, If the dates are different, the user will either be prompted to update the tables on the client, or the system will update the tables automatically.

Note: this option can also be activated from the Cataloging GUI client – Services/General/Update Tables Package (p-sys-03).

## **UTIL P**

### **UTIL P/6**

Purpose of the UTIL: Check UTF\_TO\_MARC8 table for duplicate UNICODE values

## **UTIL W - Server Management (WWW, PC, Z39)**

UTIL W is used for the activation, monitoring and de-activation of the different servers (PC, Web, Z39.50, etc.). Refer to the System Administration Guide for more information.

General note: All servers write logs in the directory **\$LOGDIR**.

Note: the option to restart the PC server can also be activated from any of the GUI clients – Services/General/Restart Server (p-sys-01).

It is possible to define a specific port

## **UTIL X – Cleanup**

### **UTIL X/1**

Purpose of the UTIL: Clean alephe scratch.

It is not recommended to run UTIL/X/1 when the servers are up.

### **UTIL X/2**

Purpose of the UTIL: Clean data scratch.

It is not recommended to run UTIL/X/2 when the servers are up.

### **UTIL X/3**

Purpose of the UTIL: Clean data files.

It is not recommended to run UTIL/X/3 when the servers or the batch queue are up.

### **UTIL X/4**

Purpose of the UTIL: clean TMPDIR.

It is not recommended to run UTIL/X/4 when the servers are up

### **UTIL X/5**

Purpose of the UTIL: Clean Server Log Files.

It is not recommended to run UTIL/X/5 when the servers are up.

### **UTIL X/7**

Purpose of the UTIL: Clean utf files directory.

### **UTIL X/8**

Purpose of the UTIL: Clean virtual library.

There are two options for running UTIL/X/8, cold and hot. The hot option enables you to run this UTIL when servers or other jobs are running.

### **UTIL X/9**

Purpose of the UTIL: Clean data print

### **UTIL X/10**

Purpose of the UTIL: Clean ora media in/out

### **UTIL Y**

#### **UTIL Y/6/4**

Purpose of the UTIL: Check Path Convert of Library File Name

#### **UTIL Y/11**

Purpose of the UTIL: Display License status

A valid license issued by *Ex Libris* must be registered in order to be able to activate the Aleph software. The license itself can be entered/updated from the alephe/tab directory. UTIL Y/11 **displays** the current license for the main license as well as for the X-Server, as well as information regarding active usage:

- License parameters
- ALEPH-VERSION
- MAX-WEB-USERS
- MAX-GUI-USERS
- MAX-Z39-USERS
- MAX-NO-LIBS
- MAX-DOC-NUMBER
- ISSUE-DATE
- EXPIRATION-DATE
- MAX-WWW-X-USERS
- MAX-SLNP-SERVERS
- MAX-SC-SERVERS
- MAX-OCLC-SERVERS
- MAX-NCIP-SERVERS
- IP-ADDRESS
- SYNETICS
- GUI-ALL
- LC-MAX-NO-LIBS

It also displays the Active User Data for the

- WEB
- GUI
- Z39 SERVER
- SELF CHECK

The X-Server license displays the following:

- ALEPH-VERSION
- ISSUE-DATE
- EXPIRATION-DATE
- IP-ADDRESS
- IP-ADDRESS
- IP-ADDRESS
- IP-ADDRESS
- IP-ADDRESS
- IP-ADDRESS
- ALL-SERVICES

**Note** the following: License expiration date. When license expiration date is less than 10 days away:

- A message will appear in the GUI whenever connecting to a library.
- email will be sent once a day to License@exlibris.co.il.



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