

Z108 – COURSE READING

The Z108 table contains course information such as, course number, instructor, and department in order to maintain lists of required and optional reading materials suggested by instructors for course studies.

A course is identified for the operator by the **course number**. In cases where the course number is not unique, additional information, such as instructor or course dates, is required in order that the operator be able to identify the course.

In order to enable assigning the same course number to multiple courses, the internal system identifier of a course is made up of the course number to which a system-generated sequence number is appended. The sequence number serves to differentiate between different courses that use the same course number, such as multiple sessions of a course.

There are two types of course records:

- **Common Course Records**

This type of course is optional. It is suitable for use in courses that are taught in multiple sessions and that have a common corpus of reading material that is used in common in all the sessions of the course. It provides efficient management of reading lists by enabling a one time registration of reading material for all the sessions of a course. Although the material is listed only once, it is included in search and display for all sessions of the course. The common course record does not have instructor or active dates. In addition to material registered to a common list, additional reading material can be added to a specific session of the course.

- **Individual Course Records**

This is the actual classroom course and must have an instructor, active dates, and relevant period. An individual course is linked to a common course by virtue of the fact that they have the same course number. Since most courses at a college/university are taught in a single session only, most individual course records will not be linked to a common course.

If an individual course is linked to a common course, the reading list for the course includes both the individual course's reading list and all the common course's reading list, displayed in one sequence. Entries from the common course are displayed and indexed for each of its individual courses. The individual course can have additional entries of its own.

When a course does not have the same course number as a common course, it will have only the reading list entries that have been registered for it.

The Reading List document record is a BIB record (in the Course Reading library) that contains links to a course and to a bibliographic record in the same or another library's catalog. This record includes:

- Default fixed fields
- CNO field (link to Z108 Course record)
- SID field (link to bibliographic record)
- Up to four note fields, specific to the bibliographic record within the context of the reading list (e.g., pages or chapters that are relevant)

Note that the Z108 course records are held in the ADM library, while the reading list is held in the Course Reading library. The relation between the ADM library and the Course Reading library is set in ./alephe/tab/library_relation table.

In the following table, (X) denotes an alphanumeric field and (9) denotes a numeric field. All alphanumeric fields are left-aligned with trailing spaces; all numeric fields are right-aligned with leading zeroes. Decimal positions are indicated by the symbol V. The total number of decimal digits is designated by the number of nines following the V.

02	Z108-REC-KEY.	
03	Z108-COURSE-NUMBER	PICTURE X(20).
03	Z108-COURSE-SEQUENCE	PICTURE 9(4).
02	Z108-ALPHA	PICTURE X(1).
02	Z108-COURSE-NAME	PICTURE X(100).
02	Z108-COURSE-NAME-KEY	PICTURE X(100).
02	Z108-INSTRUCTOR-NAME	PICTURE X(100).
02	Z108-INSTRUCTOR-NAME-KEY	PICTURE X(100).
02	Z108-DEPARTMENT	PICTURE X(100).
02	Z108-DEPARTMENT-KEY	PICTURE X(100).
02	Z108-UNIT	PICTURE X(20).
02	Z108-UNIT-KEY	PICTURE X(20).
02	Z108-DATE-FROM	PICTURE 9(8).
02	Z108-DATE-TO	PICTURE 9(8).
02	Z108-PERIOD	PICTURE X(100).
02	Z108-NO-STUDENTS	PICTURE 9(5).
02	Z108-WEEKLY-HOURS	PICTURE X(2).
02	Z108-NOTE	PICTURE X(200).

Z108-REC-KEY			
Z108-COURSE-NUMBER	M	X(20)	DESC: Course number as registered in the syllabus. CONV: Relevant course number (in uppercase).
Z108-COURSE-SEQUENCE	M	9 (4) Leading zeroes	DESC: Sequence number per course number (Z108-COURSE-NUMBER). 0000 sequence indicates that this is a Common Course. CONV: Create consecutive numbers, starting with 0001, adding “1” for each new Course with the same course number. Begin again from 0001 for each new course number. Assign 0000 for common courses.
Z108-ALPHA	M	X(1)	DESC: Alpha code of the course Use L for all scripts (e.g. Latin, Greek, Cyrillic, etc.). CONV: L.
Z108-COURSE-NAME	M	X(100)	DESC: Course name. CONV: Relevant string.
Z108-COURSE-NAME-KEY	M	X(100)	DESC: Filing form of course name. CONV: Leave blank. Filled when the file is loaded.
Z108-INSTRUCTOR-NAME	M/ O	X(100)	DESC: Instructor name. Mandatory for individual course. Not relevant for common course. CONV: Relevant string or blanks for a common course.
Z108-INSTRUCTOR-NAME-KEY	M/ O	X(100)	DESC: Mandatory for an individual course. Not relevant for a common course. Filing form of instructor name. CONV: Leave blank. Filled when the file is loaded.
Z108-DEPARTMENT	M	X(100)	DESC: The department to which the course belongs. CONV: Relevant string.
Z108-DEPARTMENT-KEY	M	X(100)	DESC: Filing form for department. CONV: Leave blank. Filled when the file is loaded.
Z108-UNIT	O	X(20)	DESC: The unit to which the course belongs. CONV: Relevant string or blanks.

Z108-UNIT -KEY	O	X(20)	DESC: Filing form for unit. CONV: Leave blank. Filled when the file is loaded.
Z108-DATE-FROM	M/ O	9(8) Format: YYYYMMDD	DESC: Date from which the course is active. Mandatory for an individual course. Not relevant for a common course. CONV: Relevant date or zeros for a common course.
Z108-DATE-TO	M/ O	9(8) Format: YYYYMMDD	DESC: Ending date of the course. CONV: Relevant date or zeros for a common course.
Z108-PERIOD	M/ O	X(100)	DESC: Mandatory for individual course. Not relevant for common course. Period during which the course takes place. Values are defined in pc_tab_exp_field.lng table of the ADM library's tab directory. The values are stored in this field in the following format: \$\$nPeriod n represents number from 1 to 7. For example: \$\$1Spring If the course is valid for more than one period the field is filled with a series of values, each value in a separate subfield. For example: \$\$1Spring\$\$2Summer CONV: Relevant string, or blanks for a Common course. If the course is valid for more than one period the field can be filled with a series of values with no spaces in between (for example: \$\$1Spring\$\$2Summer).
Z108-NO-STUDENTS	M	9(5) Leading zeroes	DESC: Number of students in the course. CONV: Relevant value or zeroes.
Z108-WEEKLY-HOURS	O	X(2)	DESC: Number of hours of instruction per week. CONV: Relevant value.
Z108-NOTE	O	X(200)	DESC: Free text note field. CONV: Blank or relevant value.