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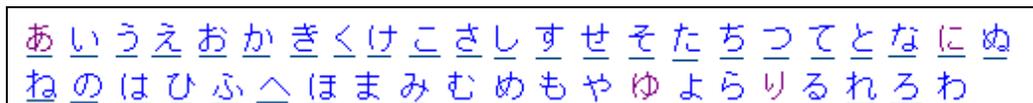


Chinese, Japanese, and Korean Alphabetization for Titles in a Library-Managed Holdings Database

1. INTRODUCTION

This document assumes that your E-Journal Portal is set up with the capability of sorting and browsing Chinese, Japanese, or Korean titles with language-appropriate alphabetization.

For example, a library which has set up Japanese sorting capabilities for their E-Journal Portal would see a “kana” alphabetization sorting list displayed on their E-Journal Portal, which looks like this:



あ い う え お か き く け こ さ し す せ そ た ち つ て と な に ぬ
ね の は ひ ふ へ ほ ま み む め も や ゆ よ ら り る れ ろ わ

Setup for such sorting and browsing is done in the **A-to-Z Title Sorting** section of the **Languages** page in the **E-Journal Portal Administration Console**.

This document contains instructions to enable the same sorting and browsing for titles in your Library-Managed Holdings (LMH) database.

You may provide alphabetization for any existing titles in your library-managed holdings databases. Instructions for this are provided in the section called, "**2. Alphabetize Existing Titles**" on page 3.

When you add new titles to your existing library-managed holdings databases, you may provide alphabetization for the titles. Instructions are provided in the section called, "**3. Alphabetize New Titles**" on page 5.

When you create a new library-managed-holdings database that contains titles written in Japanese, Chinese, or Korean, you may provide alphabetization for the titles. Instructions are provided in the section called, "**4. Alphabetize Titles in a New Database**" on page 6.

2. ALPHABETIZE EXISTING TITLES

If your library has Chinese, Japanese, or Korean titles in an existing library-managed holdings (LMH) database, use the following procedure to add alphabetization information for those titles:

1. Get the instructions for updating your LMH database, found in the Serials Solutions Support Center, Answer 288, “**360 Core: Library-Managed Holdings: Updating Your Library-Specific Holdings Database.**”
2. Follow all the steps in that **Updating** document until you get to Step 9.
3. There are two new columns in the titles spreadsheet: **Language ID** and **Alphabetization**. Some titles may already have entries in the Language ID and Alphabetization columns. (This would happen if Serials Solutions or another library has already added that information.) For any title that has some Chinese, Japanese, or Korean characters and does not currently have a language ID and alphabetization:
 - a. In the Language ID column, enter ZH-CN for Chinese (Simplified), ZH-TW for Chinese (Traditional), JA for Japanese, and KO for Korean.
 - b. In the Alphabetization column, enter the katakana or hiragana alphabetization for any Japanese titles. (This is essentially the pronunciation of the title.) Chinese and Korean titles do not need to have anything entered in the Alphabetization column.

NOTE: Do not use any kanji characters for alphabetization. For alphanumeric characters, please use half-width Roman characters in the file. Hiragana and katakana can be either half-width or full-width, though half-width is preferred.

4. Continue again with the instructions in the **Updating** document, starting from Step 9, to upload the titles file back to your LMH database.
5. If you get an email saying there were import errors in your upload file, check the **View Upload Status** of your titles file. If *any* of the following Warning Messages related to alphabetization are shown, then your alphabetization changes for that title will not take place:

Warning Message	Explanation
Invalid Language ID	All cells in the Language ID column must either be empty or have an appropriate language code (ZH-CN, ZH-TW, JA, or KO -- see Step 3 above). If a cell has an appropriate code, then the title in that row must contain at least one character of the identified language
Missing Language ID	If you put Japanese alphabetization information in a cell in the Alphabetization column, then you must put JA in the corresponding Language ID column.
Invalid alphabetization	If you put JA in the Language ID column, then the cell in the Alphabetization column cannot contain any kanji characters.
Different Language ID already exists. Value did not change.	Another library (or Serials Solutions) has already entered a different Language ID for that title, so your Language ID did not get attached to that title. See Step 6 below.

Different alphabetization already exists. Value did not change.	Another library (or Serials Solutions) has already entered a different Japanese alphabetization for that title, so your alphabetization did not get attached to that title. See Step 6 below.
Encountered unexpected error updating alphabetization value	Some other error occurred, and you'll need to upload the file again.

6. If another library (or Serials Solutions) has already entered a different Language ID or alphabetization for a title, you will not be able to add or change that information to a title. (You will get one of the Warning Messages in the table above.) If you think the Language ID or alphabetization that someone else entered for a title is incorrect, please contact Serials Solutions using the Support Center's **Ask A Question** feature.

3. ALPHABETIZE NEW TITLES

If your library has an existing library-managed holdings (LMH) database into which you want to add new Chinese, Japanese, or Korean titles, then use the following procedure:

1. Get the instructions for updating your LMH database, found in the Serials Solutions Support Center, Answer 288, “**360 Core: Library-Managed Holdings: Updating Your Library-Specific Holdings Database.**”
2. Add your titles to new rows in the spreadsheet. However, for Japanese titles, it is important that you do not put any information in the columns called **Language ID** and **Alphabetization**.*

For Chinese and Korean titles, in the Language ID column, enter: **ZH-CN** for Chinese (Simplified), **ZH-TW** for Chinese (Traditional), or **KO** for Korean. Chinese and Korean titles do not need anything in the Alphabetization column.
3. Continue following the **Updating** document instructions to upload the titles file back to your LMH database.
4. In this document, go back to section **2. Alphabetize Existing Titles** on page 3 to add Japanese language ID and alphabetization information to your new Japanese titles. (This will include downloading the titles file again.)

* The first time you enter a Japanese title into your LMH database, you do not enter the language ID and alphabetization information because it is possible that Serials Solutions or another library has already entered such information for that title.

4. ALPHABETIZE TITLES IN A NEW DATABASE

If your library does not have an existing library-managed holdings (LMH) database, then use the following procedure:

1. Get the instructions for creating your LMH database, found in the Serials Solutions Support Center, Answer #284, “**360 Core: Library-Managed Holdings: Creating a New Local Holdings Database**”
2. Follow all the steps in the **Creating** document.
3. Get the instructions for uploading titles to your LMH database, found in the Serials Solutions Support Center, Answer #285, “**360 Core: Library-Managed Holdings: Uploading Titles**”
4. Follow all the steps in the **Updating** document until you get to Step 5, “Edit your data as necessary ...”
5. Add your titles to new rows in the spreadsheet. However, for Japanese titles it is important that you do not put any information in the columns called **Language ID** and **Alphabetization**.
For Chinese and Korean titles, in the Language ID column, enter: **ZH-CN** for Chinese (Simplified), **ZH-TW** for Chinese (Traditional), or **KO** for Korean. Chinese and Korean titles do not need anything in the Alphabetization column.
6. Continue following the **Uploading** document to upload the titles file back to your LMH database.
7. In this document, go to section **2. Alphabetize Existing Titles** on page 3 to add Japanese language ID and alphabetization information to your new Japanese titles. (This will include downloading the titles file again.)

* The first time you enter a Japanese title into an LMH database, you do not enter language ID and alphabetization information because it is possible that Serials Solutions or another library has already entered such information for that title.