Preparing Aleph for Migration to Alma (or Other ILS)

Part 1: Bib, Holdings, and Item Data

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BIO

- Jerry has been working with Aleph customers for 17 years. He assists in configuring systems, solving functional and technical problems, loading data, and understanding Oracle.
- Prior to joining Ex Libris Jerry worked for 16 years supporting NOTIS customers.

Objectives and Target Audience

- *Brief Session Description*:

  - What data to migrate.
  - Aleph Services and SQL for cleaning up bibliographic, Item, and Acquisitions data: manage-33 (bib and related HOL/ADM); item-11 (item).
  - Preserving data which the vendor doesn't migrate.
  - Alma upgrade overview;

- *Session Objective*:
    Learn what services to run and how
- Session Target Audience:
  - Staff working with Aleph system being moved to different system

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Agenda

1 What Data to Migrate
Principles of Record Retention/Deletion

2 Aleph Service for cleaning up bib, holdings, and Item data: manage-33 to delete bib (and associated) records

3 Aleph Service for cleaning up item (and holdings and bib data): item-11

4 Aleph Service for deleting (certain) ADM and HOL records: manage-21 (Global Change)

5 Aleph → Alma migration of Inventory (bibliographic, holdings, and item records)

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Agenda (continued)

6. **Authority records**

7. **Physical to Electronic (P2E)**

8. **Preserving data which the vendor doesn't migrate.**

9. **Relevant Salesforce/Mindtouch Articles**

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1. What Data to Migrate

- [Aleph to Alma Migration Guide](#) ("Inventory" section)

  - Examples: z08/z09 ; CAT level

  - "Areas/Fields Not In Scope"

- The article [Which tables are index, temporary, and base tables?](#) may be helpful.

1 a. Principles of Record Retention/Deletion

"Aleph Record Retention/Deletion" Powerpoint from 2015 Technical Seminar is on thumb drive

** **First Principle** **

In the case of inter-related records, the principle is "lowest level first", such as,
- first Items, then HOLs, then Bibs;
- first Cash, then Patrons;
- first Bib, then Authority

1a. Principles of Record Retention/Deletion (cont.)

For each kind of record....

Delete:

1. Bib: When there are no holdings (no HOL records)*. Holdings may be gone because:
     a. all copies are withdrawn or lost, with no intention to replace
     b. all copies belong to library/sublibrary being removed
     c. subscription to online resource discontinued
* This presumes that the library creates an HOL record for each bib.

2. HOL: When there are no items, no intention to acquire items, and the 856 URL is invalid/discontinued

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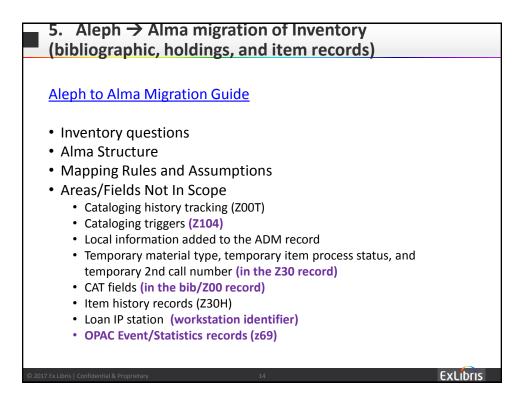## 1a. Principles of Record Retention/Deletion (cont.)

3. Item (z30): When permanently withdrawn/Lost. Unlike doc records, z30 item records are physically deleted by deletion (online or batch).
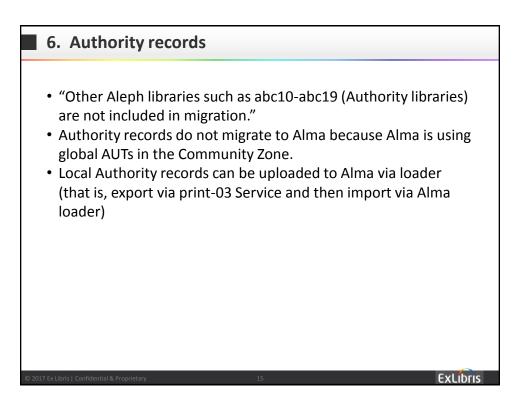
4. Item history (z30h): When no longer of use to staff in GUI Cataloging: Items -> Item -> History -> Item Changes tab. [Note to self: Show].   Or space problem requires it. See Article 000007431 ("Unnecessary z30h history records").

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2. manage-33 to delete bib (and associated) records

- manage-33 can be run in bib and authority libraries. Depending on the BATCH-DELETE lines in ./xxx01/tab/check_doc, manage-33 will delete item, order, and HOL records connected to the bib. (See Article **Delete BIB Recs Incl. Related ADM/HOL Recs (manage-33): BATCH-DELETE lines**)
- manage-33 cannot and *must* not be run in the ADM or HOL library: as described in Article **Delete Bibliographic Records Including Related ADM/HOL Records (manage-33)": running in ADM or HOL library .** Doing so will result in the deletion of the *bib* records with the same numbers.
- But multi-ADM library systems have the need to delete the ADM record in cases where the title is no longer held at a particular library while retaining the bib. The item-11 Service (see next slide) addresses this need.

3. item-11 to delete items (+ associated HOL/Bib)

- **item-11**
- Articles on things to do in preparation for deleting items:
    - Batch deleting patrons who have hold requests or items which have hold requests
    - Batch deleting patrons or items with loans
- "Choosing 'Delete' in item-11 will delete HOL and BIB records which were connected to the items removed, and are now not in use by any item.
- Choosing 'None' will only delete the items without checking the HOL and BIB records.

- See Article "How to run p_item_11 item deletion for particular sublibraries *MASTER RECORD* "

4. manage-21 to delete ADM/HOL

• As described in Article <u>Batch deleting ADM records</u> **,
manage-21** (Global change) can be used to delete ADM
and HOL records, but is useful only in the case where
items are not an issue. (When items *are* an issue,
you will need to use item-11 instead.)

• Note that all of the preceding leave a "stub" record: a z00 with
LDR, 008, and CAT fields. In general, it's best to just leave
these; they don't show up anywhere and do no harm. They are
omitted in bib exports (including Aleph→Alma).

5. Aleph → Alma migration of Inventory (bibliographic, holdings, and item records)

<u>Aleph to Alma Migration Guide</u>

• Inventory questions
• Alma Structure
• Mapping Rules and Assumptions
• Areas/Fields Not In Scope
    • Cataloging history tracking (Z00T)
    • Cataloging triggers **(Z104)**
    • Local information added to the ADM record
    • Temporary material type, temporary item process status, and
      temporary 2nd call number **(in the Z30 record)**
    • CAT fields **(in the bib/Z00 record)**
    • Item history records (Z30H)
    • Loan IP station **(workstation identifier)**
    • **OPAC Event/Statistics records (z69)**

6. Authority records

- "Other Aleph libraries such as abc10-abc19 (Authority libraries) are not included in migration."
- Authority records do not migrate to Alma because Alma is using global AUTs in the Community Zone.
- Local Authority records can be uploaded to Alma via loader (that is, export via print-03 Service and then import via Alma loader)

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7. Physical to Electronic (P2E)

One of Alma's goals is unification. In order to do so, a certain amount of re-categorization of Aleph-originated records that are not actually physical in nature needs to be done. Identifying these will allow us to start this unification process:

Categorizing records correctly as electronic inventory in Alma and setting their associated orders as Electronic rather than Physical.

This is achieved by: …

Article: **How to produce list of electronic resources in aleph for alma migration**

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8. Preserving data which the vendor doesn't migrate

In many cases the best way is to use SQL to output data from the table onto a spreadsheet. This process is described in the article **How to put SQL output into a spreadsheet** .

It's unclear just which of the "not-in-scope" data might justify this treatment.   You may want to wait until you do the initial migration, see what info is not seen in Alma which staff feel is important, and then perform an extract.   Certain z71 order log records are one type of data which several Aleph sites migrating to Alma felt they needed to preserve. This is discussed in the following session, in regard to the migration of Acquisitions data.

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8. Relevant Salesforce/MindTouch Articles

* **How to produce list of electronic resources in aleph for alma migration**
* **How big should UNDOTBS1 be**? (One customer migrating to Alma found that the AutoExtract process required an increase.)
* **Aleph xxx50 library created as sublibrary in Alma**
* **How much disk space is required for the AutoExtract process during Ex Libris System to Alma migration?**
* **How long (approx.) does the AutoExtract process take during Aleph(/Voyager) to Alma migration?**

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Aleph → Alma Documents

- **Aleph to Alma Migration Guide**
- Aleph to Alma AutoExtract Migration
- **Alma Migration Form Instructions - Aleph**
- Alma Migration Considerations for Consortia
- Alma Migration – Combining or Separating Source Databases

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Q & A

Any Questions?

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Session Survey Evaluation

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