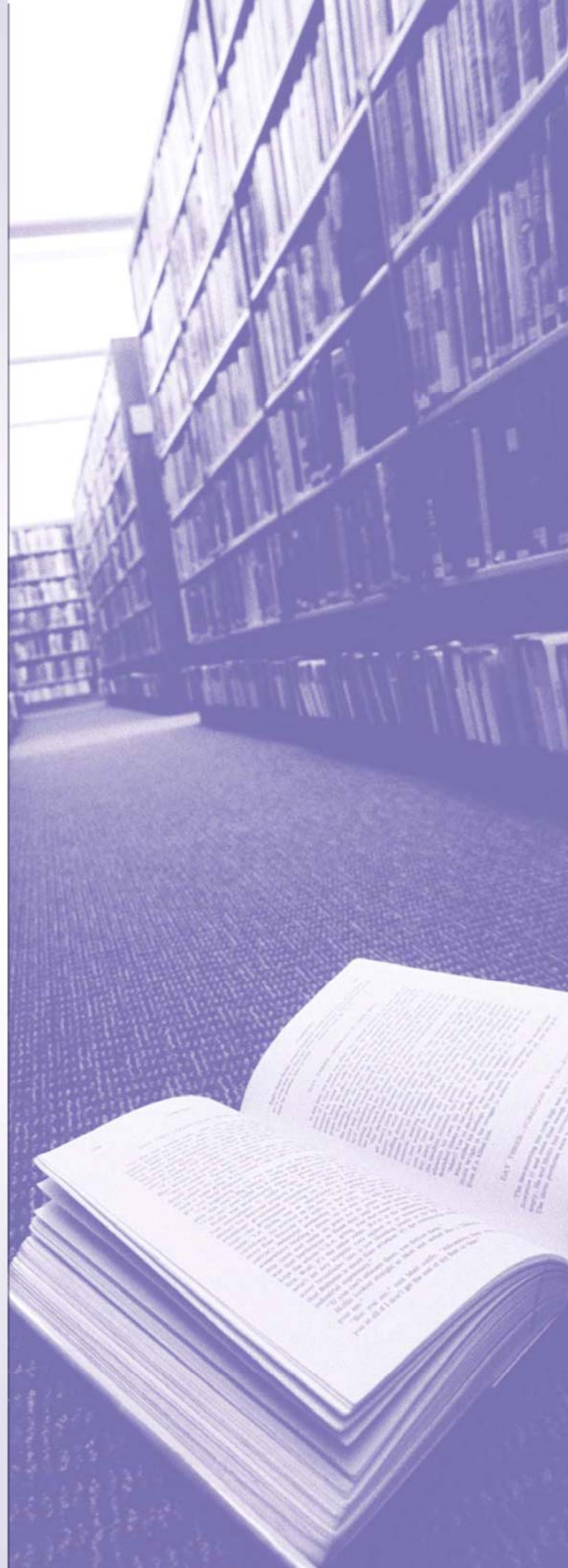


Active Error Checking

MARC Magician Professional

Tutorial 6



Finding Potential Problems - Active Error Checking

Every library has different standards and requirements for its MARC records. The Active Error Checking feature is designed to help you identify which of your records meet your standards and which still need cleanup work.

In this tutorial you will learn how to:

- Set Active Error Checking options.
- Use the Active Error checking column in the main window.
- Use the Active Error Checking panel in the Cataloger.
- View Active Error Checking details in the Record Viewer.

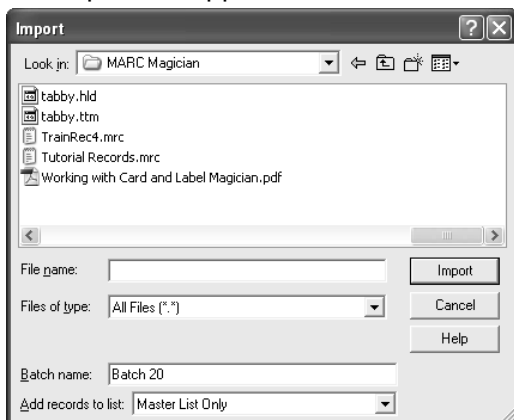
Import records


If you did not import records in a previous tutorial, proceed with the following steps to import the practice records into your database. If you already imported records, skip to the next section.

Import the tutorial records

1. Open MARC Magician.
2. Click **File** and then select **Import**.

The Import box appears:



Click the down-arrow  to the right of the **Look in** box, and select **C:**. In the area underneath the **Look in** box, double-click the **Program Files** folder, double-click the **MARC Magician** folder, and then click **Tutorial Records.mrc**.

3. Click **Import**.

The import starts. When it is finished, a summary box is displayed with the number of records imported and a count of the automatic cleanups that were done.

Setting Active Error Checking options

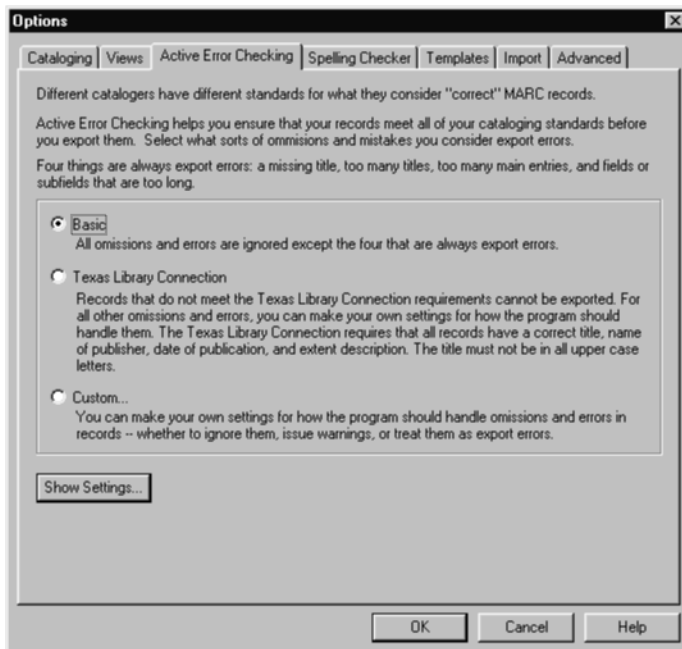
With your Active Error Checking options, you define which issues you want to be notified about and which issues you want to ignore. In this exercise you'll set the Active Error Checking options.

Set Active Error Checking options

1. Click the Options  button on the toolbar.

The Options dialog box appears.

2. Click the **Active Error Checking** tab.

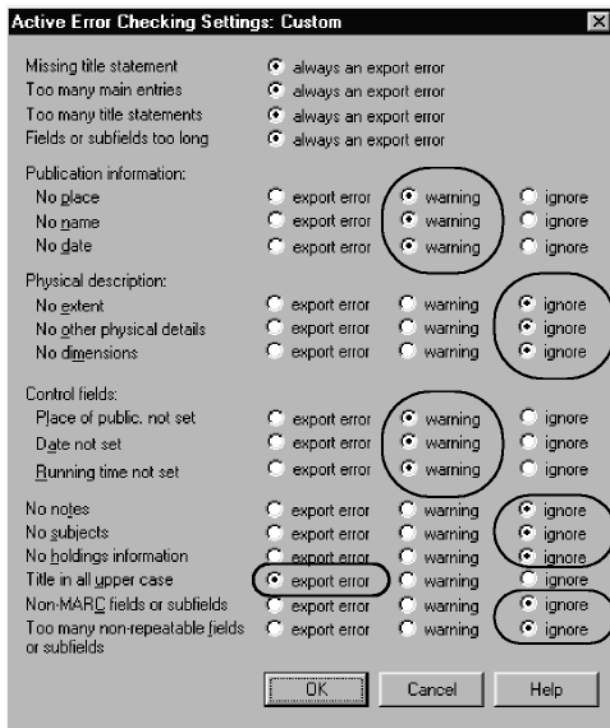


As you can see, there are three levels of error checking: Basic, Texas Library Connection, and Custom.

In this exercise, you will be making Custom settings. If you are curious about Basic and Texas Library Connection, select Basic or Texas Library Connection, and then click Show Settings.

3. Click **Custom**.

The Active Error Checking Settings dialog box appears:



This dialog box shows all of the possible issues that the program can flag.

For most issues, you can choose one of three options: export error, warning, or ignore. No notification is provided for issues that are set to ignore. Warnings and export errors are distinguished in various ways in the main window, the Cataloger, and the Record Viewer. You'll learn more about that later in this tutorial.

You'll notice that some issues are always export errors. These are serious problems that should always be corrected. How you set the other issues is for you to decide.

4. For now, make your settings as they appear above, and then click **OK**.

You return to the Active Error Checking tab.

5. Click **OK** again to close the Options dialog box and save your settings.

The column – Active Error Checking and the main window

Now let's find out whether the records meet our criteria:

Take a look at the Active Error Checking column. Unless you moved it, this is the first column of the record list. (You might see just the letter **A...** on the column header, but if you were to resize the column you'd see the whole title.) This column displays a yellow triangle for records with warnings and a red stop sign for records with export errors. The column displays a green OK for records with no errors or warnings.

Sort the records by errors and warnings

1. Click the **Active Error Checking** column header.

The records that have export errors and warnings should now appear next to each other in the list.

2. Click the column header a second time so that the records with errors and warnings appear at the top of the list.

Note:

What if a record has issues defined as warnings and issues defined as errors? In this case, a red stop sign is displayed.

The panel – Active Error Checking and the Cataloger

In this exercise you will find out exactly what is wrong with these records by looking at the Active Error Checking panel in the Cataloger.

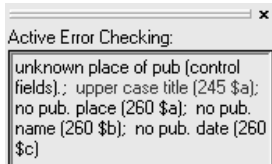
Open some records in the Cataloger

1. Select a record in the Master List, *Freaky People Need Not Apply*.

2. Click the Edit  button on the toolbar.

The record you selected is opened in the Cataloger.

3. Take a look at the **Active Error Checking** panel for the record. It should look something like this:



(If you don't see the Active Error Checking panel, it may be turned off. You can turn it back on again by opening the **View** menu and clicking **Active Error Checking Panel**.)

What the panel tells you is that the place of publication control field has not been set, there is no place of publication in subfield 260 a, no publisher name in 260 b, no publication date in 260 c, and the title is in upper case. Notice that some of the text is black and some is red. The black text means that we defined this particular omission as a warning. The red text indicates that we set an upper case title to be shown as an export error.

4. To fix the title, move the insertion point to subfield **245 a**, delete the title and retype **Freaky people need not apply**, this time with correct capitalization.

Notice that the text in the Active Error Checking panel disappears as you type.

5. To fix the place of publication, move the insertion point to subfield **260 a** and type **New York**.

Notice that the unknown place of publication (control field) disappears after you type the “k” in New York. We set that field automatically when we recognize it!

6. To fix the publisher name, press the **Enter** key and type **Hamster Dance Books** in **260 b**.
7. To fix the publication date, press the **Enter** key and type **1965** in **260 c**.
8. Save the record and close the Cataloger.

You return to the main window. The record you corrected no longer displays an export error in the Active Error Checking column.

The details – Active Error Checking and the Record Viewer

In this exercise, you’ll learn how to view detailed information about Active Error Checking issues in the Record Viewer.

Select records with errors or warnings

First you’ll use a command on the Select menu to select only records with errors and warnings.

1. On the **Select** menu, click **Records with Errors or Warnings**.

The following dialog box appears:




As you can see, this command gives you several options. In this exercise we want to select just records that have errors or warnings.

2. Click **Either errors or warnings**, and then click **Select**.

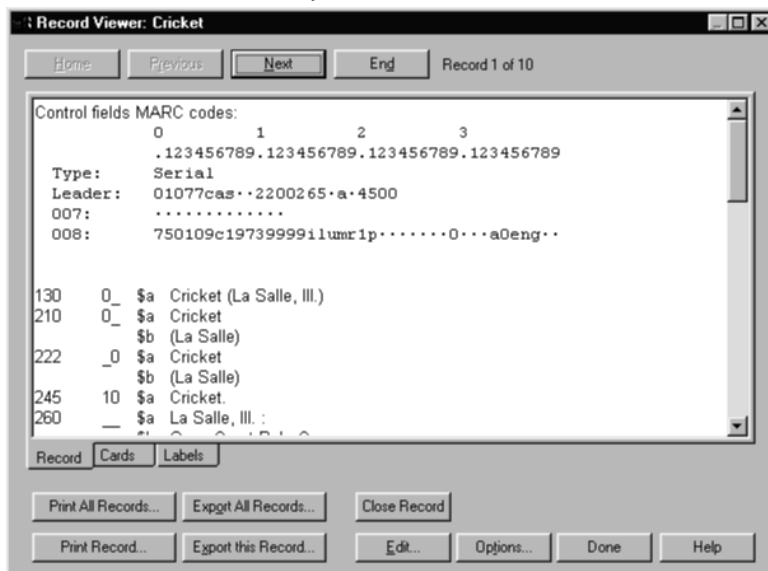
All records with errors or warnings should now be selected in the list.

Open the records in the Record Viewer

Now we’ll take a look at these records in the Record Viewer and see how Active Error Checking is handled there.

- Click the Record Viewer button  on the toolbar.

The selected records are opened in the Record Viewer:

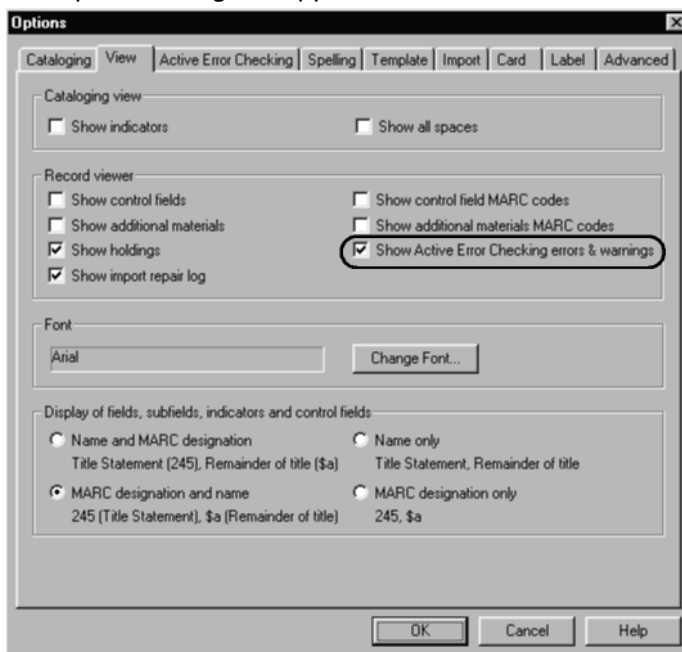


Set Record Viewer options

Next you will learn how to set the View options to show details about the errors and warnings.

1. Click **Options**.

The Options dialog box appears with the **View** tab in front:



The Record Viewer options are displayed in the **Record viewer** section.

2. In order for the Record Viewer to display the Active Error Checking details, the **Show Active Error Checking errors and warnings** check box must be selected. This check box is probably already selected, but if it isn't, select it now, and then click **OK**.

The Options dialog box closes and you return to the Record Viewer.

View Active Error Checking details

Details about the errors and warnings for each record are displayed at the bottom of each record. For example, here's what is displayed for the record titled *High-adventure Outdoor Pursuits*.

Active Error Checking	
Warning:	Unknown place of publication in control fields. Enter the city name of the place of publication. You can enter [S.l.] if no information is available.
Export error:	The title in this record is all upper case (245 \$a). Reenter the title in upper and lower case.
Warning:	No publisher's name (260 \$b). You can enter [S.n.] if no information is available.
Warning:	No date of publication (260 \$c).

If you wanted to edit this record, you could open it in the Cataloger by clicking the **Edit** button.

Take a look at the Active Error Checking details for the other records. When you're finished, you can close the Record Viewer.

Close the Record Viewer

- Click **Done**.

Important:

While Active Error Checking can be a tremendous help in locating potential problems, it is not a foolproof way of determining the quality of your records. Records that show an OK may have other problems (such as improper cataloging) that the program doesn't flag, and records that show export errors or warnings may actually be correct. For example, if you have Active Error Checking set to flag a missing publication date, your serials (which usually aren't supposed to have this subfield) will show errors or warnings even though they are actually correct.

Review & practice

In this tutorial you learned how to set Active Error Checking options and find potential problems, and you learned how Active Error Checking errors and warnings are displayed in the main window, the Cataloger, and the Record Viewer.

Now you can take a break, practice some more on your own, go right on to the next tutorial, or get to work on your own records.

Take a break

If you'd like to take a break, on the **File** menu, click **Exit**.

Practice some more

Here are some suggestions for practicing on your own:

- Play around with different Active Error Checking options.
- View errors and warnings in the Cataloger and the Record Viewer.

Go to the next tutorial

If you'd like to jump right in to the next tutorial, stay where you are in the main window. You're all set to begin the next tutorial. Remember that you can do most of the tutorials in any order you'd like.

Get to work on your own records

If you feel like you don't need any more practice and want to get to work on your own records, you just need to delete the practice records and you're ready to go:

1. Click **Select**, and then click **All Records**.
2. Click **Record**, and then click **Delete from All Lists**.

The Master List should now be empty.

6/4/2008