

LinksPlus Marc: technical notes about loading records

Please contact your catalogue system supplier if you wish to enquire in depth about loading, purging and maintaining MARC records into your library catalogue. Obviously LinksPlus does not provide technical support for your library catalogue system.

It is suggested that if you are an initial user of MARC records of websites, please ensure you back-up your current library data before you test load and purge two of our small files on your system. These records and a text file with a description of the tags we use, can be obtained from the following link:

<http://www.weblinksresearch.co.uk/download/LPMsample.exe>

The files contain records on 'Volcanoes' on file test1.dat and 'Volcanoes' and 'Earthquakes' on file test2.dat.

Once you are sure of the process then you can load the largest of our LinksPlus MARC files which has several thousand records.

Each update, you will be provided with a choice of one from two files: the whole large database including the monthly/term updates and a file with just the current monthly/term updates. (The previous small month/term only file will also be available in case a month is missed.)

Because of the size of some of our our LinksPlus MARC files (over 2mb), you will need to decompress it to a .dat file on the computer on which you are uploading to the catalogue. We will provide our files as self-extracting executable zip files.

Option A (recommended)

How often the whole database is up-dated depends on the librarian. If desired, when an up-date is available, the whole LinkPlus MARC file records can be globally located in the catalogue and purged. We recommend that this is done bi-annually or annually. All records are then replaced with the latest large whole database file. New sites will be added and changed links on records will automatically be updated. Some records will be withdrawn due to aged content or dead links. At the end of each year (usually by April, at the end of our annual eyeball weeding

process) we physically delete all dead-link records from the database. So, before beginning a new year it is recommended that you locate and purge any of our files remaining from the previous year.

Usually, however, the small month/term only records file would be loaded and imported. Only one file needs to be imported each update.

Option B

Important: When globally locating and purging all LinksPlus MARC records, the original records are replaced with new ones. If you have made changes to LinksPlus records, those changes will be lost in the purge and replace process. The purge and replacement of our records should not affect records not belonging to LinksPlus that have been added to the catalogue. If you are unsure about this, you will need to consult with your library catalogue supplier help desk.

If the librarian deletes individual records or amends notes in LinksPlus records in the catalogue, catalogue record maintenance becomes the school librarian's responsibility not LinksPlus. This is because importing the most recent large whole LinksPlus MARC database file will replace all LinksPlus records previously held. The school librarian who wishes to edit and amend our records can simply add and amend the small monthly/term file if they wish. Please note: It will then be the school librarian's continuing and sole responsibility to check all website links and maintain all the records.

If you have any questions about our services, products MARC files and how they are delivered, please contact me at pledgerp@weblinksresearch.com

I am unable to answer questions about loading our records into particular library catalogue systems because each system is different. I recommend that you contact your library catalogue supplier help desk and send a copy of the relevant LinksPlus MARC file(s).

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