Create a Set of All Bound-with Records

Background

Bound-with records include host bibliographic records and all their respective constituent records. Constituent records are those to which the 774$w in the host bibliographic records point. In the example host bib record below, the two 774 fields represent the constituent records. In this example, the host bib and both constituent records are all considered bound-with records.

> 245 00 |a Multiple titles bound as a single volume with the barcode 30600001524124
> 774 1_ |t The budget in brief. |w 99155412530101671
> 774 1_ |t The federal budget in brief. |w 99162676790101671

Creating a set of all bound-with records in Alma is a necessary first step for two potential clean-up processes:

1. When cleaning up bibliographic records that don't have inventory attached, bound-with constituent records should be excluded. This procedure shows how to create a set of all bound-with records required for that purpose.

2. Migrated bound-with records may or may not link successfully in Alma. Creating a set of all bound-with records will allow you to determine whether any migrated bound-with records failed to link. If, after completing the steps in this procedure, you identify bound-with records with broken links, please refer to the procedure Fixing Broken Bound-with Links in Migrated Records.

Procedures in Alma

Creating a set of all bound-with records is a somewhat complex and multi-step process.

1. In Alma, create a set of host bibliographic records.

- Do an All titles Title search: **multiple titles bound as a single volume**.
- Save and name your query.

2. Export the set of host bibliographic records from Alma.

- Go to **Admin** → **Manage Jobs and Sets** → **Run a job**.

- In the Description box, type **export** and click on the search icon .
- Select Export Bibliographic Records.
- Click on Next.
- Find and select your set of host bib records.
- Click on Next.
- Task Parameters->
    - Physical format = Binary
    - Output format = MARC21 Bibliographic
    - Number of records in file = One file
    - Export into folder = Private
    - Click on Next
- Review and confirm the job information and task parameters.
- Click on Next.
- Review and confirm.
- Click on Submit.
- After your job is completed, go to **Admin → Manage Jobs and Sets → Monitor jobs**.
- Click on the **History** tab.
- Find your job, and click on the job name.
- Click on **Link to the Exported records.**
- On the next screen click on the file name to download the .mrc file to your computer.

Tip: you may want to rename your .mrc file as you download it.

3. In MarcEdit, use the Export Tab Delimited Records tool to export the 001 and 774$w.

- Open MarcEdit and from the top row of menu options, select **Tools → Export → Export Tab Delimited Records**.
- Click on the folder icon next to the top file name box and select the .mrc file created in step 2 above.
- Click on the folder icon next to the second file name box and provide a name for the .txt file that will be created as part of this process.
- Leave the default values for the Select Field Delimiter and the In Field Delimiter fields and click the Next button.
- Enter 001 in the Field box and click the Add Field link.
- Enter 774 in the Field box and w in the Subfield box. Click the Add Field link.
- Click the Export button.

4. In Word, create a text file with the MMSIDs for the host bibliographic records and all their respective constituent records.

- Open the .txt file created in step 3 in Word.
- Replace " (quote) with nothing (remove all quotes) and click the Replace All button.
- Replace ^t (tab) with ^p (carriage return) and click the Replace All button.
- Replace ; (semicolon) with ^p (carriage return) and click the Replace All button.
- Replace the top lines (001 and 774$w) with a single line that contains only MMSID.
- Save the file and close Word.

5. In Excel, remove duplicate MMSIDs

- Open the .txt file from the previous step above in Excel.

- When opening the .txt file in Excel, in the third step of the Text Import Wizard, change the column data format selection from General to Text (this prevents Excel from displaying pure number values like MMS IDs in scientific notation).

- Select the entire spreadsheet and use Data → Sort to sort the MMS IDs.

- Use Data -> Remove Duplicates to retain only unique MMS IDs.

- Save the file.

6. Create an itemized set of all boundwith records in Alma.

- Go to **Admin** → **Manage Jobs and Sets** → **Manage Sets**.

- Click on **Add Set** and select **Itemized**.

- Name the set and set content type to **All Titles**.

- In the **Add Contents from File to Set** section, click on the folder icon and browse to find the .txt file created in Steps 3-5. (Maximum file size is 10MB. For reference, a file with 6983 MMSIDs was only 128KB)

- Click the Save button.

Excluding All Bound-with Records from Bibliographic Records with No Inventory set

When cleaning up records with no inventory, bound-with records should be excluded. If you have an all titles set of bibliographic records with no inventory (All titles, Has Inventory=no), you can use the combine sets feature (use the NOT operator) to exclude bound-with records.

- Go to **Admin** → **Manage Jobs and Sets** → **Manage Sets**.
- Find your All titles set of bibliographic records with no inventory.
- Click on the ellipsis button and select **Combine sets**.
- In the General Information section, name your new itemized set.
- In the Combine sets section select the NOT operator.
- With: search for your set created in step 6 above.
- Click on **Submit**.

The resulting itemized set will include bibliographic records that do not have inventory and are not bound-with records.

Checking for Broken Bound-with Links

- Go to **Admin → Manage Jobs and Sets → Manage Sets.**
- Find the set created in step 5 above and from the Actions button, select Members.
- Click on Tools and select Excel. It will take some time to generate the spreadsheet.
- When the spreadsheet is generated, a prompt to save the file will appear.
- Save the file.
- Open the file in Excel.
- Sort Column R (Availability). Any blank cells in that column represent a problem with a link.
- If you have blank cells in Column R, refer to Fixing Broken Bound-with Links in Migrated Records.