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**Searching ALEPH**

**Best searches:**

* OCLC number provided by vendor (either in spreadsheet or in MARC records provided)
* vendor number (i.e. ebr#######)
* ISBN provided by vendor
* Title
* URL (am: or am= command line search)

*(If there’s no record for an electronic version, search OCLC, even if there are electronic holdings on a print record. In the past, CP has attached electronic holdings to print records, but we are not doing that. You need to bring in an OCLC or vendor record for the electronic version.)*

**Matching:**

**Make sure the record is for an electronic version:**

*245 $h [electronic resource]  
300 $a 1 online resource  
007 $a c $b r  
336 $a text $2 rdacontent\*  
337 $a computer $2 rdamedia\*  
338 $a online resource $2 rdacarrier\*  
\*for RDA records only*

* Match on title and author.
* Match on information derived from the print version.
* ISBNs: If the print ISBN matches, you can use that record. Ebooks often have more than one eISBN (one for each vendor, for example), and cataloging rules allow all of these versions to be on the same record. Not all records have used this rule, though. Occasionally, you will have a match with different ISBNs. You can add ISBNs.

**Editing:**

* Add an additional 020 (in $z) for the eISBN provided, if necessary.
* Add 956 40 $u [paste in URL provided by vendor] $7 BC.
* If the record has an OCLC number (even if it’s not the one provided by the vendor), add an XPT $a Y $b MUB
* Add item (don’t forget to click “Create” or “Update” when finished):
  + Tab 2. General Information (1)
    1. Collection:
       - WWW for general collection
       - RWWW for reference collection (ask e-resources librarian if you’re unsure)
    2. Material type: EBOOK
    3. Item Status: 04 (Online)
    4. Item Process Status: [blank] (Not in process)
  + Tab 3. General Information (2)  
    OPAC Note: Click on Find It button
* Add holdings (don’t forget to save to server when done):
  + Tab 6. HOL Links
    1. Create new (most common) or edit existing UMBC holdings
    2. Add OWN BCHOL
    3. 852 \_0 $b BC-BC $c WWW [RFWWW for reference ebooks]
       - Delete $h and $i, if present
       - add $z Click on Find It button
    4. 876 \_\_ $z Click on Find It button

**Searching OCLC**

[**Batch search**](https://wiki.umbc.edu/display/library/Batch+searching) **when possible for larger sets.** (For example, pull the OCLC numbers from vendor-supplied MARC records and use them for a batch search, or use the ISBNs from the title list; see batch searching documentation.)

For smaller sets, individual searching is probably more efficient, though you can still pull the searches from the same sources.

**Matching:**

* Use English language records only.
* Make sure the record is the electronic version  
  245 $h [electronic resource]  
  300 $a 1 online resource  
  007 $a c $b r  
  336 $a text $2 rdacontent\*  
  337 $a computer $2 rdamedia\*  
  338 $a online resource $2 rdacarrier\*  
  \*for RDA records only
* Look for records that contain the most information; compare these with the title spreadsheet for any contradictions.
* Pick the one that seems least associated with a particular vendor, if possible (i.e., based on the print record, with the print publisher and series information).
* If all else is equal (or equally bad), pick the record with the most holdings.

**Editing:**

* 007 $a c $b r (Add an 007 if missing. Only the first two subfields are necessary for indexing. If the 007 is present, verify the first two subfield; disregard any additional subfields.)
* 006 m d  
  OR  
  006 m u (verify if present)  
  (to add in OCLC: Edit→GuidedEntry→Insert 006→Computer files.)
* Delete any references to number of users or licensing terms.
* 655 \_7 Electronic books. $2 lcsh (Add if missing. If the second indicator is 4, change it to 7 and add the $2 lcsh. Delete any additional headings for Electronic books.)
* 856 Delete all 856s EXCEPT:
  + DOI (Digital Object Identifier) (Looks like: <http://dx.doi.org/10.1007/978-0-387-32833-1>)
  + OpenURL (looks like: <http://www.springerlink.com/openurl.asp?genre=book&isbn=978-3-642-20290-2>
* 956 40  
  Use either the first DOI, OpenURL or the UMBC-specific URL provided by the vendor. (Usually, if the vendor uses DOIs or OpenURLs, they will not provide UMBC-specific URLs.) Put the URL in $u, and add $7 BC. You can leave an additional DOI or OpenURL in an 856, if present, even if you include a UMBC-specific URL.
* Add 852/876 combination to create item and holdings. (You can create items and holdings in ALEPH as well, but this method is quicker, especially when using text strings.)
  + 852 \_\_ $bBC-BC $cRFWWW $zClick on Find It button (reference ebooks)
  + 852 \_\_ $bBC-BC$cWWW$zClick on Find It button (general ebooks)
  + 876 \_\_$j04 $p $xMT:EBOOK $zClick on Find It button (there must be a blank space in $p)  
    [You can copy these into OCLC to create a text string.]
* Add XPT $a Y $b MUB  
  (You can create a text string to make this easier, or you can use a macro in ALEPH to add it after you import the record.)

*Notes:*  
If the record is already in the system, it will add the 852/876 items and holdings combination, but you will have to add the 956 and the XPT in ALEPH.

If the record doesn’t import, let the e-resources/media cataloger know the OCLC number.

After importing into ALEPH, verify that the Find It button works. If SFX displays the multiple item menu, add a new first 035 sfx0. (Ask e-resources/media cataloger if this doesn’t make sense.)