Bulk Loading: Scheduling (LTS Procedure #46d)

Scope: *This procedure provides instructions for running automated import, export, cleanup, reporting and various related jobs using shell scripts and other tools created by the Library Systems Office. The list of jobs includes the frequency of the work, the list of people responsible for performing this work, as well as the function of each job. In addition, this procedure includes guidelines for scheduling batch routines.*

DEPRECATED THIS PROCEDURE IS NO LONGER UPDATED

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Scheduling

Individual jobs are run according to the prescribed schedules listed on the List of Jobs. However, be aware that because **large jobs** -- defined as **BIB loads of 3000 records or more** -- will place significantly more stress on the Voyager keyword index and may affect system performance, the **Voyager keyword index will be turned off for all loads larger than 500 records**. Please observe the following guidelines:

- The maximum number of records in a file loaded with the LSTOOLS shouldn't exceed 10,000 records. Split the files containing more than 10,000 records appropriately.
- Public announcements about large loads should be postponed to a day after the next keyword index regeneration has occurred.
- **NOTE:** For large MARC file loads such as Marcive and Serial Solutions, please let the Batch Processing Supervisor know before the load. Large loads can cause errors if loaded with other large files.

    If in doubt let the Batch Processing Supervisor know your plans.

CURRENT KEYWORD INDEX REGENERATION AND SYSTEM BACKUP SCHEDULE (Technical Services Clients Down):
Wednesday night, 11:00 pm -- Keyword index regen*
Saturday morning, 5:00 am thru 6:00 am -- System backups
Saturday night, 11:00 pm -- Keyword index regen

*Wednesday keyword index regen may be suspended for 2-4 weeks at the start of a semester upon request posted to CTSBULK-L.