

Marcive Update File Loading (LTS Procedure #77)

Scope: *This procedure is used to download the monthly update data files for electronic federal depository documents received in response to our subscription to Documents without Shelves service from Marcive, Inc. as well as to review and clean up possible problem records.*

Contacts: [Lisa Maybury](#)

Unit: Receiving & Government Documents

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A. Retrieving Data Files from Marcive Server

1. Early each month, Marcive sends an e-mail message to CTSBULK-L with subject line **Data Ready for CITH**.
2. Following the instructions in the e-mail, ftp the file from the Marcive server to the LTS shared file server within 30 days and place the file in the folder: `\\L:\input\vendorRecords\Marcive\monthly_input`. The data file must have a unique name, e.g. CITH04Sept for the September 2004 file.

B. Running Monthly Loads

1. Load records according to the instructions in [LTS Procedure #46, Bulk Import/Export Instructions \(Marcive section\)](#)
2. Select the appropriate file, e.g. CITH1810-OCT18
3. The loading program loads the MARC records with no conflict into the database and sorts the records with a problem into several sub files for manual revision.
4. When the loading is complete, the Batch Unit will send an email that the loading process is complete.

E. Recording Statistics

1. If you are adding *serv,remo* holdings to an existing print or microfiche record, add the macro „I in the "Add Administrative note" field on the Instance record to record your statistics.
2. If working with a new title, use the macro „c in the "Add Administrative note" field on the Instance record to record your statistics.