# DCAPS Initiated Batch Projects (LTS Procedure #106)

**Scope:** Procedure for handling batch creation or editing of MARC records of Digitization-related assets slated for delivery to support their management in the Catalog.

**Contact:** Jenn Colt

**Unit:** Batch Processing, Cataloging, Metadata Services, DCAPS

**Date created:** 02/17/2017

**Date of next review:** February 2024

**Please note that this procedure has been revised extensively as of May 2018, therefore previous references to the procedure may no longer apply.**

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These are the three cases in which DCAPS initiates a Batch process

## 1. Creation of bib records to provide access point for digitized assets

**Participants:** Jenn Colt, Batch staff

**Scenario:** Creation of eBIBs for digitized items in delivery systems. eBIBs will only be created if the following criteria is met:

- Items are individually cataloged (not items where the only representation in the catalog is at the collection-level)
- Access with a URL will be provided (only create eBIBs at the time of provisioning for access)

**Input:** spreadsheet of existing analog bibids with Delivery URLs

**Output:** eBIBs are created

- DCAPS emails Jenn Colt a spreadsheet of bib records and URLs
- Jenn Colt passes along to appropriate Batch Processing representative
- Batch processing creates bib records for the digitized materials and notifies Jenn Colt when they are complete

## 2. Identification in the catalog of bibliographic works that have been digitized

**Participants:** DCAPS Project Manager, Jenn Colt, Batch representative

**Scenario:** DCAPS has digitized items and would like the catalog record for the analog item to note that these items have been digitized (single items). There may or may not be a bibliographic record for the digital item, this code is simply to note that the analog item was digitized. Placed on the bibliographic record, this note does not presume to provide any information about which specific holdings were digitized or whether the work was digitized in whole or in part.

**Input:** spreadsheet of FOLIO instance UUIDs and the date that the items were digitized

**Output:** Bib records get 899 code

- DCAPS emails spreadsheet of FOLIO instance UUIDs to Jenn Colt to hand over to Batch representative
- Batch places 899 code on the BIB records with a subfield $d for date
- Batch notifies Jenn Colt which 899 code was used

## 3. Identification in the catalog of items that belong to a digital collection

**Participants:** DCAPS Project Manager, Jenn Colt, Batch representative

**Scenario:** DCAPS has a group of records that belong to a single digital collection and would like the catalog records to note that they belong to that collection

1. if representation of these items exists somewhere as a collection (i.e. finding aid, catalog record, etc.), this will be the likely scenario
2. it is strongly preferred that all items from a collection are sent at the same time, please email Jenn Colt prior to the request if this is not possible and must be sent in batches

**Input:** spreadsheet of BIBs

**Output:** BIBs get 899 code

- DCAPS emails spreadsheet of FOLIO instance UUIDs to Jenn Colt to hand over to Batch representative
- Batch places an 899 code on the records
- Batch notifies Jenn Colt which 899 code was used

# PostScript: Linking the Digital Asset Bib Record to the Physical/Analog Asset Bib Record

When deriving digital asset Catalog records from physical or analog asset Catalog records, we want to indicate the derivative relationship between the two resources.

- a special 035 field is generated by Batch that links the derived, digital asset bibliographic record to the physical/analog bibliographic record (documentation for this?)
- 776  0 8  $i Print version | Online version $w (FOLIO) bibidnum
- 899 ind1 = 0 $a 899code