

# Initial Article and Title Tag clean-up report (LTS Procedure #116)

**Scope:** *The Initial Article and Title Tag Clean-Up report is a summary of a batch-job that checks for anomalies related to initial articles in the Title fields (245) of bibliographic records. LTS staff run this report monthly, and it generates manual files that list the errors found in the batch-process. These manual files are converted to text files, and are then sent to LTS Cataloging staff for correction.*

**Contact:** [Pedro Arroyo](#)

**Unit:** Database Quality

**New Procedure:** 10/14/2020

**Date of next review:** October 2021

## Step 1: Running the initial report.

- In a Web browser, navigate to the LS-Tools page ([lstools.library.cornell.edu](http://lstools.library.cornell.edu)).
- Under the heading "Voyager update utilities", click "**Execute a Privileged Production Procedure**".
- In the resulting list of procedures, click "**PR327 / Initial Article and Title Tag clean up**".
- Enter the appropriate beginning and ending dates for the previous month (**format: yyyyymmdd**).
- Click "**Submit**".
- When the job has been run, an e-mail will be sent from Lib-Batch-Out to CTSBULK-L with the subject line: **Initial Article and Title Tag Clean-up SUMMARY RC=0**.

**Note:** As with other LS-Tools jobs, if the above subject line does NOT show "RC=0", and shows a different number instead (e.g. RC= -11 ; RC= -21, etc.), contact the Batch Processing supervisor.

## Step 2: Generating Manual files through Bulk Import.

- After the email arrives with the summary of the initial LS-Tools job (see step 1 above), return to the LS-Tools main page, and click **Enact Bulk Import** (under "General Update" heading).
- In the next screen (titled "Enact Bulk Import"), click the **Confirm load** button.
- In the next screen (also titled "Enact Bulk Import"), click **Issue bulk import**.
- When the job has been run, a new e-mail will be sent to CTSBULK-L with the subject line: **ProdProc (PR327) Import SUMMARY RC=0**.

**Note:** The above job creates manual files (extension ".manual") listing the appropriate records, sorted by language and error type. These are converted to text files and are sent to Cataloging staff in step 3:

## Step 3: Converting and sending the error files.

- After the "**ProdProc (PR327)**" email arrives (see step 2 above), browse to the location DS-DEPTSHARES(X:)\LTS\input\lstools\_users\[YOUR NETID]\Output
- The relevant files will have the extension **.manual**. They are sorted by error type (initial articles or title tags/indicators), and further sorted by language code.
- Locate each file with the extension **.manual**, rename it by adding the current date, and change the extension to **.txt** (for text file).
  - **Example:** "ita.init\_art.manual" is changed to "ita.init\_art.20201013.txt"
  - Save the text files to a Box folder titled "**Initial Articles and Title Tag cleanup**", which is located in the "**Bib & Authority Clean-up Work**" folder.

**NOTE:** Cataloging staff can refer to **procedure #59 (Initial Article & Tag Clean-up)** for guidelines on how to correct the appropriate bibliographic records.