

Combined Report on Bib/Mfhd Suppression (LTS Procedure #117)

Scope: The combined report on Bib/Mfhd suppression is a daily summary of two separate batch jobs, each of which produce lists of records needing maintenance or deletion by DBQ staff. One job checks for mis-matched suppression between the bib and holdings records, and the other job checks for bib records that have been marked for deletion by LTS staff, so they can be deleted from the local database. No maintenance is necessary in OCLC for these updates: the deletions are sent to them in a separate operation.

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Unit: Post Cataloging Services

New Procedure: 12/3/2020

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- Initial Email sent from: **LIB-BATCH-OUT**
- Subject line – **Combined report on Bib/Mfhd suppression SUMMARY RC=0**
- Check the section of the e-mail titled “**Summary for Project Management**” (typically near the bottom of the message) - it will list 2 files to check for errors: one for each of the 2 jobs summarized above. See the following examples, where “X” is the number of records to be examined (bolded), followed by the location of each record to be examined (underlined).

Suppressed/Unsuppressed error report: [X] record[s]

filename: /cul/data/lstools/users/lbatch/output/bib_mfhd_suppression.list

MFHDS for CTS deletion using BatchCat: [X] record[s]

filename: (LTS fileserver) dbqe/batchdelete/delete.1596521103.txt

- **Suppressed/Unsuppressed error bibs in “bib_mfhd_suppression.list” - (First highlighted file above)**
- Browse to the file location: (X:\LTS\input\lstools_users\lbatch\output)
- Open the file titled “**bib_mfhd_suppression.list**”
- The resulting text file will list the bib numbers set for examination, along with the reason for their inclusion in the file. There are several possible reasons for a bib to be on this list, as shown in the following examples (where “[XXXX]” is the bib number:

1. “RPT1: Unsuppressed BIB [XXXX] has no unsuppressed MFHDs”

Refers to bibs that are NOT suppressed, but the Holdings ARE suppressed.

DBQ staff should use judgement on whether to fix the records themselves, or consult with staff to fix them as appropriate.

2. “RPT2: Suppressed BIB [XXXX] has at least one unsuppressed MFHD”

Refers to Suppressed bibs that have UN-SUPPRESSED Holdings. These bibs also MAY have a “d” in the record status of the bib leader, but this will not be specified in the “RPT2” line of the report. As above, DBQ staff should use judgement on whether to fix the records themselves, or consult with staff to fix them as appropriate.

3. “RPT5: Suppressed BIB [XXXX] has ldr/5 == d and no unsuppressed MFHDs

Refers to bibs that have been suppressed AND set up for deletion by LTS staff, who have changed the Record Status field in the Bib Leader to ‘d’ (Deleted). DBQ staff are free to delete these bibs and their corresponding Holdings, but may have to pursue and solve other issues if they arise (e.g. the records also have an item record attached)

4. “RPT6: No mfhd for bibid=[XXXX] –

Refers to bibs (suppressed or not) that have no Holdings records at all.

NOTE: The “bib_mfhd_suppression.list” file replaces itself every day, so any un-corrected records will appear in the following day’s report, along with any new ones requiring attention.

- **MFHDS for LTS deletion using BatchCat (Second underlined file above)**
 - Browse to folder: ds-deptshares(X:)\ds-deptshares\LTS\LTS\dbqe\batchdelete

- Open the text file(s) called "delete.[xxxxxxx]" (where "x" is a string of numbers, as in underlined example). - A list of bibs and their corresponding Holdings will appear in 2 columns.
- **Delete both** bib and mfhhd records from this list. (**Requires Voyager Bib-delete permissions**).

NOTE: The records in this list are mirrored in the some sections of the above Bib/MFHD Suppression report, because they've been marked for deletion in the leader. If DBQ staff have already deleted the same records from Bib/MFHD Suppression list above, the duplicate records in this Batchdelete list will no longer have to be deleted.

Note 2: Unlike the Bib/MFHD Suppression Report above, the Batchdelete files in the DBQ folder accumulate daily as separate files. The new files will include any un-corrected records from the previous day, plus any new ones that have been added. DBQ staff should take care to clear out the folder of excess batchdelete files periodically.

- **Batch-Deleting the files in the above 2 reports.**

Occasionally, the number of records in both the "Bib_mfhhd_suppression.list" and the daily batchdelete files increase to high volumes. In these cases, DBQ staff may ask the Batch-Processing staff for assistance in deleting the appropriate bib and Holdings records as a group, to avoid staff having to delete up to several hundred records individually.