

Clean-up and Raw Data

imported text file

- + Contains raw data from order records
- + Needs clean-up and/or wording replacement.

easiest method:

A cheat-sheet with data phrases:

- + find and replace of internal wording for patrons' sake
- + helpful hints for search-link-building syntax

Notes for NewBooks data formats:

If `git` info in process-note field is in all caps, convert to first-letter-cap.

Pasted case conversions

Gift of the Friends of Dacus Library Donated by Allen D. Edwards in Honor of Dr. Polly Ford 2004-2005
Coretta Scott King Awards

Standard phrases

Library `Git` from the Dalton Endowment for Environmental Sciences

Data:

- From Ellen with love
- S.O.
- South Carolina Document

▪ , circ

- genco
- arch - folder number
- arch - manuscript number
- arch - LC-call number
- dref
- itc
- juv
- juvb
- juve
- juvf
- juvnt
- over
- pbk
- ref
- refat
- refbk
- tsd
- REPLACEMENT PAID
- REPLACEMENT LOST

Replace with following phrase:

- This title came at no charge with an existing journal subscription
- This title came on the standing order for
- This title was received on South Carolina Government Document depository program at no charge
- Book in [collection], accompanying CD-ROM at Circulation Desk
- General Collection
- Archives
- Archives: Manuscript
- Archives: Special Collections
- Documents Reference
- Instructional Technology Center
- Juvenile Collection
- Juvenile Biography
- Juvenile Easy
- Juvenile Fiction
- Juvenile Nonfiction
- Oversize
- Paperback
- Reference
- Reference Atlas Case
- Reference Desk
- Technical Services
- Replacement for lost & paid item
- Replacement for lost item

Children's books

If in ITC, add note in also useful for: also useful for juv

Search Links:

Paperbacks:

<http://library.winthrop.edu/search/X?SEARCH=:the whole title phrase and a:author&l=&m=m&b=pbk++&SORT=A>

Children's books with too-generic call numbers:

<http://library.winthrop.edu/search/X?SEARCH=: Title words and a:author&l=&m=m&b=juv&SORT=A>

<http://library.winthrop.edu/search/X?SEARCH=: Title words and a:author&l=&m=m&b=juv-actual location-code&SORT=A>

<http://library.winthrop.edu/search/X?SEARCH=: Marsh morning and a: Berkes Marianne Collins&l=&m=m&b=juvnt&SORT=A> location taken from juv.coll actual location code

Non-LC call numbers: Dewey call #s, Archives Accession numbers, Music CD number etc

The
cheat-
sheet,
used
to ease
data
clean-
up

	E	F	G	H	I	J	K	L	M	N	O
1	Location	Location	CallNumber	Fund	AlsoUsefulFor	GiftFrom	SearchElement	ainSearchL	mmmedSear	erlinkCombined	
2	genco	General	HN90.R3		fund=dps		HN90.R3 .R636 1998	http://libra	http://libra	Achieving	
3	LOCATION	LocationM	CALL #(BIFUND		also useful for	PROC.NOTE	SearchElement	inSearchL	mmmedSear	erlinkCombined	
4	LOCATION	LocationM	CALL #(BIFUND		NOTE(OORDER)	PROC.NOTE					
92	genco		B1854 .W4 dpr								
93	arch,tsd		Z695.2 .S8 sc		also useful for libr						
94	genco		QH585 .P7 sbig			FROM ELLEN WITH LOVE;					
95	genco		QL835 .D4 sbig			FROM ELLEN WITH LOVE;					
96	over		TR655 .G6 dart								
97	genco		DD247.H5 lhis								
98	ref		DA129 .C6 deng								
99	genco		HD9000.9. dmmk								
100	ref		HF5415.12 dmmk								
101	ref		HG5740.8. lafe								
102	ref		HC415.26 lmmk								
103	genco		TR653 .U4 dart								
104	genco		TR653 .K4 dart								
105	genco		PS509.N4 deng								
106	genco		PR9199.3. dthea								
107	genco		D606 .R63 dhis								
108	juv		323.1 M45 lci								
109	genco		E185.97.O lhis								
110	genco		N6888.D8 dart								
111	genco		D767 .S35 dhis								
112	genco		ML937 .B7 dmsus								
113	over		ND237.J7 dart								
114	genco		PQ3988.5. dmcl								
115	over		TR647 .W4 dart								
116	genco		ND813.G7 dart								
117	genco		HF5415.12 dmmk								
118	genco		E78.N5 .E dhis								
119	ref		BF636 .E5 dpsy								
120	ref		GF4 .P58 dgeo								
121	ref		E184.S75 rfant								
122	ref		HM886.F4 rfn								

WordPerfect 11 - [C:\... _new books recurring data phrases\NotesForNewBooksDataFormats.wpd (...]

File Edit View Insert Format Table Tools Window Help

Arial 10 B I U

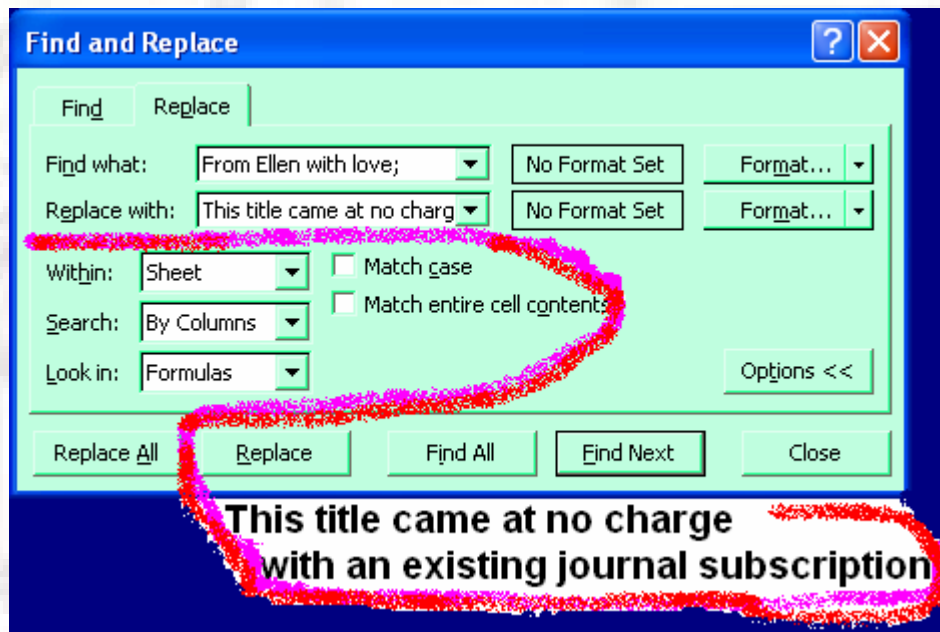
Data:	Replace with following phrase:
<ul style="list-style-type: none"> From Ellen with love S.O. South Carolina Document , circ genco arch - folder number arch - manuscript number arch - LC-call number 	<ul style="list-style-type: none"> This title came at no charge with an existing journal subscription This title came on the standing order for This title was received on South Carolina Government Document depository program at no charge Book in [collection], accompanying CD-ROM at Circulation Desk General Collection Archives Archives: Manuscript Archives: Special Collections

Outline Para Style: Level 1 Tab Set Style Select From Ellen with love Para Style: Level 1.[HRT]

HRT

Para Style: Level 1 Style S.O. Para Style: Level 1

NotesForNewBooksD... Level 1 Pg 1 Ln 2.36" Pos 2.49"



File Edit View Insert Format Tools Data Window Help

Type a question for help

119 &x

Arial 10 B I U

	E	F	G	H	I	J	K	L	M	N
1	Location	LocationMean	CallNumber	Fund	AlsoUsefulFor	GiftFrom	SearchElement	ainSearchL	mmedSeare	erlinkCombined
2	genco	General	HN90.R3		fund=dps		HN90.R3 .R636 1998	http://libra	http://libra	Achieving
3	LOCATION	LocationM	CALL #(BI	FUND	also useful for	PROC.NOTE	SearchElement	inSearchL	medSeare	erlinkCombined
4	LOCATION	LocationM	CALL #(BI	FUND	NOTE(ORDER)	PROC.NOTE				

18	genco		PT8175.B5	lmcl						
19	genco		DH186.5	fchis			S.O.: Cambridge studies in early modern history			
20	genco		TR655 .A7	dart						
21	genco		QA76.73.A	dcps						
22	genco		NX552.Z9	dart						
23	over		N6921.F7	dart						
24	genco		PN4784.I6	dmco						
25	over		N6490 .L8	dart						
26	genco		N84 .E38	lci						
27	juv		DENENBE	dci						
28	genco		TR680 .S2	dart						
29	genco		RC569 .S4	lpsy						
30	genco		ML410.B2	dmus						
31	genco		GV867.64	dpve						
32	genco		GV885.3	lpve						
33	juv		WOLFF	dci						
34	genco		ML410.B4	none						
35	genco		NK5198.T5	dart						
36	genco		PQ7081 .F	dmcl						
37	genco		BH39 .B55	dpr						
38	genco		HF5415.5	dmmk						
39	genco		HD69.B7	dmmk						
40	genco		RC681 .H3	dbig						
41	genco		TH5501 .H	dart						
42	genco		F209 .P67	dhis						
43	genco		TX717 .S7	lhnt						
44	genco		HV40 .C67	dsw						
45	genco		LB3013.32	llcm						
46	genco		LB3013.3	llcm						
47	over		N6250 .B9	dart						
48	juv		787 .A	H55	evnps					

Find and Replace

Find Replace

Find what: S.O. No Format Set Format...

Replace with: This title came on the stan No Format Set Format...

Within: Sheet Match case Match entire cell contents

Search: By Columns

Look in: Formulas Options <<

Replace All Replace Find All Find Next Close

This title came on the standing order for

[Back to start](#)

To next segment:

[4\) Excel manipulation](#) (79 slides)