**Procedures for Creating a List of Bound-With Titles in Millennium**

**In Millennium Create List:**

1. Select an empty list large enough for all your Item records. If you do not have a large enough review file you may need to adjust the size of your review files or create multiple lists to include all Item records. See Bob Thomas’ explanation of both options in the box following.

The size of any review file can be modified in the character-based interface in the following location:

 A > ADDITIONAL system functions

 A > ALTER system parameters

 R > REVIEW File Maintenance

Within Millennium, the total size of all your review files must remain below a set number of records. The specific value of the maximum number of records in all review files varies between Millennium systems. Millennium allows you to make the size of some review files smaller so that you can increase the size of a different review file.

If your catalog contains more records than a single review file will hold, the search is executed multiple times beginning with the next record in sequence. All Millennium record numbers begin with a lower case alpha character indicating the type of record. The final digit in the record number is a check digit. This check digit is a calculated number and does not increment in a serial fashion. So, for example, the following two bibliographic record numbers are sequential.

 b20933320 = b + 2093332 + 0

 b20933332 = b + 2093333 + 2

When re-executing the query, one specifies the next record in sequence as the beginning record in the query. To avoid having to calculate the check digit, one can use the character ‘a’ as a wild card character. So, for example, if the following two record numbers are the last records in the record queue,

 b20933320

 b2093333x

One could begin the next iteration of the search with the following number which would start the file with that record, or with the first record with a higher sequence number:

 b2093334a

1. Click on <Search Records>
	1. Add a review file name
	2. Store record type 🡪 ITEM
	3. If creating multiple review files follow Bob’s directions above, otherwise leave middle section set to range and add no other search details
	4. Click <Search>
	5. At popup window “No search criteria have been specified. Retrieve all records in range?” click <Yes>
2. With file highlighted click on <Export Records>
	1. Export fields;
		1. Item 🡪 (81) RECORD #(ITEM)
		2. Bibliographic 🡪 (81) RECORD #(BIBLIO)
	2. Field delimiter 🡪 ,
	3. Text qualifier 🡪 “
	4. Repeated field delimiter 🡪 ;
	5. Maximum field length (0-1000) 🡪 <none>
	6. Click <Browse> to locate a folder the file will be exported to and insert a File Name with the .txt extension
	7. Click <Save> <OK>

**In Excel:**

1. Open the exported file; at the Text Import Wizard select
	1. Delimited <Next>
	2. Select 🡪 Comma <Next> <Finish>
2. Select Column C by clicking on header
	1. From the Data tab select <Remove Duplicates>
	2. Select 🡪Expand the selection <Remove Duplicates>
	3. Place a check in Column C only, click <OK>
	4. Note number of unique values in popup window and click <OK>
	5. The second rows unique value is blank; it can be deleted. This should leave you with rows containing an Item record number and all bound-with bibliographic record numbers attached to the Item record.

From this list you can create a review file by adding the item record numbers. Following the Create List part 3 directions above, use this review file to export specific data to create a list of bound-with titles with sufficient data to verifying and/or correct problems before and after final cut over. At a minimum include; Item type 🡪 (81) RECORD #(ITEM), Bibliographic type 🡪 (81) RECORD #(BIBLIO), Bibliographic type 🡪 (o) OCLC #, Call# field, Bibliographic type 🡪 (t) TITLE.

jrv; 3/11/13