**Cleaning Up 003 Fields**

***Overview***: When migrating bibliographic records to Alma, the value in the 001 field is moved to an 035 field and a prefix added. For example, an 001 field with the OCLC record number “ocn152580937” will appear in the migrated record as “035 $$a (OCoLC)ocn152580937”. The problem is that the prefix added to the 035 field is based on the value in the record’s 003 field. If the record doesn’t contain an 003 field, the prefix added will be the Library’s MARC organization code. If the record contains a non-OCLC value in the 003 field, such as “CStRLIN”, the resulting Alma 035 field will be “035 $$a (CStRLIN)ocm01568723” – an OCLC record number with an RLIN prefix. One cohort 1 library has found some 035s that migrated without any prefix at all.

***Importance***: Record matching during loading, re-linking, etc. uses the entire string in the 035 field as a match point. If one bib has an OCLC record number with an OCLC prefix, and the matching record has the same OCLC number with a different prefix, the records will not be a match in Alma processing. (Record linking during the initial load process is different – this information is only applicable after a site goes live with Alma).

*Warning: As in all cleanup tasks, make sure you keep track of your Millennium transaction file so you don’t reach 100% and bring down your system.*

*Note: Currently, when overlaying records in Alma’s Institution Zone, the qualifier is ignored. As the Network Zone functionality it deployed, the SILS Cataloging Working Group will retest the impact missing or incorrect qualifiers, prefixes and leading zeros have on the match and re-linking processes.*

**Step 1 – Find and Mark non-OCLC Bib Records**

Most libraries will have bib records in their catalog that are from sources other than OCLC – for example, from Naxos, Serials Solutions, Marcive shipping list records, YBP discovery records, etc. For those records that do NOT include an OCLC number in the 001 field, the first step is to add a marker (I used NOTOCLC in a local 9XX field) so that these records can be easily excluded during later steps.

How you find these records will be based on your particular environment and previous cataloging practices. For a number of years, I have made it a practice of using some kind of alphabetic prefix in 001 fields for non-OCLC record numbers. Therefore, I was able to use that practice to find these records. Using vendor names, collection names, or other record markers may be necessary in your local environment.

You could also, if desired, change the 003 field so the prefix added to the Alma 035 field accurately reflects the source of the number originally in the 001 field.

**Step 2 – Add Missing 003 Fields**

Find all your records that contain an 001 field but do not contain an 003 field (Millennium Create Lists logic is BIBLIOGRAPHIC MARC Tag 001 not equal to "" AND BIBLIOGRAPHIC MARC Tag 003 equal to ""). You’ll probably want to exclude all the records marked as not-OCLC in step #1, and all records that are not MARC (by, for example, excluding records that do not contain a 245 field – Millennium Create Lists logic is BIBLIOGRAPHIC MARC Tag 245 not equal to "").

Scan the 001 fields to make sure you have not included any non-OCLC records by mistake. Millennium’s Global Update tool can be used to quickly scan the 001 fields by setting Tools -> Toggle -> BIBLIOGRAPHIC Variable-length Fields to OCLC #.

Use Millennium’s Global Update tool to insert an 003 field containing the value OCoLC in each of these records. Use the field group tag value appropriate for your catalog.

**Step 3 – Find Incorrect 003 Fields**

Next, find all records that contain 001 and 003 fields, but do not contain OCoLC in the 003 field (Millennium Create Lists logic BIBLIOGRAPHIC MARC Tag 001 not equal to "" AND BIBLIOGRAPHIC MARC Tag 003 not equal to "" AND BIBLIOGRAPHIC MARC Tag 003 not equal to "OCoLC"). Again, exclude the records that contain any project markers (like my NOTOCLC) and any records that are non-MARC.

Scan the 001 fields to make sure you have not included any non-OCLC records by mistake. Millennium’s Global Update tool can be used to quickly scan the 001 fields by setting Tools -> Toggle -> BIBLIOGRAPHIC Variable-length Fields to OCLC #.

Remove the existing 003 fields; then insert new 003 fields containing OCoLC.

**Step 4 – Remove Any Markers Created For This Cleanup Task**

Finally, find and remove any markers you’ve added (like my NOTOCLC marker) as part of this cleanup task.

*Note: If a record already contains an 035 field with the OCLC number, the migration process will sometimes create a second 035. For example, I had some records which were:*

*Before:*

001 ocn152580937

035 |a (OCoLC)152580937

*After:*

035 |a (OCoLC)152580937

035 |a (OCoLC)ocn152580937

*This duplication does not negatively impact anything in Alma.*

*Created 4/26/2013; Please send any questions to Bob Thomas (Bob.Thomas@wwu.edu).*