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**WEB FEET MARC Records Version 3.0**  
**Mixed Collection Sample Set**  
**Instructions for Loading Sample Records**

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This WEB FEET MARC records sample set contains 24 records selected from the WEB FEET K-8, Core, Academic, and Public Library Collections. These are regular MARC records and they will load and index on your automation system just like any other MARC records.

## 1. Steps Prior to Loading the Sample Records

It is important to determine the deletion process you will be using **before** you load the sample records. If your automation system only allows for deletion of groups of MARC records by acquisition date, no other MARC records can be loaded or altered on the date the WEB FEET records are loaded. Other methods for deletion require codes or designators that must be assigned while loading the records (see **5. Deleting the Sample Records**).

## 2. Loading the Sample Records

Once you have determined the deletion process you will be using, load the sample records using the MARC record import instructions, import utility, and system settings that you usually use to import MARC records into your library automation system.

WEB FEET MARC records are provided in four file formats. The records in each format are cataloged according to AACR2 MARC 21 standards. Select the format that is compatible with your automation system. If you aren't sure try the .oc format first or contact your automation system provider for the acceptable file format for your system. The formats are:

Samp.oc (OCLC MARC format)

Samp.us (USMARC format)

Samp.lif (MicroLIF format)

Samp.raw (RAW format)

**Note: the Sampdel.xx records contain a delete command in the leader field of each record. These records can only be used by automation systems that allow for deletion of MARC records by tagging the records to be deleted. These records should only be imported if your automation system recognizes the delete command in the leader field of a MARC record and allows deletion of MARC records using this method.**

Be sure all the records you selected have loaded. Many automation systems allow searching by the 245 \$c (selected by WEB FEET). This search will isolate the WEB FEET MARC records for review. A Word file (.doc) that lists the records alphabetically by title and includes the control number and URL has been included for quick reference.

You may need to update your automation system configuration to display and use WEB FEET MARC records effectively. Contact your automation system provider for default settings and system configuration information.

### 3. Final Checklist

- A. Be sure the correct number of records has loaded.
- B. Be sure the records display as Web sites or Internet resource records (not as books).
- C. Be sure the URLs are highlighted (if this feature is available on your automation system).

#### HELP

If you have any questions about loading the sample records in your automation system, do not proceed. For 24/7 access, call **1-800-877-4253** (option 4) for Technical Support.

### 4. Using WEB FEET MARC Records Version 3.0

#### Searching

Once loaded, the WEB FEET MARC Records Version 3.0 Mixed Collection Sample Set of MARC records are part of your catalog and can be searched like any other records—by general keyword, title, author, subject, LC or Dewey number, grade level, curriculum area, or any other way your automation system allows.

To limit a search to just WEB FEET records, include the phrase " WEB FEET " in a general keyword search. Most automation systems index the 520 \$a summary notes field. The summary notes in each WEB FEET record are introduced with the words: " WEB FEET summary."

#### Displaying

- **Brief Record Display**

When a search is performed on the library catalog, the system returns a list of potential records. We refer to these records as "brief records."

To maximize the usefulness of the WEB FEET MARC records, the brief record display must identify them as Web sites selected by WEB FEET. The 245 \$h medium designator in these records is always [web site]. The 245 \$c statement of responsibility is always [selected by WEB FEET]. These two subfields should display in your brief record display. If they do not, please contact your automation system provider for default setting and configuration information for your system. Many automation systems allow the library to specify what fields display in the brief record display.

If your system displays icons to indicate medium or format, the WEB FEET MARC records should display as Web site or Internet resource records. If they do not, please contact your automation system provider for more information on the display settings for your automation system.

### Sample WEB FEET MARC Records Brief Record Display\*

Brief Record Display
1. <a href="#">The American Civil War [web site]</a> <i>(term(s) matched 9 times)</i> Janke, Jim. <a href="http://homepages.dsu.edu/janke/civilwar/civilwar.htm">http://homepages.dsu.edu/janke/civilwar/civilwar.htm</a>
2. <a href="#">American and British history resources on the internet [web site]</a> <i>(term(s) matched 3 times)</i> Nash, Stan. <a href="http://www.libraries.rutgers.edu/rulib/socsci/hist/amhist.html">http://www.libraries.rutgers.edu/rulib/socsci/hist/amhist.html</a>
3. <a href="#">Spanish Civil War [web site]</a> <i>(term(s) matched 5 times)</i> Barrio, José Félix, Professor. <a href="http://www.docuweb.ca/Si/Spain/english/history/civil.html">http://www.docuweb.ca/Si/Spain/english/history/civil.html</a>
4. <a href="#">Africana.com [web site]</a> : <a href="#">Civil Rights Movement or Black Freedom Movem</a> <i>(term(s) matched 4 times)</i> Lasker, Harry M., Dr. <a href="http://www.africana.com/ft_199.htm">http://www.africana.com/ft_199.htm</a>
5. <a href="#">World War II poster database [web site]</a> <i>(term(s) matched 4 times)</i> Northwestern University New Media Center. <a href="http://www.library.nwu.edu/govpub/collections/wwii-posters/">http://www.library.nwu.edu/govpub/collections/wwii-posters/</a>
6. <a href="#">Civil War women [web site]</a> <i>(term(s) matched 3 times)</i> Duke University. Special Collections Library. Digital Scriptorium. <a href="http://odyssey.lib.duke.edu/collections/civil-war-women.html">http://odyssey.lib.duke.edu/collections/civil-war-women.html</a>

*\*Display format may vary according to your automation system settings and capabilities.*

### • Full Record Display

When a record is selected from the brief records list, a full record will display. This display will include the WEB FEET summary describing the content of the site. A highlighted URL (live link) will appear in the display if your automation system supports this feature. Most automation systems will allow the URL to display and link directly to the Internet. If the URL is not highlighted, please contact your automation system provider for default setting and configuration information for your system.

## Sample WET FEET MARC Records Full Record Display\*

Full Record Display	
<b>Title</b>	The American Civil War [web site] /
<b>URL</b>	<a href="http://homepages.dsu.edu/janke/civilwar/civilwar.htm">http://homepages.dsu.edu/janke/civilwar/civilwar.htm</a>
<b>Author</b>	Janke, Jim.
<b>Notes</b>	Text and graphics.
<b>Summary</b>	Web Feet summary: This excellent and thorough gateway to Internet resources on the Civil War was created by James A. Janke, an associate professor at Dakota State University. The many subject headings range from predictable categories such as Battles, Uniforms, and Slavery and Emancipation to more esoteric topics, such as Canadians in the Civil War, Bugle Calls, and Sutters' Stores. Links include the photographic collections of the Library of Congress and the National Archives and Records Administration. Janke has also listed fiction and motion pictures set against the backdrop of the War Between the States.
<b>Audience</b>	Main: General.
<b>LC Call #</b>	WebE456
<b>Dewey Call #</b>	973.7
<b>Subjects</b>	<a href="#">United States -- History -- Civil War, 1861-1865.</a> <a href="#">United States -- History -- Civil War, 1861-1865 -- Literature and the war.</a> <a href="#">United States -- History -- Civil War, 1861-1865 -- Motion pictures and the war.</a>

\*Display format may vary according to your automation system settings and capabilities.

## 5. Instructions for Deleting Sample Records

Once you have reviewed the sample records they should be deleted from your automation system. Web site content changes frequently and once a change has been made to a site the WEB FEET MARC record may no longer accurately represent the content of the site.

Please read through the following instructions to select the delete method that is appropriate for your automation system.

### Delete Using the WEB FEET MARC Records Delete Records

Some automation systems will recognize a delete command in the leader field of a MARC record. When the Delete records are imported, the delete command will mark each record in the 050, 520, and 856 tags with the word DELETE. You can then isolate/produce a list of marked records for review. (Many systems refer to the list of marked records as an "exception list".) The records can then be purged as a group or individually, according to your automation system procedure for deleting records using this method.

## **Delete Using Your Automation System Deletion Options**

You can use the Word file (.doc) as a reference to search your catalog for the WEB FEET MARC records to be deleted. Isolate the records for review and then purge them individually or as a group, according to your automation system procedure for deleting records by this method.

Some automation systems allow searching by the 245 \$c (selected by WEB FEET) to isolate the WEB FEET MARC records. Review the records and purge them as a group or individually, according to your automation system procedure for deleting records by this method.

Some automation systems allow searching by a specific/user defined tag to isolate a group of records for review and then to purge them individually or as a group. The words [selected by WEB FEET] appear in the 245\$c, the words [web site] appear in the 245\$h, the words [computer data] appear in the 256, the words [WEB FEET summary] appear in the 520\$a, the words [Mode of access: Internet] appear in the 538\$a, and a URL appears in the 856 tag in every WEB FEET MARC record. Refer to your automation system procedure for deleting records by this method.

Some automation systems allow deletion of groups of records by acquisition or loading date. If you use this method, do not load or alter any other MARC records on the day the WEB FEET records are loaded and take note of the date. Follow your automation system procedure for deleting records by this method.

Some automation systems allow deletion of groups of records by collection/group name, material code, vendor identification, or bar code. These names/codes must be defined and assigned when the records are loaded. Follow your automation system procedure for deleting records by this method.

Some automation systems allow deletion of groups of records that have been imported as "titles with no copies." This designation must be assigned when the records are loaded. Follow your automation system procedure for deleting records by this method.

All automation systems allow deletion of individual records. You can use the Word document as a reference to locate and delete the sample records. Follow your automation system procedure for deleting records by this method.

**Check your system to be sure all of the WEB FEET MARC records have been removed. If necessary, repeat the deletion process for the remaining records.**

### **HELP**

If you have any questions about determining the deletion process for your automation system, do not proceed with loading the records. For 24/7 access, call **1-800-877-4253** (option 4) for Technical Support.