Suggested Time Line for Dynix Libraries to Migrate to III.
Columbia College, Fall,1999.

Notify your SAM that you will be terminating your contract and ask for an exit services packet. (Most contracts require a 90 day notice)

Verify with the MCO that the exit services for Standard Bib and Item are what you need. Generate a request for this service through add-on sales. Holly Davis is the Missouri representative. This request is not a "log," it is an "event" and cannot be generated or tracked on Log Express. Your "event" will be assigned to someone in data services and you should clarify with him/her what you want done.

a. If there is old information in the 949 tag, request that current info be put in the 948 tag. (This seems to be their standard now, even though the letter states 949)
b. Request that all other 035 tags be removed at time of processing, so the only thing remaining is the Dynix Bib number in one 035 tag.

If you want to move your serials records, ask for the Standard Serials Package at the same time. There is no way to get the pub pattern or copy record information, but the holdings statements are supposed to attach to the bib record. (We are still testing this)

Allow 3-6 weeks from request date for the completion of this procedure. Once it is on your system, you can run it as many times as necessary to test small files, etc. Your support person will give you instructions to run the process. On the Columbia College system, the process extracted about 8-10,000 records per minute.

Decide how you will prepare the files for processing. We prepared two test files (one Dewey and one local call number) of 100 records each. We did this through RECALL selecting bib records from each location code to test the location mapping. (You can run the extraction process on a saved list.) For the actual load, we excluded any records that weren't MARC, order records, and collection codes that we didn't want to load.

The basic steps:

a. select specific location codes from the holdings file (this took less time than using a translate dictionary in the bib file)
b. select holdings saving unique bib number
c. select bib with marc
d. save-list
e. join all lists using list.union command
f. repeat above steps for second list of local call numbers

Provide ftp access to the MCO so that they can get the prepared files for loading on the cluster server.

Once your saved-lists are prepared, do not add any bib records to your catalog (unless you also add them to your list) and don't do withdrawals (unless you remove them from your lists).

Columbia College decided to start cataloging on III once our records were loaded, since there was only a gap of about 6 weeks before the catalog went live. You may want to do a gap load, or catalog on OCLC depending on your cluster's time line.