SMSP Best Practices for cleaning up Aleph data ahead of migration

What Can We Do at Our Library Right Now?

- Cleanup of OCLC record numbers in Aleph, ahead of migration to make sure they are accurate (Reclamation ++ OLIS has been doing a reclamation process and data checking on libraries in shared servers.)

- Continue to weed/deselect ahead of migration. Most importantly, clean up Aleph withdrawn records and ensure holdings are removed from OCLC

- Identify useful local practices that might continue in Alma Local Subject headings, notes practices, etc. –if you can articulate it, it might be able to be saved/relocated appropriately

- For new cataloging, please follow all standard practices, to include appropriate location of local notes

More details on what you can do at your library right now:

- Standardize use of STA fields (per OLIS footprint Knowledge Base #12391):
  - SUPPRESSED-ERESOURCE
    - Use for ebrary and EBL records and other data loads that routinely delete and add back titles
  - DISCARDED, WEEDED, WITHDRAWN
    - Use for records that could be completely removed from your catalog at some point and that will not be migrated to future systems
  - All other STA values
    - Use for records that need to be kept in Aleph long-term, but not displayed in the OPAC and/or not sent to a Discovery Service

- Resolve any cases where two (or more) bibliographic records have the same OCLC Control Number

- Replace any bibliographic records that are foreign cataloging agency records (any records where 040 |b eng is NOT the case)

- Evaluate local bibliographic fields (09x, 59x, 69x, and 79x) for deletion or mapping to appropriate fields, either in 9xx in the bibliographic record or in the holdings record. 9XXs are institutional fields so they should not be overlaying on loads to the network zone. (SMP is finalizing a Local fields to 9xx migration guide with overview by the ERM, Acquisitions, and Data Migration working groups.)