

## New Items Lists on Millennium

### Before you start:

1. make sure Millennium is loaded on your computer with a target of roger.ucsd.edu (your dssl or can do this for you)
2. if you don't have a Roger name & password, request one from Stella Sanchez-Wade or Cindy Geraldo.
3. if you haven't been assigned a list number, request one from Susan Jurist

**Start-up** - you fill in the login box twice - the first is functional, the second time is your personal login first login:

username: newitems

password: bibliog

second login

your personal login (the one Cindy Geraldo sent you for looking at fund reports)

note: you have to hit return twice, or click on "ok" to get the login accepted

### The Millennium Screen

| File | Name                                     | Current Records | Max Records | Type | Status   | Initials | Created [date/time] |
|------|--|-----------------|-------------|------|----------|----------|---------------------|
| 52   | Empty                                    | 0               | 1000        |      | empty    |          |                     |
| 53   | Empty                                    | 0               | 1000        |      | empty    |          |                     |
| 54   | Music: New Books (updated 02/01/05) 34   | 1000            | 1000        |      | complete |          |                     |
| 55   | Music: New Recordings (updated 02... 204 | 1000            | 1000        |      | complete |          |                     |

1. & 2. "create lists" and "review files" should be selected.

3. Click on the line number assigned to your subject. It will probably say "reserved for bibliographers."

4. Click on the "search records" button.

When you do that you will be asked if you want to overwrite the file. Say yes. Until you actually run the search, your old file is still there.

### The Search Screen

note: to simplify instructions, the search screen has been divided into 3 parts.

Review File Name: list name - date or date range

Store Record Type: BIBLIOGRAPHIC b

Range Start Stop

b13000007 b48299443

### Defining the file:

1. Give your list a name & date. Lists without dates, or with dates over 3 months old will be deleted. Names should start with the subject ("Engineering," not "new items in engineering"). You have a maximum of 45 characters for the name - this is the name that will appear on Roger. Example: Art - July-August 2008
2. ignore

### 3. & 4. Subsetting the database.

Searches against a subset of the database will run more quickly & efficiently than searches against the whole database. This subset is defined by a range of bibliographic record numbers.

#### UCSD Libraries

December 2004

#### Bibliographic Record Numbers:

| Month | Beginning # | Ending # | Records Used |
|-------|-------------|----------|--------------|
| JUL   | 46758410    | 4709302X | 33,462       |
| AUG   | 47093031    | 47502125 | 40,910       |
| SEP   | 47502137    | 47579675 | 7,755        |
| OCT   | 47579687    | 47964868 | 38,519       |
| NOV   | 4796487X    | 48060938 | 9,607        |
| DEC   | 4806094X    | 48139439 | 7,850        |
| JAN   | 48139440    |          |              |

The list of record numbers is on TPOT: <http://orpheus.ucsd.edu/acq/pacrangetotals.html>

Choose a range that starts 6 months earlier than the items you want on your list (this is when the record was *created*, not when the item was received or cataloged)

For example, if your list is for January 2005, the number you would put in "start" would be "b46758410"

The stop record number is system supplied. You can change it, but that's not generally needed.

#### Defining the search

| Term | Operator | Type | Field | Condition | Value A | Value B |
|------|----------|------|-------|-----------|---------|---------|
| 1    |          |      |       |           |         |         |

You can use as many lines as you need to define the search. The "operator" isn't required for line 1.

**Type** = record type. Choose from **b**ibliographic, **o**rder, or **i**tem (type in the first letter, then press return)

**Field** = Double click in the box to get a list of which fields you can choose, or type the first letter of the field

Some common type/field combinations: (not complete list)

- order record/received date
- order record/selector
- order record/fund
- item record/location
- item record/call number (UCSD doesn't use the call number in the bib record)
- bib record/material type
- bib record/language
- bib record/subject
- bib record/cat date

**Condition** - the condition you choose will be based on the type of field you have.

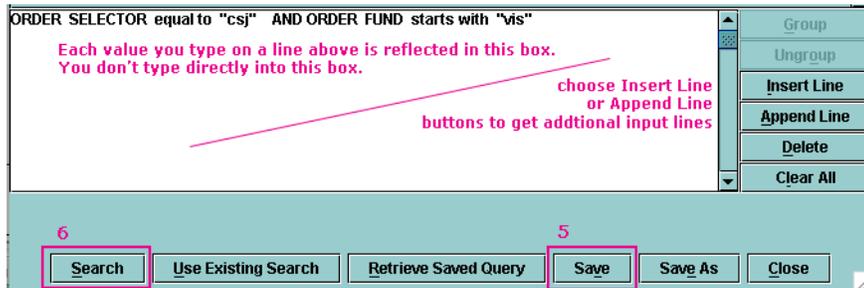
Some useful conditions with examples (not complete list)

- greater than or equal to (order/received date greater than or equal to 01/01/2005)
- between (order/rdate between 09/01/2004 - 12/31/2004)
- has (order/fund has gend)
- equal to (item/loc = aal)
- starts with (item/call number starts with TR)
- not equal to (item/material type not equal to slides)

**Value A** - type in what you want to search

- date fields: the date format will be prompted as " / /20 "
- fixed value fields: (selector, location, etc.) you can double click for a list of available values, or type in the first letter of the value (though sometimes you get weird results that way).
- free text fields (call number, subject, etc.) type in the value you want - there is no prompt or list of possibilities.

**Value B** - only used when the condition is "between"



### Adding additional lines

Click on the "Append Line" or "Insert Line" buttons. The operator defaults to "and." Type "o" if you want it to be "or."

Note: there is no "not" operator. If you want a "not" use condition "not equal to" or "does not have."

## Search strategies

1. This is a *new items* list - how do you want to define new items:
  - items that have been received: order record/received date (rdate)  
note: titles with checkin records (serials, standing orders) do not get an rdate except for the first time the title is received. You do not have to specifically eliminate serials from your list if you use rdate as your new item criteria.
  - items that have been cataloged: bib record/cat date
  - items that have been ordered: order record/ord type (not recommended)
2. Use of the wild card can simplify your search:  
bib record/subject has architect\*
3. If you have a number of search lines that will all be limited by the same value, type them all first with "or" operator, then type the limit:  
order/fund starts with vis  
or bib/subject has photograph\*  
and order/rdate > 01/01/2005

**Save** - saving your search strategy is not really needed unless you want the same search to be an rss feed. See running an update search below.

**Run the search** - click on the "search" button.

## Sorting the search

- The system default sort for searches is bibliographic record number - i.e. useless.

Review Files | Saved Searches

All Search Records **Sort Records** List Records **Export Records**

Show Records Show Info

| File | Name                                  | Current Reco... | Max Records | Type | Status   | Initials | Created [date/time] |
|------|---------------------------------------|-----------------|-------------|------|----------|----------|---------------------|
| 1    | Empty                                 | 0               | 1000        |      | empty    |          |                     |
| 2    | Anthropology & Archaeology 7/03...    | 459             | 1000        | b    | complete |          |                     |
| 3    | Religion 07/03 - 06/04                | 284             | 1000        | b    | complete |          |                     |
| 4    | Empty                                 | 0               | 1000        |      | empty    |          |                     |
| 5    | Empty                                 | 0               | 1000        |      | empty    |          |                     |
| 6    | Empty                                 | 0               | 1000        |      | empty    |          |                     |
| 7    | Art & Architecture - Sept.-Dec. 20... | 260             | 1000        | b    | complete | csj      | 02-01-2005 / 17:0   |
| 8    | Education (August-September 20...     | 66              | 1000        | b    | complete |          |                     |

- Click on your line, then click on the "sort records" button.

Art Architecture - Sept.-Dec. 2004

Sorting Fields

| Line | Type | Field |
|------|------|-------|
| 1    | b    | TITLE |

Append  
Insert  
Delete

Sort/Save Cancel

You indicate sorts the way you indicate searches. For example:  
 bib record/title  
 bib record/call number.

You can sort on fields you didn't search on (as long as they are in the record). If you use title sort, then click on the de-dup button

### Exporting the search

Exporting from Millennium is awful. Use Roger.

### Updating an existing search

To update an existing list, begin the way you always do. Click on the line for your list, and then click on the search button.

You will get a message asking if it's ok to overwrite the existing file - say yes. The current list doesn't go away until the new list is run. If you cancel at any time, your old list is still there.

On the search page, click on the "Use existing search" button. Your old search appears on the screen:

Review File Name: Art & Architecture **Sept.-Dec. 2004**

1 Store Record Type: BIBLIOGRAPHIC b

2 Range Start **b13000007** Stop **b48453687**

| Term | Operator | Type         | Field    | Condition      | Value A           | Value B |
|------|----------|--------------|----------|----------------|-------------------|---------|
| 1    |          | BIBLIOGRA... | BRANCH   | equal to       | aal               |         |
| 2    | AND      | BIBLIOGRA... | MAT TYPE | not equal to   | l                 |         |
| 3    | AND      | ORDER        | RDATE    | greater tha... | <b>09-01-2004</b> | - -     |

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All you will have to do is:

1. modify the date in the list title
2. change the start number
3. change the value for the received date (or however you defined "new")

Then click the search button.

### **Final step**

If this is the first time you've run the search, tell Stella or Susan to activate your list number. You only need to do this the first time (when the line was empty) or if your list was suppressed from the public because it was too old.

### **Experimenting and/or running searches not for display on Roger**

You can use any line that says "empty" to experiment with search strategies or to run searches that aren't for new items lists. If you want to export a non-displayed search, you will have to use the Millennium export button.

Note: any search on an unassigned line can be deleted at any time, without notice. If you run searches on empty lines, please delete them as soon as possible. If you need the search to remain on Millennium for a time, but a "needed until <date>" in the name.

### **Deleting lists**

To delete, click on the line, then click on the "empty" button.