



Conversion from Excel into Aleph sequential

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by François Renaville & Paul Thirion



University of Liège Libraries
Grande Traverse 12 (B37) , 400 Liège (Belgium)
francois.renaville@ulg.ac.be
paul.thirion@ulg.ac.be

Before starting

- Try to have uniform contents (print books only or e-books only or serials only... → easier for batch processes).
- Your data must be as correct as possible.

Step 1

To make your file more readable:
Call each column with the appropriate Marc field (or subfield) code
or with a clear name (author, title...).
Put the columns in the order you prefer.

Variant, if a \$Sh[electronic resource] has to be added between \$Sa and \$Sb, try to start from a file like the following:

A	B	C	D	E	F
ISSN	TITLE	245\$nb	245\$bc	245\$cc	PUBLISHER
0440-3800	Acquisitions \$cFogg Art Museum	\$Sh[electronic resource] /	\$cFogg Art Museum	Harvard Art Museum	
1534-5920	Annual report \$cHarvard University Art Museums	\$Sh[electronic resource] /	\$cHarvard University Art Museums	Harvard Art Museum	
1938-6761	The bulletin of the Museum of Modern Art	\$Sh[electronic resource] /		The Museum of Modern Art	
0011-9415	Design quarterly	\$Sh[electronic resource] /		Walker Art Center	
1084-5453	Environmental history	\$Sh[electronic resource] /		Forest History Society	
0892-2160	Film history \$binternational journal	\$Sh[electronic resource] /		Taylor & Francis	
0731-115X	Germanic Museum bulletin	\$Sh[electronic resource] /		Harvard Art Museum	

Step 2

Add a new column (at the beginning, column A) containing incremented system (SYS) numbers. Start from 000000001 (use an initial quotation mark: '000000001). → Each line gets a SYS.

A	B	C
ISSN	TITLE	
1 000000001	0440-3800 Acquisitions \$cFogg Art Museum	
2 000000002	1534-5920 Annual report \$cHarvard University Art Museums	
3 000000003	1938-6761 The bulletin of the Museum of Modern Art	
4 000000004	0011-9415 Design quarterly	
5 000000005	1084-5453 Environmental history	
6 000000006	0892-2160 Film history \$binternational journal	
7 000000007	0731-115X Germanic Museum bulletin	
8		

Step 3

Add a new sheet. Each column of Sheet2 will get a structured title like the following:

- space
- + appropriate Marc tag
- + indicators (or spaces if non defined)
- + space
- + L
- + space
- + subfield preceded by \$

Eg. :

A	B	C
1 022	L \$\$a 2450	L \$\$a 260
2	L \$\$a0440-3800	
3		
4		

= \Sheet1\Sheet2/

Step 4

- Concatenate now on Sheet2 cells from Sheet1 with title lines of Sheet2.
Eg.: =CONCATENATE(Sheet1!A2;A\$1;Sheet1!B2)

- After the concatenating procedure, you'll obtain the following result:

A	B	C
1 022 L \$\$a	2450 L \$\$a	260 L \$\$b
2 000000001 022 L \$\$a0440-3800		
3		
4		

- By going down the whole column, you'll get this:

A	B
1 022 L \$\$a	2450 L \$\$a
2 000000001 022 L \$\$a0440-3800	
3 000000002 022 L \$\$a1534-5920	
4 000000003 022 L \$\$a1938-6761	
5 000000004 022 L \$\$a0011-9415	
6 000000005 022 L \$\$a1084-5453	
7 000000006 022 L \$\$a0892-2160	
8 000000007 022 L \$\$a0731-115X	

- And so for the whole file, this:

Text1	Sheet1!A2	= "000000001"
Text2	\$A1	= "022 L \$\$a"
Text3	Sheet1!B2	= "0440-3800"
Text4		= "000000001 022 L \$\$a0440-3800"

A	B	C
1 022 L \$\$a	2450 L \$\$a	260 L \$\$b
2 000000001 022 L \$\$a0440-3800	000000001 2450 L \$\$aAcquisitions \$cFogg Art Museum	000000001 260 L \$\$bHarvard Art Museum
3 000000002 022 L \$\$a1534-5920	000000002 2450 L \$\$aAnnual report \$cHarvard University Art Museums	000000002 260 L \$\$bHarvard Art Museum
4 000000003 022 L \$\$a1938-6761	000000003 2450 L \$\$aThe bulletin of the Museum of Modern Art	000000003 260 L \$\$bThe Museum of Modern Art
5 000000004 022 L \$\$a0011-9415	000000004 2450 L \$\$aDesign quarterly	000000004 260 L \$\$bWalker Art Center
6 000000005 022 L \$\$a1084-5453	000000005 2450 L \$\$aEnvironmental history	000000005 260 L \$\$bForest History Society
7 000000006 022 L \$\$a0892-2160	000000006 2450 L \$\$aFilm history \$binternational journal	000000006 260 L \$\$bTaylor & Francis
8 000000007 022 L \$\$a0731-115X	000000007 2450 L \$\$aGermanic Museum bulletin	000000007 260 L \$\$bHarvard Art Museum

Step 5

- Save Sheet2 in text (.txt, with "separator:tabulation"). Rename then in .doc and open with your word processor. Delete the first line (= title line).

```
022 L $$a 2450 L $$a 260 L $$b
000000001 022 L $$a0440-3800 000000001 2450 L $$aAcquisitions $cFogg Art Museum
000000001 260 L $$bHarvard Art Museum
000000002 022 L $$a1534-5920 000000002 2450 L $$aAnnual report $cHarvard University Art Museums
000000002 260 L $$bHarvard Art Museum
000000003 022 L $$a1938-6761 000000003 2450 L $$aThe bulletin of the Museum of Modern Art
000000003 260 L $$bThe Museum of Modern Art
000000004 022 L $$a0011-9415 000000004 2450 L $$aDesign quarterly
000000004 260 L $$bWalker Art Center
000000005 022 L $$a1084-5453 000000005 2450 L $$aEnvironmental history
000000005 260 L $$bForest History Society
000000006 022 L $$a0892-2160 000000006 2450 L $$aFilm history $binternational journal
000000006 260 L $$bTaylor & Francis
000000007 022 L $$a0731-115X 000000007 2450 L $$aGermanic Museum bulletin
000000007 260 L $$bHarvard Art Museum
```

- Replace all tabs (\t) by paragraph marks (¶).
If necessary, replace several paragraph marks by only one.

Step 6

Save in .txt and check that your Aleph sequential is correct.

```
000000001 022 L $$a0440-3800
000000001 2450 L $$aAcquisitions $cFogg Art Museum
000000001 260 L $$bHarvard Art Museum
000000002 022 L $$a1534-5920
000000002 2450 L $$aAnnual report $cHarvard University Art Museums
000000002 260 L $$bHarvard Art Museum
000000003 022 L $$a1938-6761
000000003 2450 L $$aThe bulletin of the Museum of Modern Art
000000003 260 L $$bThe Museum of Modern Art
000000004 022 L $$a0011-9415
000000004 2450 L $$aDesign quarterly
000000004 260 L $$bWalker Art Center
000000005 022 L $$a1084-5453
000000005 2450 L $$aEnvironmental history
000000005 260 L $$bForest History Society
000000006 022 L $$a0892-2160
000000006 2450 L $$aFilm history $binternational journal
000000006 260 L $$bTaylor & Francis
000000007 022 L $$a0731-115X
000000007 2450 L $$aGermanic Museum bulletin
000000007 260 L $$bHarvard Art Museum
```

Finally

Delete extension .txt. Your file is now ready to be used with manage-36 or loaded by manage-18. Use tab_fix and fix_doc_do_file_08 to add fixed fields (LDR, 006...), create the record format, insert punctuation, add new contents (655 0 \$\$aElectronic journals...), change strings...