

Conversion from Excel into Aleph sequential

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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 \$\$h[electronic resource] has to be added between \$\$a and \$\$b, try to start from a file like the following:

A	B	C	D	E	F
ISSN	TITLE	245\$b	245\$b	245\$c	PUBLISHER
0440-3800	Acquisitions	\$\$h[electronic resource]		245\$c	Harvard Art Museum
1534-5920	Annual report	\$\$h[electronic resource]		245\$c	Harvard Art Museum
1938-6761	The bulletin of the Museum of Modern Art	\$\$h[electronic resource]		245\$c	Harvard Art Museum
0011-9415	Design quarterly	\$\$h[electronic resource]		245\$c	Walker Art Center
1084-5453	Environmental history	\$\$h[electronic resource]		245\$c	Forest History Society
0892-2160	Film history	\$\$h[electronic resource]	\$\$b[an international journal]		Taylor & Francis
0731-115X	Germanic Museum bulletin	\$\$h[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	
000000001	0440-3800 Acquisitions	\$\$cFogg Art Museum
000000002	1534-5920 Annual report	\$\$cHarvard University Art Museums
000000003	1938-6761 The bulletin of the Museum of Modern Art	\$\$cHarvard University Art Museums
000000004	0011-9415 Design quarterly	\$\$cWalker Art Center
000000005	1084-5453 Environmental history	\$\$cForest History Society
000000006	0892-2160 Film history	\$\$cTaylor & Francis
000000007	0731-115X Germanic Museum bulletin	\$\$cHarvard Art Museum

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.: 022 L \$\$a
2450 L \$\$a
85640 L \$\$u

A	B	C
022 L \$\$a	2450 L \$\$a	260 L \$\$b

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
022 L \$\$a	2450 L \$\$a	260 L \$\$b
000000001 022 L \$\$a0440-3800		

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

A	B
022 L \$\$a	2450 L \$\$a
000000001 022 L \$\$a0440-3800	
000000002 022 L \$\$a1534-5920	
000000003 022 L \$\$a1938-6761	
000000004 022 L \$\$a0011-9415	
000000005 022 L \$\$a1084-5453	
000000006 022 L \$\$a0892-2160	
000000007 022 L \$\$a0731-115X	

- And so for the whole file, this:

A	B	C
022 L \$\$a	2450 L \$\$a	260 L \$\$b
000000001 022 L \$\$a0440-3800	000000001 2450 L \$\$aAcquisitions	000000001 260 L \$\$bHarvard Art Museum
000000002 022 L \$\$a1534-5920	000000002 2450 L \$\$aAnnual report	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	000000006 260 L \$\$bTaylor & Francis
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.
$$b[an international 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 (") by paragraph marks (¶).
If necessary, replace several paragraph marks by only one.

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...

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 $$aFilm history $$b[an international journal]
000000006 260 L $$bTaylor & Francis
000000007 022 L $$a0731-115X
000000007 2450 L $$aGermanic Museum bulletin
000000007 260 L $$bHarvard Art Museum
```