Conversion from Excel into Aleph sequential

This working paper summarizes in eight steps the way we convert an Excel file into Aleph sequential in order to import records with manage-18. This is a free translation and an expanded version of slides 25-27 from a presentation hold at the annual meeting of the ACEF (*Association des clients d'Ex-Libris France*) on June 17th, 2008.

Note that next to this eight-step procedure we always use `fix_doc_do_file_08` to correct or complete our data as much as we can. No extra programming is needed. Most of this procedure has been developed by Paul Thirion (paul.thirion@ulg.ac.be).

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(1) Start from your xls file:
    a)   Try to have uniform contents (print books only or e-books only or serials only… → easier for batch processes).
    b)   Your data must be as correct as possible.

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

A	B	C
ISSN	**TITLE**	**PUBLISHER**
0440-3800	Acquisitions $$cFogg Art Museum	Harvard Art Museum
1534-5920	Annual report $$cHarvard University Art Museums	Harvard Art Museum
1938-6761	The bulletin of the Museum of Modern Art	The Museum of Modern Art
0011-9415	Design quarterly	Walker Art Center
1084-5453	Environmental history	Forest History Society
0892-2160	Film history $$ban international journal	Taylor & Francis
0731-115X	Germanic Museum bulletin	Harvard Art Museum

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

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

(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
1		ISSN	TITLE
2	000000001	0440-3800	Acquisitions $$cFogg Art Museum
3	000000002	1534-5920	Annual report $$cHarvard University Art Museums
4	000000003	1938-6761	The bulletin of the Museum of Modern Art
5	000000004	0011-9415	Design quarterly
6	000000005	1084-5453	Environmental history
7	000000006	0892-2160	Film history $$ban international journal
8	000000007	0731-115X	Germanic Museum bulletin
9			

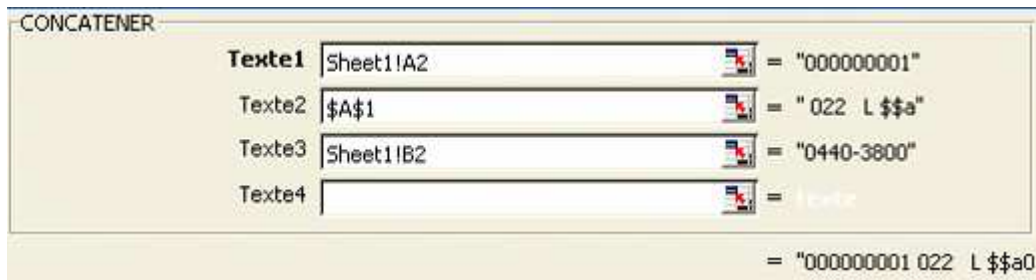**(3)** Add a new sheet. Each column of Sheet2 will get a structured title like the following:
   a) space
   b) + appropriate Marc tag
   c) + indicators (or spaces if non defined)
   d) + space
   e) + L
   f) + space
   g) + subfield preceded by $$

	A	B	C
1	022 L $$a	2450 L $$a	260 L $$b
2			
3			

Sheet1 \ **Sheet2**

Eg. :   ·020···L·$$a
        ·2450 ·L·$$a
        ·85640·L·$$u

(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			

Sheet1 \ **Sheet2**

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

	A	B	C
1	022 L $$a	2450 L $$a	260 L $$b
2	000000001 022 L $$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:

	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 $$ban international journal	000000006 260 L $$bTaylor & Francis
8	000000007 022 L $$a0731-115X	000000007 2450 L $$aGermanic Museum bulletin	000000007 260 L $$bHarvard Art Museum

(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·$$ban·
international·journal    →    000000006·260···L·$$bTaylor·&·Francis¶
000000007·022···L·$$a0731-115X → 000000007·2450··L·$$aGermanic·Museum·
bulletin    →    000000007·260···L·$$bHarvard·Art·Museum¶
```

(6) Replace all tabs (→) by paragraph marks (¶). If necessary, replace several paragraph marks by only one.

(7) 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 $$aFilm history $$ban international journal
000000006 260    L $$bTaylor & Francis
000000007 022    L $$a0731-115X
000000007 2450   L $$aGermanic Museum bulletin
000000007 260    L $$bHarvard Art Museum
```

(8) Delete extension *.txt*. Your file is now ready to be 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…