

Preuzimanje zapisa iz drugih baza

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- Nacionalna i sveučilišna knjižnica u Zagrebu zajedno sa knjižnicama iz sustava višeškolskih i znanstvenih knjižnica u Republici Hrvatskoj koristi integrirani knjižnični sustav *Aleph*
- *Aleph* nudi mogućnost razmjene bibliografskih zapisa između članica samog sustava te uvoz bibliografskih zapisa putem Z39.50 protokola iz raznih bibliografskih baza
- Omogućen je pristup bazama: *Library of Congress, Libraries of Oxford, Libreres of University of Albany, PICA catalog (Project for Integrated Catalogue Automation)* i bazi *Nacionalne knjižnice Češke republike*

- Proces katalogizacije je skup, zahtjeva puno vremena i rada stručnog osoblja
- ***Copy cataloguing*** - proces katalogiziranja koji uključuje pronalaženje strojno čitljivog zapisa (MARC) u bazi neke druge knjižnice koja je već katalogizirala traženi primjerak koji nam se nalazi u ruci.
- Ne treba se katalogizirati predmet koji je već bio katalogiziran od strane nekoga, kada se zapis može preuzeti putem interneta
- Ubrzavanje, olakšavanje i smanjenje troškova katalogizacije

Svjetska praksa:

- *Vendors* – veliki dobavljači koji prodaju knjige s pripremljenim, gotovim MARC zapisima – “*ready cataloguing*”
- *Copy cataloguing* – obavljaju *paraprofessionals* – osoblje koje radi na procesu preuzimanja zapisa, nisu diplomirani knjižničari, imaju različite razine predznanja i iskustva rada u knjižnici, preuzimaju jednostavne zapise na kojima nema nikakvih složenih izmjena, trebaju moći procijeniti ako je zapis potrebno ispraviti ili nadopuniti od stručnjaka katalogizatora

- Kako bi se proces preuzimanja zapisa dobro izvršavao potrebno je postaviti i točno definirati pravila preuzimanja zapisa, ali i uređivanja preuzetih zapisa
- Nužno je definiranje minimalne razine bibliografskog opisa koja bi odredila koja sve polja zapis mora imati
- neophodno za uspješnu razmjenu podataka
- Primjer: *National Level Full and Minimal Requirements* u LoC-u
- <http://www.loc.gov/marc/bibliographic/nlr/nlr.html#intro>

■ MINIMAL LEVEL RECORD - BOOK

This example can be identified as a minimal-level record for printed language material by code a in Leader/06, and as a monographic item by code m in Leader/07. The record contains fields for the basic bibliographic information: field 100 (Main Entry Personal Name), 245 (Title Statement), 260 (Publication, Distribution, etc. (Imprint)), and 300 (Physical Description).

| | |
|--------------|--|
| Leader/00-23 | *****cam##22*****7a#4500 |
| 001 | <control number> |
| 003 | <control number identifier> |
| 005 | 19921113071152.5 |
| 008/00-39 | 870102s1962####at#####000#0#eng#d |
| 040 | ##\$a[organization code]\$c[organization code] |
| 100 | 1#\$aKelleher, James M. |
| 245 | 10\$aRoman fever :\$ba story of the struggle by the Catholic people of New South Wales to remedy the injustice caused by the Education Acts of 1866 and 1880--an observer's opinion of the causes which so far have rendered that struggle in vain /\$cby James M. Kelleher. |
| 260 | ##\$aSurrey Hills, N.S.W. :\$bCatholic Press Newspaper Co.,\$c[1962?] |
| 300 | ##\$a139 p. ;\$c16 cm. |

Proces preuzimanja zapisa - sažeti prikaz procesa

- Traženje bibliografskog zapisa u bibliografskim bazama podataka koje omogućuju kopiranje
- Preuzimanje zapisa, ako je zapis dostupan u bazi podataka
- Uređivanje zapisa
- Spremanje zapisa

Primjer preuzimanja zapisa u Aleph-u – modul katalogizacije

- Pronaći i ispravno identificirati traženu jedinicu građe
- Izaberemo funkciju pregledavanje (*Browse*) i odaberemo stranu bazu koju želimo pretraživati
- Uobičajeni parametri kod pretraživanja su autor, naslov, ISBN, godina izdanja, izdavač, itd.

Primjer: pretraživanje putem ISBN-a, u bazi Library of Congress

The screenshot shows the ALEPH Cataloging interface. The title bar indicates the version (20.01) and the user (VMRAVUNAC). The menu bar includes options like View, Cataloging, Items, Edit Actions, Edit Text, Record Manager, Remote, Services, and Help. The main window is divided into several sections:

- Search Panel (Left):** Contains a search menu with options: [F] Find, [B] Browse, and [H] Show.
- Advanced Search (Top):** Shows the search criteria:
 - Base: Library of Congress
 - ISBN: 9004147586
 - Field: Anywhere in the record
 - Logic: AND
- Refine Panel (Right):** Allows for refining the search with a Refine Query field and buttons for Refine and Clear Refine.
- Cross Panel (Bottom Right):** Offers options for AND Sets, OR Sets, First Set, Not Second, and Second Set, Not First.
- Results Table (Bottom):** Displays the search results in a table with columns: Request, Database, and No Records.

| Request | Database | No Records |
|------------------------|----------|------------|
| (ISBN= "9004147586") | LOC | 1 |

On the right side of the results table, there are buttons for Print/Send, Remove, Save, Load, and Show.

Search

- [F] Find
- [B] Browse
- [H] Show

1. Brief List | 2. My Records | 3. Brief Records

<< >> (ISBN= "9004147586")

[Not sorted] <<<<Library of Congress>>>>

| Doc no. | Call No | Author | Title | Year |
|---------|--------------------|--------------------|--|------|
| 1/1 | DR1636.2 .M63 2006 | Moac♦♦anin, Nenad. | Town and country on the middle Danube, 1526-1690 / | 2006 |

Jump to:

Sort Save As Print/Send My Records Catalog

1. MARC Tags | 2. MARC Public View | 3. Catalogue Card | 4. Citation | 5. Full+Link

1/1

| LDR | cam a2200325 a 4500 |
|-------|---|
| 001 | 14092115 |
| 005 | 20160721112936.0 |
| 008 | 050830s2006 ne b b 001 0 eng |
| 010 | a 2005054204 |
| 020 | a 9004147586 (alk. paper) |
| 035 | a (OCoLC)ocm61458386 |
| 040 | a DLC c DLC d YDX d BAKER d OHX d DLC |
| 043 | a e-ci--- a e-yu--- a a-tu--- |
| 05000 | a DR1636.2 b .M63 2006 |
| 08200 | a 949.72009/732 2 22 |
| 1001 | a Moac♦♦anin, Nenad. |
| 24510 | a Town and country on the middle Danube, 1526-1690 / c by Nenad Moac♦♦anin. |
| 260 | a Leiden ; a Boston : b Brill, c 2006. |
| 300 | a xiv, 264 p. : b maps ; c 25 cm. |
| 440 0 | a Ottoman Empire and its heritage, x 1380-6076 ; v v. 35 |
| 500 | a "About one half of the present text is the English edition of ... Slavonia and Srijem in the period of Ottoman rule (Slavonija i Srijem u razdoblju osmanske vladavine ...)"--Pref. |
| 504 | a Includes bibliographical references (p. [239]-246) and index. |

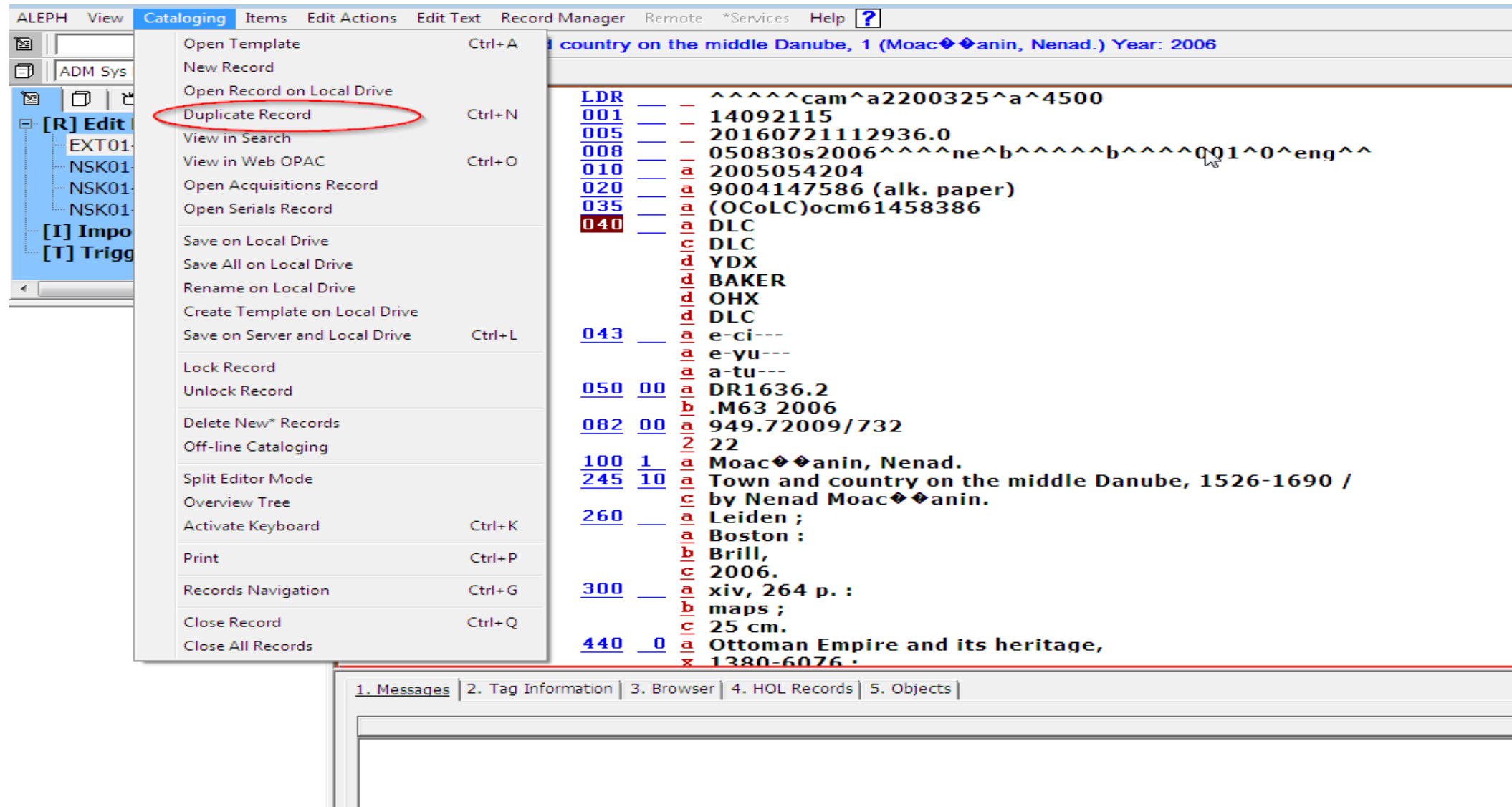
Locate Show Like Headings External Link Item List **Cataloging** Items

Odabrani zapis nije upisan u vašu domensku bazu (bila ona NSK01 ili ZAG01) već se ispisuje u zapisu *Library not Defi. [baza nije definirana]*

The screenshot shows the ALEPH Cataloging interface. The title bar indicates the library is 'Bib. baza - NSK PRODUKCIJA (NSK01)'. The main window displays a record for 'System No. 22 Town and country on the middle Danube, 1 (Moac♦♦anin, Nenad.) Year: 2006'. The left pane shows a tree view with 'EXT01-22 (NEW615.MRC)' selected and circled in red. The main area shows a list of fields with 'Not Defined' error messages in red text to the left of the field numbers. The fields include LDR, 001, 005, 008, 010, 020, 035, 040, 043, 050 00, 082 00, 100 1, 245 10, 260, 300, and 440 0. The record content includes a call number '14092115', a barcode '20160721112936.0', and a title 'Town and country on the middle Danube, 1526-1690 / by Nenad Moac♦♦anin. Leiden ; Boston : Brill, 2006. xiv, 264 p. : maps ; 25 cm. Ottoman Empire and its heritage, 1380-6076'.

| Field Number | Field Content |
|--------------|--|
| LDR | ^^^^cam^a2200325^a^4500 |
| 001 | 14092115 |
| 005 | 20160721112936.0 |
| 008 | 050830s2006^^^^ne^b^^^^^b^^^^001^0^eng^^ |
| 010 | 2005054204 |
| 020 | 9004147586 (alk. paper) |
| 035 | (OCoLC)ocm61458386 |
| 040 | DLC DLC YDX BAKER OHX DLC |
| 043 | e-ci--- e-yu--- a-tu--- |
| 050 00 | DR1636.2 .M63 2006 |
| 082 00 | 949.72009/732 22 |
| 100 1 | Moac♦♦anin, Nenad. |
| 245 10 | Town and country on the middle Danube, 1526-1690 / by Nenad Moac♦♦anin. |
| 260 | Leiden ; Boston : Brill, 2006. |
| 300 | xiv, 264 p. : maps ; 25 cm. |
| 440 0 | Ottoman Empire and its heritage, 1380-6076 |

Odabirom funkcije *Cataloging* [katalogizacija] otvara se padajući izbornik s kojeg odabiremo *Duplicate Record* [dupliciraj zapis]

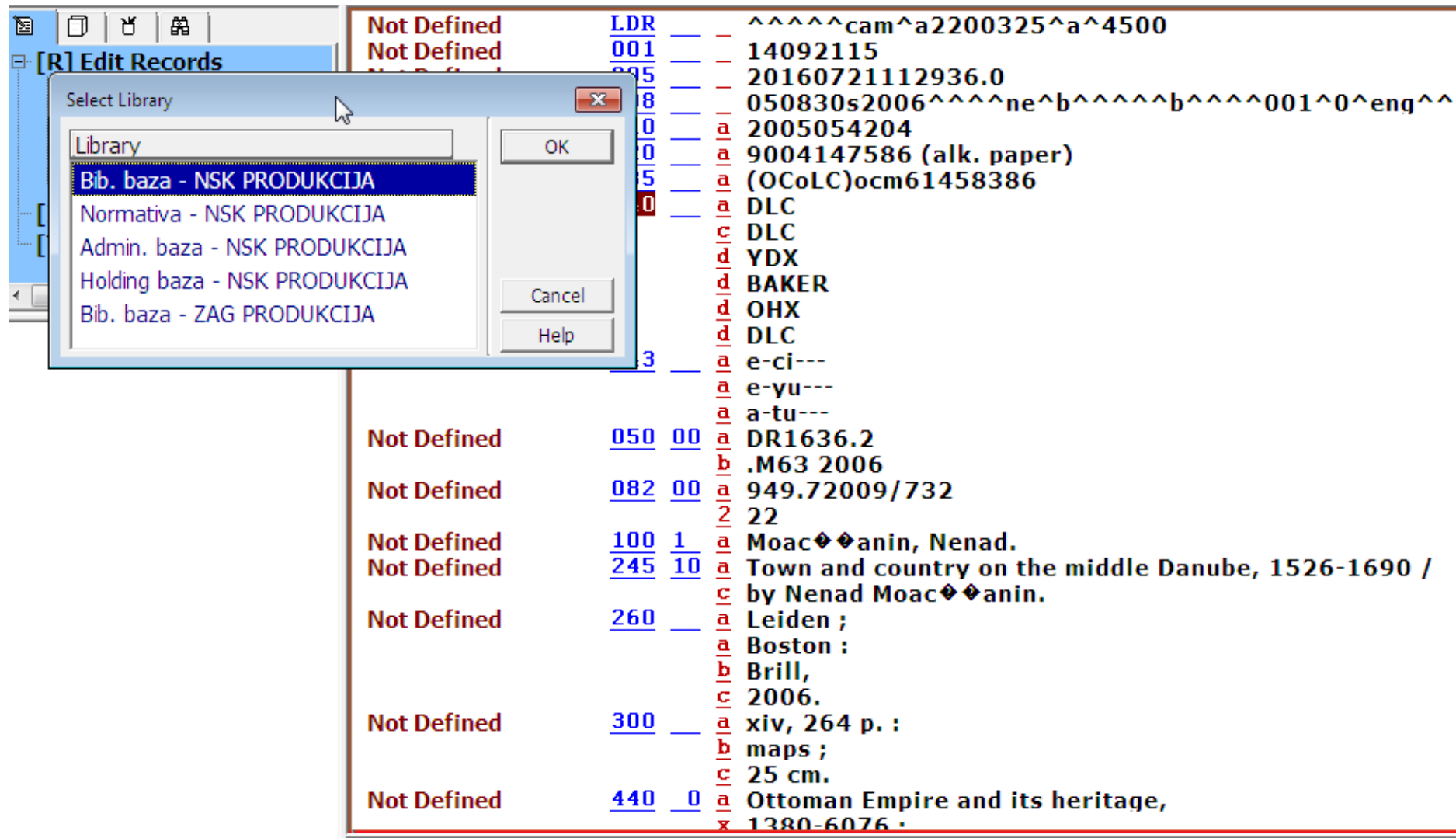


The screenshot displays the ALEPH software interface. The 'Cataloging' menu is open, and the 'Duplicate Record' option is highlighted with a red oval. The background shows a record entry for 'Town and country on the middle Danube, 1 (Moac♦♦anin, Nenad.) Year: 2006'. The record details include:

- LDR** ^^^^^cam^a2200325^a^4500
- 001** --- 14092115
- 005** --- 20160721112936.0
- 008** --- 050830s2006^^^^ne^b^^^^^b^^^^^001^0^eng^^
- 010** --- a 2005054204
- 020** --- a 9004147586 (alk. paper)
- 035** --- a (OCoLC)ocm61458386
- 040** --- a DLC
- 040** --- c DLC
- 040** --- d YDX
- 040** --- d BAKER
- 040** --- d OHX
- 040** --- d DLC
- 043** --- a e-ci---
- 043** --- a e-yu---
- 043** --- a a-tu---
- 050** 00 a DR1636.2
- 082** 00 b .M63 2006
- 100** 1 a 949.72009/732
- 245** 10 a 22
- 245** 10 a Moac♦♦anin, Nenad.
- 245** 10 a Town and country on the middle Danube, 1526-1690 /
- 245** 10 c by Nenad Moac♦♦anin.
- 260** --- a Leiden ;
- 260** --- a Boston :
- 260** --- b Brill,
- 260** --- c 2006.
- 300** --- a xiv, 264 p. :
- 300** --- b maps ;
- 300** --- c 25 cm.
- 440** 0 a Ottoman Empire and its heritage,
- 440** 0 x 1380-6076 .

The interface also shows a navigation bar at the bottom with options: 1. Messages | 2. Tag Information | 3. Browser | 4. HOL Records | 5. Objects |

Tada se otvara opcija *Select Library [Odaberi bazu]* ili (ili kraticom *CTRL-N*) zatim trebamo označiti u koju bazu želimo prebaciti/duplicirati zapis te kliknuti na *OK*.



The screenshot shows a software interface with a list of records on the right and a 'Select Library' dialog box in the foreground. The dialog box has a list of library options, with 'Bib. baza - NSK PRODUKCIJA' selected. The records list includes fields for status, call number, and description.

| Status | Call Number | Description |
|-------------|-------------|--|
| Not Defined | LDR | ^^^^cam^a2200325^a^4500 |
| Not Defined | 001 | 14092115 |
| | 005 | 20160721112936.0 |
| | 08 | 050830s2006^^^^ne^b^^^^b^^^^001^0^eng^^ |
| | 0 | 2005054204 |
| | 0 | 9004147586 (alk. paper) |
| | 5 | (OCoLC)ocm61458386 |
| | 0 | DLC |
| | | DLC |
| | | YDX |
| | | BAKER |
| | | OHX |
| | | DLC |
| | 3 | a e-ci--- |
| | | a e-yu--- |
| | | a a-tu--- |
| Not Defined | 050 00 | a DR1636.2 |
| | | b .M63 2006 |
| Not Defined | 082 00 | a 949.72009/732 |
| | | 2 22 |
| Not Defined | 100 1 | a Moac♦♦anin, Nenad. |
| Not Defined | 245 10 | a Town and country on the middle Danube, 1526-1690 / |
| | | c by Nenad Moac♦♦anin. |
| Not Defined | 260 | a Leiden ; |
| | | a Boston : |
| | | b Brill, |
| | | c 2006. |
| Not Defined | 300 | a xiv, 264 p. : |
| | | b maps ; |
| | | c 25 cm. |
| Not Defined | 440 0 | a Ottoman Empire and its heritage, |
| | | x 1380-6076 . |

Time se stvara lokalna kopija zapisa (ima oznaku *NEW* i u zagradi se ispisuje *'local'*). Tu kopiju zapisa možemo početi uređivati.

The screenshot shows a software window titled "Library NSK01 - Format XX - Local Record - NEW616.MRC". On the left, a tree view under "[R] Edit Records" has "NEW616.MRC (Local)" selected and circled in red. The main area displays a MARC record with the following fields:

| | | | | |
|-----------------|------------|-----------|---|---|
| Uvodno polje | <u>LDR</u> | — | — | ^^^^cam^a2200325^a^4500 |
| Kontrolni br. | <u>001</u> | — | — | 14092115 |
| Datum i vrijeme | <u>005</u> | — | — | 20160721112936.0 |
| Nepromj. podaci | <u>008</u> | — | — | 050830s2006^^^^ne^b^^^^b^^^^001^0^eng^^ |
| Not in Table | <u>010</u> | — | a | 2005054204 |
| ISBN | <u>020</u> | — | a | 9004147586 (alk. paper) |
| Sistemski br. | <u>035</u> | — | a | (OCoLC)ocm61458386 |
| Izvor katalog. | <u>040</u> | — | a | DLC |
| | | | c | DLC |
| | | | d | YDX |
| | | | d | BAKER |
| | | | d | OHX |
| | | | d | DLC |
| Geogr. kôd | <u>043</u> | — | a | e-ci--- |
| | | | a | e-yu--- |
| | | | a | a-tu--- |
| Not in Table | <u>050</u> | <u>00</u> | a | DR1636.2 |
| | | | b | .M63 2006 |
| Not in Table | <u>082</u> | <u>00</u> | a | 949.72009/732 |
| | | | 2 | 22 |
| Osobno ime | <u>100</u> | <u>1</u> | a | Moac◆◆anin, Nenad. |
| Naslov | <u>245</u> | <u>10</u> | a | Town and country on the middle Danube, 1526-1690 / |
| | | | c | by Nenad Moac◆◆anin. |
| Impresum | <u>260</u> | — | a | Leiden ; |
| | | | a | Boston : |
| | | | b | Brill, |
| | | | c | 2006. |
| Materijal. opis | <u>300</u> | — | a | xiv, 264 p. : |
| | | | b | maps ; |
| | | | c | 25 cm. |
| Nakl. cjelina | <u>440</u> | <u>0</u> | a | Ottoman Empire and its heritage, |
| | | | x | 1380-6076 ; |
| | | | v | v. 35 |
| Oná namena | <u>500</u> | — | a | "About one half of the present text is the English edition of |

At the bottom of the window, there is a navigation bar with the following options: 1. Messages | 2. Tag Information | 3. Browser | 4. HOL Records | 5. Objects |

- Kod preuzimanja stranih zapisa format često može biti nepoznat (**Format XX**), te ga treba definirati odabirom kategorije *Edit Actions --> Change Record's Format*, te odabirom odgovarajućeg formata iz izbornika (u našem primjeru treba biti **BK**)

The screenshot shows the ALEPH software interface. The menu bar includes 'ALEPH', 'View', 'Cataloging', 'Items', 'Edit Actions', 'Edit Text', 'Record Manager', 'Remote', '*Services', and 'Help'. The title bar indicates the current record is 'Library NSK01 - Format XX - Local Record - NEW616.MRC'. The 'Format XX' menu item is circled in red. The left sidebar shows a tree view with 'Edit Records' selected, containing sub-items like 'NEW616.MRC (Local)', 'EXT01-22 (NEW615.MR)', 'NSK01-975231 (NEW614)', 'NSK01-973708 (NEW613)', and 'NSK01-654123 (NEW612)'. Below this are 'Import Records' and 'Triggers'. The main area displays a list of record fields and their corresponding MARC codes and values:

| | | | | |
|-----------------|-----|-----|------|--|
| Uvodno polje | LDR | --- | ---- | ^^^^cam^a2200325^a^4500 |
| Kontrolni br. | 001 | --- | --- | 14092115 |
| Datum i vrijeme | 005 | --- | --- | 20160721112936.0 |
| Nepromj. podaci | 008 | --- | --- | 050830s2006^^^^ne^b^^^^^b^^^^001^0^eng^^ |
| Not in Table | 010 | --- | a | 2005054204 |
| ISBN | 020 | --- | a | 9004147586 (alk. paper) |
| Sistemski br. | 035 | --- | a | (OCoLC)ocm61458386 |
| Izvor katalog. | 040 | --- | a | DLC |
| | | | c | DLC |
| | | | d | YDX |
| | | | d | BAKER |
| | | | d | OHX |
| | | | d | DLC |
| Geogr. kôd | 043 | --- | a | e-ci--- |
| | | | a | e-yu--- |
| | | | a | a-tu--- |
| Not in Table | 050 | 00 | a | DR1636.2 |
| | | | b | .M63 2006 |
| Not in Table | 082 | 00 | a | 949.72009/732 |
| | | | 2 | 22 |
| Osobno ime | 100 | 1 | a | Moac♦♦anin, Nenad. |
| Naslov | 245 | 10 | a | Town and country on the middle Danube, 1526-1690 / |
| | | | c | by Nenad Moac♦♦anin. |
| Impresum | 260 | --- | a | Leiden ; |
| | | | a | Boston ; |
| | | | b | Brill, |

Obrađeni zapis u NSK 01 bazi

| BK System No. 975231 Town and country on the middle Danube : (Moačanin, Nenad) Year: 2006 | |
|---|--|
| Uvodno polje | <u>LDR</u> — — 00000nam^a22^^^^^i^4500 |
| Kontrolni br. | <u>001</u> — — 000975231 |
| ID kontrl. br. | <u>003</u> — — HR-ZaNSK |
| Datum i vrijeme | <u>005</u> — — 20171024144334.0 |
| Materijal. opis | <u>007</u> — — ta |
| Nepromj. podaci | <u>008</u> — — 171010s2006^^^^ne^b^^^^^^^^^^001^0^eng^^ |
| ISBN | <u>020</u> — a 9004147586 |
| Sistemska br. | <u>035</u> — a (HR-ZaNSK)000975231 |
| Izvor katalog. | <u>040</u> — a HR-ZaNSK |
| | b hrv |
| | c HR-ZaNSK |
| | e ppiak |
| Kôd autent. | <u>042</u> — a croatica |
| Kôd za zemlju | <u>044</u> — a ne |
| | a xxu |
| Osobno ime | <u>100</u> 1 a Moačanin, Nenad |
| Naslov | <u>245</u> 10 a Town and country on the middle Danube : |
| | b 1526-1690 / |
| | c by Nenad Moačanin. |
| Impresum | <u>260</u> — a Leiden ; |
| | a Boston : |
| | b Brill, |
| | c 2006. |
| | e ([s. l. : |
| | f s. n.] |
| Materijal. opis | <u>300</u> — a XIV, 264 str. : |
| | b zemljop. crteži ; |
| | c 25 cm. |
| Nakl. cjelina | <u>490</u> 0 a Ottoman Empire and its heritage : |
| | a politics, society and economy, |
| | x 1380-6076 ; |
| | v vol. 34 |
| Opća napomena | <u>500</u> — a Tiskano u Nizozemskoj. |
| Nap. o bibliog. | <u>504</u> — a Bibliografija: str. [239]-246; bibliografske bilješke uz tekst. |
| Nap. o bibliog. | <u>504</u> — a Imensko i predmetno kazalo i kazalo mjesta. |
| Nap. o sadrž. | <u>505</u> 8 a Rječnik: str. [547]-254. |
| Nap. o sadrž. | <u>505</u> 8 a Bilješke uz tekst. |
| Nakl. cjelina | <u>760</u> 18 t Ottoman Empire and its heritage |
| | x 1380-6076 |
| | g vol. 34 |
| | w (HR-ZaNSK)000218680 |

Preuređivanje zapisa

- Kod preuzimanja zapisa potrebno je detaljno proći kroz sva polja i napraviti osnovne, neophodne izmjene, a zatim i specifične promjene i dopune koje svaka knjižnica unosi prema svojim zahtjevima obrade/katalogizacije

Završavanje i spremanje zapisa

- Prije nego što spremimo zapis na poslužitelj u našu bazu (NSK01 ili ZAG01) potrebna je provjera podatka. Preporučljivo je kliknuti znak kvačice '*Check record*' koji prikazuje prozor s kontrolnim izvješćem. Ako su se javile poruke crvene boje, potrebno ih je ispraviti prije spremanja zapisa.
- Kad ste gotovi s obradom, pohranite zapis (*Cataloging --> Save on Server and Local Drive*, kratica *CTRL-L*). Između ostalog, to će generirati polje 001 čiji sadržaj vam je potreban za popunjavanje normativnog obrasca, kao i za povezivanje s drugim zapisima.

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