



Kuali Open Library Environment

Describe and Manage Overview

June 2013, Milestone Release 0.8

Introduction

Cataloging is the term most commonly used in libraries for what OLE defines as Describe and Manage activities. Cataloging involves the creation and maintenance of various kinds of core metadata that are used to support the business activities of the library as well as the library's OPAC.

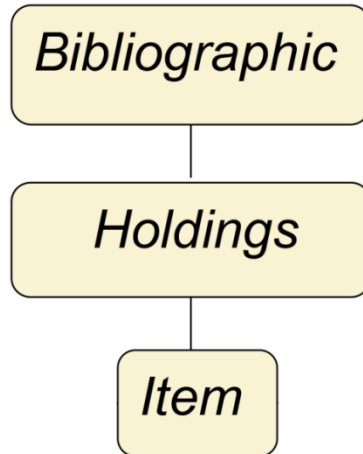
In the 0.8 release, the OLE Describe-Manage module incorporates the creation and management of bibliographic, holdings and item records. Support is confined to MARC 21 but will extend to Dublin Core by release 1.5. Ultimately OLE will be flexible to support multiple formats of bibliographic and holdings records along with licenses, authority records and electronic instances. Reporting functionality will also be included within OLE but methodology and details are yet to be determined.

Describe-Manage features:

- All cataloging activities using widely available web browsers without the need to download a client onto the user's workstation.
- Manually creating and updating bibliographic, holding and item records using a record editor.
- Bibliographic and holdings records, in multiple formats. Item records for circulation and inventory control.
- Importing batch records from vendors and ingesting single records from external sources such as OCLC.
- Up to five levels of hierarchically-related locations (e.g., institution, campus, library, collection, and shelving).
- Internal linking to the OLE Select and Acquire and Deliver modules.
- "Staff only" flagging and record ownership (allowing only authorized staff to modify records)
- "Bound-withs" (0.8) and "analytics" (1.0).

Cataloging Record Types

There are currently three hierarchically related record types in OLE:



Bibliographic records

MARC and Dublin Core are scheduled to be supported but eventually bibliographic records can be in a variety of formats. It is anticipated that support for additional or newer formats (such as BIBFRAME) will be added later as required by the OLE member community. OLE is also compliant with Unicode standards.

Holdings records

OLE Holding Records store information about particular copies, including “base” call numbers and shelving locations. In OLE 0.8, holdings are maintained in a format specific to OLE called “OLE holdings” which also provides the ability to record summary holdings information. In the future, other types of holdings formats (collectively referred to as “source holdings”) will be supported. In OLE 1.5, the specific type of source holdings that will be supported will be MARC holdings. “OLE holdings” records have a field for summary holdings statements. Thus, some sites may find that they can use “OLE holdings” exclusively without the need to create MARC holdings records. At the present time, it is anticipated that a cataloger would be able to convert an “OLE holdings” record to a MARC holdings record by clicking on a button, but not vice-versa.

Item records

Item records support the traditional functions of circulation and inventory control. Barcode numbers for physical items are recorded here and may be subject to a validation routine according to site-configurable parameters. There is a provision for public and staff notes. Optionally, URL’s for electronic items may be recorded here (for example, to record the URL for a specific volume of an electronic journal).

Because all three levels of the record hierarchy are mandatory, whenever a new bibliographic record is created by any means, at least one holdings record will be created to accompany it. Each new holdings record, in turn, will have at least one new item record created to accompany it.

Cataloging Record Features:

- Full authority control (anticipated for OLE 1.5).

- Internal linkages to acquisitions and circulation records.
- URL links to external resources from any level of the cataloging record hierarchy (bibliographic, holdings, or item).
- Ability to flag records as “staff only” so that they can be excluded from public indexes but displayed in the library’s discovery layer.

→ To learn more about bibliographic, holding, and item records see the *Guide to Describe* or [OLE Instance Document V9.1](#) for additional technical information.

OLE Cataloging Record Relationships

Loading/Ingesting Records

Bibliographic records may enter OLE in a variety of ways:

- Batch loads of large number of records simultaneously.
- Download of individual records from a bibliographic utility such as OCLC (a cataloger may download a number of records into a single file on his or her workstation, and then upload all of the records in the file at once).
- Manual creation of individual records using the editor. While this might typically be done by a cataloger, it might also be done by someone in an acquisition unit or by a staff member at a circulation desk. Brief bibliographic records created by circulation staff will be flagged as “fast add” records so they can be reviewed later by catalogers and corrected and upgraded to fuller records if necessary.

Batch loads and single record downloads may overlay existing bibliographic records rather than create new ones. Records to be overlaid can be identified by a number of match points. When downloading a single record, a cataloger may overlay an existing record that he or she has called up on the screen without needing to specify a match point. When bibliographic records are overlaid, certain fields in the original record may be protected from overlay and replacement so they are retained in the updated record and not lost.

Ingest Features:

- Downloading bibliographic records one at a time from external data sources such as OCLC.
- Importing batch files of bibliographic records such as those that might be received from a vendor.
- The ability to do global edits on bibliographic records by exporting them to an external tool such as MarcEdit and then reimporting them will be available in 1.0.

→ To learn more about single record importing, see the Import Bibliographic Records section of *Guide to Describe*.

→ To learn more about importing batch records, see the relevant section of *Guide to Purchasing and Accounts Payable*.

→ To learn more about fast add cataloging, see the relevant section of *Guide to Deliver*.

These and other OLE user guides are available for download from [OLE 0.8 Milestone User Documentation](#).

Editors

OLE stores MARC records in the form of MARCXML. Catalogers add or update MARC records using an editor that hides the details of the XML stored behind the scenes, but catalogers have an option to view the XML code if they wish. The MARC editor in OLE 0.8 provides very basic functionality. In OLE 1.0, the MARC editor will be significantly enhanced in order to fully support production-level cataloging activities.

In OLE, multiple copies of an individual volume shelved in the same location can be handled by attaching multiple items to the same holdings record, one for each copy. Alternatively, multiple copies in the same location can be handled by creating a separate holdings record for each copy. If the different copies are in different locations, then separate holdings records *must* be created.

Editor Features:

- Audit trail of changes to bibliographic records (planned for the 1.5 release).
- Validation of bibliographic data. Initially, OLE will support a “light” validation with limited requirements (e.g. does this MARC record have a 245 field?). Subsequently, an option for full MARC validation is anticipated for the 1.5 release.
- The ability to make global changes to holdings records in 1.0.
- Operator security based on roles and record ownership.
- Locally defined status codes (e.g. “Not yet cataloged” or “Cataloged”) for bibliographic records.



To learn more about the OLE MARC Editor, see the Editor section of *Guide to Describe*.



To learn more about OLE’s prerelease Dublin Core Editor, see the Dublin Editor section of *Guide to Describe*.

These and other OLE user guides are available for download from [OLE 0.8 Milestone User Documentation](#).

Bound-withs and Analytics

In OLE, all three levels of the record hierarchy are mandatory: Each bibliographic record must have at least one holdings record, and each holdings record must have at least one item record. However, in the case of a “bound-with,” this requirement can be satisfied by having one item record linked to a holdings record which is in turn linked to two or more bibliographic records. When a library wishes to have a bibliographic record for a series as well as separate bibliographic records (“analytics”) for the individual titles in the series, this requirement can be met by having one item record linked to two or more holdings records, with each holdings record linked to a different bibliographic record. “Bound-withs” are supported in OLE 0.8. “Analytics” will be supported in OLE 1.0.



To learn more about how bound-withs function in OLE, see the Bound-Withs section of *Guide to Describe*.

Locations

Locations in OLE are defined by each partner site at the time of implementation. Locations are defined in terms of a hierarchy of up to five levels. As delivered, the levels (from broadest to most specific) are:

- Institution
- Campus
- Library
- Collection
- Shelving location

An OLE site may rename these levels and need not use all of them. All locations must be unique. Thus, if an OLE site has two libraries, and each library has a “stacks” location, two different stacks locations would have to be defined in OLE, one for each library.

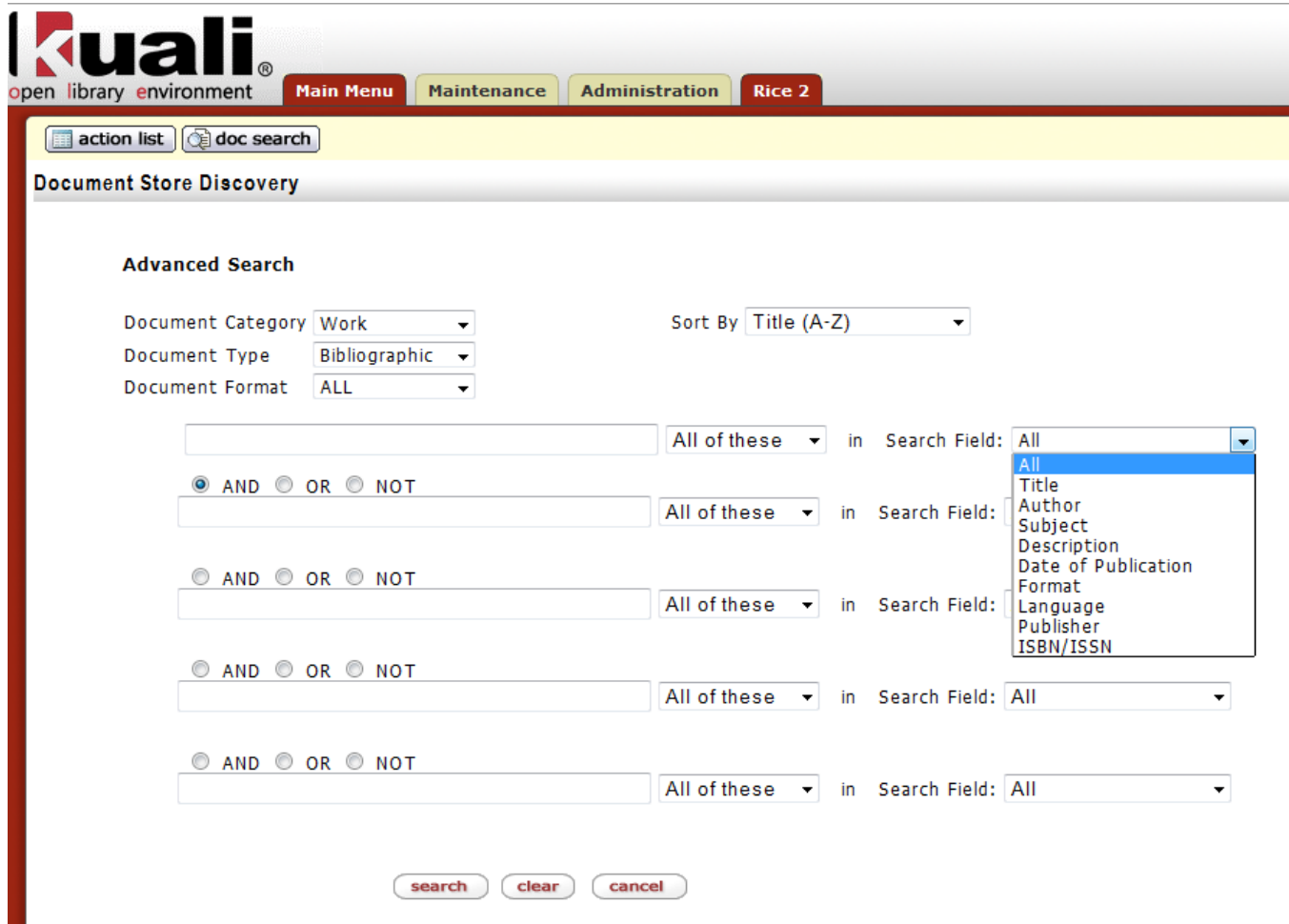
Locations are ordinarily recorded in holdings records, and only one location may be used per record. Typically it would be the lowest level in the location hierarchy that is known. Higher levels of location may be inferred from the level specified in

the record because of the hierarchy that has been defined in the OLE maintenance documents. The location recorded in a holdings record is the place where something is ordinarily shelved or housed. Shelving locations are sometimes also recorded in item records; the “item” location is a temporary location for the item, such as “Reserve.”

➔ To learn more about Location Maintenance in OLE, see the Location Maintenance Documents in the *Guide to Describe*.

Document Store

OLE records are saved in the **Document Store** (DocStore). The DocStore can be searched in a variety of ways. Catalogers may do searches against bibliographic records, holdings records, and item records, using the standard Boolean operators AND, OR, and NOT. An asterisk may be used as a truncation symbol or as a wildcard within a word. Response sets can be sorted by title (A-Z or Z-A), author (A-Z or Z-A), publication date (newest to oldest or oldest to newest), or relevance. Response sets can also be further limited by facet.



The screenshot shows the Kuali Document Store Discovery interface. At the top, there is a navigation bar with the Kuali logo and the text "open library environment". Below the logo are several menu items: "Main Menu", "Maintenance", "Administration", and "Rice 2". The main content area is titled "Document Store Discovery" and contains an "Advanced Search" section. This section includes several dropdown menus for "Document Category" (set to "Work"), "Document Type" (set to "Bibliographic"), and "Document Format" (set to "ALL"). There is also a "Sort By" dropdown menu set to "Title (A-Z)". Below these are five search criteria rows, each with a text input field, a dropdown menu set to "All of these", and a "Search Field" dropdown menu. The first "Search Field" dropdown is open, showing a list of options: "All", "Title", "Author", "Subject", "Description", "Date of Publication", "Format", "Language", "Publisher", and "ISBN/ISSN". At the bottom of the search section are three buttons: "search", "clear", and "cancel".

DocStore Features:

- Quick record search and retrieval using “DocStore” technology (based on Apache Jackrabbit) via a variety of access points.
- Real-time indexing using Apache Solr.
- Unicode.



The use of DocStore technology allows OLE to rely exclusively on real-time indexing instead of having to defer some or all indexing for large batch loads to off-hours processing.



To learn more about the DocStore in OLE, see the Document Store Introduction in the *Guide to Describe*. This and other OLE user guides are available for download from [OLE 0.8 Milestone User Documentation](#).