

## Procedure for Checking Your Library's Records After Sending them to Auto-Graphics

When you submit your monthly holdings to reQuest you are now able to find out which of your records had problems loading into reQuest. This is something that many of you have asked for over the years and it is now possible to do in an easy-to-read way over the Web.

The same FTP link used to electronically send your records to Auto-Graphics is also being used to house folders on records that had problems loading into reQuest because they were either **too brief** or did not contain **holdings** (call #). Even if they are too brief they can still make it into reQuest if other matching criteria are met [www.iconn.org/documents/MatchingDuplicationCriteria-2004.pdf](http://www.iconn.org/documents/MatchingDuplicationCriteria-2004.pdf). Therefore these folders contain records that made it into reQuest as well as ones that did not make it at all.

After FTPing your records to Auto-Graphics you can check in about a week to see if you have a folder of records that had problems making it into reQuest by doing the following:

- Go to <ftp://ftprqst:rqg09t@ftp.auto-graphics.com> .
- You will see two folders called **BRIEFRECS** and **NOHLDRECS**.
- When you click on these folders you will see folders for each month of the year.

(i.e., click on the November folder and it will open up to several "Notepad" files from the various libraries who had sent records that month. These files contain the actual records that had problems loading into reQuest. You will be able to see which records you need to clean up before resubmitting.)

The criteria for records not loading into reQuest are the following:

- **BRIEFRECS** contains records that are missing a 245 (title), 260 (publisher), or 300 (physical description) MARC field
- **NOHLDRECS** contains records that are missing holdings (call numbers)
- If a record is missing either of these pieces of information and it does not make it through the matching criteria phase either, it will not be loaded into reQuest.

For example, if you sent records to Auto-Graphics during December take a look at this ftp page to see if you have any problem records. The monthly folders will remain visible for at least 2 months before removal. If you have any questions, please do not hesitate to e-mail or call me.

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