

# PALS TIPS

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## Backup

If you are having problems sending your backup file to the mainframe (SND \*\*\* Send Backup File), and only part of the transactions will go through or it will not SND at all, the problem is usually as a result of corrupted data. If you can identify which transaction was corrupted it will be possible to continue the SND procedure. If, for example, you had 300 transactions on your PC and only 222 transactions are sent through it is likely that transaction 223 was corrupted. One can take a chance and SND again and start from transaction 224 and it probably will complete the process.

SND \*\*\* Send Backup File

```
Terminal Number   :03090
Date (MMDDYY)    :040506
Hour              :08
Minute           :47

Backup Drive      :C:
Backup Directory  :\\PALS\WORK
Backup File Name  :BACKUP

Start Transaction :00224

Verify and/or correct above

Select [PROCEED] to confirm
send of backup file

                [PROCEED]
                [QUIT]
```

If this does not work one has another option to identify the corrupted transaction. Use the Print Backup File (PBF) command. This prints the transactions in a readable format that one can use to see where the problem occurred, for instance, a bar code not properly scanned in, or a bar code with characters like 361%0\*\*5555##1 will be a clear indication that something went wrong and that this is more than likely the corrupted transaction.

## Printing

If the search has produced a list of titles of two screens or more it is often a waste of paper to print each screen on its own page. To print two PALS screens onto one page, do the following:

- type DI command to call up the first screen

- press the shift key and F12 key at the same time (nothing will print if this is done correctly)
- type a DI or NS (next screen) command to go to the next screen
- press the shift key and F12 key at the same time again (nothing will print if this is done correctly)
- press the shift key and F11 key. This will ensure that both screens are printed onto the same page.

## Cataloguing

Before cataloguing a new item, it is important to first check on the entire system (SYS) for duplicate/identical catalogue entries.

Use the following search methods:

- first do an International Standard Book Number (ISBN) (either 10 digit or 13 digit ISBN) search (is sys 0620123456). This is the most accurate, and fastest method. Similarly, for AV material such as DVDs, one can do a term search (ote 123456) on the identification number found on the spine of the DVD case. However, do not only search under ISBN, as there could already be a record for the book on PALS with the ISBN typed in incorrectly or even omitted
- combination search for books (CO steel love) - author's surname and first word in title (omit 'the', 'a', et cetera)
- author's surname and initial
- title term search (OTT) for DVDs and CDs
- if one finds an identical copy of the book with the same ISBN (at a library or in CPL), one can 'copy' the record by inserting the Bibliographic Record Number (OC number) into the Load Item Record workform (LIR). This will cause PALS to automatically move the catalogue record (MMR) into your library's catalogue over the weekend. This way one can 'catalogue' an item without logging onto the MARC Editor (MED) module of PALS. Please note that the record of the first library in the list will be copied over, which might not necessarily be the best bibliographic (bib.) record
- however, if one finds an identical title on CPALS, but it is a hardback (and one has

the paperback), or if the publisher is different to the one in the book on hand, then one must create a new bib. record. (Either LMR or MMR, but be very careful with the latter to force a new bib. number as the book in hand is different, that is, press F3 and change Record ID to #0900000000)

- if only a Selection Record (SEL) is found, do a Move Marc Record (MMR) and amend accordingly (remember alt-F6 deletes an entire line). However, if only a short SEL record with just-published review information is found (see example below), one should rather create a new record (LMR), as this short record will be removed later.

Screen 001 of 001 Record 0001 of 0001 SEL ILL FILE

```
Library: SELECTIONS
Location: Collection not yet determined
Availability: Unknown -- check the shelves
Author: Strangelove, Michael.
Title: The empire of the mind
General-Note: JdeB
Summary: TLS 10.02.06 p31
Bib. Record-ID: 09-00477535
----Type DS to Display availability detail.
```

## Copy and paste in Windows XP

To enable copy and paste functions on a PC that has been upgraded to Windows XP (using the mouse), do the following:

- go to PALS properties; right click on the PALS icon and select properties; or Right click on the PALS title bar and choose properties. I will describe steps for the second option:
- go to options
- click on the box that says 'Quickedit mode' (this should then place a tick in the box)
- click on OK or Apply (depending on which option you selected for going into properties)
- a screen will pop up asking if you want to apply the properties to the shortcut to current window only or modify shortcut that started this window: Choose the option 'for the shortcut'. You should now be able to copy and paste using your mouse.

Following these handy tips could make life much easier for librarians.

*Note: For Windows 2000 copy and paste tips refer to CL January/February 2006 page 8.*