



BestMARC and Data Services Features Overview



Discover more.™

Better discovery through the best metadata management.

Mitinet.com

800-824-6272 | 608-845-2300 | info@mitinet.com



Best Metadata Management Software: BestMARC &
Customer Service Excellence Award - Midwest USA

BestMARC

MARC Editor/Cataloger

- AACR2 or RDA cataloging standard
- Full Unicode character support
- Leader, control field, and data field editing
 - Add, change, delete fields and subfields
 - Rearrange subfields
- Change indicators
- Automatic update of non-filing indicator for common leading articles
- Context-sensitive tips and examples
- Context-sensitive Library of Congress and *RDA Toolkit* help links
 - We are an official *Linking Partner* of the *RDA Toolkit*
- Record Errors and Warnings display in real time
 - Click an error or warning to go to the appropriate field to fix it
 - AACR2 or RDA rules are used when determining errors depending on your settings
- Easy entry for Code Lists
 - Languages
 - Description Convention Source Codes (i.e. 040 \$e)
 - Geographic areas
 - Type of Date
 - Relators
 - Physical Description vocabulary
 - Format of Notated Music Terms
- Subject Explorer
 - Search for subjects by Dewey, LC Classification, or subject term
 - Contains complete authoritative Library of Congress, Library of Congress Children's, and Sears subject lists
 - Browse Authority Genre lists for Library of Congress, Sears, and GSAFD
 - Each subject can be expanded to show Broader terms, Narrower terms, and Related terms
 - Each term is linked across subject authorities to allow maximum subject discovery
 - Ability to find and update the Dewey (082 \$a) based on subject term
- Convert record to RDA
 - Quick selection for Content (336), Media (337), and Carrier (338)
 - 260 to 264 conversion
 - Convert abbreviations to full terms
 - Date standardizations
- Automatic ISBD Punctuation
- Copy/holdings editor
 - Customized per user's ILS
 - Auto-fill next barcode feature
- 48 standard material types
 - Default fields are customizable for each material type
- Create and share custom MARC templates
 - Start with a standard material type and completely customize it with default fields, subfields, and pre-entered data
 - New records can then be created from the custom template

- Easy-entry for common special characters, customizable to add additional characters
- View/print screen for full MARC view

Record Source

- Wide variety of materials, including hard-to-find A/V materials
- Search for records using
 - Material type
 - ISBN
 - Author
 - Title
 - Publisher
 - Publication Date
 - Extent
- Results ranked by record quality and how well your search criteria matched
- Cover image display to help visually pick out best match
- Use related terms tag cloud to quickly add additional search terms
- Search More Servers feature does additional Z39.50 search if material is not found
- Reading program scores displayed along with search results if available
- If item is not found, a single click will catalog it with the search criteria automatically filled into the appropriate MARC fields
- Built-in interactive search and catalog tutorial

Record Management

- All records display in a grid called My Records
- Default columns include
 - Record status: whether the record has errors or warnings
 - Common MARC fields such as ISBN, Author, Title, Publisher, Call Number
 - Dates that the record was Updated, Created, and Imported
- Ability to create Custom columns to display any MARC field, subfields, or range of fields
- Column features
 - Can sort in Ascending or Descending order
 - Can filter (search) to show only records that Start With, End With, Contains, or Equal a given value
 - Change column order
 - Hide or show each column
- Create a copy of a record
- Lists
 - Create lists to look at smaller batches of your records
 - Add records to a list manually, or by creating a Selection that can add or remove records from your list automatically based on a set of conditions that you set
 - Move records between lists
- Send records to other BestMARC users
- Print My Records grid
- Export My Record grid to Microsoft Excel file

- Export My Records to MARC file
 - Named according to your description
 - Choose which records to export, selected ones or everything
 - Option to only export records with changes (when overlaying existing records in your ILS, this improves loading times)
 - Option to create Labels and/or Cards files for exported records according to your settings
- Import a file of MARC records
 - Optionally run a Workflow of updates upon import
 - Optionally add records to a List

Browse Records and Quick Editor

- Configure the Quick Editor to edit your most commonly-used fields such as Genres, Subject Headings, Table of Contents, Dewey number, or anything other subfield
- Browse through a fully-formatted display of your records, with quick editor next to it
- Quick editor
 - User configurable
 - Select any tag and subfield to edit
 - Limit editable subfields to specific indicators
 - Use pre-defined subfield names or enter your own
 - Choose from:
 - Freeform text entry with auto-complete from a list of your own values
 - List of specific values to display (for instance all the genre terms you use)
 - Quickly turn on and off editing controls to use in different situations
 - Changes are automatically saved
- Print a record to your printer

Checkpoints/Comparisons

- Save the current state of your records into a checkpoint
- Undo unwanted changes since your last checkpoint
- Compare your checkpoint record versus the current record with changes in a side-by-side comparison view
 - Color-coded and highlighted to show any deletions, additions, and changes

Enhancements

The following enhancements can be run on your records by clicking it from a list and clicking Run. It will run according to the settings you set, allowing you to pick and choose which features you want. You can group multiple enhancements into a Workflow to run several at once, and can be run automatically upon import if desired.

Award Notes

- Add national award notes
- Add state award notes for either All states or one or more states you choose

Convert to RDA

- Update Content, Media, & Carrier (336, 337, 338)
- Convert 260 to 264
- Expand abbreviations
- Standardize dates

Reading Program Updates

- Reading Programs supported
 - Accelerated Reader®
 - Fountas & Pinnell®
 - Lexile®
 - Reading Counts®
- For each reading program, you can specify to update for all locations or only for records for a given location (if some different locations use different programs)
- Unlike other services, BestMARC does not match solely on ISBN. Multi point matching ensures accurate matching for more materials, especially for rebinds and records with incorrect ISBNs. Often rebinds have different ISBNs that are not in the official reading program databases
- Mitinet continuously integrates official reading program data into our database as they are released
- Optional Mitinet Measures adds a close correlation to an official Lexile score if none is found. If an official Lexile score is found on a later run, the Mitinet Measure is replaced
- PDF label files are generated for items with new or updated scores, so just the changes can be printed and re-labeled
- An Excel report is generated containing all changes including the old and new scores

Record Repair

- Set Place of Publication control field based on the 260/264 \$a
- Set Date of Publication control field based on the 260/264 \$c
- Set Running Time control field for visual materials from 300 \$a
- Set non-filing indicator for titles (245, 830)
- Update invalid indicators
- When language is undefined, set it based on the non-filing Title article's language
- Remove extraneous leading blanks
- Update ISBD punctuation
- Fix invalid characters (carriage returns, tabs)
- For RDA records:
 - Update Content, Media, & Carrier (336, 337, 338)
 - Convert 260 to 264
 - Expand abbreviations
 - Standardize dates

Subject Heading Updates

- Update old subject terminology to new authoritative terms for the following subject types
 - Library of Congress
 - Library of Congress Children's
 - Sears
- Add kid-friendly subjects
 - Adds kid-friendly subject terms when certain subjects are found. For instance, when "Arachnids" is found, add subjects for "Spiders" and "Bugs"
- Remove redundant subject terms, choosing which subject type to prefer
- Remove "Juvenile fiction" or replace it with just "Fiction"
- Remove "Juvenile literature"
- Sort subjects in numerical order (instead of importance order)

Labels & Cards

- PDFs are generated that can be printed onto label or card stock
- Book pocket labels
- Spine labels
 - Dewey can be stacked before or after the decimal, or on a single line
 - Add Copyright year
 - Add Accelerated Reader points
 - Add Lexile/Mitinet Measures
 - Include identification labels (to assist finding the material on the shelf)
- Vertical call number labels
 - Include identification labels
- Reading program labels
 - Can specify which reading program labels to print
 - Include identification labels
- Cards
 - Catalog Card Set, Main Entry Cards, or Shelf List Cards
 - Use Rule of 3 for Subjects and Main/Added Entries to limit number of cards printed
 - Use AACR2 formatting for RDA records (prints common abbreviations on cards for RDA records)

Batch Editing

- Global Edit
 - A set of instructions to batch edit records that is saved by name and can be run at any time
 - Editing options
 - Add or change leader, field tags, indicators, subfields, and text within
 - Find and replace text, including support for regular expressions
 - Delete fields or subfields
 - Update a record's material type
 - Fix ISBD punctuation
 - Add text to the beginning of
 - Add text to the end of
 - Change capitalization
 - Sort subfields
 - Copy subfield data to a different subfield
 - Match case
 - Limit to whole words only
 - Set today's date in a variety of formats
 - Conditions
 - Can specify conditions under which the edit happens
 - Subfield contains, does not contain, starts with, or ends with
 - Subfield is all upper case or all lower case
 - Text is greater than, less than, or equal to a value
 - Count fields or subfields (for instance targeting records with less than 3 subject headings)
 - Leader position is a certain value
 - Support for regular expressions

- Workflow
 - Group Global Edits and Enhancements into a sequence to perform many steps in one command
 - Steps in a Workflow are run in the sequential order you choose
- Can be previewed in a side-by-side comparison showing what changes will be made to your record when it is run
- Once run, a report is generated detailing the number of changes that were made
- Can be copied and edited to save time
- Global Edits and Workflows can be shared with other members of your organization
- Only the Author (and Account Manager) can make changes to it
- A Global Edit or Workflow can be run upon import

Miscellaneous

- Create accounts for your users
- See login and usage statistics for your users in graphical format
- User Guide
 - Getting started guides
 - Detailed descriptions of each feature
 - Examples
 - Images
- Included live web-based training for individuals or groups
- Included technical support

Data Services

Full Circle Service

Limited on time? Mitinet's expert Data Services team can run any of the BestMARC Enhancements for you, on your timeline, with little to no effort from you. It's called our Full Circle Service.

Depending on your ILS, you give us access to your online catalog and we will take care of getting your records out of your ILS, updating them, and putting them back into your ILS.

Custom Data Services

Our Data Services team provides full-service database cleanups and MARC record updates based on your time and budget, customized to meet your needs. We commonly perform the following services:

- Brief Record updates
 - We can match your brief records to records in our database and create new records with full data that fixes missing or incorrect information
- Call number standardization
- Duplicate record removal
- Custom record repair
- Custom global edits
- MARC record creation
- Customized MARC record updates
- Conversions from one ILS to another
- Union database creation for migration

Database Diagnostic Report (Complimentary Service)

We run your records through our diagnostic software and report the state of your data, including:

- Your collections
- Call number prefix consistency
- Cataloging standards (RDA or AACR2)
- Technical and syntax errors
- Brief and duplicate records
- Enhancements that could be performed automatically:
 - Award note updates
 - Subject heading updates
 - Reading program updates

As we continuously improve and add new features and functions to BestMARC, we strive to embrace feedback from our customers to meet and even exceed their expectations. Features and services are subject to change.