

## Pre and Post-Migration Work Outline

### I. PRE-MIGRATION WORK

This is an overview of what work should be involved to get your library's records up to standard for migration into the Minerva system.

- A. All item and patron records should have a 14-digit codabar barcode.
- B. Weeding of the collection and patron records is highly recommended. Records from weeded items should be removed from your catalog (or not included in the export for loading into Minerva).
- C. Bibliographic records should contain:
  - 1. Either an OCLC # in the 001 or no number in the 001
  - 2. Have a specific material type
  - 3. ISBN - only the isbn for the material, no other format ISBNs
  - 4. Main Entry (Verified Authority) -- 1xx
  - 5. Title/Statement of Responsibility -- 2xx
  - 6. Publication information -- 260/264
  - 7. Physical description -- 300
- D. Patron records...
  - 1. should **not** contain a social security number.
  - 2. should contain:
    - a) an expiration date.
    - b) the patron's full name with middle initial, if applicable.
    - c) a telephone number.
    - d) an email address, if applicable.
    - e) the current mailing address.

### II. POST-MIGRATION WORK

This is not a comprehensive list, but these are the type of issues we expect you might encounter that will need clean up work by library staff.

We can help provide training, documentation, how-to, or procedures for most of this work:

- A. A list of holds will need to be run from the old system and entered by library staff into the new system.

- B. Records without a 100, 245, 260, 264, or 300 line that should have one will be suppressed until fixed. The owning library will need to fix the records in a timely manner before unsuppressing them.
- C. Clean-up duplicate records.
- D. Clean-up unique records.