MAINE
I N F O N E T

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 MILS 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 MILS).

    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) -- 1xxs
        5. Title/Statement of Responsibility -- 2xxs
        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.