The State University of New York

New MD Editor Series: Indication Rules

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Indication Rules - Roles

- One of the following rules is required to work with indication rules:
  - Cataloger
  - Catalog Manager
  - Catalog Administrator

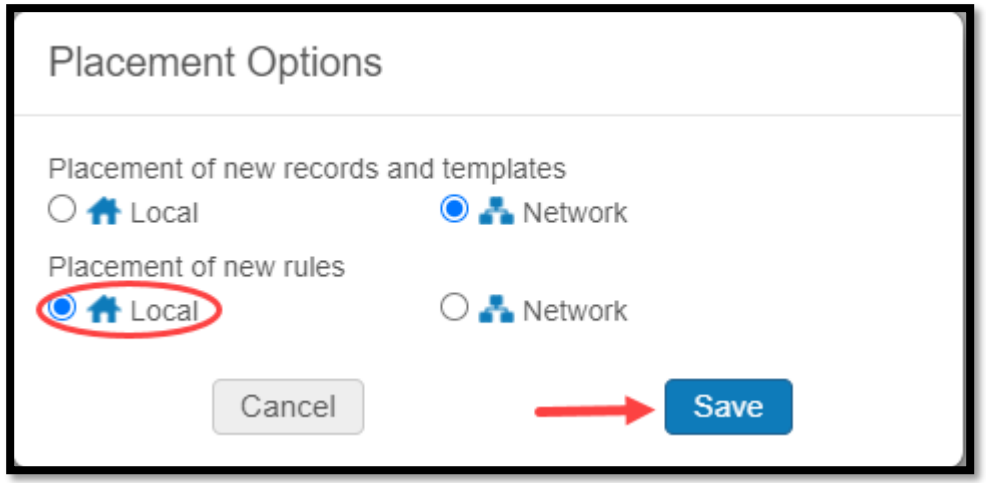
Indication Rules Basics

- Indication rules:
  - Are used to identify bib records that meet the criteria in the rule
  - Do not change data in bib records
  - Can only be used with bib records
  - Are created in the MD Editor
  - Can be applied to:
    - Individual bib records in the MD Editor
    - A set of Physical titles, All titles, or Electronic titles bib records using a filter
  - Can be applied to the following processes in Alma:
    - "Delete holding records with no items" job
    - Publishing profiles
    - Import profiles details

Placement of New Indication Rules

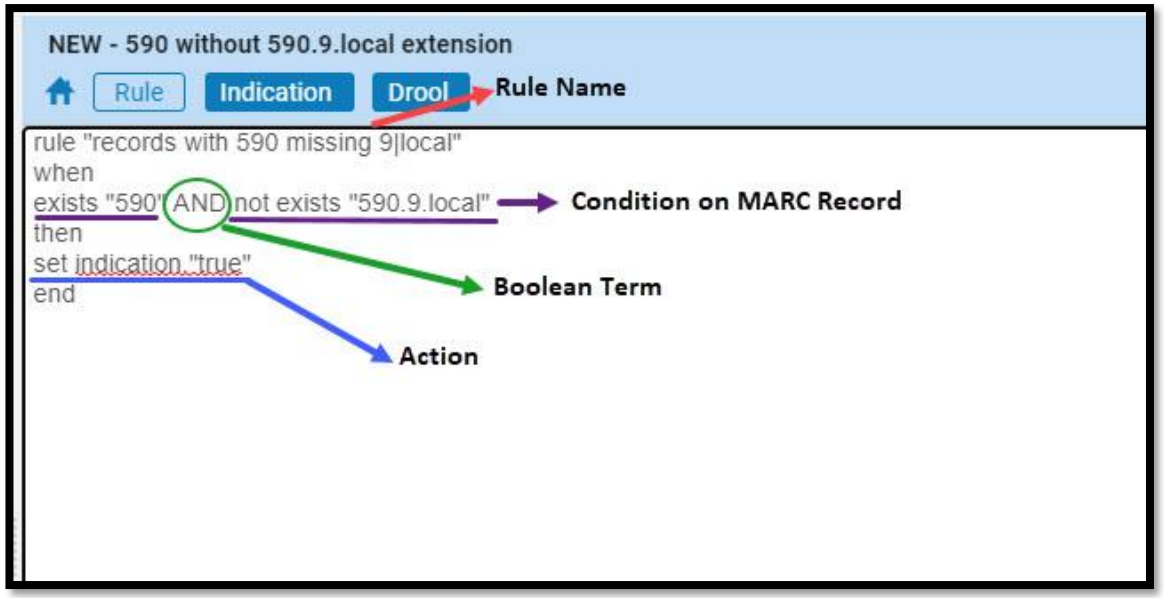
- The placement of new rules is very important when creating indication rules:
  - A Network (network icon) or a local (house icon) indication rule can be used on a bib record in the MD Editor
  - Indication rules should be created as local so that the rule can be filtered on a set
  - Network created indication rule cannot be used to filter a set of records

- To change the “Placement of new rules”:
  1. Open the MD Editor
  2. Click on the **Records** or **Template** tab
     - Currently “*Placement Options*” is not under the "New" menu when the Rules tab is selected
  3. Click ***New>Placement Options***
  4. Click the local radio button under "Placement of new rules"
  5. Click ***Save***



Indication Rules Format and Order

- Indication rules format and order:
  1. rule “name of rule”
  2. when
  3. **Condition with record elements** or Conditions with record elements separated by Boolean terms
  4. then
  5. **Action**
  6. end



- All rules must start with rule in the first line
- Rule name must be in “quotes”
- The rule name cannot use delimiters ($$), instead use a pipe (|)
- “Quotes” go around the MARC record information in the condition
- When, then, and end must be on their own lines

Conditions Used With Indication Rules

- Conditions are applied to record elements in a MARC record such as fields, indicators, subfields, field/subfield content
- Conditions can be defined at the entire rule level (WHEN), or at a specific action level (IF)
- The following are conditions that can be used in an indication rule:

Condition	Applied To
exists	• MARC fields/subfields (data fields)
existsControl	• LDR and 00X fields (control fields)
existsMoreThanOnce	• MARC fields/subfields (data fields)
not exists	• MARC fields/subfields (data fields)
not existsControl	• LDR and 00X fields (control fields)
recordHasDuplicateSubFields	• MARC fields/subfields (data fields)

About Control Field Conditions and Elements

- Control fields are known as fixed fields
- Fixed fields are:
  - LDR
  - 00X fields
- Elements that make up control fields:

Element	Definition	Notes
Position	The numeric value for the position in the control field: • Encoding level in the LDR is in position 17 • Date 1 in MARC 008: is in position (7-10) -use the first number as the position	• Control field and position are separated by a period (.) • The position and length of a control field are enclosed in {brackets}
Length	The length is the number of characters in the position: • Encoding Level 17 length would be 1 because only one value is used to define the field • Date 1 in MARC 008 length would be 4 because the date takes 4 positions	• Control field, position, and length are separated by a period (.) • The position and length of a control field are enclosed in {brackets}
Value	The content of the control field and position: • Encoding level of "I" in the LDR is the value	• Control field, position, length, and value are separated by a period (.)

About Data Fields Conditions and Elements

- Data fields are MARC fields and subfields
- Indication rules can use the following data field data elements with conditions:

Data Field Elements	Definition	Notes
Tag (MARC Field)	• Three-digit number assigned to each MARC field	• The condition element begins with the tag • A beginning "quote" preceded the Tag • "Quotes" surround the tag if the MARC Field is the only record element • * wildcard used to find any number in the 2nd and 3rd number in the tag
Indicators	• Are the two digits following the MARC tag • 1st indictor tells the computer how to process the field • 2nd indicator gives information about the content of the field	• Indicators are surrounded by {brackets} • A comma is used between the 1st and 2nd indicator • * wildcard used to indicate any indicator • A period (.) separates the MARC field and the indicator
Subfields	• Contains information about the field • Breaks the field into machine readable sections • Subfield codes is an alphabetic code that specifies the type of information in the subfield	• A period (.) is between the MARC field, indicator, and subfield
Values	• Content contained in the subfields	• A period (.) is between the MARC field, indicator, subfield and value

Record Elements Used In Conditions

Record Element	Example Using Condition & Element
Control Field	existsControl “007”
Control Field_Position_Length	existsControl “007.{0,4}”
Control Field_Position_Length_Value	existsControl “007.{0,4}.v”
MARC Field	exists “650”
MARC Field_Indicator	exists “650.{*,0}”
MARC Field_Indicator_Subfield	exists “650.{*,0}.a”
MARC Field_Indicator_Subfield_Value	exists “650.{*,0}.a.Graphic novels”
MARC Field_Subfield	exists “650.2”
MARC Field_Subfield_Value	exists “650.2.mesh”

Actions for Indication Rules

- There are only two actions that can take place with indication rules:
  1. set indication."true"
  2. set indication."false“

- Actions come after the line with “then”
- “Then” comes after the condition and before the action
- “When/If” the condition is met, “then” tells the rule to perform the action

Wildcards and Special Characters Used In Indication Rules

Wildcards/Special Characters	Definition
# (hash tag)	• # (hash tags) are used at the beginning of a comment line. • The rule ignores lines starting with a # (hash tag) • Do not use # (hash tags) for blank indicators
* (asterisk)	• (asterisk) is used to match a string of any length or value including fields, indicators, subfields, and values • * (asterisk) can be used before, after, or both to match a string
\ (backslash)	• \ (backslashes) are used to replace content, except when search for text string with a period at the end • \ (backslash) must be used in odd numbers, except when searching for a period at the end of a text string • If the value of a subfields ends with a period (.), use two backslashes to match the period, \\.
. (period)	• . (period) is used between fields, indicator, subfields, value (text string)
“” (quotation marks)	• Rules are written between "quotes" • Record elements in conditions are written between "quotes" • Actions are enclosed in "quotes"
Boolean Operators	• AND and OR can be used between conditions in indication rules

CREATING A NEW INDICATION RULE

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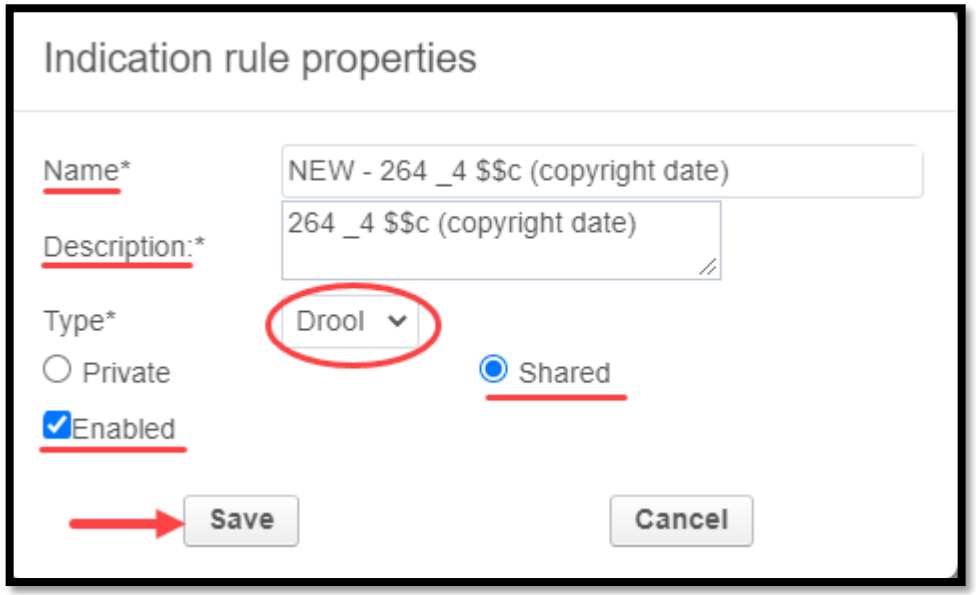
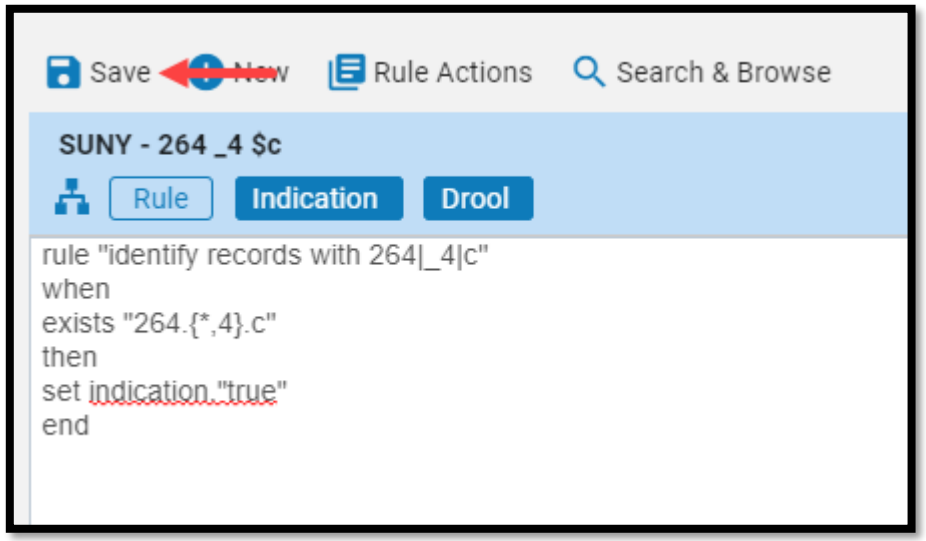
Creating a New Indication Rules in the MD Editor

- To create a new indication rule:
  1. Open the MD Editor
  2. Check the "*Placement of new rules*" is set to Local
  3. Click on the **Rules** tab
  4. Click ***New>Indication***
  5. The Indication rule properties screen displays
     1. Name*: start the name with the campus 3-letter identifier
     2. Description*: [Optional]
     3. Type: [Select Drool - default]
     4. Click on the radio button next to Shared
     5. Click in the Enabled check box
     6. Click ***Save***



Creating a New Indication Rules in the MD Editor

- To create a new indication rule continued:
  7. Begin writing the rule
     - First line: rule “name of rule”
     - Second line: “when”
     - Third line: condition(s) and record element(s)
     - Fourth line: then
     - Fifth line: action
     - Sixth line: end
  8. Click the ***Save*** icon



DUPLICATING AN EXISTING INDICATION RULE

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Duplicating an Existing Indication Rule in the MD Editor

- Indication rules should only be edited by the user who created the rule
- To edit an indication rule, it is recommended to duplicate the rule and then edit the indication rule to meet the user's need

- How to duplicate an existing indication rule in the MD Editor:
  1. Open the MD Editor
  2. Make sure the "*Placement of new rules*" is set to local
  3. Click on the **Rules** Tab
  4. Search for the rule from the rules record list in the left-pane of the MD Editor
  5. Type the indication rule name (part of) in the "Search in list" box
  6. Expanding the folders and scrolling
  7. Right-click on the indication rule being duplicated
  8. Click Duplicate

Duplicating an Existing Indication Rule in the MD Editor

- How to duplicate an existing indication rule in the MD Editor continued:
  9. The Indication rules properties screen displays
     9. Edit the Name: Begin the rule with your campus 3-letter identifier
     10. Edit the Description: to reflect the new rule
     11. Make sure it is Shared and Enabled
     12. Click ***Save***
  10. The indication rule opens in the main pane of the MD Editor
  11. Edit the rule as necessary
  12. Click the ***Save*** icon

TESTING AN INDICATION RULE

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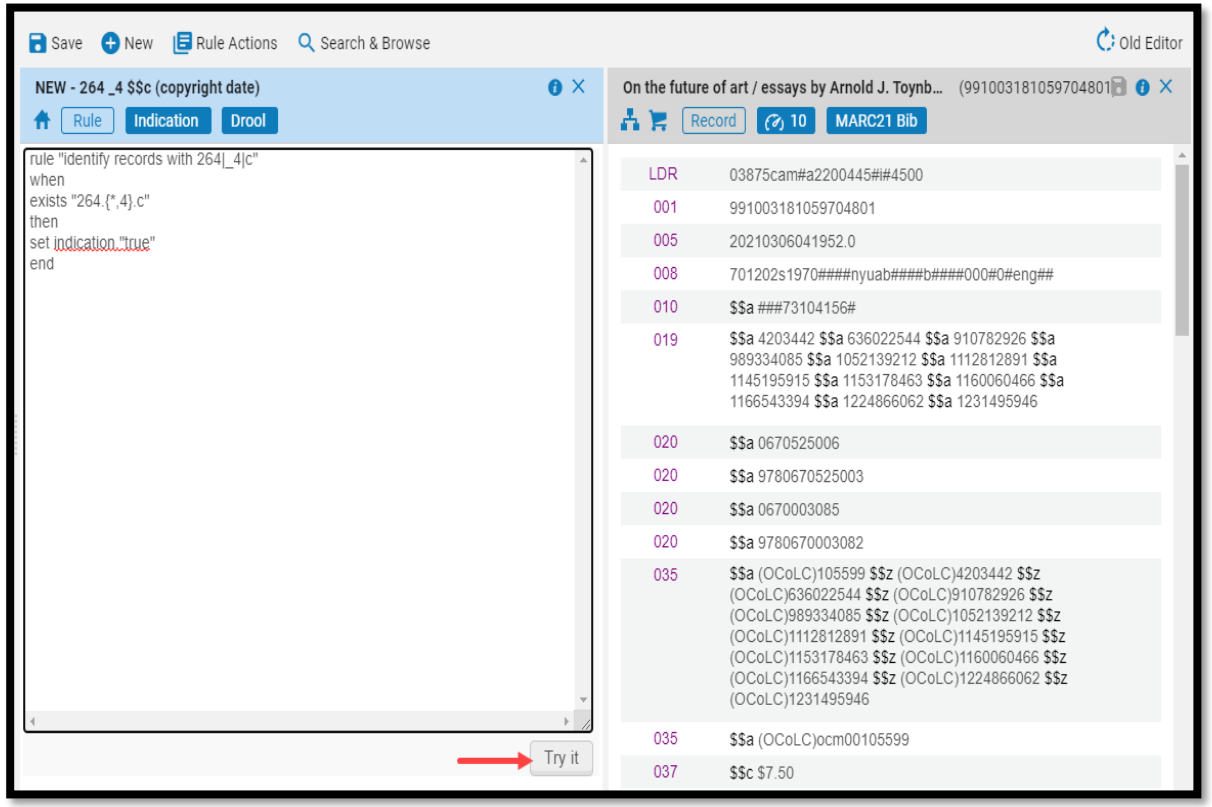
Testing an Indication Rule in the MD Editor

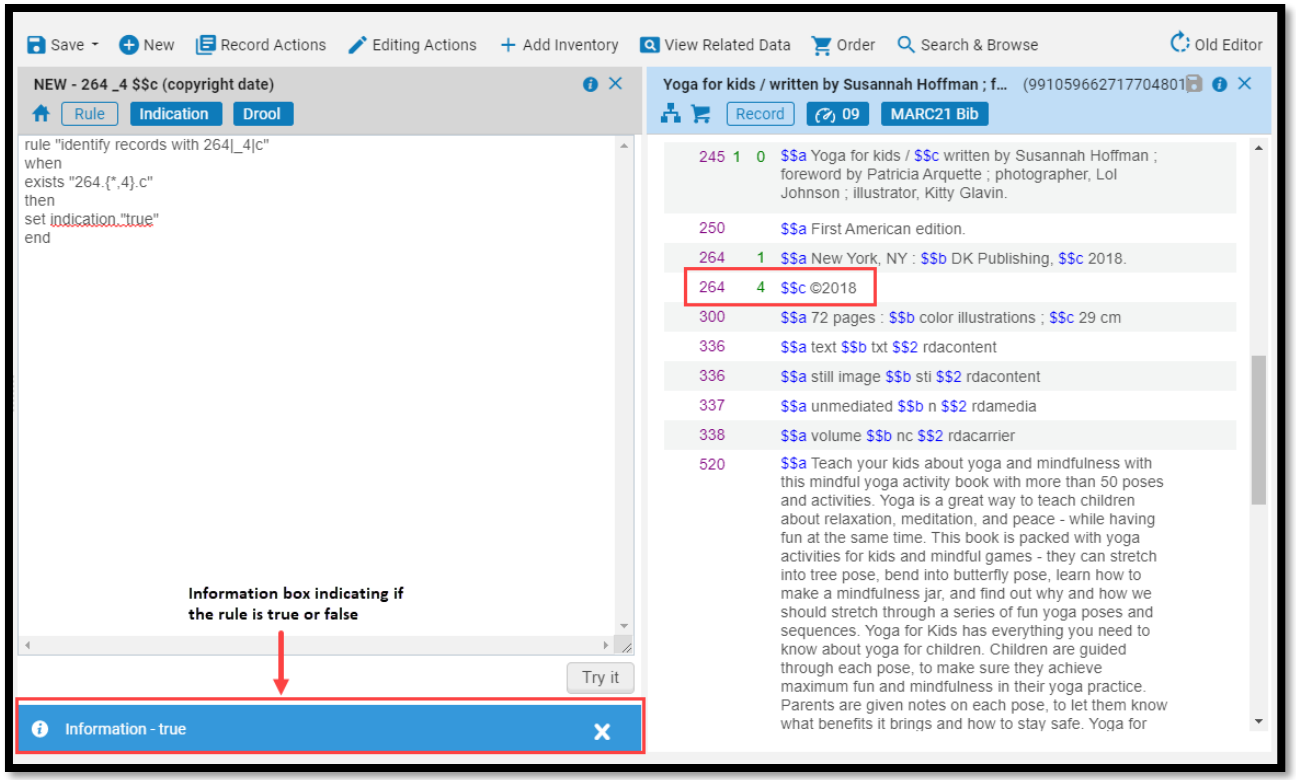
- Test indication rules before running them on a set to make sure the rule works as expected

- To test and indication rule with the indication rule open in the MD Editor:
  1. Click on the **Editor split mode** icon (F6)
  2. Click the **Records** tab
  3. Click on the **MARC21 Bib** record type
  4. Search for the bib record
  5. ***Left-click*** to open the bib record on the right-hand side of the main pane
  6. Click on the rule on the left-side of the main pane



Testing an Indication Rule in the MD Editor

- To test and indication rule with the indication rule open in the MD Editor continued:
  7. Click ***Try it***
     - The information box displays at the bottom of the screen indicating the success of the rule as True or False
  8. Edit, test, and save the rule if the rule did not work as expected in step 7/8
  9. Click "***X***" to close the indication rule
  10. Release the bib record (***Records Actions>Release Record*** / ***Alt+Shft+R***)



FILTERING SETS USING AN INDICATION RULE

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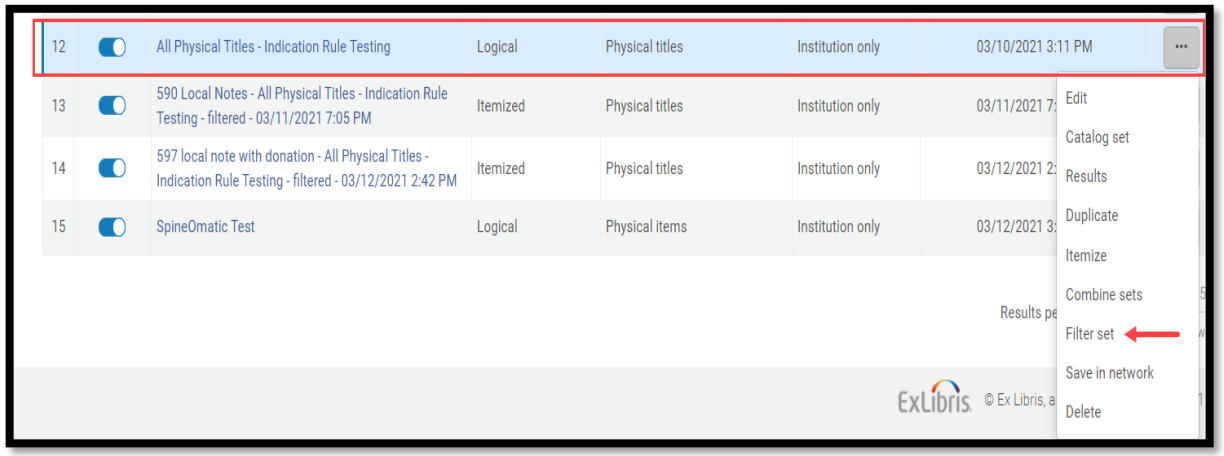
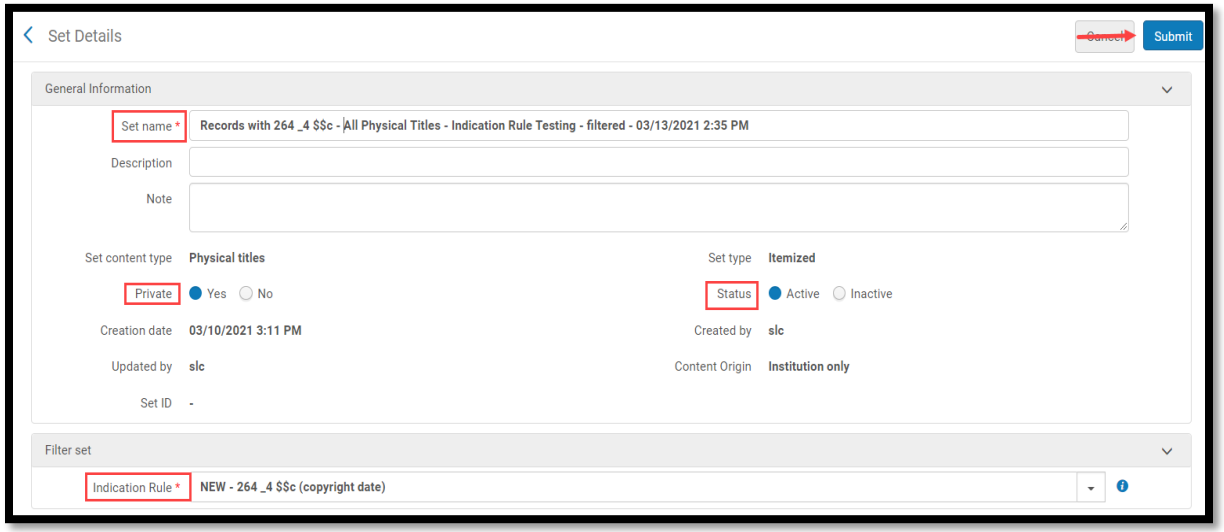
Filtering Sets Using an Indication Rule

- Indication rules are applied to a set of bib records
- They can only be applied to Title sets
  - All titles
  - Physical titles
  - Electronic titles
- Indication rules are used to filter a set and create a subset of records that meet the criteria of the indication rule
- The indication rule must be created to the Institution for it to be used to filter a set

Filtering Sets Using an Indication Rule

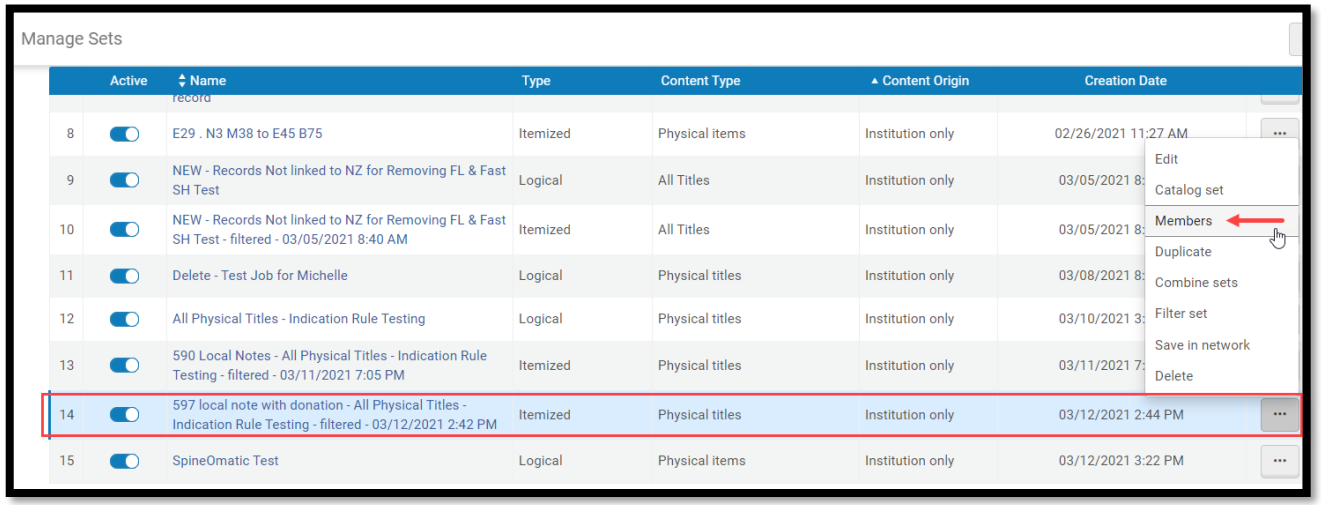
- To filter a set using an indication rule:
  1. Create a set of bibliographic records (logical or itemized)
  2. Go to ***Admin>Manage Jobs and Sets>Manage Sets***
  3. Click ***Filter Set*** from the ellipses of the set
  4. Set details screen opens:
     1. Name: [Edit the name to something identifiable]
     2. Private: [Select “No” if the set is not being shared]
     3. Status: [Keep Active]
     4. Indication Rule: [Select the indication rule from the drop-down menu]
  5. Click ***Submit***
  6. Click ***Confirm*** when the "Confirmation message" pops-up

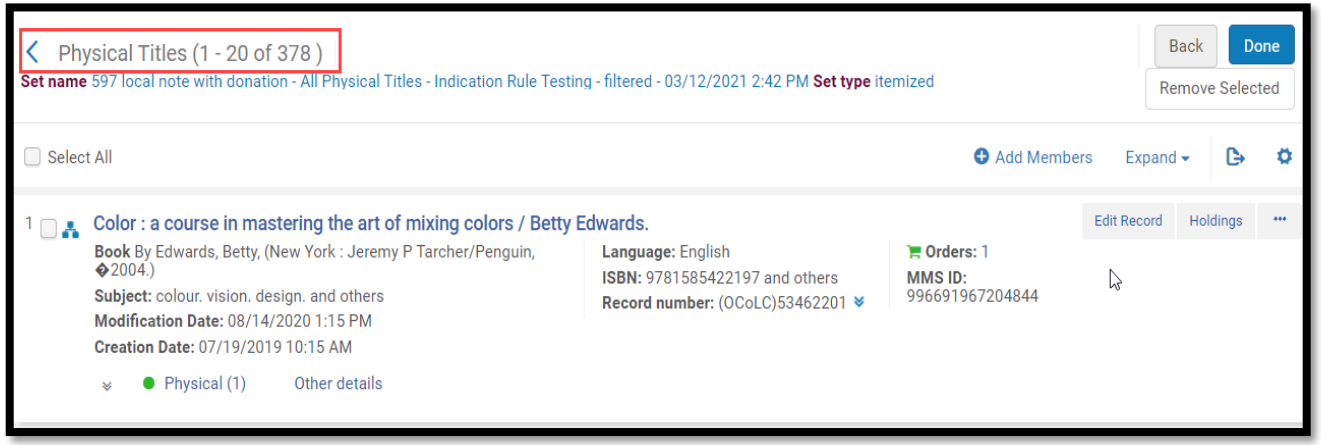




Viewing the Filtered Set

- To view a filtered set:
  1. Go to ***Admin>Manage Jobs and Sets>Manage Sets***
  2. Search for the filtered set
  3. Click ***Members*** from the ellipses of the set
  4. The bib records meeting the indication rule criteria open
     - Number of records in the set will appear at the top of the records list
  5. Click ***Back*** or ***Done*** to return to the Sets list





DELETING INDICATION RULES

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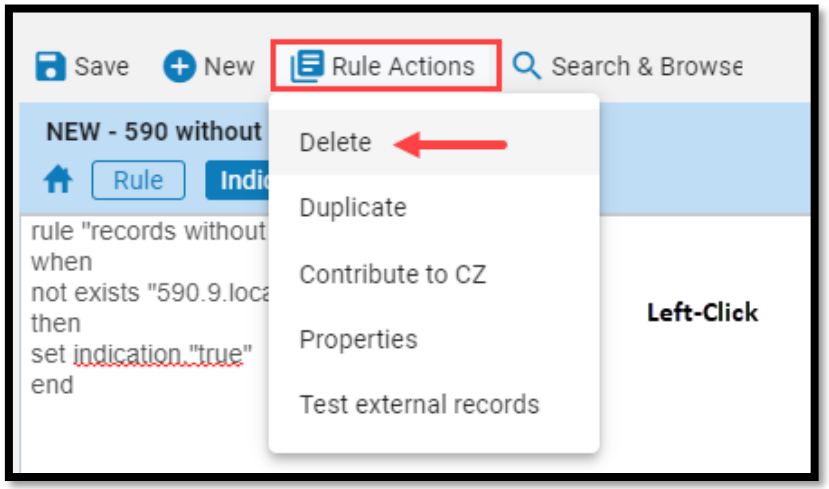
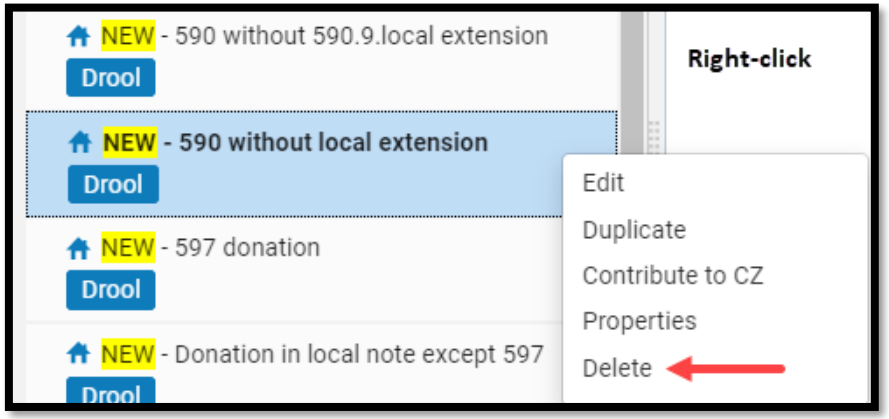
Deleting an Indication Rule

- Deleting indication rules:
  - Indication rules can be deleted when they have been created by the user and no longer needed
  - Indication rules should only be deleted by the user who created the rule
  - Indication rules should only be deleted by the user who created the rule
    - **DO NOT** delete an indication rule created by another user
  - Once a rule has been deleted it can not be undone

Deleting an Indication Rule

- To delete an indication rule created by the user:
  1. Open the MD Editor
  2. Click on the **Rules** tab
  3. Click **Indication** rule type
  4. Search for the indication rule
  5. Delete the indication rule (two potential ways):
     1. ***Left-click*** and open the record in the MD Editor main pane
        1. Click ***Rule Actions>Delete***
        2. Click "***Yes***" when the confirm box pops-up
     2. ***Right-click***
        1. Select ***Delete***
        2. Click "***Yes***" when the confirm box pops-up





SUPPORTING DOCUMENTATION

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Indication Rules

- SUNY
  - Indication Rules LibGuide

- Ex Libris
  - Working with Indication Rules
  - Alma Indication Rule Examples