

Rapid ILL Full Text & eBooks

*Click on all images to view larger.

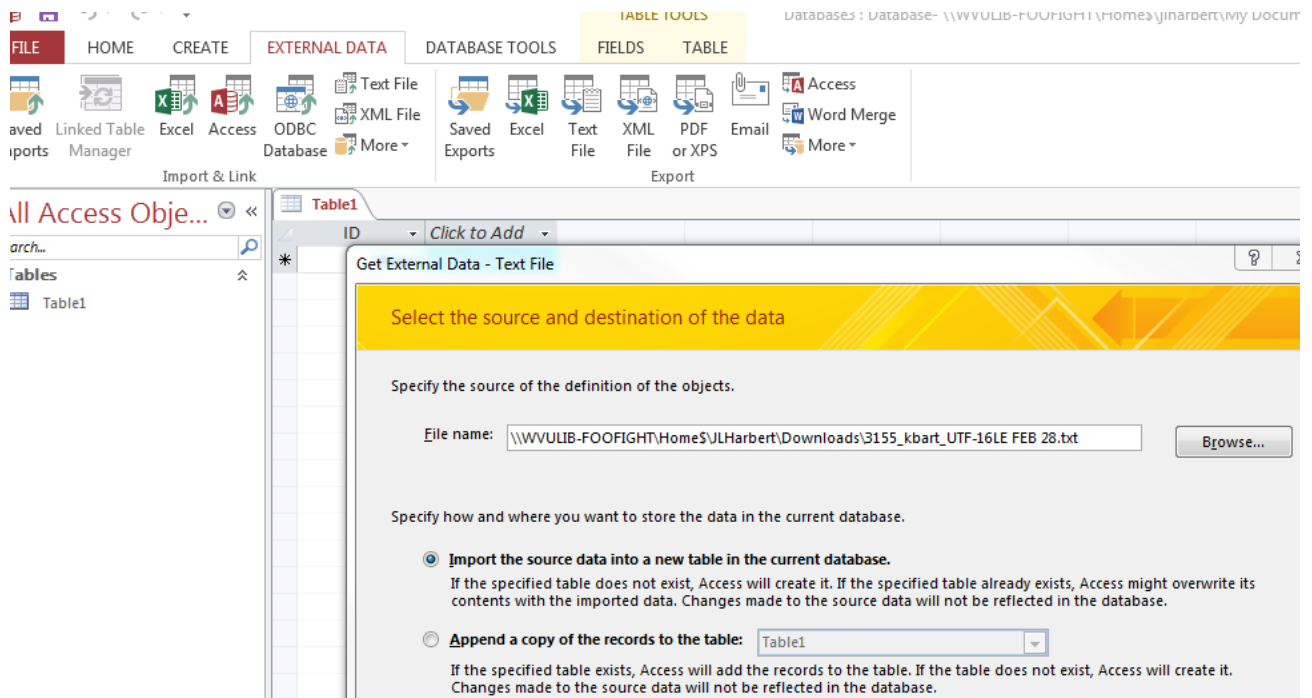
This report filters the large Kbart file into two categories, fulltext and ebooks, and removes any open access and DDA titles. They are both exported as text files. Fulltext is also exported as an Excel file.

- Download the full KB Kbart file on WMS.

WMS/Metadata/Collection Manager/Settings/Knowledge Base Data/Download KB Data/ and then My KBART file and UTF-16LE (Unicode Text/Excel). Click download.

The screenshot shows the WorldShare OCLC WorldShare interface. The top navigation bar includes 'Metadata', 'Acquisitions', 'Licenses', 'Circulation', 'Analytics', and 'Admin'. The left sidebar contains 'Record Manager', 'Collection Manager', 'Search', 'Activity History', 'Approve Changes to Global Collections', 'View Recent Collections', 'Create a Collection', 'Settings', and 'My Files'. The main content area is titled 'Settings' and has a 'Save' button. Under 'Knowledge Base Data', there are tabs for 'Data Sources', 'Download KB Data', and 'Upload KB Data'. The 'Download KB Data File' section includes a description: 'Download a KBART file from your WorldCat knowledge base.' Below this are two dropdown menus: 'Download' set to 'My KBART file' and 'File Encoding' set to 'UTF-16LE (Unicode Text/Excel)'. A 'Download' button is positioned below these dropdowns. At the bottom of the settings area, there is a list of expandable sections: 'WorldCat Holdings', 'Proxy and Authentication', 'Provider Settings', 'Sharing', 'WorldCat Discovery', 'MARC Records', and 'Reports'.

- Go to I:Karm/Reports/Rapid ILL Monthly
- Open Rapid Ill Database
- Delete all tables - ebook, fulltext, and Kbart1
- **Click File - Compact & Repair database**
- Import the Kbart file



- Browse to find the Kbart file you just downloaded and import into Access. Import Text Wizard will open.
- Choose *Delimited* and click Next
- Choose *Tab* and check the box for *First Row Contains Field Names*.
- Click on *Advanced* tab.
 - Change Data Type on *publication_title* from Short Text to Long Text.
 - Change Data Type on *date_first_issue_online* from Long Interger to Short Text.
 - Change Data Type on *date_last_issue_online* from Long Interger to Short Text.
 - Change Data Type on *first_author* from Short Text to Long Text.
 - Click OK. (These steps prevent import errors.)
- Click Next again, and then on the following page check *No Primary Key* and then Finish.

- Open *ebook* query, it will launch a make table query. Name the new table **ebook**
- Run the **ebook no Open Access** query
- Export the query as a text file. Right click on the *ebook No Open Access* query (from the left side listed under Queries) and choose Export and then Text File.
- Save in I:\Karm/Reports/Rapid III Monthly and then the folder for your month (it may need to be created first) and name it "Ebooks YYYYMMDD."
- When the Export Text Wizard opens, save it as *delimited* and click next. Then *Tab* delimited, *Include Field Names on First Row*, and text Qualifier is *none*. Hit next and finish.

- Open *fulltext* query, it will launch a make table query. Name the new table **fulltext**
- Run the **fulltext no Open Access** query
- Export the query as a text file. Right click on the *fulltext No Open Access* query (from the left side listed under Queries) and choose Export and then Text File.
- Save in I:\Karm/Reports/Rapid III Monthly and then the folder for your month (it may need to be created first) and name it "fulltext YYYYMMDD."
- When the Export Text Wizard opens, save it as *delimited* and click next. Then *Tab* delimited, *Include Field Names on First Row*, and text Qualifier is *none*. Hit next and finish.
- Now export fulltext as an Excel file. Right click on the *fulltext No Open Access* query (from the left side listed under Queries) and choose Export and thn Excel.
- Save in I:\Karm/Reports/Rapid III Monthly and then the folder for your month (it may need to be created first) and name it "fulltext YYYYMMDD." The Excel file is emailed to Megan Heady at E-Resources.

To Upload:

- <https://rapid2.library.colostate.edu/Holdings/Login>
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Kbart Headers:

publication_title	print_identifier	online_identifier	date_first_issue_online	num_first_vol_online	num_first_issue_online	date_last_issue_online	num_last_vol_online	num_last_issue_online	title_url	first_author	title_id	embargo_info	coverage_depth	coverage_notes	publisher_name
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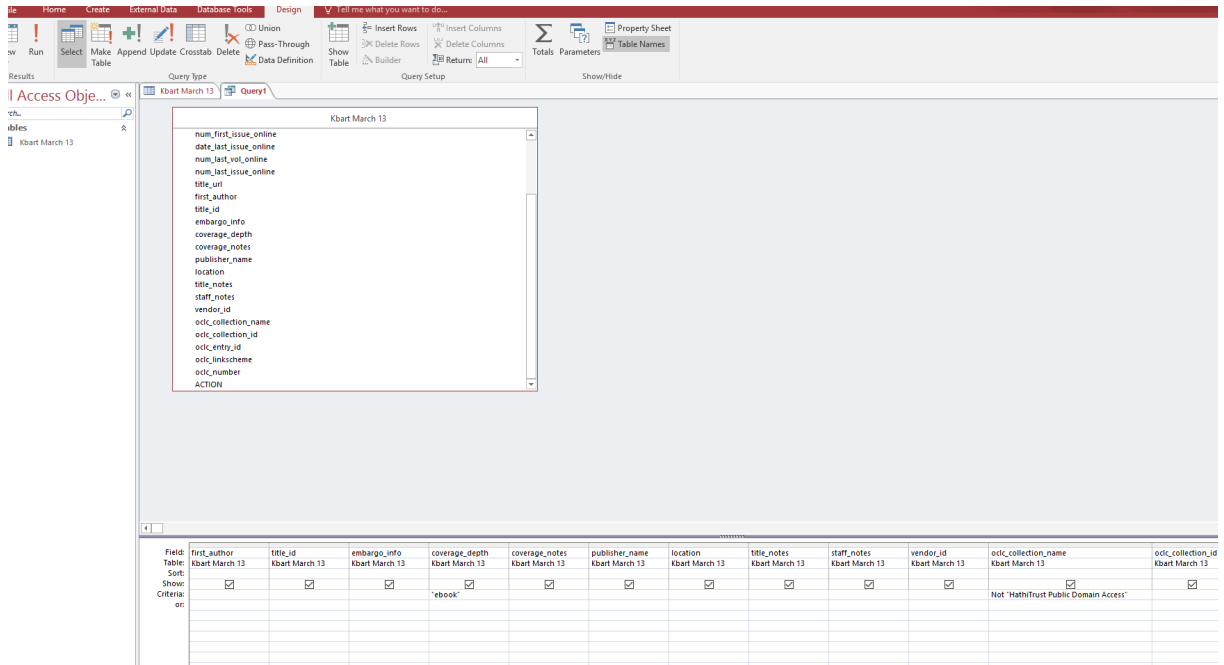
Initial instructions for setting up the database:

- Import the text file into a new Access database.
- In Access -> Blank Desktop Database, name it.
- Go to External data/Import & Link/Text File

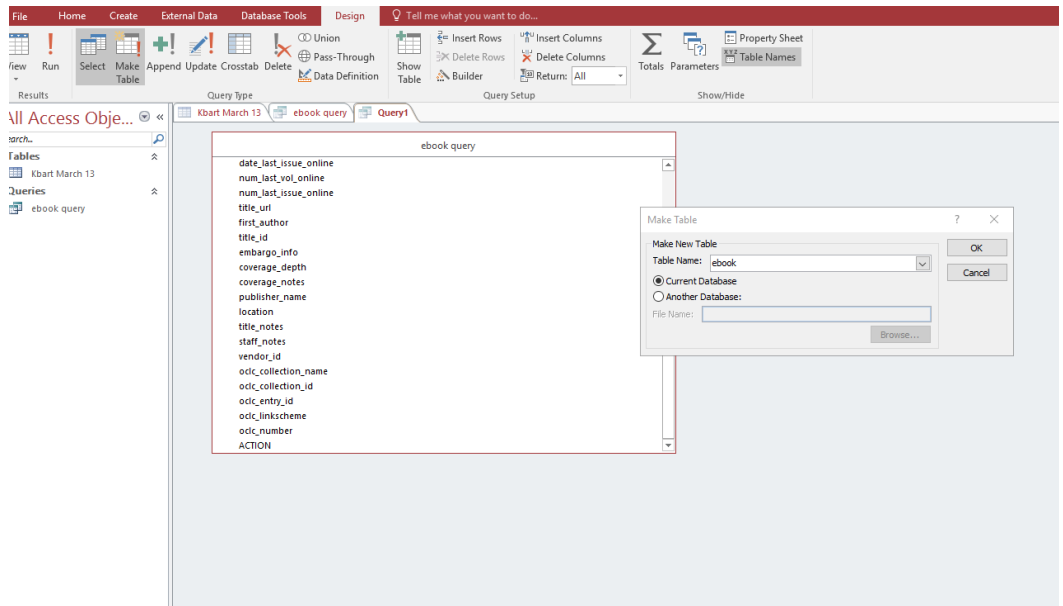
For Ebooks:

Open the table

- Create Queries
 - Create/Query Design
 - When *Show Table* opens, click on the Kbart file under the Tables tab to add it, then close.
 - Highlight all of the field names and drag them all to the query design table at the bottom. (Make sure they are in separate columns and not all in one column.)
 - For ebook:
 - Under coverage_depth type in **ebook** on the Criteria box. On the **oclc_collection_name** column (towards the end) in the Criteria box type in **NOT "HathiTrust Public Domain Access"** and click "Run!" on the ribbon.



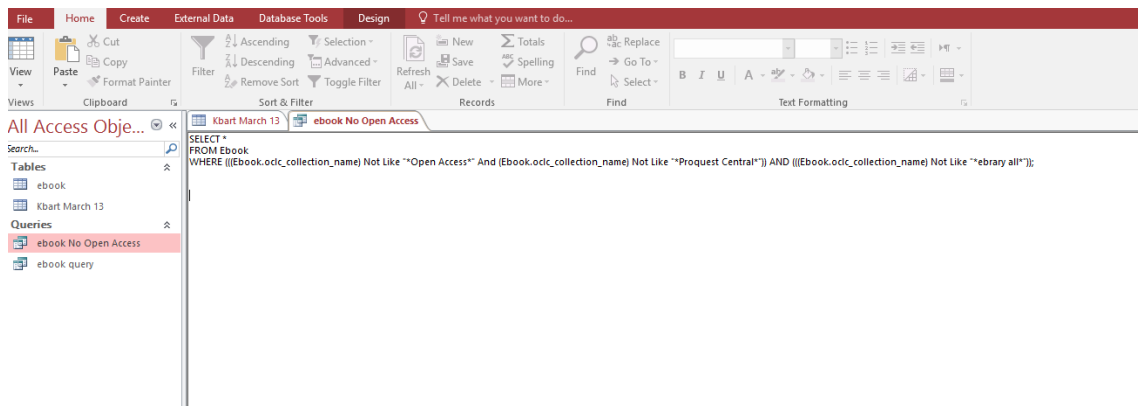
- Save the query as "ebook query." Right click on the tab (it will probably say Query1), save and rename it.
- Create a make table query to turn the ebook query into a table.
 - Create/Query Design
 - When *Show Table* opens, click on the ebook query file under the Queries tab to add it, then close.
 - Highlight all of the field names and drag them all to the query design table at the bottom.
 - Click "Run!" on the ribbon.
 - Click View on the ribbon and change to Design View.
 - On the Design tab, in the Query Type group, click Make Table.
 - The Make Table dialog box appears. Enter "ebook" as the name.



- Click Run! The query make take a moment to run. Click yes to confirm that you are pasting rows into a new table. Close the original query.

- Create/Query Design
- When the *Show Table* box opens close it.
- On the ribbon, View and change to SQL view. This will be a white screen. This will be a query that is entered to take out the Open Access and DDA titles.
- Copy and paste this into the blank SQL screen (if Select is there, delete it so it is not repeated.)

```
SELECT *
FROM Ebook
WHERE (((Ebook.oclc_collection_name) Not Like "*Open Access*" And (Ebook.oclc_collection_name) Not Like
"*Proquest Central*"));
```



- Click Run!
- Save this query by right clicking its tab and naming it "ebook No Open Access"
- Export as a text file. Right click on the ebook No Open Access query (from the left side listed under Queries) and choose Export and then Text File.
- Save in I:\Karm/Reports/Rapid III Monthly and then the folder for your month (it may need to be created first) and name it "Ebooks YYYYMMDD."
- When the Export Text Wizard opens, save it as *delimited* and click next. Then *Tab delimited*, *Include Field Names on First Row*, and text Qualifier is *none*. Hit next and finish.

• **For FullText:**

- Create/Query Design
 - When *Show Table* opens, click on the Kbart file to add it, then close.
 - Highlight all of the field names and drag them all to the query design table at the bottom.
 - Under coverage_depth type in **fulltext** on the Criteria box. On the **oclc_collection_name** column (towards the end) in the Criteria box type in **Not "HathiTrust Public Domain Access"** and click "Run!" on the ribbon.
 - Save the query as "fulltext query." Right click on the tab (it will probably say Query1), save and rename it.
- **Create a make table query to turn the fulltext query into a table.**
 - Create/Query Design

- Ebrary *all titles
 - Entomological Society of Ontario
 - Free Medical Journals
 - Hindawi Journals
 - Ingenta Open Access Content
 - Journals (Open Access)
 - J-Stage
 - JSTOR Free Early Journal Content
 - Making of America Journals (All)
 - Making of America Journals (Hosted at Cornell University)
 - Making of America Journals (Hosted at University of Michigan)
 - Nature Open Access Content
 - Open Access Content
 - Oxford Journals 2016 Open Access Collection
 - Persee journals
 - Project Euclid Open Access Journals
 - Proquest Central
 - Taylor & Francis Open Access
 - Wiley Online Library Open Access
 - WVU Free Medical Journals
 - WVU Open Access
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- To Upload:
 - <https://rapid2.library.colostate.edu/Holdings/Login>
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