

Differences Between Rapid & Global Update

RAPID UPDATE	GLOBAL UPDATE
<p>Rapid Update is a function used to perform more simple, sometimes repetitive field updates for any record type. It can be used to edit individual records using a range of record numbers, or to edit a group of records using a review file.</p> <p>With this function you are able to:</p> <ul style="list-style-type: none"> • Change FIXED Field Data • Add a new, NON-MARC VARIABLE Field <p>You CANNOT</p> <ul style="list-style-type: none"> • Change SPECIAL Field Data • Change VARIABLE Field Data [System will add another of the same field.] • Delete VARIABLE Field Data • Delete Duplicate Fields 	<p>Global Update is a function to be used to perform more complex field updates for any record type. It is used to update a group of records using a review file.</p> <p>With this function you are able to:</p> <ul style="list-style-type: none"> • Change FIXED Field Data • Change SPECIAL Field Values (006, 007, 008) • Add new VARIABLE Field Data • Change VARIABLE Field Data <ul style="list-style-type: none"> ○ Locate & change text within a field 650__Children of narcotic addicts to 650__Children of drug addicts ○ Change subfields, e.g., x to v ○ Change field tags, e.g., 500 to 502 ○ Change data in a subfield, e.g., h[computer file] to h[electronic resource] • Delete VARIABLE Field Data • Delete DUPLICATE Fields

Things to Remember

RAPID UPDATE	GLOBAL UPDATE
<ul style="list-style-type: none"> • For <i>“simple”</i> FIXED field updates on any record type • Can use a RANGE of RECORDS (update individual records) or a REVIEW FILE (update multiple records) • <i>In Mil Acq, Mil Cat, Mil Serials modules (not CIRC)</i> • Somewhat MORE COMMON TOOL • Tendency for more staff to be authorized to use 	<ul style="list-style-type: none"> • For <i>“complex”</i> VARIABLE FIELD changes (<i>entire field, data in a field, deletions to a field</i>) on any record type -- Can change FIXED & SPECIAL fields too • Must use a REVIEW FILE • <i>Only in MIL CAT module</i> • VERY POWERFUL TOOL to use • Tendency for fewer staff to be authorized to use