

Retrospective Conversion

Manual to Machine-Readable Records

FOUNDATION FOR LIBRARY AUTOMATION

| WHAT IS RECON?

-  Converting manual catalogues into **machine-readable** form.
-  Essential for library automation (ILS/OPAC).
-  Preserving past cataloguing work for modern systems.

THE DIGITAL SHIFT

 Vintage library card catalog cards in a wooden drawer



SEARCHABLE
DATABASE

UNDERSTANDING "RECON"



Retrospective

Looks back at records
already held (the library
backlog).



Conversion

Changes the format from
manual cards to digital
files.

CARD VS. DIGITAL RECORD

Bibliographic Data	Card Catalogue	Digital Record
Author	Shakespeare, W.	Shakespeare, William
Title	Hamlet	Hamlet / William Shakespeare

SEARCHING CAPABILITIES

Field	Manual Card	Searchable Data
Subject	Fixed Entry	Multiple Keywords
Call Number	822.33 SHA	Instant Indexing

ALA STANDARDS

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"The process of converting the database of library holdings from non-machine-readable form to machine-readable form."

— *ALA Glossary*

RECON VS. CURRENT

Aspect	Current Work	ReCON Project
Materials	New Arrivals	Old Holdings
Timing	Ongoing	One-time / Phased

A SUCCESSFUL PROJECT



Quick

Complete
without
unnecessary
delay.



Affordable

Wise use of
library budget
and staff time.



Standard

Follow strict
MARC/RDA
rules.

| BENEFIT: AUTOMATION

⚙️ Creates the **Core Database**.

⚡ Speeds up user services significantly.

📈 Maximizes return on software investment.



RESOURCE SHARING



Join Union Catalogues easily.



Faster Inter-Library Loans.



Part of the global digital library web.

THE RECON WORKFLOW



1. Select

Choose records



2. Check

Read source cards



3. Search

Find matches



4. Enter



5. Verify



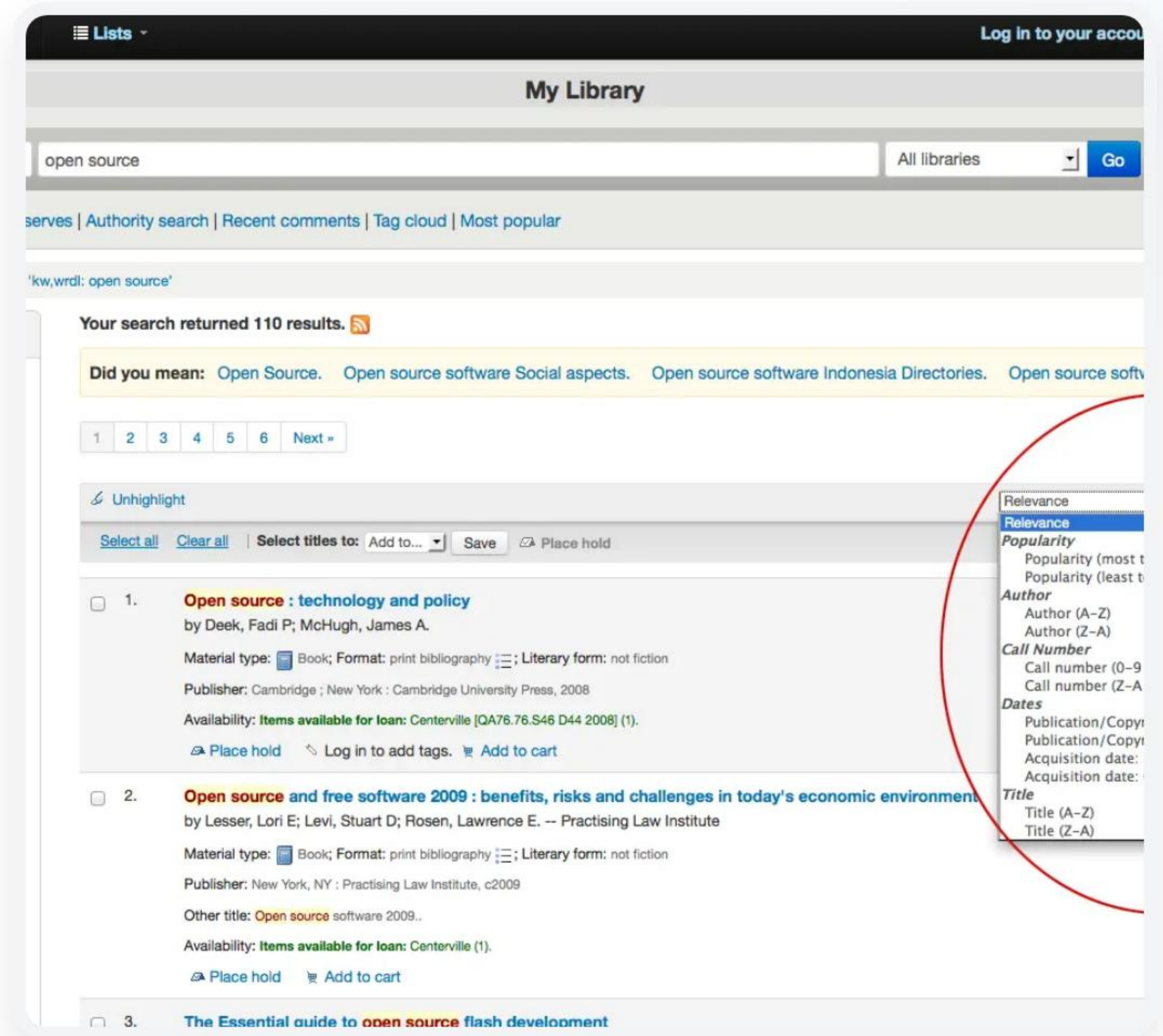
6. Use

SEARCH BEFORE TYPING

 Search external databases.

 Download existing high-quality records.

Prevents typing errors and saves time.



DATA MIGRATION



Digital to Digital

Moving records from an **old** computer system to a **new** one.



Cleaning Data

Correcting errors and removing duplicates during the move.

TOOL: MARCEDIT

-  **Batch Editing** thousands of records at once.
-  Merging duplicate records efficiently.
-  Validating data against MARC standards.

KEY TAKEAWAYS

- ✓ ReCON builds the library database.
- ✓ Card Catalogue → Searchable OPAC.
- ✓ Accuracy and Standards are vital.
- ✓ Enables global resource sharing.

Questions?

Thank you for your attention.

Library Automation Fundamentals

IMAGE SOURCES



<http://www.loc.gov/static/managed-content/uploads/sites/24/2023/05/CardCatalog.jpg>

Source: www.loc.gov



<https://www.soutron.com/wp-content/uploads/2026/04/libraryautomationlibrarian.png>

Source: www.soutron.com



https://media.geeksforgeeks.org/wp-content/uploads/20260903114126266767/frame_3357.webp

Source: www.geeksforgeeks.org



https://koha-community.org/manual/latest/en/html/_images/sortingresults.webp

Source: koha-community.org