

MARC 909 Field: Installing and Using Macros

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Staff are strongly encouraged to use Macro Express macros or other automated means to supply [MARC 909 fields \(Cataloging Status Indicator\)](#) in their cataloging work. This document will explain how to find, install, and use the 909 field macros developed by Michael Johnson (TC-LES).

Finding the macro file

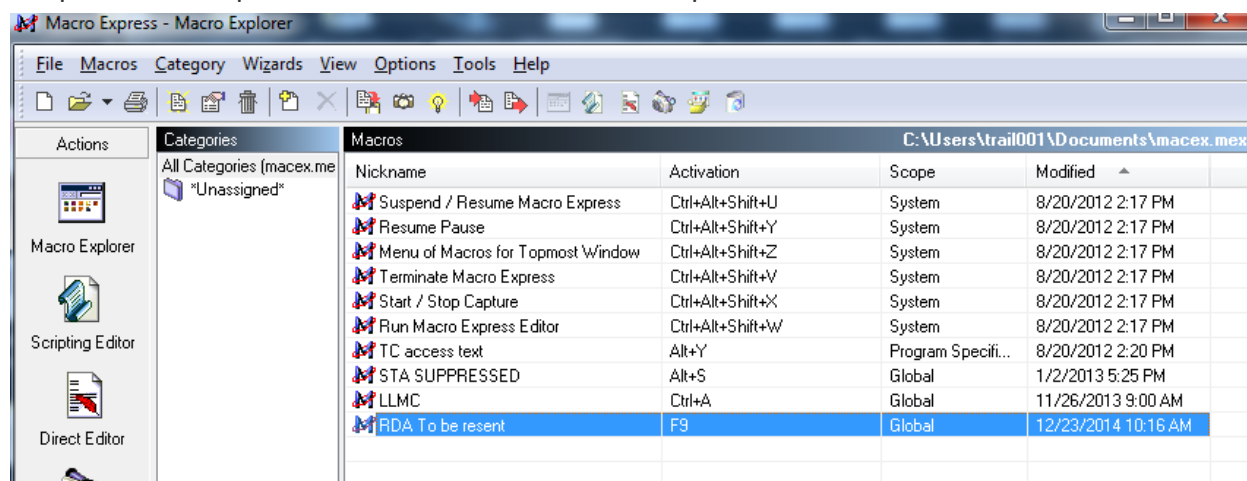
The package of macros is available in the folder [909 Documentation and Macros](#) as a single file (909.mex) on Google Drive. You can also navigate there by following this path: _LIB-TC Staff Drive > _LIB-TC Libraries Wide > Committees Councils and Groups > Alma > Alma Governance Groups > Cataloging Metadata Group > 909 Documentation and Macros.

Once you are there, double-click the **909_20210917.mex** file. You will be prompted to download the file. Click **Download**.

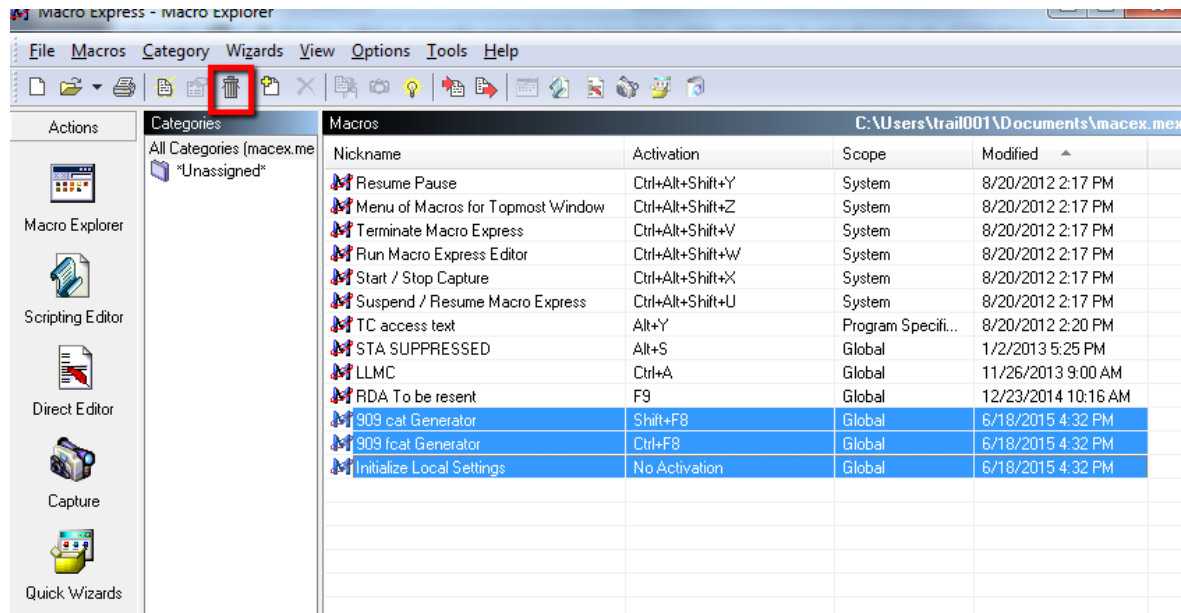
Installing the macros

Download to "C:\Users\[user name]\Downloads", follow these steps to import the macros to Macro Express:

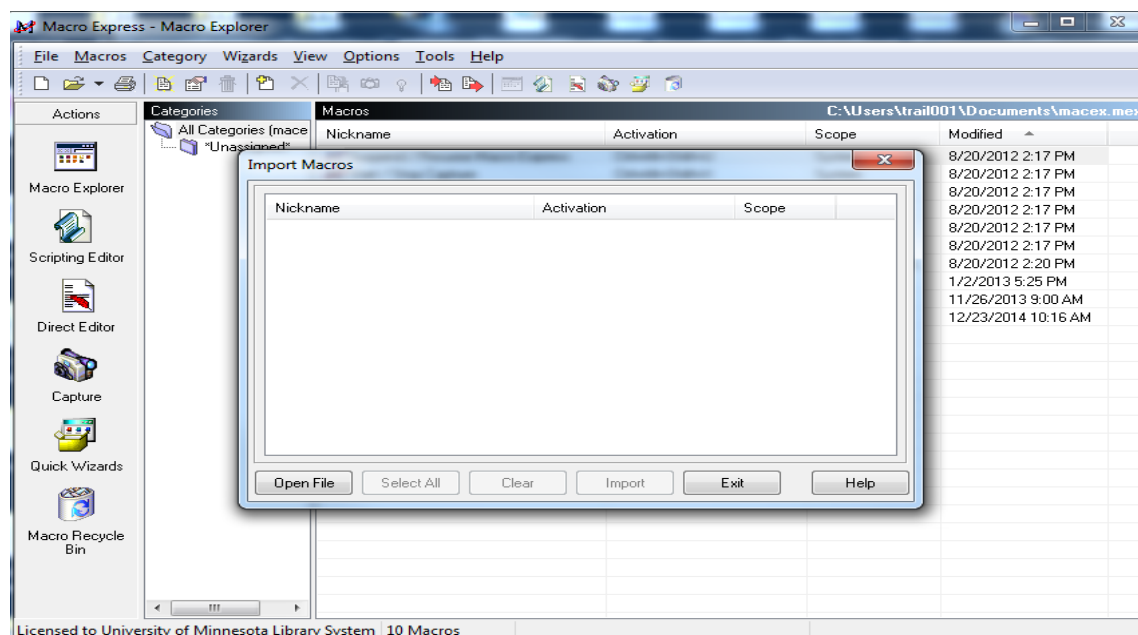
1. Open Macro Express. You should see the Macro Explorer window:



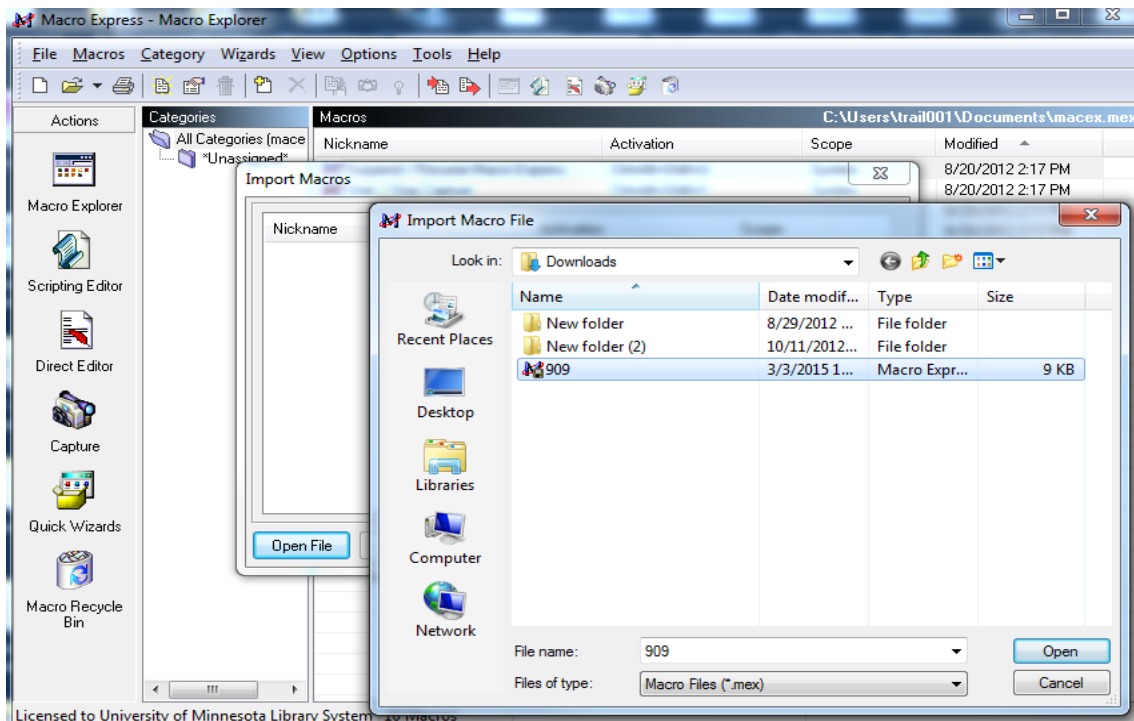
2. If you have previously installed the 909 macro package, you will need to delete the old macros before installing the updated versions. To do this, highlight the three lines in Macro Explorer that read **909 cat Generator**, **909 fcat Generator**, and **Initialize Local Settings**, then click the trash can on the toolbar:



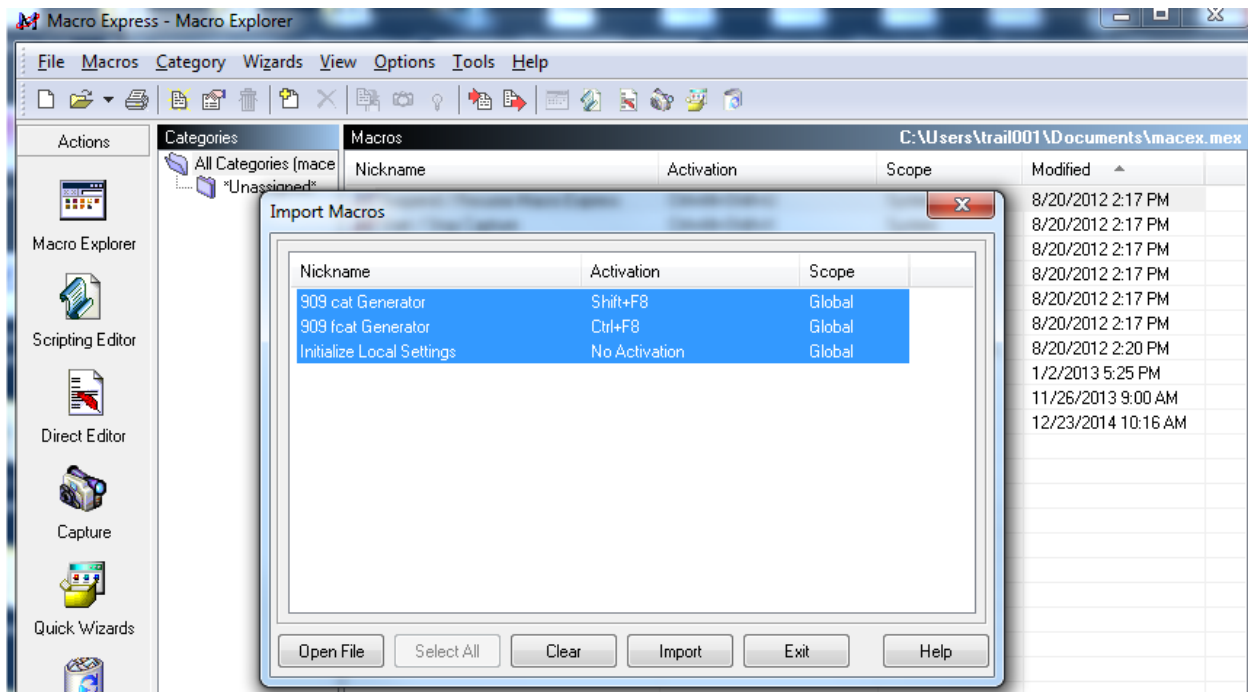
3. When you have deleted any earlier versions of the macros, click **File -> Import -> Import Macros**. The "Import Macros" dialog box will appear:



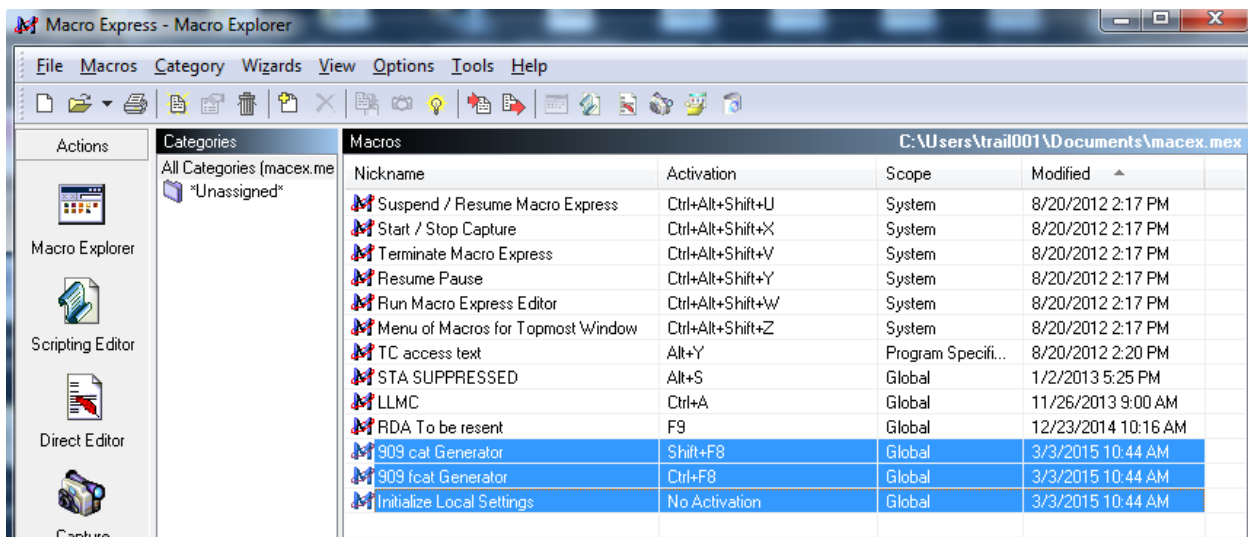
4. Click **Open File**. Navigate to your Downloads folder. Once there, select the **909_20150618.mex** file and click **Open**.



5. In the Import Macros window, you should now see three macros. Click **Select All**, then click **Import**.



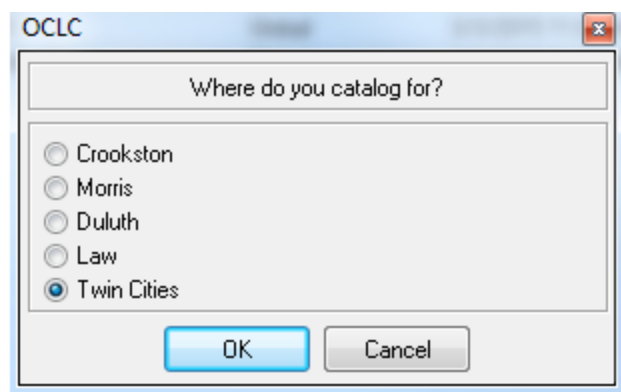
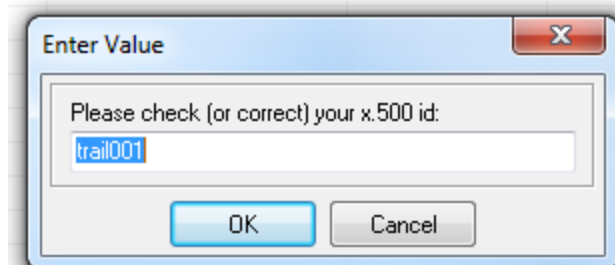
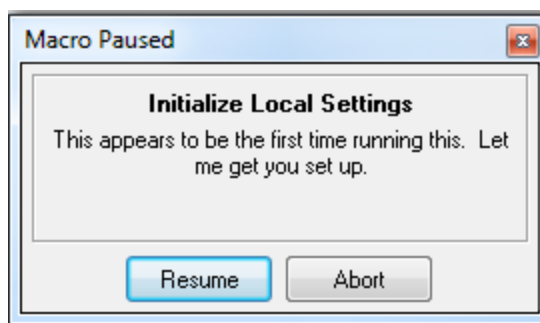
6. When the macros have finished importing, click **OK** to dismiss the confirmation message. Then click the **Exit** button on the Import Macros window. You will be returned to your Macro Explorer window, where the three 909 macros should now appear on the list:



Using the 909 macros

There are two macros with default hotkey activations: **909 cat Generator** (Shift+F8) and **909 fcat Generator** (Ctrl+F8). (Advanced users of Macro Express may change the activation hotkeys if they wish, but if you do so be careful not to choose a hotkey that conflicts with any assigned keys in the Alma Metadata Editor).

1. With your cursor in a bibliographic record, press Shift+F8 or Ctrl+F8, depending on whether you want to add a “cat” or an “fcat” indicator
2. The first time you run either macro, you will be prompted to confirm your campus and internet ID. Click through the dialog, making changes if you need to:



Once you have completed the local settings dialog one time, you will not see it again.

3. The macro will insert a 909 field with the cat or fcat indicator, your campus, the current date, and your internet ID:

500				\$a Originally published in 1988.
500				\$a In: Minnesota county plat books on CD-ROM
	650	0		\$a Real property \$z Minnesota \$z Anoka Co.
	651	0		\$a Anoka County (Minn.) \$v Maps.
	655	7		\$a Maps. \$2 lcgft
	773	0		\$t Minnesota county plat books on CD-ROM. \$
	773	1	8	\$w (Aleph)004612697UMN01 \$g no:1
	909			\$a cat \$b MNU \$c 2015-03-03 \$d trail001
	925			\$a electronic resource.
	926			\$a MARS
	968			\$a RDA ENRICHED

Version History

Issued: 2018-05-02 by Stacie Traill

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