

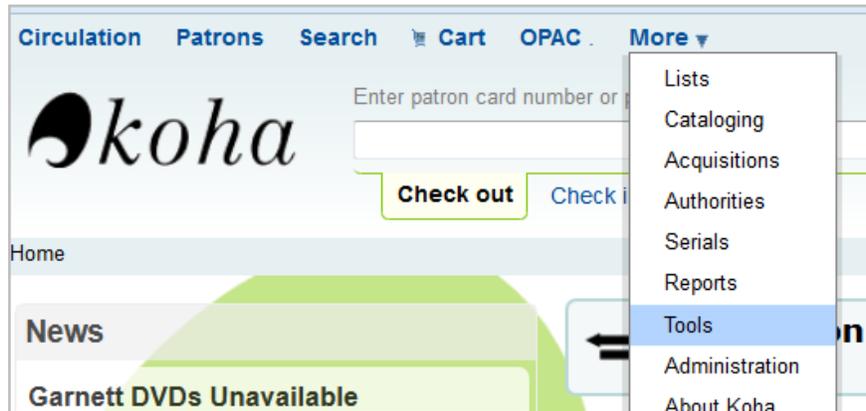


CATALOGING

Staging MARC Records

This tool allows you to bring in MARC records from external sources

1. Select More > Tools on the top bar



2. Select 'Stage MARC records for import'

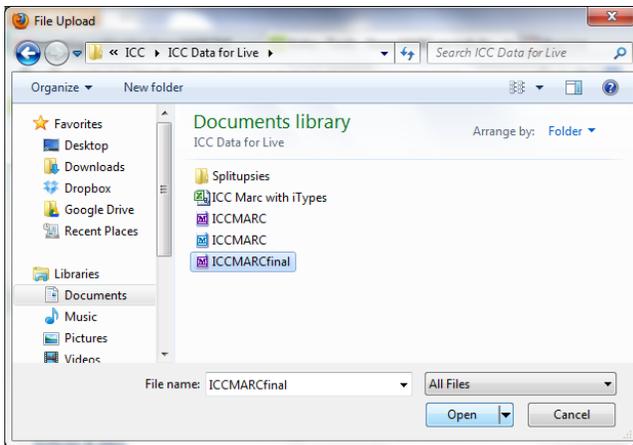
	Catalog <ul style="list-style-type: none">Batch item deletion Delete a batch of itemsBatch item modification Modify items in a batchExport data Export bibliographic, holdings, and authority recordsInventory/stocktaking Perform inventory (stocktaking) of your catalogLabel creator Create printable labels and barcodes from catalog dataQuick spine label creator Enter a barcode to generate a printable spine label. For use with dedicated label printersStage MARC records for import Stage MARC records into the reservoir.Staged MARC record management Managed staged MARC records, including completing and reversing importsUpload local cover image Utility to upload scanned cover images for display in OPAC	Additio <ul style="list-style-type: none">Calendar DefinCSV profi ManaLog view BrowNews WriteTask sch ScheEdit quot Quot
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3. Click Browse...

Stage records into the reservoir

Select the file to stage: No file selected.

4. Find the file on your computer (usually a .mrc or .dat file)



5. Upload file

6. Choose ***these*** settings and click Stage for import

Comments about this file:

Record type: Bibliographic

Character encoding: UTF-8 (Default)

Look for existing records in catalog?

Record matching rule: ISBN (020\$a)

Action if matching record found: Ignore incoming record (its items may still be processed)

Action if no match is found: Add incoming record

Check for embedded item record data?

Yes No

How to process items: Ignore items

Stage for import

Use these settings to prevent duplicate records

7. Click Manage staged records

Stage MARC records for import

MARC staging results :

- 1 records in file
- 0 records not staged because of MARC error
- 1 records staged
- 1 records with at least one match in catalog per matching rule "ISBN"
- 0 item records found and staged
- [Manage staged records](#)
- [Back](#)

8. Click Import into catalog

Import this batch into the catalog

Add new bibliographic records into this framework: Default

#	Citation	Status	Match?	Record
1	Fifty shades darker / James, E. L. (0385363133)	staged	auto_match	
Matches biblio 560669 (score = 1000): Fifty shades darker / James, E. L.				

The final results page looks like this:

You can click 'Undo import into catalog' to take records back out.

Undo import into catalog

#	Citation	Status	Match?	Record
1	Mortal fire / Knox, Elizabeth.	imported	no_match	568512
2	Marlfox / Jacques, Brian.	imported	no_match	568513
3	Siege and storm / Bardugo, Leigh.	imported	no_match	568514
4	The dead / Higson, Charles,	imported	no_match	568515
5	The fear / Higson, Charles,	imported	no_match	568516
6	The sacrifice / Higson, Charles,	imported	no_match	568517
7	Kingdom's dawn / Black, Chuck.	ignored	auto_match	
Matches biblio 369311 (score = 1000): Kingdom's dawn / Black, Chuck.				
8	Kingdom's hope / Black, Chuck.	ignored	auto_match	
Matches biblio 418699 (score = 1000): Kingdom's hope / Black, Chuck.				
9	Kingdom's edge / Black, Chuck.	imported	no_match	568518
10	Kingdom's reign / Black, Chuck.	ignored	auto_match	
Matches biblio 418705 (score = 1000): Kingdom's reign / Black, Chuck.				
11	Kingdom's call / Black, Chuck.	ignored	auto_match	
Matches biblio 418703 (score = 1000): Kingdom's call / Black, Chuck.				

If a match is found, you can click the title next to the match statement to access the bib.

If no match is found, a new bib is created and can be accessed by clicking the record number.