CATALOGING

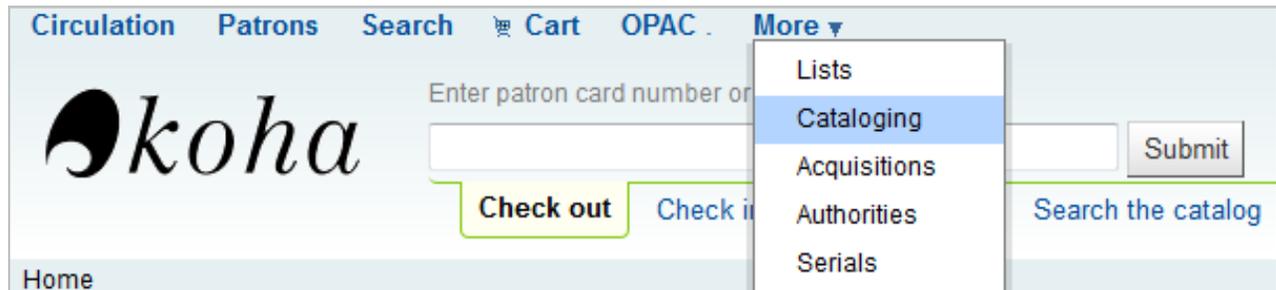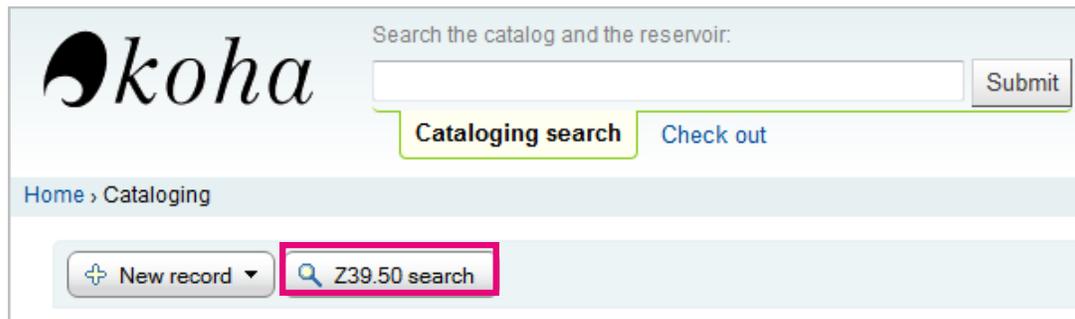## Importing Z39.50 Records

Only use this once you're positive a record doesn't exist in SEKnFind!
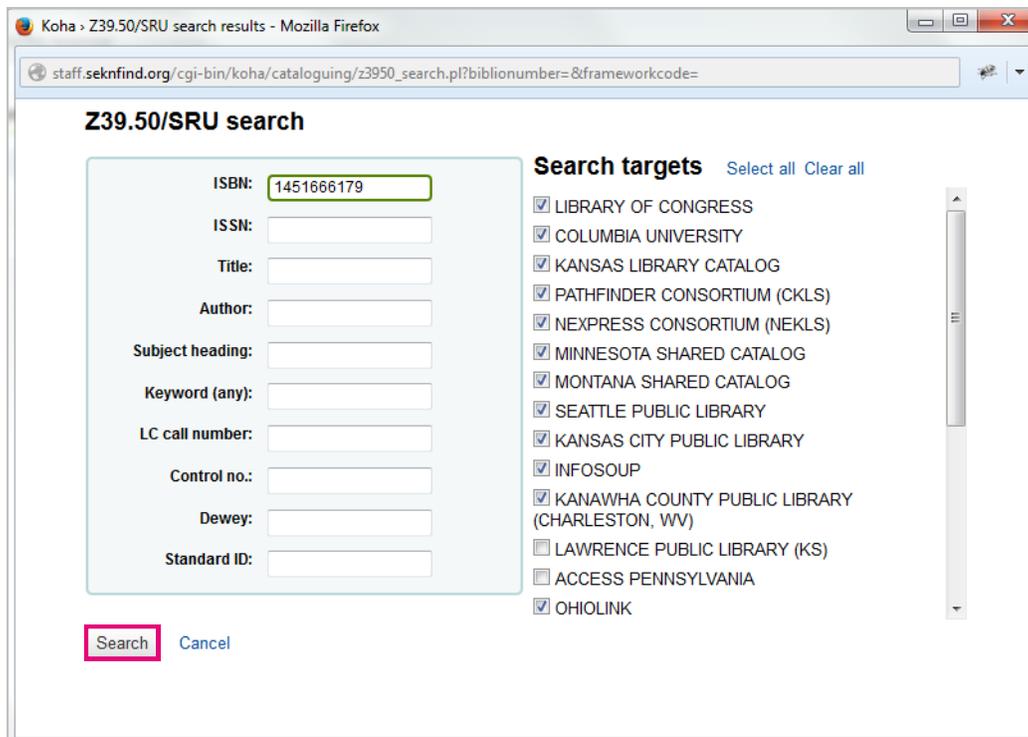
1. Select More > Cataloging on the top bar

2. Click 'Z39.50 Search'

3. Conduct your search - try searching different ways (ISBN, Title, Title + Author, etc.)

4. Click 'MARC'

Results

Server	Title	Author	Date	Edition	ISBN	LCCN	Preview		
OHIOLINK	I wear the black hat :	Klosterman, Chuck,	2013	First Scribner hardcover edition.	1439184496:	2013003049	MARC	Card	Import
ACCESS PENNSYLVANIA	I wear the black hat :	Klosterman, Chuck,		1st Scribner hardcover ed.	9781439184493 | 1439184496	2013003049	MARC	Card	Import
INFOSOUP	I wear the black hat :	Klosterman, Chuck,	2013	First Scribner hardcover edition.	9781439184493 (hbk) | 1439184496 (hbk) | 9781439184516 (ebk) | 1439184518 (ebk)	2013003049	MARC	Card	Import

5. Assess the quality of your results - try and pick the most complete record!

MARC   ⊠ Close

```
LDR 01785cam a2200361 i 4500
001      ocn829999578
003      OCoLC
005      20130708083954.0
008      130311s2013     nyu               000 0 eng
010      _a  2013003049
020      _a9781439184493 (hbk.)
020      _a1439184496 (hbk.)
020      _z9781439184509 (pbk.)
020      _z143918450X (pbk.)
020      _a9781439184516 (ebk.)
020      _a1439184518 (ebk.)
035      _a(OCoLC)829999578
040      _aDLC
         _erda
         _beng
         _cDLC
         _dIG#
         _dOCLCO
         _dUPZ
         _dJAI
049      _aWIQA
082 00 _a306.4
         _223
100 1  _aKlosterman, Chuck,
         _d1972-
245 10 _aI wear the black hat :
250      _aFirst Scribner hardcover edition.
264  1 _aNew York :
         _bScribner,
         _c2013.
300      _avii, 214 pages ;
         _c22 cm.
336      _atext
         _2rdacontent.
337      _aunmediated
         _2rdamedia.
338      _avolume
         _2rdacarrier.
505 0  _aWhat you say about his company is what you say about society --
520      _aThe cultural critic questions how modern people understand the
650   0 _aVillains in mass media.
650   0 _aVillains in popular culture.
994      _aC0
         _bWIQ
```

Matching ISBN? — (020 fields)

Correct Author? — (100 field)

Correct Title? — (245 field)

Correct Publication Information? — (264 field)

Correct paging/description/size? — (300 field)

Has some subjects? — (650 fields)

6. Click 'Close' to return to the previous screen

MARC	⊠ Close
LDR 01785cam a2200361 i 4500	
001 ocn829999578	
003 OCoLC	
005 20130708083954.0	
008 130311s2013 nvu 000 0 eng	

7. Click 'Import' next to the best record

Results

Server	Title	Author	Date	Edition	ISBN	LCCN	Preview		
OHIOLINK	I wear the black hat :	Klosterman, Chuck,	2013	First Scribner hardcover edition.	1439184496:	2013003049	MARC	Card	Import
ACCESS PENNSYLVANIA	I wear the black hat :	Klosterman, Chuck,		1st Scribner hardcover ed.	9781439184493 | 1439184496	2013003049	MARC	Card	Import
INFOSOUP	I wear the black hat :	Klosterman, Chuck,	2013	First Scribner hardcover edition.	9781439184493 (hbk) | 1439184496 (hbk) | 9781439184516 (ebk) | 1439184518 (ebk)	2013003049	MARC	Card	Import

8. Look over the record and see if anything needs deleted, moved, or filled in

		Number	
▲	c	Terms of availability	
020 ? ☐ ☐		- INTERNATIONAL STANDARD BOOK NUMBER	
▲	z	Cancelled/invalid ISBN	143918450X (pbk.)
▲	a	International Standard Book Number	
▲	c	Terms of availability	
020 ? ☐ ☐		- INTERNATIONAL STANDARD BOOK NUMBER	
▲	a	International Standard Book Number	9781439184516 (ebk.)
▲	c	Terms of availability	
020 ? ☐ ☐		- INTERNATIONAL STANDARD BOOK NUMBER	
▲	a	International Standard Book	1439184518 (ebk.)

9. Click 'Save' after you've made your modifications

Add MARC record

☑ Show MARC tag documentation links

[💾 Save] [▼]   [🔍 Z39.50 Search]   Change framework: Default ▼

| 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |

000 ? - LEADER
▲ 00   fixed length control   01785cam a2200361 i 4500

IMPORTANT!

The system checks for duplicate imports. If the record you selected is a duplicate, you'll see this prompt:

Click the title to see if the existing record matches the item you're cataloging.

If so, simply add your item to the existing record.

If not, close the window that popped up and click [🖫 No: Save as new record]
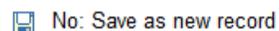
Z39.50 Searching Tips

- If at first you don't succeed; try, try again. ISBN is the most reliable search, but isn't always available. Try searching by Title alone, Title and author, title and medium. Don't just give up after one search!

- You can use the 'Keyword (any)' field to add terms like 'videodisc' if you're looking for a dvd or 'sound recording' if you're looking for an audiobook.

- If you're having trouble finding DVDs, sometimes you can find a tiny number on the spine, enter that into the 'Keyword (any)' field, and it may bring back a record.

- Check your spelling and punctuation! If the title isn't pulling back from your search, try variations.

- You can use any or all the fields to search but generally, fewer search terms yields more results.