Library Resource Management Systems, Inc.

Importing and Adding MARC Records:
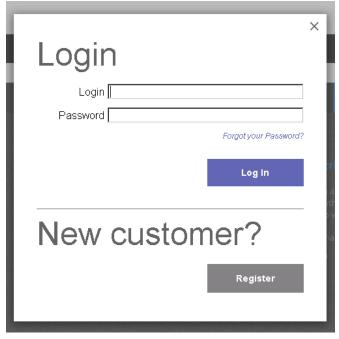

Import MARC 21 Records:

To import Marc records or records descriptions contained within a spreadsheet; select Catalog Management, next select the Import/Export menu item. The library program automatically defaults to the Import MARC Records; this option provides a standard interface for the importing of book orders using the MARC 21 Format for Holdings Data: 852.

Create collection records from a Spreadsheet:

The second method of adding records to the library system is by using data contained within a standard spreadsheet file. The program has the ability to allow data held within spreadsheet columns to be identified visually and then assigned to MARC Tags and Subfields for import. Having knowledge of the MARC Record format is important. This option provides an expedient time saving method to add already created information into readable and usable MARC data. LRMS will assist any library with this process.

Customer Support
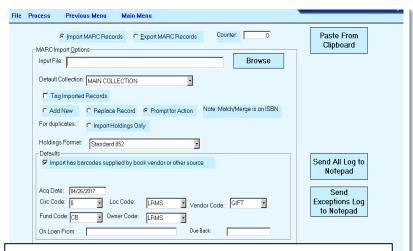1-877-700-5767

Import MARC Records:

LRMS provides multiple methods of retrieving and entering MARC records into the library system:

- Import records using a Disc provided from a vendor.
- Import records using a Flash/Thumb Drive.
- Import records that have been downloaded as a file from a vendor site.
- Import records downloaded directly to the library program using the most popular Hyperlinked Vendor icons located upon the library program desktop. These icons are updated as other vendors are requested or emerge. When utilized this link provides a direct connection to the vendor order/record download login site.

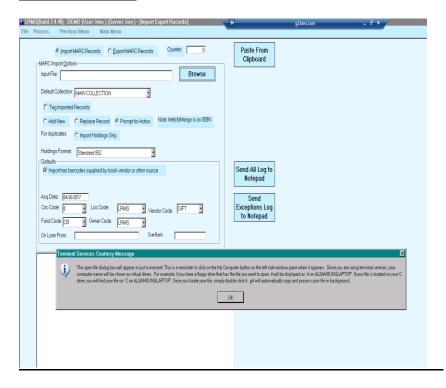## Import MARC Records display explanation:

MARC Import Options:

- *Counter = Display the imported record count.*
- *Process Menu item = "Start Import and Cancel" import.*
- *Input File: locate the MARC record file to be imported by use of the Browse button.*
- *Default Collection = select the collection to where the MARC record import is to go.*
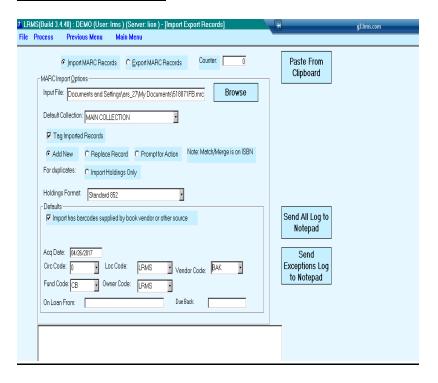- *Tag Imported Records = Each record added is tagged with a Green colored pin.*
- *Add New = each record Imported will be added as a "New" single Title.*
- *Replace Record = each record added will be matched by ISBN number and will overwrite any match with the incoming record.*
- *Prompt for Action = When an incoming record is a match both records will be displayed allowing for a manual selection of adding a record.*
- *For Duplicates/ Import Holdings Only = using the ISBN number and a match is found this option only the incoming records 852 Holdings is added to the existing record increasing the number of copies.*
- *Holdings Format = Standard 852 is defaulted as most to all imports will require this standard.*

Defaults:

- Import has barcodes supplied by book vendor or other source = this option is defaulted because most vendor MARC records does include the 852 Holdings.
  - Unchecking this default allows an Import that does not contain the 852 Holdings to be added using the next overall unused barcode number by auto numbering the incoming records.
- Acq Date: = Defaults to the date of import but can be set to any date 00/00/0000.
- Codes Entry = Holding codes are picked for each code field; these will be retained and can be changed.
- On Loan From & Due Back: this option allows for the identification of materials on loan from a source and when it is to terminate circulation usage.
- Send All Log to Notepad = as records are imported the displayed information can be sent to the Notepad after the import has completed.
- Send Exceptions log to Notepad = should any exception occur during import this information can be sent to the notepad after the import has completed.
- Paste From Clipboard = this is an option that is used if the import is added from a spreadsheet or ASCii file.

Import Records

MARC records can be a file located on a Disc, Flash/Thumb Drive, or can be a downloaded file from a vendor source. The Terminal Services Courtesy Message describes how to identify the various locations for retrieving the file to be imported.

Our recommendation is to utilize the Icons that are available on the library program desktop that link to the various Book Vendor sources where the book order can be accessed and downloaded and save to the "My Documents or My G4/G3 Files" folder.

Once the file to be imported is located; simply by using the mouse double click the file and the program will automatically place the file name within the Input File are of the Import display.

Import a MARC file:

Select the "Default Collection" Pick the collection from the list and complete the various options, once you have reviewed your selections you are ready to select the "Process" menu item to "Start Import". The "Cancel" option will stop the import.

Import record Tips: Request your book vendor to provide multiple import files when the order contains Reference Books or items that will not be circulated and will use a different Circ Code.