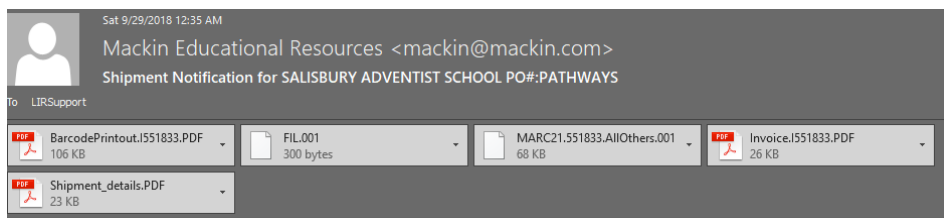



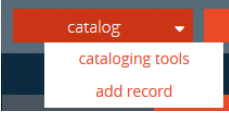
How to Upload MARC Records

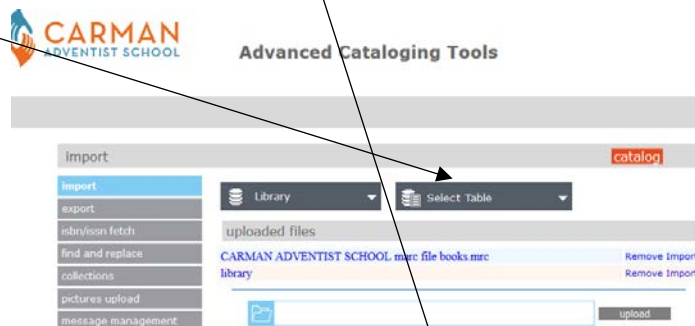
Receipt of a shipment notification email from mackin@mackin.com triggers the need to upload the MARC record to your catalog for circulation.



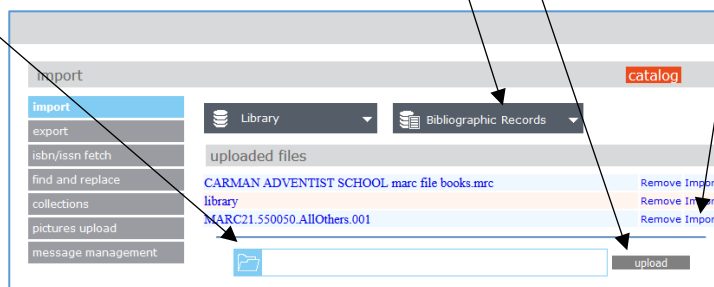
Follow these steps:

1. Print the email
2. Print the invoice attached
3. Save the MARC21 file to a designated temporary folder on your computer. DO NOT OPEN THE FILE.
4. File these documents with printscreen listed below for reference.
NOTE: Verify all invoices received for your school have been uploaded documents
5. Sign in to your library page

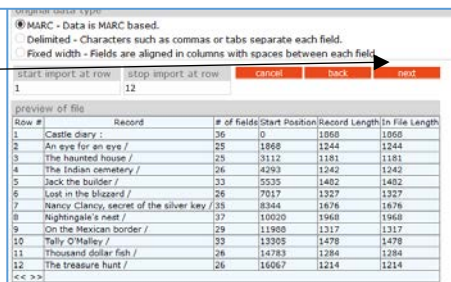
6. Click  and select 
7. Click 'select table' and choose 'Bibliographic Records'



8. Click the folder icon and find the MARC file you saved, click 'upload' then 'import'



9. Click next



10. Click next

Data Import - Step 2 of 3 (MARC21.550050.AllOthers.001)
Please select or define the field mapping configuration to be used during this import session.

current record: 1 of 12 | field mappings: load | save | cancel | back | next

000-009
010 020 040 042 043 050 082 100 245 246 250 260 264 300 336 337 338 490 500 504
510 520 521 526 650 651 655 700 800 830 852 856

	field	field data	action	map to	occ. #
<input type="checkbox"/>	LDR	nam 457 i			
<input checked="" type="checkbox"/>	001	MLM00965064	Keep	001	1
<input checked="" type="checkbox"/>	003	MnBnMLM	Keep	003	1
<input checked="" type="checkbox"/>	005	20140108154313.2	Keep	005	1
<input checked="" type="checkbox"/>	008	031224r20031999maua c b 001 1 eng d	Keep	008	1

11. Change 'default group' and choose 'General Collection', Click finish

Data Import - Step 3 of 3 (MARC21.550050.AllOthers.001)
Please specify the import options

barcode
☐ Update barcode values in 852 field with
prefix: | suffix starting value: | suffix increment by: |

holding record
☒ Generate holding records
☐ Skip generating holding if holding with same barcode exists

group assignment rule: | default group: General Collection

duplicates
☐ Do not allow duplicates
☐ Allow duplicates
☒ Prompt if duplicates are found

unicode
☐ Convert Records to Unicode
☐ Convert Records to MARC8
☒ Do not convert records

cancel | back | finish

12. If you get the following screen, the MARC record has already been uploaded to your library.

Duplicate Found

Existing Record 1 of 1 << >>

Existing Record	Matching Record Being Imported
LDR nam 2200421 i 4500	LDR nam 2200373 i 4500
001 0000002764	001 MLM03325952
003 MnBnMLM	003 MnBnMLM
005 20181001132316.0	005 20131109102216.2
008 121030s2013 caua j b 001 0 eng d	008 121030s2013 caua j b 001 0 eng d
020 a 9781480710986	020 a 9781480710986
035 a MLM03325952	040 a MnBnMLM
040 a MnBnMLM	b eng
b eng	c MnBnMLM
c MnBnMLM	d MnBnMLM
d MnBnMLM	e rda
e rda	082 04 a 590
082 04 a 590	2 23
a 590	100 a Bradley, Timothy J.

13. Choose the appropriate option below

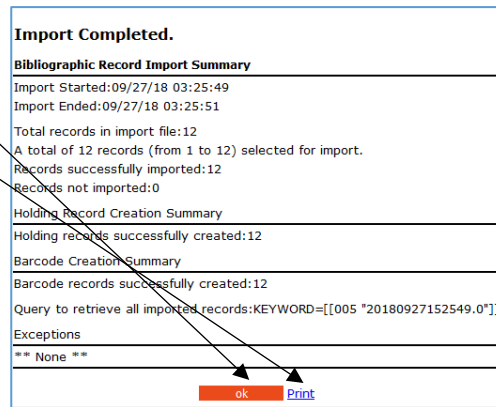
700k.aspx?isbn=9781480710986

908 a 181001	997 a 740
997 a 740	998 a 4.4
998 a 4.4	

save existing | replace existing | import | do not import

☐ Don't show this window again

14. Click Print and then OK



Import Completed.

Bibliographic Record Import Summary

Import Started:09/27/18 03:25:49
 Import Ended:09/27/18 03:25:51
 Total records in import file:12
 A total of 12 records (from 1 to 12) selected for import.
 Records successfully imported:12
 Records not imported:0

Holding Record Creation Summary

Holding records successfully created:12

Barcode Creation Summary

Barcode records successfully created:12

Query to retrieve all imported records:KEYWORD=[[005 "20180927152549.0"]]

Exceptions

== None ==

[ok](#) [Print](#)

15. Write the name of the school on the sheet and attach to the printed invoice and shipment notification email.

Please note: MARC record uploads are the responsibility of the school library manager. However if assistance is needed please have the principal email lirsupport@southernunion.com to request this function be performed by SULIR on the school's behalf. Thank you.