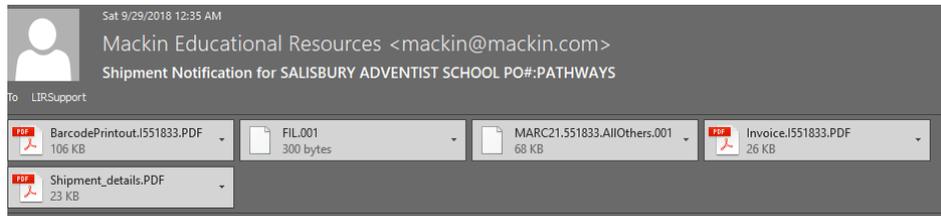


How to Load MARC Records

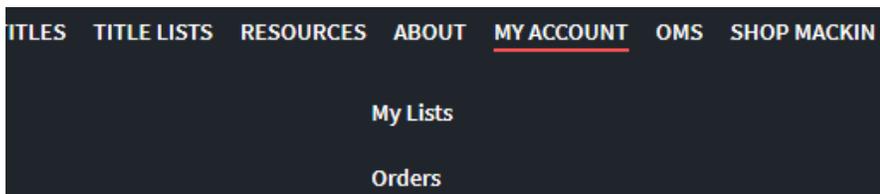
When your school purchases materials from Mackin.com an emailed shipment notification from mackin@mackin.com triggers the need to upload the MARC record to your catalog.



There are two options for loading your MARC records: From your email or directly from Mackin.com

Downloading from Mackin.com:

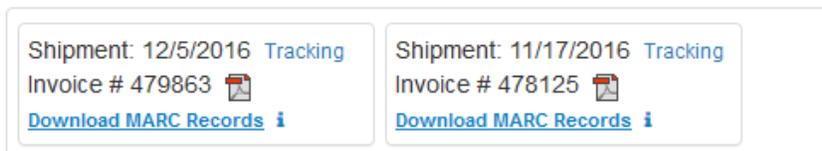
1. Login to Mackin.com
2. Choose My Account, Orders



3. Location: your school should already be selected
4. Order status: Choose ALL
5. Year: Choose the year the order was made

| | | | |
|--------------|--|---|---|
| Location | A W SPALDING ELEMENTARY | ▼ | i |
| Order Status | <input checked="" type="radio"/> All <input type="radio"/> Open <input type="radio"/> Closed | | |
| Year | 07/01/2018 - 06/30/2019 | ▼ | |

6. Choose the shipment you were emailed about
7. Click 'Download MARC Records'
8. Click 'Save File', then 'OK'



9. Your file should be on your desktop under the download folder or search your computer for it using MARC21

Downloading from your email:

1. Open the Shipment Notification email
2. Right click the MARC21 file attached

3. Click 'Save As'
4. A window will pop up. Save the file to a designated temporary folder on your computer. DO NOT OPEN THE FILE. DO NOT RENAME THE FILE.
5. Navigate to this file when you're ready to load the MARC record to your catalog.

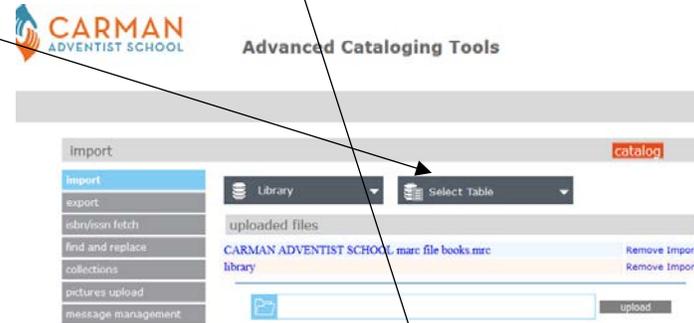
Uploading MARC21 files:

6. Sign in to your library page

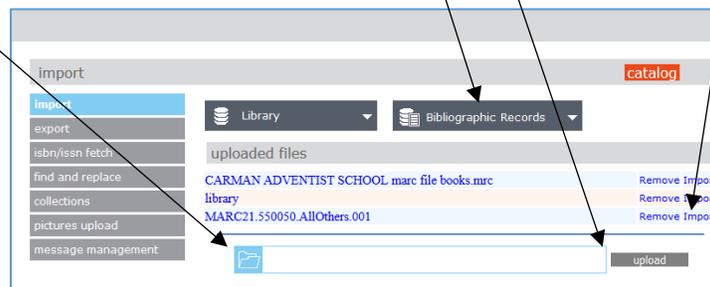
7. Click  and select cataloging tools



8. Click 'select table' and choose 'Bibliographic Records'



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



10. Ensure the original data type selected is 'MARC – Data is MARC based'. (If not, the file type was changed and cannot be uploaded here. You must use the Mackin option listed above). Click next

11. Click next

Data Import - Step 1 of 3 (MARC21.550050.AllOthers.001)
Please choose the data type that best describes your data and the range of records to be imported

original data type

MARC - Data is MARC based.
 Delimited - Characters such as commas or tabs separate each field.
 Fixed width - Fields are aligned in columns with spaces between each field.

start import at row: 1 stop import at row: 12 cancel back next

preview of file

| Row # | Record | # of fields | Start Position | Record Length | In File Length |
|-------|--|-------------|----------------|---------------|----------------|
| 1 | Castle diary : | 36 | 0 | 1868 | 1868 |
| 2 | An eye for an eye / | 25 | 1868 | 1244 | 1244 |
| 3 | The haunted house / | 25 | 3112 | 1181 | 1181 |
| 4 | The Indian cemetery / | 26 | 4293 | 1242 | 1242 |
| 5 | Jack the builder / | 33 | 5535 | 1482 | 1482 |
| 6 | Lost in the blizzard / | 26 | 7017 | 1327 | 1327 |
| 7 | Nancy Clancy, secret of the silver key / | 35 | 8344 | 1676 | 1676 |
| 8 | Nightingale's nest / | 37 | 10020 | 1968 | 1968 |
| 9 | On the Mexican border / | 29 | 11988 | 1317 | 1317 |
| 10 | Tally O'Malley / | 33 | 13305 | 1478 | 1478 |
| 11 | Thousand dollar fish / | 26 | 14783 | 1284 | 1284 |
| 12 | The treasure hunt / | 26 | 16067 | 1214 | 1214 |

<< >>

catalog

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. # |
|---|-------------------------------------|--------|--------|--------|
| 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 |

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

catalog

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: | duplicates:
 Do not allow duplicates
 Allow duplicates
 Prompt if duplicates are found

holding record
 Generate holding records
 Skip generating holding if holding with same barcode exists | unicode:
 Convert Records to Unicode
 Convert Records to MARC8
 Do not convert records

group assignment rule: | default group: General Collection

cancel | back | finish

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

Duplicate Found

Existing Record 1 of 1 << >> | 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 | Z 23 |

14. Choose the appropriate option below

Book.aspx?isbn=9781480710986 | 9781480710986

| | |
|---------------------|------------------|
| 908 a 181001 | 998 a 4.4 |
| 997 a 740 | |
| 998 a 4.4 | |

save existing | replace existing | import | do not import

Don't show this window again

15. Click Print

16. Click 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](#)

17. The library materials purchased on this invoice are now available in your library catalog.

18. Print the shipment notification email and invoice and attach the Bibliographic Record Import Summary for your records.

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.