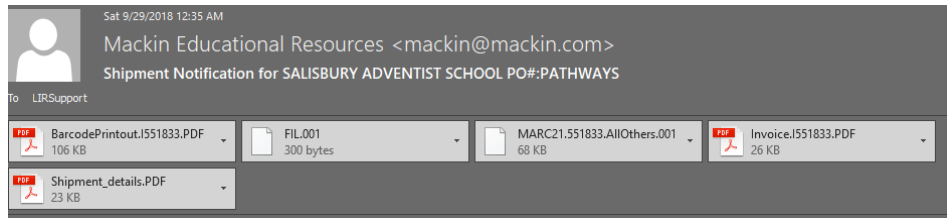


How to Load MARC Records

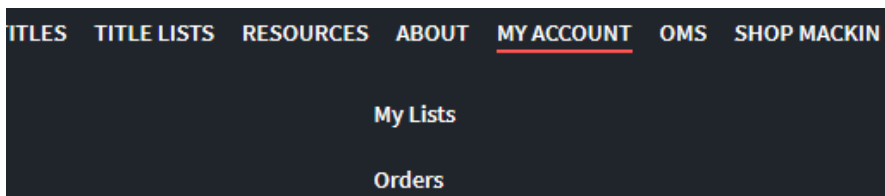
When your school purchases materials from Mackin.com an emailed shipment notification from mackin@mackin.com triggers the need to upload the MARC record to your catalog.



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

Downloading from Mackin.com:

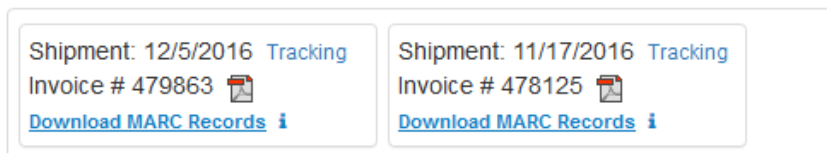
1. Login to Mackin.com
2. Choose My Account, Orders



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

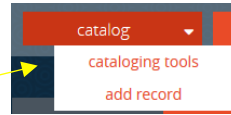
Downloading from your email:

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.

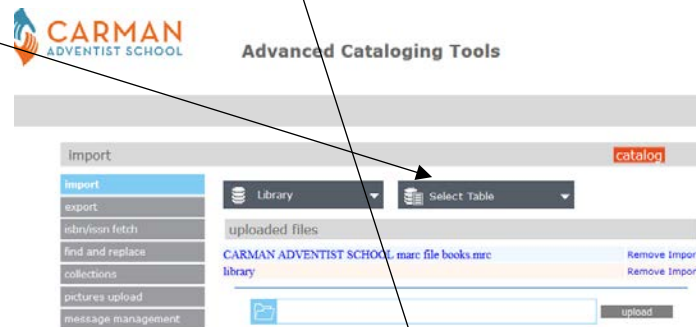
Uploading MARC21 files:

6. Sign in to your library page

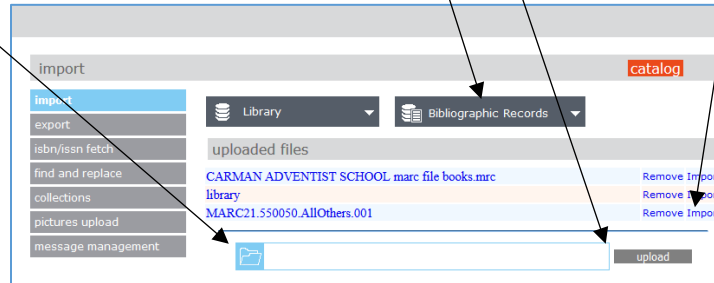
7. Click  and select cataloging tools



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

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

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

<< >>

11. 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 | 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

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 system has located a duplicate record in your collection.

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	Z 23
	100 a Bradley, Timothy J

14. Choose the appropriate option below:

71book.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

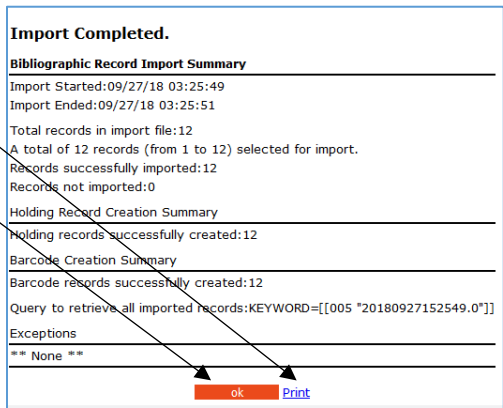
- Save existing:** a 2nd holding (copy of the title) will be added to the existing bibliographic record for the title.
- Replace existing:** the new bibliographic record you're importing will replace the existing one and add a holding (copy of the title)

- c. **Import:** the new bibliographic record will load and a new holding will be created resulting in 2 separate bibliographic records with a holding for each.
- d. **Do not import:** will skip the record and do nothing.

15. If this double screen continues to appear, clicking 'Don't show this window again' will allow the system to apply your last choice to all of the duplicate records it finds from that point.

16. Click Print

17. Click OK



18. The library materials purchased on this invoice are now available in your library catalog for search and circulation.

19. 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.