



Evergreen Importing Procedures

How to add holdings to an existing record now that we are using OCLC.

<http://www.northtexaslibraries.org/consortium-information/consortium-resources>

Step One

- Check the NTLC's records in our local Evergreen catalog.
 - If present, add holding to that record as usual
 - If not, continue to Step Two

Step Two

- Search OCLC for the record by ISBN
<http://connexion.oclc.org/>
- If not there, continue to Step Three
- If there, verify the record is correct
 - Click Edit Record in top left corner, add holdings info.
 - When complete, click Save to Catalog in top right corner
 - Continue to Step Four

Step Three

- Download a similar record from OCLC and alter it (we will go over this procedure)
- Or import the record using the Z39 option in Evergreen...
- Or create a new record using the templates provided in Evergreen

Step Four

- When you have finished your record searches
- In the Other Options pull-down menu choose Download Export Files and click Go
- You will see the record(s) that you “saved to catalog” in one file
- Save the file to your computer
- Import into Evergreen using the MARC Batch Import Export option under the Cataloging tab

Quick Tips and Advice...

When searching Evergreen start with the ISBN (you can scan it right into the box on the left side of the Advanced Search screen)

If the ISBN is not present search by title and author, the record may just be incomplete

If the record is incomplete add the ISBN-13 or ISBN-10 that you scanned in with no results to the record

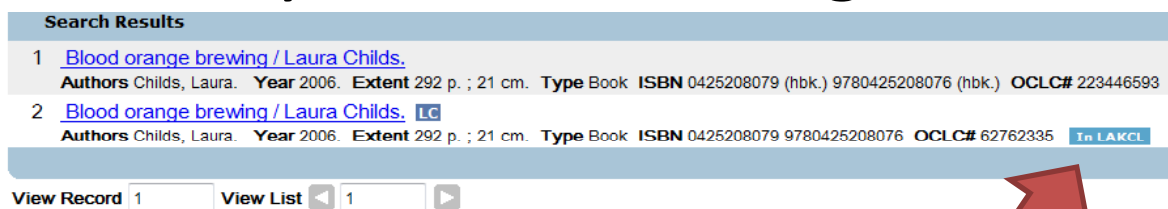
If you still can't find the record you will move on to OCLC (Step Two)

... Quick Tips and Advice

- If you find a record in OCLC that is not completely correct you may download, import and make changes BUT!!!!
 - You MUST remove the OCLC number from the record once in Evergreen *IF you change the ISBN, author, title or format*
 - AND remove your holdings from OCLC because...
 - The record in Evergreen IS NO LONGER the same record you retrieved from OCLC

To remove your holdings from OCLC

- Search for the record you just saved and imported
- You will see that you have holdings attached to the record



Search Results

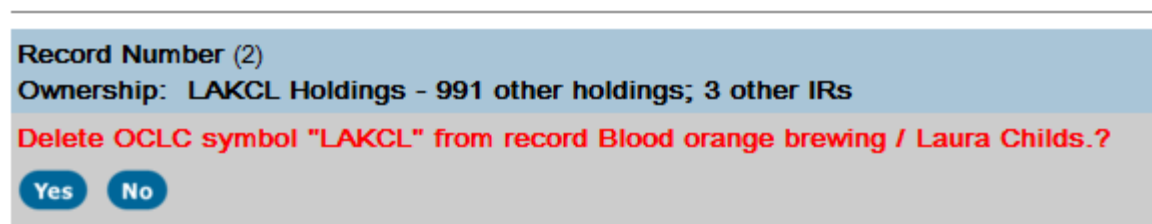
1 [Blood orange brewing / Laura Childs.](#)
Authors Childs, Laura. Year 2006. Extent 292 p. ; 21 cm. Type Book ISBN 0425208079 (hbk.) 9780425208076 (hbk.) OCLC# 223446593

2 [Blood orange brewing / Laura Childs.](#) **LC**
Authors Childs, Laura. Year 2006. Extent 292 p. ; 21 cm. Type Book ISBN 0425208079 9780425208076 OCLC# 62762335 **In LAKCL**

View Record View List

- Click on the title and select Delete Holdings

Delete Holdings



Record Number (2)
Ownership: LAKCL Holdings - 991 other holdings; 3 other IRs

Delete OCLC symbol "LAKCL" from record Blood orange brewing / Laura Childs.?