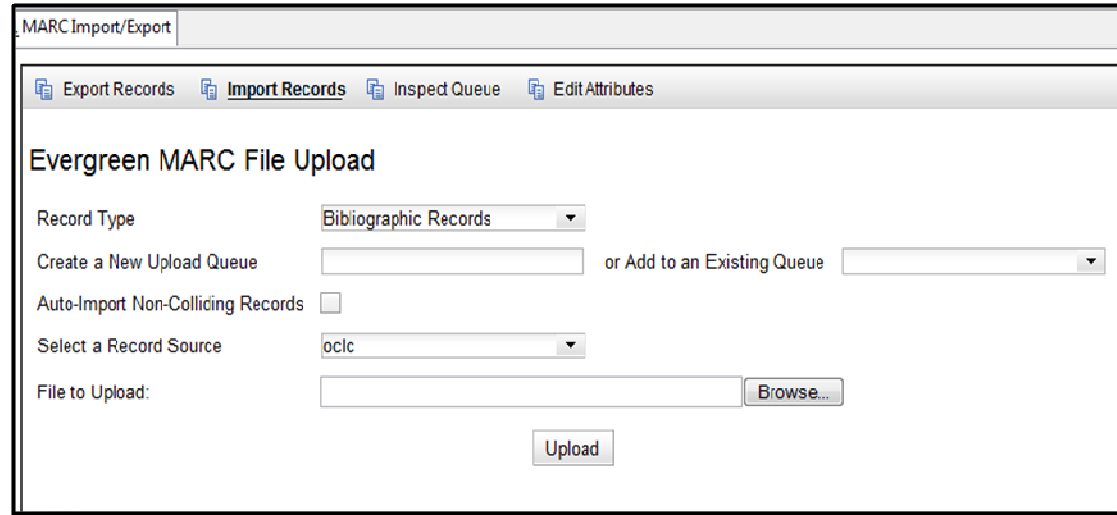
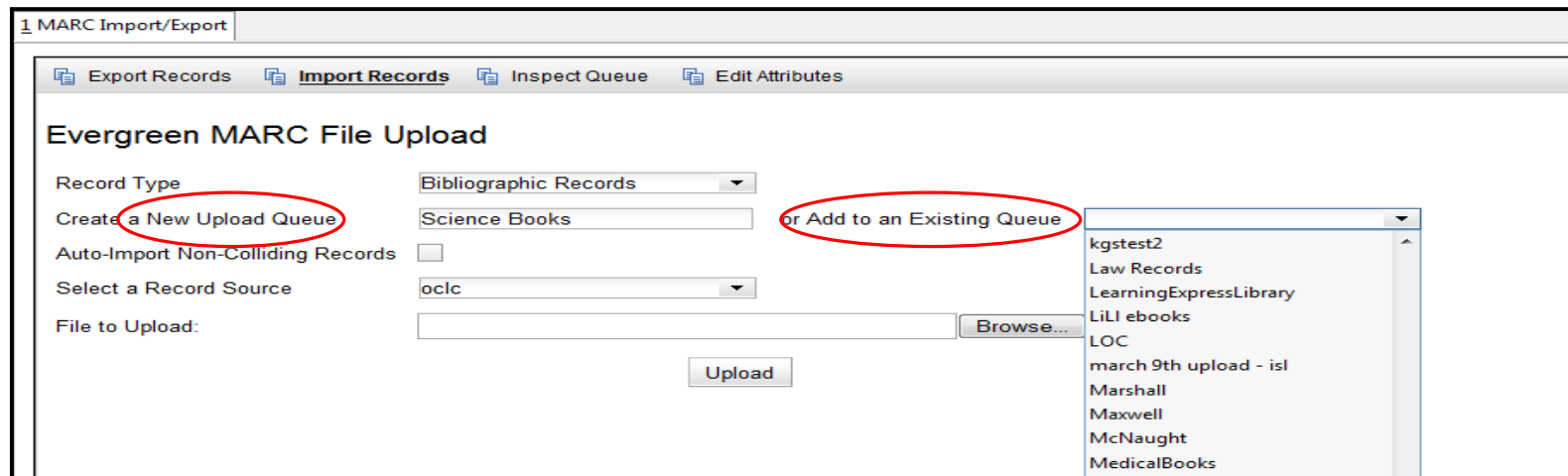


Importing Records in Batch at Evergreen 1.4

1. From the Cataloging menu, select MARC Batch Import/Export.
2. Import Records is the default screen.
 - *NOTE: You can also export records in batch or examine existing batch files (inspect queue) from this screen.*
3. Select **Record Type** (Bibliographic or Authority Records).
4. Create a new **queue** OR add to an existing queue:



The screenshot shows the 'Evergreen MARC File Upload' window. The 'Record Type' is set to 'Bibliographic Records'. The 'Create a New Upload Queue' field is empty, and the 'or Add to an Existing Queue' dropdown is also empty. The 'Auto-Import Non-Colliding Records' checkbox is unchecked. The 'Select a Record Source' is set to 'oclc'. The 'File to Upload' field is empty with a 'Browse...' button next to it. An 'Upload' button is at the bottom.



This screenshot shows the same interface as above, but with the 'or Add to an Existing Queue' dropdown menu open. The 'Create a New Upload Queue' field is now filled with 'Science Books'. The dropdown menu lists several existing queues: kgstest2, Law Records, LearningExpressLibrary, LiLI ebooks, LOC, march 9th upload - isl, Marshall, Maxwell, McNaught, and MedicalBooks. Red circles highlight the 'Create a New Upload Queue' field and the 'or Add to an Existing Queue' dropdown.

5. **Auto-Import Non-Colliding Records:** If this is checked it will automatically import all records that do not match on existing records in your Evergreen catalog. If this is not checked, then records may be uploaded from the queue individually or in batch.
6. Select a **Record Source** – this can be anything it needs to be, OCLC, vendor, LC...
7. Click **Browse** to find a file on your PC or network that you wish to upload.
8. Click Open to fill in the path to your file.
9. Click Upload.

Evergreen MARC File Upload

Record Type: Bibliographic Records

Create a New Upload Queue: Science Books or Add to an Existing Queue: [dropdown]

Auto-Import Non-Colliding Records:

Select a Record Source: oclc

File to Upload: [text field] Browse...

Upload

MARC Import/Export

Export Records Import Records Inspect Queue Edit Attributes

Evergreen MARC File Upload

Record Type: Bibliographic Records

Create a New Upload Queue: Science Books or Add to an Existing Queue: [dropdown]

Auto-Import Non-Colliding Records:

Select a Record Source: oclc

File to Upload: [text field] Browse...

Upload

File Upload

Training > LCRecords

Organize Views New Folder

Name	Date modified	Type	Size
Law_Records			
LCRecords_Medicine			
LCRecords_Science			

File name: LCRecords_Science All Files

Open Cancel

10. An upload status will show indicating how many records are being processed.

11. When finished, the queue will display.

MARC Import/Export

Export Records Import Records Inspect Queue Edit Attributes

Record Queue *Science* Total: 18 Imported:

-- Actions -- Limit to Collision Matches Limit to Non-Imported Records Results Per Page 10 Page 1

« Previous Page Next Page » Select Columns

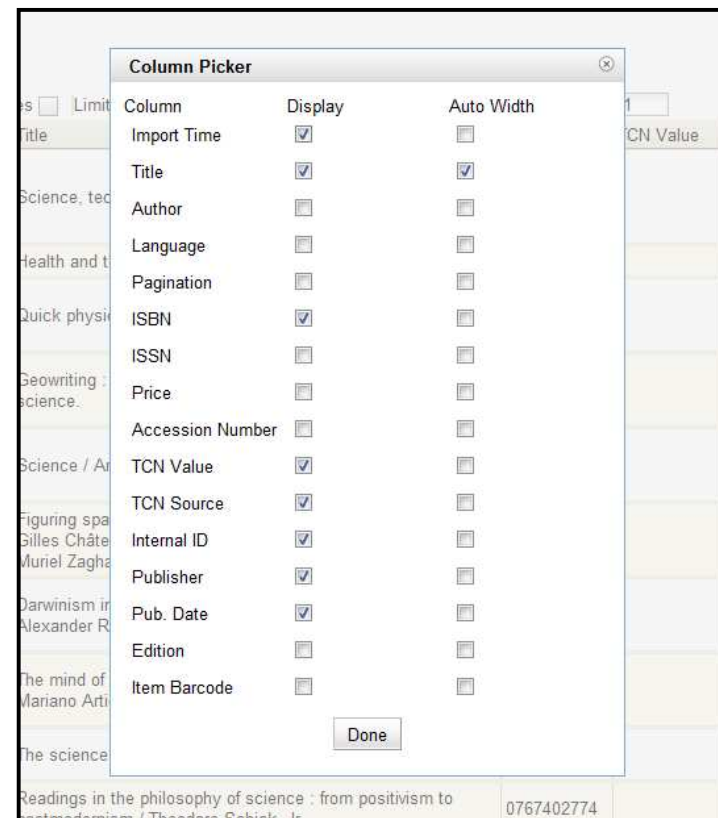
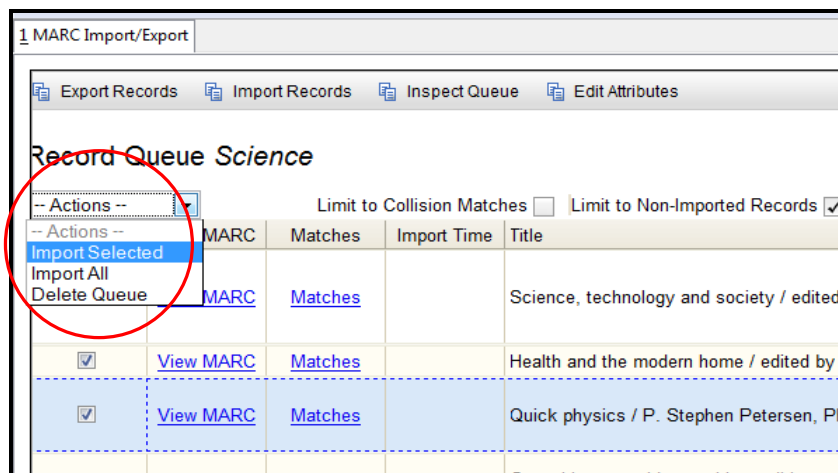
<input type="checkbox"/>	View MARC	Matches	Import Time	Title	ISBN	TCN Value	TCN Source	Internal ID	Publisher	Pub. Date
<input type="checkbox"/>	View MARC	Matches		Science, technology and society / edited by B.V. Sreekantan.					Indian Institute of Advanced Study,	2009
<input type="checkbox"/>	View MARC	Matches		Health and the modern home / edited by Mark Jackson.	97804159561				Routledge,	2007
<input type="checkbox"/>	View MARC	Matches		Quick physics / P. Stephen Petersen, Ph.D.	1890711020				Empyrean Quest Publishers,	2005
<input type="checkbox"/>	View MARC	Matches		Geowriting : a guide to writing, editing, and printing in earth science.	0922152144				American Geological Institute,	2004
<input type="checkbox"/>	View MARC	Matches		Science / Arthur R. Wagner.	0878917993				Research & Education Association,	2000

12. On this screen:

- **View MARC** will allow you to view the full MARC record before importing it.
- The **Matches** link will only show for records that have a match in the existing Evergreen database. Clicking on this link will show you the existing MARC record.
- **Import Time** will be populated once the records have been imported into the Evergreen database.
- Fields such as **Title, ISBN, etc...** will show but using the **Select Columns** link in the upper right hand corner will provide more options for which fields should display or not display on this screen.
- The **Action menu** in the left hand corner, above the queue, will offer options to Import ALL or Import Selected items (using the checkboxes).

- **Limit to Collision Matches** will change the display so that only records that found a match in the current Evergreen database will display in the queue.
- **Limit to Non-Imported Records:** When checked means that only records that have not been imported into the system will display. If unchecked, ALL records for this queue will display even if they were uploaded into the catalog already.
- Use the **Preview Page** and **Next Page** links in the upper right hand corner to navigate.
- The **Select Columns** link in the far right hand corner allows staff to turn on or off specific fields for the queue. For example (to the right).

13. When ready to import, select the records to import and select Import Selected from the Action Menu OR just select Import All:



14. A progress screen will show indicating the records are loading.

15. When finished, the screen will return to the queue.

16. If you uncheck Limit to Non-Imported Records, you will see the records that were just imported.

Record Queue Science

-- Actions -- Limit to Collision Matches Limit to Non-Imported Records Results Per Page 10 | Page 1

<input type="checkbox"/>	View MARC	Matches	Import Time	Title	ISBN	TCN Value
<input type="checkbox"/>	View MARC	Matches		Science, technology and society / edited by B.V. Sreekantan.		
<input type="checkbox"/>	View MARC	Matches		Health and the modern home / edited by Mark Jackson.	97804159561	
<input type="checkbox"/>	View MARC	Matches		Quick physics / P. Stephen Petersen, Ph.D.	1890711020	
<input type="checkbox"/>	View MARC	Matches	8/28/09	Geowriting : a guide to writing, editing, and printing in earth science.	0922152144	
<input type="checkbox"/>	View MARC	Matches	8/28/09	Science / Arthur R. Wagner.	0878917993	
<input type="checkbox"/>	View MARC	Matches		Figuring space : philosophy, mathematics, and physics / by Gilles Châtelet (1945-1999) ; translated by Robert Shore and Muriel Zagha.	0792358805	

17. To view records newly imported, search the catalog.

NOTE: At version 1.4, the batch import function WILL NOT import item holdings, only bibliographic records. At version 1.6, the batch importer will offer the option to import holdings records using the holdings tag coded by the vendor.