Importing Disks

When ordering records for import

Use

Terrie's Spec-sheet
Equipment Spec-sheet

(These were given out on Contact day. For extra copies, please visit our Web site.)

All disks should be checked in MARC Magician before importing into Destiny.

When in MARC Magician

Check to ensure that the correct information is being added.

Error signs
Where possible that standard numbers are present
That all call numbers are in CAPS
That all records (except ebooks) have barcodes (that barcodes are correct)
That price, vendor, category are present for each copy.

When importing

Follow these guidelines:

Title Matching

☐ Let records without standard numbers match based on titles, etc.

If an incoming title matches an existing title:

◉ Replace the existing title if the incoming title is better

○ Skip the incoming title

Copy Matching

◉ Skip the incoming copy if its barcode matches an existing copy's barcode

○ Replace the existing copy with the incoming copy if the barcodes and the titles match

○ Always add the incoming copy record and assign it the next available barcode

Starting Barcode ◉ [ ]

[Code 39 mod 10, 14 characters total]

○ Assign next barcode

Assign Copy Information

If missing, assign the following information to each copy that is added or replaced:

Circulation Type ◉ Regular

○ Based on Call Number

Update

If an incoming call number is not assigned to a Circulation Type, the Circulation Type will be set to "Regular".

Categories Assign

Sublocation -- Undefined --

Vendor -- Undefined --

Funding Source -- Undefined --

Import File

☐ Add the titles in the import file to -- Select a List -- View List

☑ Limit the Job Summary details to errors and warnings (clear this option for a record of every title and copy in the import file).

Preview Import

Always preview before importing!

When previewing look for

Job Import Preview

District Your school name

Started 11/20/2007 10:55 AM

Import File Microlif.001 (or whatever file name you imported)

Options Import records based on the short name in 852_a - Skip the duplicate copies - Replace the existing title if the incoming title is better - Limit the Job summary details to errors and warnings - Records must contain the same LCCN, ISBN, or ISSN and the same title

Summary Read 2 Records:

- Added 2 Title(s) (0 with warnings)
- Added 2 Copies (2 with warnings)
- Replaced 0 Duplicate Title(s) (0 with warnings)
- Skipped 0 Duplicate Title(s)
- Skipped 0 Duplicate Copies
- Skipped 0 Invalid Copies
- Skipped 0 Invalid Record(s)
- 0 Error(s)

Added 1 new Category

- New Category: Insurance Replacement

Import

Specifically

Check that the total number of records is correct
Check that the total number of copies is correct
If there are any skipped copies
If there are any invalid copies
If there are any invalid records
If there are any errors

If the first two are correct and there are 0 for the remainder, you may then click the import icon.

If the numbers do not match, there are skipped, invalid, duplicate copies, **STOP! DO NOT IMPORT**. Call Karen 863-647-4711 or 57950.

When adding copies in Destiny

Be sure to search all

Look for the following to determine the correct record to attach your copy to:

Standard Number – ISBN and/or LCCN
Title
Publisher
Date

Please Note: As time permits, we are cleaning up the Database according to AACR2 standards.