

Copying/Loading MARC Records From the Library of Congress November 2005

School libraries are encouraged to use this free source of quality MARC records. INFOhio has developed a menu-based procedure that enables MultiLIS users to copy and easily load Library of Congress records. The following instructions can be printed and consulted until the procedure becomes familiar.

ONE TIME ONLY PREPARATION: Create a folder on your hard drive with the name LCMARC. **This only needs to be done once.**

Create a LCMARC folder on your computer hard drive where the Library of Congress records will be downloaded and stored for transfer to the Instructional Technology Center (ITC) computer for loading.

WINDOWS users:

- Double click "My Computer"
- Double click "C:drive"
- Right click in the white space
- Select "New"
- Select "Folder" and type LCMARC
- Press ENTER

MAC Users:

- From the desktop click on "File" and select "New Folder"
- Click on the new folder and type the name LCMARC

Open a Web browser and go to [Library of Congress online catalog](http://catalog.loc.gov/) at <http://catalog.loc.gov/>.

Bookmark or save to your favorites for future use.

MultiLIS users: Follow the procedures below if you are not able to locate a satisfactory MARC record at either the INFOhio Union Catalog or your ITC. (Instructions for non-MultiLIS users for copying records from the Union Catalog are available on the INFOhio Web site.)

1. Be certain the folder LCMARC on your hard drive is empty. If it still contains LOC records from a previous search, your new records will be added to the previously downloaded records and can result in the same records being loaded again.
2. Open a Web browser and go to the [Library of Congress online catalog](http://catalog.loc.gov/). (<http://catalog.loc.gov/> if you have not bookmarked it or saved in your favorites)
3. Select a type of search:

8. Transfer the new files beginning with LOC to **your login directory** at your ITC using your local ITC FTP (or File Transfer) instructions.

[WS-FTP transfer instructions](#) are available for your use.

[Reflections FTP transfer instructions](#) are available for your use.

9. Log into MultiLIS and locate the menu option "Library of Congress Record Load."

If you successfully transferred all of the LOC* files to your ITC directory, the "Library of Congress Record Load" procedure will merge all of the individual MARC records into a single file named **username_yyyymmdd.DATLOC** (where username is your username and yyyymmdd is the date the procedure is run), and this name will appear on the screen.

10. You may select the file to continue processing by pressing [enter] OR you may arrow down to "Quit" and press [enter] to exit the LOADMARC program without loading the file. If you arrow down to "Quit" and press [enter], you will be returned to the local menu; the file will remain in your directory and can be loaded or deleted later.

```
---Files Retrieved But Not Loaded---  
LNOCA_LOIS_20010815.DATLOC  
Quit
```

11. If you selected a file for processing, you may choose to "Load" it into your database, "Delete" it from you directory, or "Quit" the LOADMARC program and process the file at a later time. Choosing "Quit" or "Delete" will return you to your local menu. Use the arrow keys to select an option and press [enter].

```
--Select Process--  
Load the file  
Delete the file  
Quit
```

```
---Titles (245 tags) within the selected file---  
0$aOn beyond zebra$h[sound recording] /$cby Dr. Seuss.  
0$aCowboy songs$h[sound recording]  
0$aIce Station Zebra$hvideorecording /$cMetro-Goldwyn-Mayer.
```

12. Select a loading mode for your file and press [enter].
 - MultiLIS fields refer to document types which will be created for General Material Designators in \$h of the 245 tag and for Biographies, if the word "biography" appears in a subject heading. Only one document type will be created.
 - Subject keywords are MultiLIS fields that are created for interest and reading levels contained in the 521 tag. "Review" may be generated, if a review journal is in tag 510 with a first indicator of '3'. The summary in the 520 tag might also be created as a subject keyword field.
 - MultiLIS fields are created as part of the conversion process that precedes the actual loading of the records.

- MultiLIS fields created but not loaded will be reported in the load report for keying in later, if so desired.
- Loading MultiLIS fields removes any previous MultiLIS fields on records that are overlaid and replaced.
- If you change your mind and decide not to load the file, the file will remain in your directory and can be loaded or deleted at a later time.

---Select Mode for Load---

Load to overlay bibs with matching ISBNs. Load accompanying MultiLIS fields.

Load to overlay bibs with matching ISBNs. DO NOT load MultiLIS fields.

Load all bibs AND accompanying MultiLIS fields as new records.

Load all bibs as new records. DO NOT load accompanying MultiLIS fields.

I have changed my mind. Do not load this file.

13. You will see a box appear on your screen with information regarding the conversion process. When the load process has finished, the box below will appear on the screen and a report of the load will be sent to your e-mail address. Press [enter] when you see the following message appear.

---Informational Message / Press Return to continue---

The load process has finished

14. If you chose to overlay existing records, it is important that you look at the load report for any problems before proceeding to add items. (The load report is in your electronic mailbox.) If any records were rejected consult the document [Rejected Records – Resolution by Linking Items](#).
15. When satisfied with the results, you may delete the LOC* files from your local computer's hard drive.

For any records not found in the Library of Congress, you are encouraged to:

- Search the INFOhio Union Catalog again in a few days, in the event a CatExpress record has been loaded or a record from a ITC has been added as a result of the weekly sweep of the ITCs for new and modified records.
- If you are a CatExpress subscriber, use CatExpress to search for the record.
- If you still cannot locate a record, use one of the INFOhio cataloging templates that can be copied following the template instructions available on the INFOhio Web site at <http://www.infohio.org/UC/CatTemplate.html>.

To learn more about [CatExpress](#) visit [About INFOhio's Union Catalog...](#) on the INFOhio Web site.