

## Selecting & Exporting MARC Records From the Union Catalog OPAC

[http://www.infohio.org/UCTF/Selecting\\_Exporting\\_Union\\_Catalog.pdf](http://www.infohio.org/UCTF/Selecting_Exporting_Union_Catalog.pdf)

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### Part A. From the local menu **select "Search/Export Union Catalog MARC records"**

**If** there are no unloaded files, you will be logged into the Union Catalog.  
**Go to Part B on page 2 to continue.**

If you have exported records but not loaded them, the unloaded files will appear. The file names consist of your Union Catalog login followed by the date and other numbers.

```
---Files Retrieved But Not Loaded---  
LNOCA_LOIS_9C78_99050723490200$MARC.DAT100;17-MAY-1999 23:50:01  
LNOCA_LOIS_A855_99050722223347$MARC.DAT100;17-MAY-1999 22:23:28  
Quit
```

**If** you wish to search the Union Catalog without taking action on the unloaded files:

- a. **Press Q and then press [enter] twice.**
  - You will be logged into the Union Catalog.
- b. **Go to Part B on Page 2 to continue.**

**If** you wish to load or remove any of these files,

- a. **Select the file** by using the arrow keys and **press [enter]**

You will have the option to:

#### **Load the file**

- File contents will be presented with loading options.
- If you change your mind and do not load the file, you will be returned to the file menu.
- If you select a load option, the file will be loaded and then you will be logged into the Union Catalog OPAC.
- **Go to Part B, step 12 on page 4 for load option instructions, then return to Part B, step 1 on page 2 for login instructions.**

#### **Delete the file**

- The file will be deleted and you will return to the file menu if unloaded files remain OR logged into the Union Catalog if there are no more unloaded files.

**Return to file menu** (This will appear only if you have multiple unloaded files.)

#### **Quit**

- **Press Q and then the [enter] key twice** to bypass LOADMARC and log into the Union Catalog. Go to Part B below.

## Part B. Union Catalog Login

1. **Verify that the username and number** shown at the top and bottom match exactly.

Example:

Compare the following information:

Username: MICHAEL 00009A33

With that shown below:

Username: MICHAEL 00009A33

Does this match exactly? (Y/N)

- **If** you have a match, answer **Y** and press **[enter]**
- **If** you answer Y by mistake, you will be logged in automatically to the Union Catalog OPAC. **Press [enter]. Select “Exit” and press [enter]** to exit and start over. (If these do not match and you continue, the records you tag for export will not be exported or loaded to your bank.)
- **If** you enter **N**, additional choices will appear one by one. If there finally is a match, answer Y and go on. If no matches are found, you will be returned to the Menu where you can try again.

2. The Union Catalog Vision, Purpose and OCLC Notice will display. Be sure to read the OCLC Notice regarding the legal use of OCLC records you find in the Union Catalog. **Press [enter]**
3. You will be presented with the familiar OPAC welcome screen. **Press [enter]**

### Searching Guidelines

- Too broad a search will retrieve too many records to look at. Do a combination search on author AND title when too many titles are retrieved. Try using the semi colon (;) following a title to restrict the search to the exact string of characters.
- Too narrow a search will result in no record(s) found. Try truncation (\*) to account for possible typos in the title. ISBN is NOT a good search criterion to use exclusively.
- Follow the “INFOhio Guidelines for Matching MARC Records.” Minor differences do not negate a match. These guidelines can be found at [http://www.infohio.org/about/uc\\_header.htm](http://www.infohio.org/about/uc_header.htm)
- Do not assume that OCLC records are superior to INFOhio records. Many INFOhio records have been enhanced with annotations, subject headings, formatted contents notes, etc. that academic and public libraries (the primary contributors to OCLC) may not use.

4. If a matching record is found, **press [F9]** to tag for export. [Record queued for export] will appear on the screen. **Press any key to continue.** You must be on the last page of the record for it to be queued for export. Press [F9] again if [Record queued for export] does not appear on the screen.
  - DO NOT press [F9] at the list of hits. This will result in ALL titles being tagged for export.
  - Repeat step 4 for each record needed.
  - Caution: If you press [PF1] and exit the Search screen, you MUST continue to exit. DO NOT go back to tag more records for export. If you do, the records previously tagged will be lost.

5. When finished, **press [PF1]** to exit the Search screen.

**If you did not locate any records for export**, you will be returned to the Welcome screen.

1. **Select “Exit” and press the [enter] key.** You will be logged out and returned to the INFOhio menu.

**If you tagged records for export**, upon pressing [PF1] to exit the search menu you will be presented with record export options.

6. **Press [enter]** to select **“Export bibliographic records”**

```
Export bibliographic records
Export authority records
Export bibliographic and authority records
Abandon MARC export
```

7. **Press [enter]** to select **“Begin MARC export to host”**

```
Begin MARC export to host
Begin MARC export to your site
Specify an export parameter file
```

8. **Press any key** to continue.

9. The OPAC welcome screen will appear. **Select “Exit” and press [enter]**

10. Your connection to the Union Catalog will be closed. If you created an export file, it will appear on the screen. 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_DA62_99050722452296$MARC.DAT100;1      7-MAY-1999 22:47:40
Quit
```

11. If you selected a file for processing, you may choose to “Load” it into your database, “Delete” it from your 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$h[sound recording]
0$aThe Station Book$h[sound recording] /$cby Goldens, M...
```

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, it 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” at [http://www.infohio.org/about/uc\\_header.htm](http://www.infohio.org/about/uc_header.htm).