

Importing ebook bibliographic records into Evergreen (Add 856 using MarcEdit)

Bibliographic records for ebooks in Evergreen need to have a \$9 added to the 856 tag that contains the URL your library will use to access the ebook. The \$9 needs to contain the short code for your library or organizational unit. You can use MarcEdit to view the MARC records and add the \$9 to your records before importing them into Evergreen.

1. To import bibliographic records, go to Cataloging>MARC Batch Import/Export. The screen will load the Import Records tool.
2. Fill in the following fields (if a field on the screen is not listed, do not select anything for that field):
 - a. **Record Type:** select Bibliographic Records
 - b. **Create a New Upload Queue:** select an existing queue or create a new queue
 - c. **Record Match Set:** select ISBN. This will check the catalog for existing records to avoid creating duplicate records.
 - d. **Select a Record Source:** Select System Local.
 - f. **Merge Profile:** select Add 856. If there is a matching bib record in the catalog, this will tell Evergreen to add the new, incoming 856 to the existing record. This will add your library's access link to the bib record.
 - g. **Import Non-Matching Records:** Check this box. This will import any new records into the catalog.
 - h. **Merge on Single Match:** Check this box. This will import any records with a single match into the catalog.
 - i. **Merge of Best Match:** Check this box. This will import any records with multiple matches into the catalog.
3. Go to **File to Upload** at the bottom of the screen. Click Browse and select the file of MARC records to upload.
4. Click Upload. An upload status bar will appear to show the progress of uploading the records.
5. The upload Queue will appear and list the bibliographic records that were uploaded. Each record should have an Import Time and a number in the Imported As column. The number in the Imported As column is the bib id for the new bib record or the matching bib record that was merged.
6. You can use this number to view the bib record by going to Cataloging>Retrieve Title by Database ID and entering the number.