

Importing MARC Records with Z39.50

If you are unable to find a suitable MARC record in the SPARK-wide collection for an item you are cataloging, you may import a new MARC record by using Z39.50.

From the **Cataloging** menu, select **Import Record from Z39.50**. Then, follow the steps below:

1. First, you will need to select which “outside sources” to search. To do this, look in the column to the far right, “**Services and Credentials**”. Select a source by clicking the relevant checkbox.
 - The more services you select, the longer your search will take. Searches will load quicker if you can settle on a half-dozen or so favorites.
 - If you click the box next to “**Local Catalog**”, Z39.50 will also search SPARK’s holdings. *This can be helpful in preventing importing a duplicate record – see note at step 3 below.*
 - If you click “**Save as Default**”, the sources you pick will be automatically selected the next time you load Z39.50

The screenshot shows the WYO Cataloging interface. The top navigation bar includes Search, Circulation, Cataloging, Acquisitions, Booking, and Administration. The user is logged in as moorej @ WYO-Cataloging. The main area is divided into a query form on the left and a 'Service and Credentials' section on the right. The query form has fields for Author, ISBN, ISSN, Item Type (set to All Formats), Keyword, LCCN, Pub Date, Publisher, Subject, TCN, Title, and UPC. The 'Service and Credentials' section lists various services with checkboxes: Local Catalog (checked), AccessPA, Boulder Public Library, Evergreen Indiana (checked), Kansas City Public Library (checked), Library of Congress (checked), Maine Statewide Library, Michigan eLibrary, Michigan State Univ, Milwaukee Public Library CountyCat, North of Boston Library Exchange (checked), OCLC, OhioLINK (checked), San Francisco Public Library, Toronto Public Library (checked), Univ of Minnesota MNCAT, and \$biblios.net. There are also fields for Username and Password for AccessPA and OCLC. A 'Save as Default' button is located at the bottom of the 'Service and Credentials' section. At the bottom of the page, there are buttons for Search, Clear Form, and Raw Search, along with a status bar showing 'Total hits: 0' and 'No record marked for overlay.'

2. Next, enter your search term(s).

- You can choose to search by one field, or multiple fields. *We recommend you start with ISBN.*
- If searching by one field (or multiple fields) gives you no matches, try another combination of search fields, or try searching a different Service and Credential
- Once your search term(s) are entered, click the “Search” button

Query Default

Field	Value
Author	
ISBN	9781404864962
ISSN	
Item Type	All Formats
Keyword	
Keyword	
LCGN	
Pub Date	
Publisher	
Subject	
TCN	
Title	
UPC	

Service and Credentials

- Local Catalog
- AccessPA
- Boulder Public Library
- Evergreen Indiana
- Kansas City Public Library
- Library of Congress
- Maine Statewide Library
- Michigan eLibrary
- Michigan State Univ
- Milwaukee Public Library CountyCat
- North of Boston Library Exchange
- OCLC
- OhioLINK
- San Francisco Public Library
- Toronto Public Library
- Univ of Minnesota MNCAT
- \$biblios.net

Save as Default

Search Clear Form Raw Search

Total hits: 0

Show in Catalog Import Edit then Import View MARC Mark Local Result As Overlay Target

Overlay

No record marked for overlay.

Actions Rows 25 Page 1

3. Search results will appear below.

- Check under the “Service” column – if any of the results say “native-evergreen-catalog”, it means that matching records already exist in the SPARK-wide collection.
- If this happens, *do not import a new record!* Leave Z39.50, and attach your holdings to the current SPARK record.

Total hits: 02010100

Show in Catalog Import Edit then Import View MARC Mark Local Result As Overlay Target

Overlay

No record marked for overlay.

Actions Rows 25 Page 1

#	Title	Author	Edition	ISBN	Publication Date	Publisher	Service	TCN
1	Snack time for Cow	Dahl, Mich...		9781404864962 (board ...	2011		native-evergreen-catalog	7610703
2	Snack time for Cow	Dahl, Mich...		9781404864962	2011		native-evergreen-catalog	9078735
3	Snack time for Cow	Dahl, Mich...		9781404864962 (board ...	c2011	Picture Wi... loc		16437330
4	Snack time for Cow	Dahl, Mich...		9781404864962 (board ...	c2011	Picture Wi... noble		3445512

- To determine if any (or all) records are appropriate for the item you are cataloging, select one of the search result rows, then click the **“View MARC”** button.

Total hits: 3

Show in Catalog Import Edit then Import **View MARC** Mark Local Result As Overlay Target

Overlay

#	Title	Author	Edition	ISBN	Publication Date	Publisher	Service
1	The annotated Gilbert and Sullivan	Gilbert, W....		0140708480 (pbk. : v. 1 :	1982		loc
2	The annotated Gilbert and Sullivan	Gilbert, W....		0140708480 (pbk. : v. 1 :	1982-1984	Penguin B...	olink
3	The annotated Gilbert and Sullivan	Sullivan, A... Repr. with ...		0140708480 (pbk. : v. 1)	1985		olink

- When you are finished examining the MARC record, click **“Cancel”**.

View MARC

```

LDR01637cam a2200373 i 4500
0011884614
00520151007154550.0
008830701m19821984enk b 000 0 eng
906 $a 7 $b cbc $c orignew $d 2 $e ncip $f 19 $g y-gencatlg
925 0 $a acquire $b 2 shelf copies $x policy default
955 $a vk37 2010-10-07 updated to RDA $e vl34 2015-10-07 c. 1, v. 1-2 to Music Division $t vl34 2015-10-07 c. 2, v. 1-2 to Music Division
010 $a 83148129
020 $a 0140708480 (pbk. : v. 1 : $c $7.95 U.S.)
020 $a 0140708499 (pbk. : v. 2 : $c $9.95 U.S.)
035 $9 (DLC) 83148129
040 $a DLC $b eng $e rda $c DLC $d DLC
042 $a pcc
050 0 $a ML49 $b .G45 1982
082 0 $a 782.81/2 $2 19
100 1 $a Gilbert, W. S. $q (William Schwenck), $d 1836-1911, $e librettist.
240 0 $a Librettos. $k Selections
245 1 4 $a The annotated Gilbert and Sullivan / $c introduced and edited by Ian Bradley.
264 1 $a Harmondsworth, Middlesex, England ; $a New York, N.Y., U.S.A. : $b Penguin Books, $c 1982-1984.
300 $a 2 volumes ; $c 21 cm
336 $a text $2 rdacontent
337 $a unmediated $2 rdamedia
338 $a volume $2 rdacarrier
504 $a Includes bibliographical references (volume 1, page 9).
505 0 $a [1] H.M.S. Pinafore ; The pirates of Penzance ; Iolanthe ; The Mikado ; The gondoliers -- 2. Trial by jury ; The sorcerer ; Patience ; Princess Ida ; Ruddigore ; The yeomen of the guard.
650 0 $a Operas $v Librettos.
655 7 $a Librettos. $2 lgft
700 1 $a Sullivan, Arthur, $d 1842-1900, $e composer.
700 1 $a Bradley, Ian C., $e editor.
991 $b c-Music $h ML49.S9 $i A1 1982 $l Copy 1 $m Case $w BOOKS
  
```

Cancel

- Go through steps 4 and 5 until you have determined which search result to use. When you have made your decision, select that row. Next, click **“Edit then Import”**.

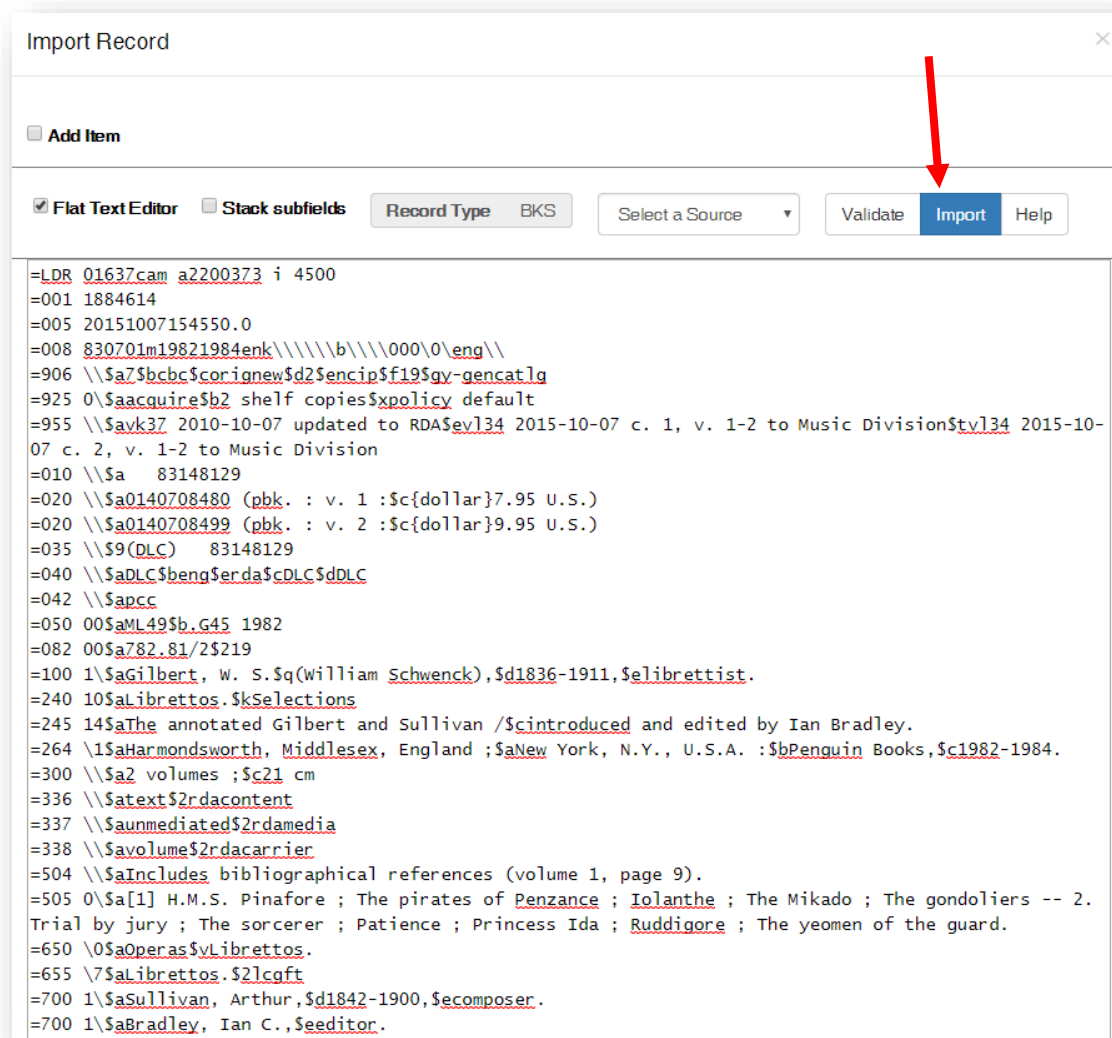
Total hits: 3

Show in Catalog Import **Edit then Import** View MARC Mark Local Result As Overlay Target

Overlay

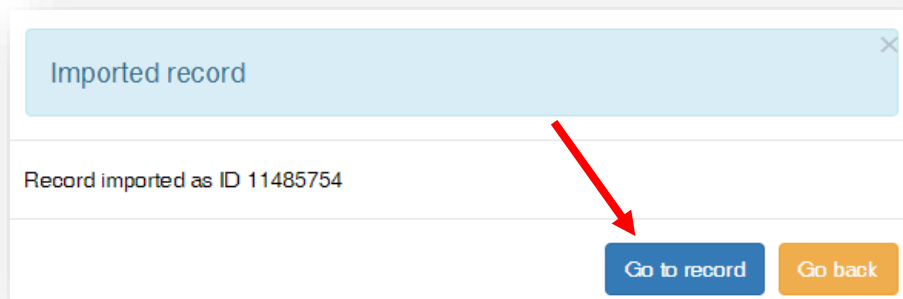
#	Title	Author	Edition	ISBN	Publication Date	Publisher	Service
1	The annotated Gilbert and Sullivan	Gilbert, W....		0140708480 (pbk. : v. 1 :	1982		loc
2	The annotated Gilbert and Sullivan	Gilbert, W....		0140708480 (pbk. : v. 1 :	1982-1984	Penguin B...	olink
3	The annotated Gilbert and Sullivan	Sullivan, A... Repr. with ...		0140708480 (pbk. : v. 1)	1985		olink

7. If any corrections need to be made to the MARC coding, make those corrections now. When you are finished, click the “Import” button.



The screenshot shows a window titled "Import Record" with a close button (X) in the top right corner. Below the title bar, there is a checkbox labeled "Add Item" which is unchecked. Below that, there are two radio buttons: "Flat Text Editor" (checked) and "Stack subfields" (unchecked). To the right of these are a "Record Type" dropdown menu set to "BKS", a "Select a Source" dropdown menu, and three buttons: "Validate", "Import" (highlighted in blue), and "Help". A red arrow points to the "Import" button. The main area of the window contains MARC record data in a text field, starting with "=LDR 01637cam a2200373 i 4500" and ending with "=700 1\u00a0Bradley, Ian C.,\$editor.".

8. A pop-up window will confirm that the record was successfully imported. Click “Go to record”.



The screenshot shows a small pop-up window titled "Imported record" with a close button (X) in the top right corner. Below the title bar, the text "Record imported as ID 11485754" is displayed. At the bottom of the window, there are two buttons: "Go to record" (highlighted in blue) and "Go back" (highlighted in orange). A red arrow points to the "Go to record" button.

9. The MARC record has been successfully added to the SPARK-wide database, ready for you to add your local holdings.

The screenshot shows a library catalog interface. At the top, there is a navigation bar with menu items: Search, Circulation, Cataloging, Acquisitions, Booking, and Administration. The user is logged in as 'moorej @ WYOB-Cataloging'. The main section is titled 'Record Summary' and contains the following information:

Title:	The annotated Gilbert and Sullivan	Edition:		TCN:	11485754	Created By:	moorej
Author:	Gilbert, W. S. (William Schwenck) 1836-1911	Pub Date:	1984	Database ID:	11485754	Last Edited By:	moorej
Bib Call #:	782.81/2	Record Owner:		Last Edited On:	3/22/2020 2:18 PM		

Below the record summary, there are navigation buttons: Start, Previous, Next, End, Back To Results (1 / 1), Add Holdings (highlighted with a red arrow), Serials, Mark for, and Other Actions. There are also tabs for OPAC View, MARC Edit, MARC View, View Holds, Monograph Parts, Holdings View, and Conjoined Items.

The search bar at the bottom contains the text 'Search the Catalog', 'Advanced Search', and 'Browse the Catalog'. Below the search bar, there is a search input field, a 'Type' dropdown set to 'Keyword', a 'Format' dropdown set to 'All Formats', a 'Library' dropdown set to 'Wyomissing Public I', and 'Search' and 'All Libraries' buttons.

The 'Recent searches' section shows a search for 'The annotated Gilbert and Sullivan / introduced and edited by Ian Bradley.' with a plus sign icon to the left. Below this, there is a 'Book' icon and a list of actions: 'Add to basket', 'Print / Email', 'Disable Highlighting', and 'Clear AddedContent Cache'.

The 'Record details' section lists the following information:

- ISBN: 0140708480 (pbk. : v. 1 :
- ISBN: 0140708499 (pbk. : v. 2 :
- Physical Description: 2 volumes ; 21 cm