Loading Netlibrary MARC Records
Into SirsiDynix Workflows

Procedures written by Glorian Sipman, Technical Services Librarian at MiraCosta College.   This reflects local practice there. Other SirsiDynix libraries may have a different method.   If ebook records have never been loaded in your catalog before, do a test batch first. The small of file of 2 records below would be a good way to test your load and see if the records display as desired.

I. **Retrieve record file from OCLC**

Go to the Product Services Website http://psw.oclc.org/

Click download records and reports.

Click OCLC WorldCat Collection Sets.

Enter the following authorization:

Autho: 100 391 300

Password: CACCG

There are currently 3 files.

1) File Name: D110617.B0095878   Subset added with 2 records – these were part of the original 2185 collection but the records were missing from the original file (*Young people, ethics, and the new digital media : a synthesis from the GoodPlay project & Confronting the challenges of participatory culture : media education for the 21st century*)
2) File Name: D110517.B0093600   Subset added with 111 records
3) File Name: D110517.B0093598   Original Set with 2,185 records

Right-click on the file and select "save file as."

Save the file where you normally save your bibload files (in the example below, it's c:\\OCLCAPPS\) and set file name as xpo.dat & save as type: "All Files" (see image below).
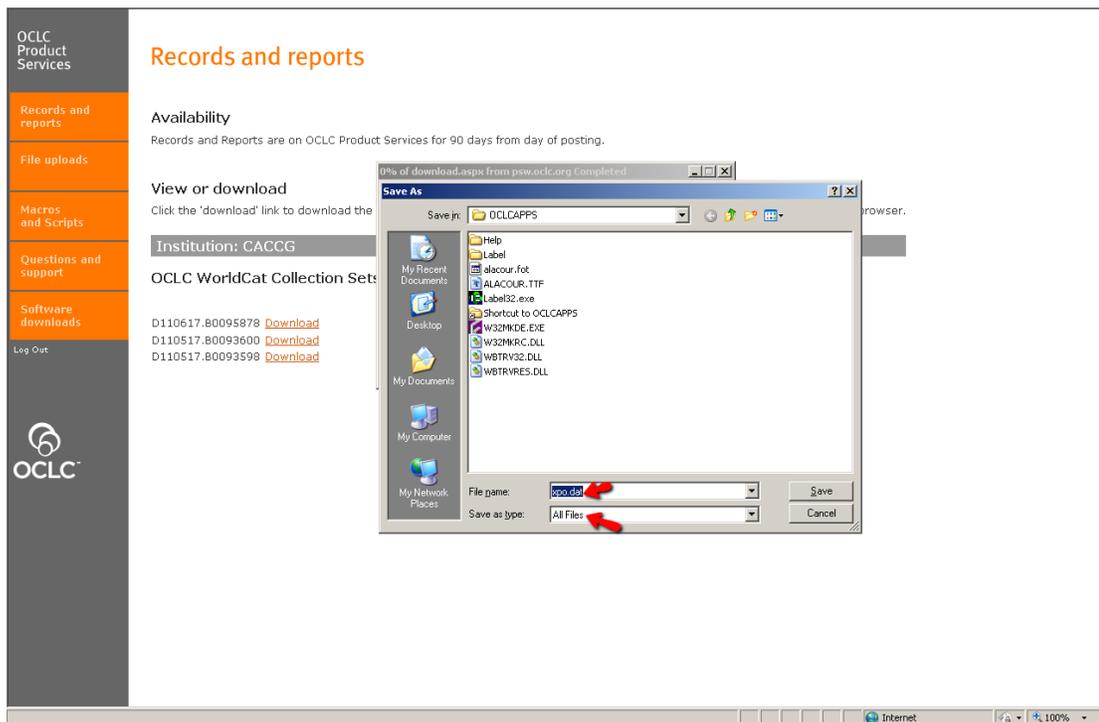
II. **Import Records into Workflows using MARC Import Utility**

In Workflows, select the **Utility** tab.

Under Common Tasks, click **MARC Import**.

If the Default and/ or Property tab(s) come up, click **OK**.

Click the diamond to the right of the Source bar to find your file (in this example: **C:\OCLCAPPS\xpo.dat**).

In the destination box, type "**other.marc**."

Click **Import**.

At the "Is diskette ready?" screen, click **Yes**.

At the "Are there more files to upload?" screen, click **No**.

You will get a notepad screen showing you the number of records loaded. Check to see that the expected number of records has processed and that there are no errors. Close this file. Click Cancel to close your Import box.

III. **Run the Bibloadattach Report in Workflows**

In Workflows, select the **Report** tab.

Under Common Tasks, click on the **Schedule New Reports**. If the default sceen comes up, click **OK**.

Click on the **MARC Import** tab, scroll down and select **Load Bibliographic Records** report, and then click on the **Setup & Schedule** button.

Select the **Load** tab. The **File to Load** box should be set to **other.marc**.

The other parameters of the report will depend on local policies. Below is a screen shot of the report of the parameters we use at MiraCosta College.

After setting the load options as desired, click **Run Now**.

Click Close on the next screen.

Click on **Finished Reports** in the Common Tasks list, and select your report by clicking on it once. It will be at or near the top of the list.

Click **View** confirm that it loaded properly. In the next screen that pops up, make sure all 3 options are checked, then click OK. A Wordpad document will come up. Check to see that the expected number of records has loaded into Workflows and that there are no errors.

Delete the report from the Finished Reports list if desired.

Delete the xpo.dat file if desired.

Note: if needed, the Edit Bibliographic Data Globally report can be used to change the 856 field to reflect local practice.