

**Pre-import Documentation (from 1<sup>st</sup> batch import to Voyager):**

1. In Voyager Sysadmin, create Bibliographic Duplicate Detection profiles for EBKCOND (add-conditional); Select Field Definitions, field weights; and set weights for “duplicate warn” and “duplicate replace”
2. Create a Call Number Hierarchy for Dewey books (852 h) and Ebooks (655 \_ 0 Electronic Books.) – GCC’s Electronic Books previously left 852 h blank which resulted in the display of “No Call Number available”; it will now display as “Electronic books.”
3. Create Bulk Import Rules for EBOOKS (add-conditional) that loads bibs and created mfhds and item records; and checkmark “Copy 856 Field from Bib to MFHD]

**Retrieving and Preparing MARC file**

1. **Netlibrary Collection X** made available as a downloadable bin file on <http://psw.oclc.org/> - click on “Download records and reports” then on “OCLC WorldCat Collection Sets”
2. Use a MARC editor, such as “MarcEdit” to translate to UTF-8 and make any local changes to the bib records. If using MarcEdit, click on “browse” and open the bin file as the “Input File,” click on “Translate to UTF-8,” then click on “browse” to select the “Output File” – NOTE: File extension should be .mrk8 [you can tell if a record is in Unicode if leader position#9 is an “a”]. Click on “Execute” and when the X number of records show up in the “Results” box, click on “Edit Records”
3. Once the records are loaded MARCEditor (after you click on “Edit Records”) click on “**Load Entire File**” at the top right hand side of the MarcEditor window.
4. **MARC FIELDS TO BE DELETED <F7>**  
**ESSENTIAL-MUST DELETE 001, 049**
5. EDIT MARC FIELD 856 and add EZPROXY prefix -this field will be copied to the mfhd (holdings record) as defined in the Import Rule.

**Voyager IMPORTING INSTRUCTIONS**

1. Command line instructions (do not use webadmin if greater than 1000 records).
  - i. Upload file to the server: **path/to/file** (must create a path to file)
  - ii. Command line:

/m1/voyager/gccdb/sbin/**Pbulkimport -f/path/to/file/NetlibraryCollection9.mrc –iEBOOKADD**

**Additional notes on command line import:**

- f filename
- i import code [specified in Bulk Import Rules tab]
- m load MFHD (not used because we specify in the Bulk Import Rules to load Bib and at the same time create MFHDs and Item Records)
- a MFHD location code (852)
- b begin at record number
- e end record number
- o Name of operator
- l location

2. Error files are located in m1/voyager/gccdb/rpt “**log.imp.yyyymmdd.hhmm**”