Importing MARC records to Destiny

Catalog -> Import Title:

Change from Replace to skip under "If an incoming title matches an existing title"

Title Matching ?

- ○ **Strict** - Standard numbers, titles, material types, authors, and publication dates must match
  - ☐ Remove the author requirement from the strict matching rules
- ● **Relaxed** - If no standard number is found, allow matches based on title, material type, author, and publication date

If an incoming title matches an existing title:

- ○ Replace the existing title if the incoming title is better ?
- ● Skip the incoming title
- ○ Always add the incoming title (may cause duplicate titles; Strict Matching will be used) ?

Update

Under Assign Copy Information click on
Assign Vendor and Funding source (optional)

You could also assign Sublocation if you know all of the items will be in the same location (i.e. digital, fiction)

Assign Copy Information

If missing, assign the following information to each copy that is added or replaced:

Circulation Type ●   Regular   **Update**

      ○   Based on Call Number

If an incoming call number is not assigned to a Circulation Type, the Circulation Type will be set to "Regular".

Copy Categories   **Assign**

Sublocation   -- Undefined --

Vendor

      Follett   **Other**

Funding Source

      Library Media Funds   **Other**

OK   **Cancel**

Click on Choose File, locate the file to import in your Downloads

Change from the old way of importing (2nd image) to new (see next image)

Import File   Choose File   No file chosen

- ☐ Add the titles in the import file to   -- Select a List --   **View List**
- ☑ This file contains eBook records for only this site. ?
- ☑ Limit the Job Summary details to errors and warnings (clear this option for a record of every title and copy in the import file).
- ☑ List possible duplicate titles in the Job Summary after import. ?

Preview   **Import**

Import File   Choose File   No file chosen

- ☐ Add the titles in the import file to   -- Select a List --   **View List**
- ☑ This file contains eBook records for only this site. ?
- ☑ Limit the Job Summary details to errors and warnings (clear this option for a record of every title and copy in the import file).
- ☐ List possible duplicate titles in the Job Summary after import. ?

Preview   **Import**

Choose [Preview] instead of the [Import]

Preview allows you to see if there are duplicates or errors before you import them.

Job Import Preview
Site Jordan High School
Started 9/20/2017 2:48 PM
Import File 671497bb.mrc
Options Replace duplicate copies - Replace the existing title if the incoming title is better - This file contains eBook records for only this site - L Circulation Type 'Regular'

Summary Records read: 33
- Titles added: 0 (0 with warnings)
- Copies added: 0 (33 with warnings)
- Duplicate titles replaced: 2 (0 with warnings)
- Duplicate titles skipped: 31
- Duplicate copies replaced: 33 (0 with warnings)
- Duplicate copies skipped: 0
- Invalid copies skipped: 0
- Invalid records skipped: 0
- Errors: 0

[Import]

If you are satisfied with the report then import.

For more information on Destiny

https://www.follettcommunity.com