

## Export and Import Authority Records

Last updated: May 2016



OCLC Online Computer Library Center, Inc.  
6565 Kilgour Place  
Dublin, OH 43017-3395

## Revision History

<b>Date</b>	<b>Section title</b>	<b>Description of changes</b>
November 2005	5. Import bibliographic or authority records	Added new information about downloading records from Product Services Web and handling unresolved batchload records
November 2006	1. Set export options	Added new option to delete fields on export for bibliographic and authority records.
	2. Export authority records	Updated to reflect new option to delete fields on export.
May 2007	1. Set export options	Added information about a new option to set export validation level for institution records attached to master bibliographic records.
May 2016	1. Set export options	Removed references to institution records.

© 2016 OCLC Online Computer Library Center, Inc. 6565 Frantz Road

Dublin, OH 43017-3395 USA

OCLC® users are hereby granted permission to reproduce this manual for their internal use. Reproduction of substantial portions of this manual must contain the OCLC copyright notice.

Unless otherwise noted, all product and service names are registered trademarks or trademarks of OCLC.

## Contents

1. Set export options.....	5
About export options .....	5
Go to Export Options screen .....	5
Save changes, cancel, or restore original defaults .....	5
Format for exporting flagged bibliographic records.....	6
Validate exported bibliographic and authority records .....	6
Save records marked for export (bibliographic records only).....	7
Specify fields to delete from exported bibliographic and authority records.....	7
Export to a file (default setting).....	7
Export to local system via TCP/IP .....	9
TCP/IP export options: definitions .....	10
2. Export authority records.....	12
Records you can export .....	12
Export methods.....	12
Select an export method .....	13
Validate exported authority records.....	13
Specify fields to delete from exported authority records .....	14
Export single authority record.....	14
Export multiple authority records .....	14
Download export files.....	15
Tip: Override browser-supplied file type and name for export file .....	16
Manage export files.....	17
Format details: exported authority records .....	17
3. Download export files .....	18
Download export files.....	18
Tip: Override browser-supplied file type and name for export file .....	19
Manage export files.....	20
4. Export flagged authority records .....	21
About the flagged record export screen.....	21
Use this screen .....	21
Export format for authority records .....	22
Caution: Exporting flagged records .....	22
5. Import bibliographic or authority records.....	23
Why import records? .....	23
Records you can import .....	23
About import files .....	24

Prepare to import records.....	25
Import bibliographic or authority records .....	26
Imported records details:.....	27
Find imported bibliographic records .....	28
Find imported authority records.....	28
Download OCLC records .....	29
Unresolved Batchload records .....	29
Process unresolved batchload records.....	29

# 1. Set export options

## About export options

- **Export methods.** You can export bibliographic records or authority records to a file on the Connexion server, and then download the file to your workstation. Or you can export records directly to your local system via a TCP/IP connection.
- **Records.** You can export bibliographic records retrieved from WorldCat or the bibliographic save file. You can export authority records retrieved from the Authority File or authority save file.
- **Single or batch export.** With either export method, you can export one record at a time or export a group of flagged records.
- **Formats.** You can export bibliographic records in MARC, in Dublin Core HTML, or in Dublin Core RDF using either export method. For export to a local system, verify which formats your local system can accept. You can export authority records in MARC format only.
- **Validation for bibliographic records.** You can choose to have Connexion validate all exported bibliographic records (the default setting), or you can turn off automatic validation for exported records.

## Go to Export Options screen

Action	
1	On the General tab, click <b>Admin</b> .
2	At the Preferences screen, click <b>Export Options</b> .

## Save changes, cancel, or restore original defaults

- When finished viewing and/or changing options on this screen, use the buttons at the top and bottom of the screen to take an action.
- The following table describes how the buttons work.

Button	Purpose/Result
Go Back	Return to the previous screen.
Save for Session	Save changes on this screen for the current session only. When you log off, the system restores your previous default settings.
Save My Default	Save changes on this screen for the current session and future sessions. The new settings remain in effect until you change them.
Reset	Restore original Connexion settings for options on this screen. Reverse any changes you made during the current session or in previous sessions.
Cancel	Reverse any changes you made since you accessed this screen during the current session. Your previously saved settings remain in effect.

### Format for exporting flagged bibliographic records

**Why use this setting?** Select a format to export groups of flagged bibliographic records in your preferred format automatically, without selecting a format at the time of export.

Action	Result
<p>On the Export Options screen, under Flagged Bibliographic Record Export Format,</p> <ul style="list-style-type: none"><li>• Select <b>MARC</b> or <b>Dublin Core HTML</b> or <b>Dublin Core RDF</b>.</li><li>Or</li><li>• Keep the original default setting, <b>None</b>.</li></ul>	<p><b>Format specified.</b> When you export flagged bibliographic records, the system uses the selected format automatically.</p> <p><b>None (original default setting).</b> When you export flagged records, the system displays a screen that prompts you to select an export format.</p>

### Validate exported bibliographic and authority records

- Choose the level of validation for a single exported bibliographic record and/or authority record.
- Validation levels apply only when you export a single master bibliographic record or authority record. Connexion does no validation when you export multiple records.
- **Validation increases time required for export.** When you choose to validate exported records, exporting takes longer to complete.

Action	Result
<p>On the Export Options screen, under Validate Exported Bibliographic and Authority Records, select the validation level for each record type. Keep the default setting, <b>None</b>, or select <b>Basic</b> or <b>Full</b>.</p> <p><b>Default setting:</b> None.</p>	<ul style="list-style-type: none"><li>• <b>None (default setting).</b> No validation for exported records.</li><li>• <b>Basic.</b> Checks the validity of elements, length, repeatability, type of data or codes, and other aspects of MARC record structure.</li><li>• <b>Full.</b> Verifies record structure (as for basic validation) and also checks relationships between elements.</li></ul> <p><b>Note:</b> When you choose Basic or Full validation for exported bibliographic records, Connexion changes each record's Validate status and Export status as appropriate. Records that fail validation cannot be exported until you correct the errors identified.</p>

### Save records marked for export (bibliographic records only)

- **Why use this setting?** When you want to export a group of bibliographic records at once, use the Mark for Export action to mark each record as ready for export.
- However, to do batch export, you must save the records. Only saved records can be retrieved by searching for the **Export - Ready** status, flagged, and exported as a group.

Action	Result
<p>On the Export Options screen, under Mark for Export and Save Record,</p> <ul style="list-style-type: none"><li>• Select <b>On</b> or Off.</li><li>• Or</li><li>• Keep the original default setting, <b>Off</b>.</li></ul>	<ul style="list-style-type: none"><li>• <b>On.</b> If you select <b>On</b>, Connexion saves each bibliographic record that you mark for export.</li><li>• <b>Off (default setting).</b> If you select <b>Off</b>, Connexion does not automatically save bibliographic records marked for export.</li></ul>

### Specify fields to delete from exported bibliographic and authority records

Action	Result
<p><b>Fields to Delete on Export (Optional)</b> Specify the fields you want to remove from each bibliographic and/or authority record before exporting the record for local use. On the Export Options screen, under Fields to Delete on Export, separate text boxes let you specify fields to remove from each record type. In either text box, type the 3-digit MARC tag numbers for the fields to delete.</p>	<ul style="list-style-type: none"><li>• To delete a single field, type the tag number in the text box.</li><li>• To delete a range of fields, type the first and last tag to be removed, separated by a hyphen.</li><li>• Separate single tags and tag ranges with commas.</li></ul> <p><b>Example:</b> In the Bibliographic Records text box, type <b>920, 938, 945-999</b> to remove fields 920 and 938, and fields 945 through 999, from all exported bibliographic records.</p>

### Export to a file (default setting)

- Use export to a file if you have **not** set up a direct TCP/IP connection from OCLC Connexion to your library's local system.
- **Export files:**
  - Are created and stored on the Connexion server.
  - **Allow appending until downloaded.** You can continue exporting to the same file until you download the file.
  - Contain records in **one format**. Separate export files are created for authority records. If you export bibliographic records in more than one format, such as MARC and Dublin Core HTML, the system creates a separate file for each export format used.
  - Contain records of a specific format that are exported either by any user from **one institution (OCLC symbol)** or by **one user (authorization number)**. The default file type is **Institution**.

## Export and Import Authority Records

To create export files for your individual authorization, set the Export File Type option (on the Export Options screen) to **Individual**.

- Remain available for download for 30 days from the file creation date. After 30 days, the system automatically deletes export files.
- **Exported authority records.** If you export authority records, the Download Export Files screen includes a separate list for authority record export files.

Action	Result or Note
<p>1 On the Export Options screen, under Export Destination, select <b>Export to a File</b>.</p>	<ul style="list-style-type: none"> <li>● When you export records, the system adds the records to a file on the Connexion server.</li> <li>● Until you download the file, records you export are added to the export file.</li> <li>● To use the exported records, download the export file to your workstation.</li> </ul>
<p>2 <b>Optional.</b> Specify a file name for downloaded export files.</p> <ul style="list-style-type: none"> <li>● On the Export Options screen, under Export File Name, type the file name and extension in the <b>File Name</b> text box.</li> <li>● Or keep the default file name, <b>export.dat</b>.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Name specified.</b> When you download an export file from the Download Export Files screen, the system automatically supplies the specified file name and extension.</li> <li>● <b>Default name.</b> If you do not specify a file name, the system supplies the default name, <b>export.dat</b>.</li> <li>● <b>Change name or extension during downloading.</b> If necessary, you can change the supplied file name before saving the file.</li> </ul>
<p>3 <b>Optional.</b> Specify the type of export file to use. On the Export Options screen, under Export File Type, select <b>Institution</b> (default setting) or <b>Individual</b>.</p> <p><b>Note:</b> This setting determines how records accumulate in each file. Regardless of this setting, Connexion checks for record format and creates a separate export file for each format.</p>	<p>If you select:</p> <ul style="list-style-type: none"> <li>● <b>Institution export file (default setting).</b> Connexion creates export files that contain records exported by anyone logged on with an authorization number linked to your library's OCLC symbol.</li> <li>● <b>Individual export file.</b> Connexion creates export files that contain records exported by a user logged on with a specific authorization number.</li> </ul>



## Export to local system via TCP/IP

- Your local system must be able to accept records directly via TCP/IP.
- If your site uses a firewall to isolate internal systems from the Internet, you must provide a port that allows OCLC Connexion to access your local system through the firewall.
- Your site’s firewall system must recognize and accept export data sent by the server from **any** numeric IP address within the following address range: 132.174.2.0/24 (all numeric addresses from 132.174.2.1 through 132.174.2.253). If you have questions about firewall requirements for TCP/IP export, contact OCLC Customer Support.

**E-mail a support question:** To e-mail questions to Customer Support, at the top right corner of the Connexion browser screen, click **Contact**. Select **Problem/Question** as the message type and select **OCLC Support** as the recipient.

	Action	Result or Note
1	On the Export Options screen, under Export Destination, select <b>Export to a TCP/IP Connection</b> .	When you export records, the system sends each record directly to your local system via a TCP/IP connection you specify.
2	Under TCP/IP Connection Options, complete both items: <ul style="list-style-type: none"> <li>• <b>Host Name.</b> Type either the <b>TCP/ IP</b> name (example: <b>lib.domain.edu</b>) or the numeric <b>TCP/IP address</b> of the host computer that runs your local system.</li> <li>• <b>Port Number.</b> Type the number of the port at your site that provides direct access to your local library system.</li> </ul>	<b>Firewall setup.</b> If your local system is behind your site’s firewall, complete the following steps: <ol style="list-style-type: none"> <li>1. Specify a host name/address and port number that provide access to your local system through the firewall.</li> <li>2. Configure the firewall software to recognize and accept data from <b>any</b> numeric IP address within the following address range: 132.174.2.0/24 (all numeric addresses from 132.174.2.1 through 132.174.2.253).</li> <li>3. The <b>port range</b> is the same for any IP address: 30000-30499.</li> </ol>
3	Under TCP/IP Host Settings, select one or both of the options if required for your local system.  <b>Default setting:</b> both check boxes cleared, options not selected.	<b>Permanent Connection</b> Select the check box  <b>Notify Host before Disconnect</b> Select the check box

## Export and Import Authority Records

Action	Result or Note
4	Under TCP/IP Timeouts and Retries, accept the default values unless your local system requires that you change the.
	<p><b>Timeout</b> Specify how long (in seconds) the system should wait for a response from your local system before abandoning the attempt to connect.</p> <p><b>Retries</b> Specify the number of times the system should retry to connect to your local system after a failed attempt.</p> <p><b>Delay</b> Specify how long (in seconds) the system should wait after connecting to the local system before transmitting data to the local system.</p>
5	Under TCP/IP Local System User Information, <ul style="list-style-type: none"> <li>• Supply the information your local system requires for authentication (Logon ID, Password, and/or User ID).</li> <li>• Select the appropriate check box(es) to have the system send the information you supplied when requesting access to your local system.</li> </ul>

## TCP/IP export options: definitions

TCP/IP setting	Definition	Notes
Host Name	<ul style="list-style-type: none"> <li>• IP address or IP name for the local system host.</li> <li>• <b>IP address.</b> Internet Protocol address. Also referred to as the Internet address. A unique address for a machine in a TCP/IP network. It is a 32-bit address comprising four 8-bit segments, each separated by a period (.). Each 8-bit segment is a number from 0 to 255.</li> <li>• <b>IP name.</b> Internet Protocol name. A unique name for a machine in a TCP/IP network that you can use in place of the machine's IP address. It comprises at least two segments, each separated by a period (.).</li> </ul>	

## Export and Import Authority Records

TCP/IP setting	Definition	Notes
Port Number	<ul style="list-style-type: none"> <li>Port number on the host to which you want to export records.</li> <li><b>TCP/IP port.</b> A TCP/IP software channel through which other machines on a TCP/IP network communicate with a TCP/IP host for specified services.</li> </ul>	<b>Firewalls</b> If your site uses a firewall to isolate internal systems from the Internet, the port number for export to your local system must provide a path through the firewall, directly to your local system.
Permanent Connection	If your local system disconnects you after each export, select this check box to stay connected.	
Notify Host before Disconnect	<ul style="list-style-type: none"> <li>If your local system requires that you notify it before you disconnect, select this check box.</li> <li>When this box is selected, the system sends a notification message to your local system before disconnecting.</li> </ul>	
Timeout	<ul style="list-style-type: none"> <li>Specify the number of seconds to wait for local system response. There is no upper limit.</li> <li>When the specified time expires, the system considers the export to have failed and closes the TCP/IP export destination.</li> </ul>	
Retries	<ul style="list-style-type: none"> <li>Specify the number of times to retry connecting the local system if the first try fails.</li> <li>There is no upper limit.</li> </ul>	
Delay	<ul style="list-style-type: none"> <li>Specify the number of seconds to wait after connecting to the local system before transmitting data to the local system.</li> <li>There is no upper limit.</li> </ul>	
Send Logon ID	<ul style="list-style-type: none"> <li>Select this check box to send the logon ID and password before each export to the local system.</li> <li>Enable this setting only if your local system vendor specifies it.</li> </ul>	
Logon ID	If your local system requires a logon ID before each export, type the local system logon ID in this text box.	
Password	If your local system requires a password for authorization, type the password in this text box.	
Send User ID	Select this check box to send the user ID before each record exported to your local system.	
User ID	If required for your local system to process the export, type ID of the user authorized to export records.	

# 2. Export authority records

## Records you can export

- **Single authority record** in MARC format. This function is available when you display or edit the record in the appropriate view.
- **Multiple records** in MARC. This function is available when you flag records you want to export.
- **More than 100 records per export action.** You can export more than 100 records at once. However, to prevent timeout problems that can occur with larger batches, Connexion browser pauses after exporting 100 records and asks you to confirm that you want to continue processing the flagged records.
- Records retrieved from
  - Authority File
  - Authorities save file
- **Saved records.** You can export **saved** records **only** if the records exist in the Authority File (that is, the records have LCCNs and ARNs). You **cannot** export a new record not yet added to the Authority File.

## Export methods

Export method	What you need to know to use it
Export to a file on the Connexion server	<p><b>How it works</b> When you take an export action (on one record or a group of records), the system creates a file on the server that contains the record(s).</p> <p><b>How to use it</b> This is the default export method. Unless you select the other export method (TCP/IP export), the system always exports records to a file on the server.</p> <p><b>Append records to file</b> You can export records to a file and then append more exported records to the same file. The file remains open and accepts additional records until you download the file.</p> <p><b>Download export files</b> When finished exporting, download the export file to your workstation.</p>
Export to a TCP/IP connection	<p><b>How it works</b> When you export records, the system sends each record directly to your local system via TCP/IP.</p> <p><b>How to use it</b> To export directly to a local system, you must:</p> <ul style="list-style-type: none"><li>• Specify that you want the system to use TCP/IP export.</li><li>• Supply the name of the host computer on which your local system is located, and the TCP/IP port to use when adding records to the local database.</li></ul>

## Select an export method

Action	
1	<p><b>Go to the Export Options screen</b> On the General tab, under Admin, click <b>Preferences</b>. At the Preferences screen, click <b>Export Options</b>.</p>
2	<p><b>Specify export method</b> On the Export Options screen, under Export Destination, Select <b>Export to a File</b> Or Select <b>Export to a TCP/IP Connection</b></p>
3	<p><b>Complete TCP/IP export settings</b> If you select <b>Export to a TCP/IP Connection</b>, you must supply additional information. <b>Complete optional setup for export to a file:</b> For export to a file, no other settings are required. However, you can choose whether to create files that contain records exported by any user at your institution or by individual users. You can also specify a file name to be used when you download export files.</p>
4	<ul style="list-style-type: none"> <li>• <b>Save as default or change for current session</b> To use your modified export options for the current session only, at the top or bottom of the Export Options screen, click <b>Save For Session</b>. Or</li> <li>• To use the modified options as the default for future sessions, click <b>Save My Default</b>.</li> </ul>

## Validate exported authority records

- You can choose the level of validation applied for exported authority records. On the Export Options screen, under Validate Exported Bibliographic and Authority Records, select **None** (default setting) or **Basic** or **Full**.
- The setting applies when you export a single authority record.
- **Validation increases time required for export.** With validation on, exporting takes longer to complete.

Action	Result
<p>On the Export Options screen, under Validate Exported Bibliographic or Authority Records, select <b>None</b> or <b>Basic</b> or <b>Full</b>. <b>Note:</b> You can also set the validation level on the Authority Options screen under <b>Validation Levels</b>. If you change the setting on either screen, it changes automatically on the other screen.</p>	<ul style="list-style-type: none"> <li>• <b>None (default setting).</b> Connexion does not validate exported authority records.</li> <li>• <b>Basic.</b> Checks the validity of elements, length, repeatability, type of data or codes, and other aspects of MARC record structure.</li> <li>• <b>Full.</b> Verifies record structure (as for basic validation) and also checks relationships between elements.</li> </ul> <p><b>Note:</b> Records that fail validation cannot be exported until you correct the errors identified.</p>

### Specify fields to delete from exported authority records

- You can have the system remove specific fields from each authority record before exporting the record for local use.
- You use tag numbers to specify single fields and/or field ranges.

### Export single authority record

Action	
1	Retrieve the record you want to export. You can export a record retrieved from the Authority File or the authorities save file.
2	<p>On the Action list, click <b>Export Record in MARC</b>. Or press &lt;Alt&gt;&lt;K&gt; and then &lt;E&gt; (or &lt;Alt&gt;&lt;J&gt; and then &lt;E&gt;).</p> <p><b>Results</b></p> <ul style="list-style-type: none"><li>• <b>Validation.</b> If you choose Basic or Full validation, Connexion validates each record before exporting. Records that fail validation cannot be exported until you correct the errors identified.</li><li>• For <b>export to a file</b>, the system exports the record to a file on the Connexion server. The system creates a new file or, if an export file exists, adds the record to the open file.</li><li>• For <b>TCP/IP export</b>, the system exports the record directly to your local system.</li></ul> <p><b>Note:</b> The system adds the date/time stamp of the export to the 005 field.</p>

### Export multiple authority records

#### More than 100 records per export action

- You can export more than 100 records at once.
- However, to prevent timeout problems that can occur with larger batches, Connexion browser pauses after exporting 100 records and asks you to confirm that you want to continue processing the flagged records.

Action	
1	Retrieve a set of authority records that includes records you want to export.
2	<p>Flag the records you want to export.</p> <ul style="list-style-type: none"><li>• <b>Results list.</b> At a results screen (Authority File or authorities save file), click the open box in front of the brief entry for each record or open the Action/Sort list (top right corner of screen) and click <b>Flag All on Page</b> or <b>Flag All Records Retrieved</b>.</li><li>• <b>Full record.</b> On the Action list, click <b>Flag Record</b>.</li></ul>
3	<b>(Optional)</b> Repeat steps 1 and 2 to retrieve and flag more records for export.

## Export and Import Authority Records

Action	
4	<p>At the top of the results screen, open the Action/Sort list and click <b>Export Flagged Records</b>.</p> <p>The system displays an Export screen listing all records flagged for export.</p> <p><b>Note: Flagged records not in current results list.</b></p> <p>If all the records you flagged are not in the current result set, use a Show Flagged option to retrieve a list of all flagged records in the Connexion Authority File or the authorities save file.</p> <ul style="list-style-type: none"><li>• On the Authorities tab, under Show Options, click <b>Flagged AF Records</b> or <b>Flagged SF Records</b>.</li><li>• On the flagged records screen, open the Action/Sort list and click <b>Export Flagged Records</b>.</li></ul>
5	<p>At the top of the Export screen, click the <b>MARC</b> button.</p> <p><b>Results</b></p> <ul style="list-style-type: none"><li>• For <b>export to file</b>, the system exports the records to a file on the Connexion server. The system creates a new file or, if an export file exists, adds the records to the open file.</li><li>• For <b>TCP/IP export</b>, the system exports the records directly to your local system.</li></ul>

## Download export files

Export files:

- Are created and stored on the Connexion server.
- **Allow appending until downloaded.** You can continue exporting to the same file until you download the file.
- Contain records in **one format**. Separate export files are created for authority records and bibliographic records.
- Contain records of a specific format that are exported by users from **one institution (OCLC symbol)** or by **one user (authorization number)**. The default file type is Institution. To create export files for your individual authorization, set the Export File Type option (on the Export Options screen) to **Individual**.
- Remain available for download for 30 days from the file creation date. After 30 days, the system automatically deletes export files.
- **Exported authority records.** The Download Export Files screen includes a separate list for authority record export files.

Action	
1	<p>Go to the Download Export Files screen.</p> <p>On the General tab, on the Admin Options list, click <b>Download Export Files</b>.</p>
2	<ol style="list-style-type: none"><li>1. In the list of files, find the file(s) you want to download.</li><li>2. Click to select the check box for the file.</li></ol> <p>Download multiple files: You can download 2 or more files at once. Before sending the files to the browser, the system creates <b>one</b> file that contains records from <b>all</b> selected export files.</p>

## Export and Import Authority Records

Action	
3	When finished selecting files, click <b>Download</b> .
4	In the File Download dialog box, select <b>Save</b> or press <Enter>.
5	<ol style="list-style-type: none"><li>1. In the Save As dialog box, use the Save In box to select the location (drive and folder) where you want to save the exported record.</li><li>2. In the File Name box, use the supplied name. Or Change the supplied file name and add the appropriate extension:<ul style="list-style-type: none"><li>○ Supply a name that identifies the file as containing records exported from Connexion. You may want to include a date or day of the week and/or the type of records contained in the export file.</li><li>○ Add an extension to the file name. <b>Note:</b> An extension, such as <b>.dat</b> or <b>.exp</b> or <b>.mrc</b>, identifies the file format and/or content. A specific extension may be required if you plan to import record(s) from the file to a local system or other software. <b>Note:</b> To change the default file name for export files, use the <b>Export File Name</b> setting on the Export Options screen.</li></ul></li></ol>
6	<ul style="list-style-type: none"><li>• Click <b>Save</b> or press &lt;Enter&gt;.</li><li>• Click <b>Close</b> or press &lt;Enter&gt; to close the Download Complete message box.</li></ul>

### Tip: Override browser-supplied file type and name for export file

**Note:** To change the default file name for export files, use the **Export File Name** setting on the Export Options screen.

Action	
1	<p>When the Save As dialog box appears, the browser supplies a default location (drive and folder), file type, and file name. The File Name box is selected.</p> <p>To override the default file type and file name:</p> <ul style="list-style-type: none"><li>• In the File Name box, type the name for the export file, including the extension, enclosed in quotation marks. Use the extension your software requires to identify the file as a MARC export file (for example, <b>.dat</b>, <b>.exp</b>, or <b>.mrc</b>).</li><li>• <b>Example:</b> "exp1017.dat"</li></ul> <p>To save the export file to a different location, specify the drive and folder within the quotation marks:</p> <ul style="list-style-type: none"><li>• Type the drive letter followed by a colon and a backslash.</li><li>• Type the folder name(s), separated by backslashes.</li><li>• <b>Example:</b> "c:\data\export0310\exp1017.dat"</li></ul>
2	Click <b>Save</b> or press <Enter>.



### Manage export files

This section summarizes information and functions provided on the Download Export Files screen.

Column in file list	Purpose or content
Select	Provides check boxes for selecting listed files.
Authorization	Column is blank for <b>institution</b> files that contain records exported by any user at your institution.  For <b>individual</b> files, the column shows the authorization number under which the file was created. May show your authorization number or
Created	Date and time when the file was created.
Format	Data format of records in the export file. Possible values are MARC, DC HTML, and DC RDF.
Bytes	Size of file in kilobytes.
Downloaded	Date and time when the file was first downloaded Shows <b>Not Downloaded</b> for a file not yet
Hidden  Appears when you click <b>Show Hidden Files</b> to view a list containing files previously hidden.	If the file is currently hidden, lists the date and time the file was hidden.  If the file has been restored to the list, the column is blank.

Action	Procedure
Download an export file	Select the check box for the file and click <b>Download</b> .
Hide downloaded file	Select the check box for a previously downloaded file and click <b>Hide</b> .
Show hidden file	Click <b>Show Hidden Files</b> .
Restore hidden file to list	Click <b>Show Hidden Files</b> .  Select the check box for a hidden file and click <b>Restore</b> .
Clear selections	Click <b>Reset</b> .

### Format details: exported authority records

For a detailed description of exported MARC authority records, see *OCLC-MARC Records*.

### 3. Download export files

#### Download export files

Export files:

- Are created and stored on the Connexion server.
- **Allow appending until downloaded.** You can continue exporting to the same file until you download the file.
- Contain records in **one format**. Separate export files are created for authority records. If you export bibliographic records in more than one format, such as MARC and Dublin Core HTML, the system creates a separate file for each export format used.
- Contain records of a specific format that are exported by users from one **institution (OCLC symbol)** or by **one user (authorization number)**. The default file type is **Institution**. To create export files for your individual authorization, set the Export File Type option (on the Export Options screen) to **Individual**.
- Remain available for download for 30 days from the file creation date. After 30 days, the system automatically deletes export files.
- **Exported authority records.** If you export authority records, the Download Export Files screen includes a separate list for authority record export files.

Action	
1	Go to the Download Export Files screen. On the General tab, on the Admin Options list, click <b>Download Export</b>
2	<ol style="list-style-type: none"><li>1. In the list of files, find the file(s) you want to download.</li><li>2. Click to select the check box for the file. <b>Download multiple files:</b> You can download 2 or more files at once. However, files downloaded together <b>must</b> contain records in the <b>same format</b>. Before sending the files to the browser, the system creates <b>one</b> file that contains records from <b>all</b> selected export files.</li></ol>
3	When finished selecting files, click <b>Download</b> .
4	The next step depends on which browser you use. <ul style="list-style-type: none"><li>• <b>Internet Explorer.</b> In the File Download dialog box, select <b>Save</b> or press &lt;Enter&gt;.</li><li>• <b>Netscape Navigator.</b> In the Unknown File Type dialog box, click <b>Save File</b>.</li></ul>

## Export and Import Authority Records

Action	
5	<ol style="list-style-type: none"><li>1. In the Save As dialog box, use the Save In box to select the location (drive and folder) where you want to save the exported record.</li><li>2. In the File Name box, use the supplied name. Or Change the supplied file name and add the appropriate extension:<ul style="list-style-type: none"><li>○ Supply a name that identifies the file as containing records exported from Connexion. You may want to include a date or day of the week and/or the type of records contained in the export file.</li><li>○ Add an extension to the file name. <b>Note:</b> An extension, such as <b>.dat</b> or <b>.exp</b> or <b>.mrc</b>, identifies the file format and/or content. A specific extension may be required if you plan to import record(s) from the file to a local system or other software. <b>Note:</b> To change the default file name for export files, use <b>Export File Name</b> setting on the Export Options screen.</li></ul></li></ol>
6	<ul style="list-style-type: none"><li>• Click <b>Save</b> or press &lt;Enter&gt;.</li><li>• Click <b>Close</b> or press &lt;Enter&gt; to close the Download Complete message box.</li></ul>

### Tip: Override browser-supplied file type and name for export file

**Note:** To change the default file name for export files, use the **Export File Name** setting on the Export Options screen.

Action	
1	<p>When the Save As dialog box appears, the browser supplies a default location (drive and folder), file type, and file name. The File Name box is selected.</p> <p>To override the default file type and file name:</p> <ul style="list-style-type: none"><li>• In the File Name box, type the name for the export file, including the extension, enclosed in quotation marks. Use the extension your software requires to identify the file as a MARC export file (for example, <b>.dat</b>, <b>.exp</b>, or <b>.mrc</b>).</li><li>• <b>Example:</b> "exp1017.dat"</li></ul> <p>To save the export file to a different location, specify the driver and folder within the quotation marks:</p> <ul style="list-style-type: none"><li>• Type the drive letter followed by a colon and a backslash.</li><li>• Type the folder name(s), separated by backslashes.</li><li>• <b>Example:</b> "c:\data\export0310\exp1017.dat"</li></ul>

## Manage export files

This section summarizes information and functions provided on the Download Export Files screen.

Column in file list	Purpose or content
Select	Provides check boxes for selecting listed files.
Authorization	Column is blank for <b>institution</b> files that contain records exported by any user at your institution.  For <b>individual</b> files, the column shows the authorization number under which the file was created. May show your authorization number or that of any user from your institution.
Created	Date and time when the file was created.
Format	Data format of records in the export file. Possible values are MARC, DC HTML, and DC RDF.
Bytes	Size of file in kilobytes.
Downloaded	Date and time when the file was first downloaded Shows <b>Not Downloaded</b> for a file not yet downloaded.
Hidden  Appears when you click <b>Show Hidden Files</b> to view a list containing files	If the file is currently hidden, lists the date and time the file was hidden.  If the file has been restored to the list, the column is blank.

Action	Procedure
Download an export file	Select the check box for the file and click <b>Download</b> .
Hide downloaded file	Select the check box for a previously downloaded file and click <b>Hide</b> .
Show hidden file	Click <b>Show Hidden Files</b> .
Restore hidden file to list	Click <b>Show Hidden Files</b> .  Select the check box for a hidden file and click <b>Restore</b> .
Clear selections	Click <b>Reset</b> .

## 4. Export flagged authority records

### About the flagged record export screen

- The system displays this screen when you flag authority records and take the **Export Flagged Records** action (available on results screens (Authority File or authority save file), on the Flagged AF Records screen, or the Flagged AF Save File screen).  
**Note:** You can export saved records **only** if the records exist in the Authority File (they have LCCNs and ARNs). You cannot export a new record not yet added to the Authority File.
- The system exports the authority records using your current export method. For export to a file, the system stores the records in an appendable file on the Connexion server. For TCP/IP export, the system sends the records directly to your local system.

### Use this screen

Action	
1	<p>At the top of the Export screen, click <b>MARC</b>.</p> <p><b>Results</b></p> <ul style="list-style-type: none"> <li>• For <b>export to a file</b>, the system exports the records to a file on the Connexion server. The system creates a new file or, if an export file exists, adds the records to the open file.</li> <li>• For <b>TCP/IP export</b>, the system exports the records directly to your local system.</li> </ul>
2	<p>If you export to a file, when ready to download exported authority records: Go to the Download Export Files screen. On the General tab, on the Admin Options list, click <b>Download Export Files</b>.</p>
3	<ol style="list-style-type: none"> <li>1. In the list of files, find the file(s) you want to download.</li> <li>2. Click to select the check box for the file.</li> </ol> <p><b>Download multiple files:</b> You can download 2 or more files at once. Before sending the files to the browser, the system creates <b>one</b> file that contains records from <b>all</b> selected export files.</p>
4	<p>In the File Download dialog box, select <b>Save</b> or press &lt;Enter&gt;.</p>
5	<ol style="list-style-type: none"> <li>1. In the Save As dialog box, use the Save In box to select the location (drive and folder) where you want to save the exported record.</li> <li>2. In the File Name box, use the supplied name.</li> </ol> <p>Or Change the supplied file name and add the appropriate extension:</p> <ul style="list-style-type: none"> <li>○ Supply a name that identifies the file as containing records exported from Connexion. You may want to include a date or day of the week and/or the type of records contained in the export file.</li> <li>○ Add an extension to the file name.</li> </ul>

**Note:** An extension, such as **.dat** or **.exp** or **.mrc**, identifies the file format and/or content. A specific extension may be required if you plan to import record(s) from the file to a local system or other software.

**Note:** To change the default file name for export files, use the Export File Name setting on the Export Options screen.

### Export format for authority records

Format	Description
MARC	Complies with MARC21 standard. Formatted as for records exported from OCLC WorldCat.

### Caution: Exporting flagged records

When you export flagged records, the system exports a snapshot of each record as it appeared when flagged. Changes made to the record after you flag it are not reflected in the exported record.

To avoid exporting records that do not reflect all your editing, use the following workflows when editing records for export.

- Edit the record locally. When finished modifying the record, update holdings. While the edited version is still displayed, flag the record. At the end of your work session, retrieve the list of flagged records and export.
- If you want to make further changes to any one of the flagged, updated, edited records, open the flagged record in local edit mode, modify the record, unflag the record, and then reflag the edited record.

**Note:** Flagging works the same way if the record is in master edit mode. A snapshot is taken when the record is flagged and the snapshot does not change if you continue to edit the record after flagging.

# 5. Import bibliographic or authority records

## Why import records?

- Contribute bibliographic or authority records created in your library's local system.
- Process bibliographic records from OCLC offline services: PromptCat, Bibliographic Record Notification, GovDoc, and WorldCat Collection Sets.
- Process unresolved Batchload records.

## Records you can import

- Bibliographic or authority records:
  - MARC format only (OCLC-MARC or MARC21).
  - Exported from a local system. Export the records to a file via your system's MARC export function.
- Bibliographic records received from OCLC offline services: PromptCat, Bibliographic Record Notification, GovDoc, WorldCat Collection Sets, and Batchload.
- OCLC bibliographic records (records that contain an OCLC control number in the 001 field) from offline products or from your local system.
- **Note: Use imported OCLC bibliographic records.**
  - You can take most actions on imported OCLC bibliographic records, including: Derive New Record, Export, Update Holdings, and Validate.
  - **Cannot delete holdings.** Imported OCLC records do not contain the indication that the item is Held or Not Held by your library. You cannot take the Delete Holdings action on imported record. To view holdings for the item, take the Display Holdings action.
  - **Caution: Lock and Replace.** If you use an imported OCLC bibliographic record to lock the corresponding master record, Connexion locks and displays the current version of the master record, overwriting any changes you made to the imported record. The system warns you that your changes will be lost and asks whether you want to continue.
- OCLC authority records (records that contain an OCLC Authority Record Number (ARN) exported from your local system or supplied via the OCLC MARS service).
  - **Record actions:** Derive only. To use an imported OCLC authority record, you must first take the Derive New Record action. You cannot take other actions on the imported record. After completing the derived record, you can take any action, including: Export Record, Submit Record for Review, and Add Record.
  - **Cannot validate.** Imported OCLC authority records do not pass validation in Connexion browser. Internal dates in imported authority records do not match the system date. You cannot correct this problem by modifying the record. To use the content of the imported record within Connexion, derive a new record from it; the derived record does not contain the mismatched internal date.
  - **Caution: Lock and Replace.** If you use an imported OCLC authority record to lock the corresponding master record, Connexion locks and displays the current version of the master record, overwriting any changes you made to the imported record. The system warns you that your changes will be lost and asks whether you want to continue.
- Non-OCLC bibliographic records.
  - Imported as new records (workforms)
  - On these records, you can take any actions that are available for bibliographic workforms generated within Connexion.

## Export and Import Authority Records

---

- Non-OCLC authority records
  - Imported as new records (workforms)
  - On these records, you can take any actions that are available for authority workforms generated within Connexion.

### About import files

Property	Requirements and notes
Format	OCLC-MARC or MARC21 only. <b>Caution:</b> <ul style="list-style-type: none"><li>• <b>Non-MARC files.</b> If you try to import from a non- MARC file (for example, a file with the extension .doc, .xls, .mdb, .msg, .gif, .jpeg, or .tif), Connexion displays an error message.</li><li>• <b>File with corrupt or fragmented MARC records.</b> If you try to import from a corrupted file of MARC records, or a file that contains some MARC data, the system cannot process the file. If the browser is inactive for more than 5 minutes, click the Stop button. Then check the file for problems before retrying import.</li></ul>
Record types	Bibliographic records Authority records
Size	No prescribed maximum for file size (KB or MB). Connexion imports records in groups of 100, pausing after each group to ask you to confirm that you want to continue.  Maximum number of records you can import depends on the number of records currently in your bibliographic or authority save file. Save files can contain up to 9,999 records.
Location	Disk: Hard disk or network drive connected to local workstation.  URL: Public Web server. Connexion must be able to retrieve the file via an HTTP request.  <b>Note: No FTP support.</b> Due to security measures, the import function cannot retrieve files via FTP; only the HTTP protocol is supported.



### Prepare to import records

Action	
1	Select and/or set up the location (local drive or URL) for files of records to import.
2	Create or retrieve file of records to import. <ul style="list-style-type: none"><li>• Export bibliographic or authority records from OCLC software or from your local system. Or</li><li>• Retrieve a file of bibliographic records received from your OCLC cataloging service (PromptCat, Bibliographic Record Notification, GovDoc, WorldCat Collection Sets, or Batchload)</li></ul>
3	Move the file of records to the local drive or upload to the Web server.
4	(Optional) Decide whether to apply constant data or insert My Status notes in the imported records: <ul style="list-style-type: none"><li>• Bibliographic records<ul style="list-style-type: none"><li>○ <b>Apply default constant data.</b> Verify that your current default constant data record is appropriate. Edit the default CD record or designate another CD record as your default CD. Change the Fields to Apply setting if desired.</li><li>○ <b>Include My Status note.</b> When importing records from an OCLC service, select the My Status option and specify the appropriate record type. For other records, leave the record type box empty. For any group of imported records, assign a distinctive My Status note to help you manage the records in the bibliographic save file.</li></ul></li><li>• Authority records<ul style="list-style-type: none"><li>○ <b>Apply default constant data.</b> Verify that your current default authority constant data record is appropriate. Edit the default CD record or designate another CD record as your default authority CD. Change the Fields to Apply setting if desired.</li></ul></li></ul>

## Import bibliographic or authority records

	Action
1	Log on to Connexion browser.
2	On the Cataloging tab or the Authorities tab, under Create Options, click <b>Import Records</b> .
3	<p>Specify the records to import.</p> <p>Under <b>Type of Records to Import</b>:</p> <ul style="list-style-type: none"> <li>• Select <b>Import Bibliographic Records</b> to import bibliographic records only. Or</li> <li>• Select <b>Import Authority Records</b> to import authority records only. Or</li> <li>• Select <b>both</b> check boxes if the file contains both bibliographic and authority records and you want to import both record types at once.</li> </ul>
4	<p>Specify the file location.</p> <p>Under <b>File Location</b>:</p> <ul style="list-style-type: none"> <li>• In the <b>Disk</b> text box, type the full path (drive letter, folder, and file name) for an import file on a local hard disk or network drive. Or click the <b>Browse</b> button to navigate to the location. Or</li> <li>• In the <b>URL</b> text box, type the URL for an import file located on a Web server. <b>Note:</b> You must specify the URL using the HTTP protocol, beginning with <b>http://</b></li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Below each text box, the screen shows the location from which you last imported records.</li> <li>• Specify <b>either</b> a disk location or a URL. If you click <b>Import</b> with text in both boxes, an error message appears.</li> </ul>
5	<p>(Optional) Apply default constant data</p> <p>Under Import Bibliographic Records or Import Authority Records:</p> <ul style="list-style-type: none"> <li>• Select the <b>Apply Default Constant Data</b> check box to apply your default constant data record to imported bibliographic records and/or authority records. Or</li> <li>• Clear the check box to import records without applying constant data.</li> </ul>
6	<p>(Optional) Assign My Status to bibliographic records</p> <p>Under My Status for Bibliographic Records:</p> <ul style="list-style-type: none"> <li>• <b>Type.</b> For records from OCLC offline services, select the service that supplied the records you plan to import. For other reasons, leave the Type box empty.</li> <li>• <b>Identifier box.</b> For any bibliographic record, type a distinctive note to help you retrieve and manage imported records in the bibliographic save file.</li> </ul>

## Export and Import Authority Records

Action	
7	<p>Click <b>Import</b>.</p> <p><b>Results</b></p> <ul style="list-style-type: none"> <li>• Connexion imports the specified records, beginning with the first record in the file.</li> <li>• The system adds the records to the bibliographic save file and/or the authority save file with the source status <b>Imported</b>.</li> <li>• Non-OCLC records are imported as OCLC workforms.</li> <li>• Based on the options you select, the system applies default constant data and/or inserts My Status notes (bibliographic records only).</li> <li>• After importing all specified records, Connexion displays a results screen that gives totals for bibliographic and/or authority records and reports actions taken on the records.</li> </ul> <p><b>More than 100 records in file</b></p> <p>If the import file contains more than 100 records:</p> <ol style="list-style-type: none"> <li>1. Connexion imports the first 100 records.</li> <li>2. The system displays a status screen and asks you to confirm that you want to continue importing records. Click <b>OK</b> or press &lt;Enter&gt; to continue importing with the next record in the file.</li> <li>3. After importing each group of 100 records, the system again pauses and asks you to click <b>OK</b> or press &lt;Enter&gt; to continue.</li> </ol>

### Imported records details:

- All imported records are assigned the source status **Imported**.
- MARC21 records are converted to OCLC-MARC.
- Non-OCLC records are converted to workforms.

Record type	OCLC record	Non-OCLC record
Bibliographic	<ul style="list-style-type: none"> <li>• Workflow status: In process</li> <li>• Save file expiration date: 14 days.</li> <li>• OCLC control number retained in 001.</li> <li>• If Lang in fixed field is 3 blanks, change to N/A.</li> <li>• If record contains 533 \$7, convert the data to a 539 field.</li> <li>• Delete field 994 if present.</li> </ul>	<ul style="list-style-type: none"> <li>• Workflow status: New</li> <li>• Save file expiration date: 28 days.</li> <li>• NEW in 001.</li> <li>• Entered date replaced with current date.</li> <li>• RecStat value set to n.</li> <li>• Default 040 field inserted.</li> <li>• If Lang in fixed field is 3 blanks, change to N/A.</li> <li>• If record contains 533 \$7, convert the data to a 539 field.</li> </ul>

## Export and Import Authority Records

Record type	OCLC record	Non-OCLC record
Authority	<ul style="list-style-type: none"><li>• Workflow status: In process</li><li>• Save file expiration date: 90 days.</li><li>• ARN retained in 001.</li></ul>	<ul style="list-style-type: none"><li>• Workflow status: New</li><li>• Save file expiration date: 90 days.</li><li>• NEW in 001.</li><li>• Entered data replaced with current data.</li><li>• RecStat value set to n.</li><li>• EnvLvl value set to n.</li><li>• Default 040 field inserted.</li><li>• Fields deleted: 002, 003, 004, 005, 009, 010, and 035.</li></ul>

## Find imported bibliographic records

Action
<p><b>Show by Status screen.</b> On the Cataloging tab, under Show Options, click <b>By Status</b>.</p> <p><b>Status</b></p> <ol style="list-style-type: none"><li>1. At the status list screen, under Show Save File, Source Status, select the check box for the <b>Imported</b> status.</li><li>2. Then click <b>Show Records</b> or press &lt;Enter&gt;.</li></ol> <p>Or</p> <p><b>Search Save File screen.</b> On the Cataloging tab, under Search Options, click <b>Save File</b>.</p> <ul style="list-style-type: none"><li>• <b>Search for Imported status.</b> On the Search Save File screen, at the bottom of the search form, open the <b>Source Status</b> list and click <b>Imported</b>.</li><li>• <b>Search for My Status text.</b> In the Search for box, type the text you supplied on the Import Records screen. You can search for any whole word in the note. Search for the Type only (if specified), for any word in the free-text Identifier, or for the complete My Status note (Type plus user-defined note). <b>Example:</b> If you selected PromptCat from the Type list and also supplied the date <b>20031031</b> in the Identifier box, you can retrieve the records by searching for <b>PromptCat</b> only, for <b>20031031</b> only or for the complete note <b>PromptCat 20031031</b>.</li></ul> <ul style="list-style-type: none"><li>• Then click <b>Search</b> or press &lt;Enter&gt;.</li></ul>

## Find imported authority records

Action
<p><b>Show by Status screen.</b> On the Authorities tab, under Show Options, click <b>By Status</b>.</p> <ol style="list-style-type: none"><li>1. At the status list screen, under Show Save File, select the check box for the <b>Imported</b> status.</li><li>2. Then click <b>Show Records</b> or press &lt;Enter&gt;.</li></ol> <p>Or</p> <p><b>Search Authorities Save File screen.</b> On the Authorities tab, under Search Options, click <b>Save File</b>.</p> <ul style="list-style-type: none"><li>• On the Search Save File screen, at the bottom of the search form, open the <b>with Status</b> list and click <b>Imported</b>.</li><li>• Then click <b>Search</b> or press &lt;Enter&gt;.</li></ul>

### Download OCLC records

Use this procedure to download records from the Product Services Web.

	Action
1	Point your Web browser to Product Services Web at <a href="http://psw.oclc.org">http://psw.oclc.org</a> and press <Enter>.
2	Click <b>Records and Reports</b> .
3	Click the service that supplies the records you want.
4	Enter an authorization number and password and click <b>OK</b> .
5	Right click the <b>Download</b> link next to the record file. Click <b>Save Target As</b> .
6	To download the file, click <b>Save</b> .

For more information, see the *Product Services Web Quick Reference* at:

<http://www.oclc.org/support/documentation/batchprocessing/using/productservices/>

### Unresolved Batchload records

Unresolved records are bibliographic records for which no match was found in WorldCat by the OCLC Batchload service. These records fail to match for a variety of reasons, including legitimate differences in cataloging practice, data errors, or other problems. OCLC posts files of unresolved batchload records on the Product Services Web.

Unresolved records have the following characteristics:

- They have the word NEW instead of an OCLC Control Number.
- The file of records remains on the Product Services Web for 90 days before being deleted automatically.
- If the unresolved records are generated by group batchload projects, they have identifiers in the 951 field.

### Process unresolved batchload records

	Action
1	Perform this procedure after you have downloaded your unresolved batchload records from OCLC Product Services Web, imported them into your Connexion interface (browser or client), and retrieved them. See earlier sections of this topic for these procedures.
2	Search WorldCat for the item to see if a record exists.
3	<b>If a record exists (individual institution project):</b> Follow local practice to determine if you should use the record you found instead of the one from your project. If you use the record you found, edit it as needed.  <b>If a record exists (group project):</b> Copy the library identifier from the 951 field in the unresolved record and paste it into the WorldCat record you found.  <b>If no record exists:</b> Edit the unresolved record, as needed.
4	Take final action on the record (produce, update, save, export).
5	Delete the unresolved record from the save file, if needed.