Cataloging:
Export or Import Bibliographic Records

Last updated: May 2014

Revision History

Date	Section title	Description of changes
May 2014	3 Import bibliographic records	Removed information on the expiration of save files.
April 2013	All	Removed references to Heritage Printed Book.
September 2011	2 Export bibliographic records	• You can export records in MARC XML format in addition to the other format choices. • If you set an option in Tools > Options > Export, you can export workforms.
	3 Import bibliographic records	You can also import records in MARC XML format in addition to the other format choices.
January 2008	2 Export bibliographic records	• More Dublin Core record standards are available for exporting records (besides MARC 21, which is the default for export): — Dublin Core Qualified — Dublin Core Simplified — OCLC Dublin Core Qualified — OCLC Dublin Core Simplified All Dublin Core standards are structured in XML • Added more details about Dublin Core conversions • New option to get a warning message before the client exports records containing parallel but unlinked non-Latin script fields
	3 Import bibliographic records	• Two more Dublin Core record standards are available for importing records (besides MARC 21, which is the default) • Added Dublin Core file formats as legitimate types of files from which to import records
	4 Retrieve local system records using a Z39.50 connection	You can now define a use attribute (formerly, only the local record use attribute was available), and you can define other structure, truncation, or relations attributes, if needed, for record searching

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1   Create an export destination

Create an export destination

Requirement: You must create at least one export destination in order to export records.

You can export records from Connexion client to:

- A file on your workstation (use the same file for all exports or specify a file name when exporting)

- A communications or print (LPT) port

- A communications connection (asynchronous or TCP/IP)

- An OCLC Gateway connection to a local system

To create a destination:

	Action
1	On the Tools menu, click **Options** or press <Alt><T><O>, and then click the **Export tab**.
2	In the Select an Export Destination list, click **Create**.
3	In the New Export Destination window, select one of the following export destination types, and click **OK**. • **File** • **LPT Port** • **Connection** • **OCLC Gateway Export**
4	In the window appropriate for the destination type, select settings and options, and click OK. See the list below of destination types and their settings and options for more details.
5	In the Export Destination Name window, the client provides a suggested name for the destination that reflects its type and settings or location. Click OK to accept the default name, or enter a new name, and then click OK. **Result:** The name appears in the **Select an export destination** list.
6	When finished, click **Close** to apply the settings and close the Options window. Or Click **Apply** to apply the settings without closing the window.

Types of export destinations and settings

When you click **Create** in the Options Export tab, you select the destination type and then enter settings appropriate to the type you selected, as shown in the following table:

If you select this export destination type...	In this window, enter these settings...
File	In the **Export Filename** window: Select a file or type a file name (for example, **export.dat**) in the File Name box. **Note:** By default the destination name contains the path name **X:\Program Files\OCLC\Connexion\Program**, where **X** is the letter of your hard drive. You are not required to have the path name as part of the file name.
LPT Port	In the **Export LPT Settings** window: Select the LPT (parallel) port and type of translation you want to use.

Connection (Serial, network, or TCP/IP communications connection)	1. In the **Export Connection Settings** window:
	
	   Select the type of translation your local system requires, and click **Create**.
	
	2. In the **New Communication Connection** window:
	
	   Select **Asynchronous** or **TCP/IP**.
	
	   — In the Ashnchronous Settings window, accept default or change settings for port, baud rate, parity, data bits, stop bits, and flow control.
	   — In the TCP/IP Settings window, enter the name of the host system to which you export. Change other options if needed.
	Trouble spot. When you create a TCP/IP Connection for the first time, you may not be able to complete the process. After you enter your TCP/IP settings and click **OK**, the client adds the destination name to the list in the Export Connection Settings window. If the **OK** button is unavailable (grayed out), to complete adding your destination:
	1. Double-click the name of your destination in the Export Connection Settings window.
	
	   The Export Destination Name window opens showing your destination name prefixed by *Connection:*
	
	2. Click **OK**.
	
	   The client adds the destination to the list in the Options Export tab

If you select this export destination type...	In this window, enter these settings...
OCLC Gateway Export	In the **OCLC Gateway Export - Local System Settings** window: Enter or select the settings required for your local system: • Enter host name and port • Select local options for exporting • Enter timeout (minutes), number of retries, and delay (minutes) • Select the type of local system authorization: Local system logon (logon ID and password) And/or User ID

See the *Setup Worksheet for OCLC Connexion Client* for more details on settings.

Change settings for an export destination

If you want to export to a different file or change the host name or port name for a TCP/IP connection, for example:

	Action
1	In the Export tab (**Tools > Options**), select the name of an export destination, and click **Edit**.
2	In the Settings window appropriate to the destination type, edit the settings and click **OK**.
3	In the Export Destination Name window, keep or edit the displayed name, and click **OK**.
4	In the Export tab, click **Close**, or press <Enter> to apply the settings and close the Options window. Or Click **Apply** to apply the settings without closing the window.

Delete an export destination

	Action
1	In the Export tab (**Tools > Options**), select the name of an export destination, and click **Delete**.
2	Click **Close,** or press <Enter> to apply the settings and close the Options window. Or Click **Apply** to apply the settings without closing the window.

2   Export bibliographic records

Records you can export

- Records retrieved from WorldCat, from the online bibliographic save file, or from the local bibliographic save file

- Workforms (new records you create) from the online or local bibliographic save file. (You must set an option in **Tools > Options > Export** to be able to export workforms. See details below.)

- Bibliographic and authority records in the same file.

- Records containing non-Latin scripts.

No minimum authorization level is required to export records.

About exporting records online or offline

- **Immediate export while logged on or offline.**
  - —Export occurs immediately whether you are logged on or offline unless you set an option in **Tools > Options > Batch** to perform bibliographic or authority record export in batch.
  - —If you export immediately while offline, the client tracks your information and sends it to the system the next time you log on. When data is sent, the system displays a message summarizing the export information sent.
  - —If you export records from the local file while logged on and change the default local file from either the local file manager (**File > Local File Manager**) or from the Search Bibliographic Local Save File window (**Cataloging > Search > Local Save File**), the client sends any export billing information to the system and displays a message summarizing the export information sent.

- **Batch export.** Mark records for batch export in the local save file. You must set an option in **Tools > Options > Batch**; otherwise, local file records export immediately.

- **Choose record standard, character set.** Select MARC 21, one of four Dublin Core record standards, or MARC XML; select MARC-8 or UTF-8 Unicode character set:
  - —Export bibliographic records using the MARC 21 record standard (default) or select:
    - Dublin Core Qualified
    - Dublin Core Simple
    - OCLC Dublin Core Qualified
    - OCLC Dublin Core Simple
    - MARC XML
  - —Export bibliographic and authority records using the MARC-8 character set (**default**) or the UTF-8 Unicode character set (required for Dublin Core export).

- **Non-Latin script data in bibliographic records.** Export bibliographic records containing non-Latin scripts:
  - —All Connexion client users can view, enter, and edit non-Latin script data in records. By default, the exported records retain both Latin and non-Latin script fields, when present, with the Latin script data in tagged fields and the non-Latin data in corresponding MARC format 880 fields.

—You can change this option if you do not want to retain the non-Latin script data. Under **Tools > Options > International** change to exporting the Latin data only.

—If you do want to retain non-Latin script data, you can also change to exporting the non-Latin data only or both types of data, with the non-Latin data in the tagged fields.

Caution: If you export records containing non-Latin script fields that are parallel to Latin script fields but are not linked, depending on your local system characteristics, the non-Latin script data may not show after export.

If you have this problem, select the **Warn before exporting bibliographic records that include unlinked non-Latin script fields** check box in **Tools > Options > Export** to receive a warning message when records you try to export have unlinked fields. The option applies to records you export singly or from a list, online or offline, or via batch processing.

See more details in the Export tab (Options window) description.

- **Validation.** Validate exported records:

  By default, the system does no validation when you export records, but you can set an option to perform basic or full validation or re-set to none (T**ools > Options > General / Validation Level Options**).

- **Generated OCLC number.** OCLC number automatically generated in 035 field:

  With the expansion of the OCLC number from 8 digits to 9 digits to accommodate WorldCat record 100,000,000 and beyond, exported records contain an automatically generated 035 field containing the OCLC number, whether the number is 8 or 9 digits. The OCLC number is also retained in field 001.

  Note: Generating the OCLC number in the 035 field helps to accommodate various technical issues in libraries, facilitate deep-linking for WorldCat.org, and support better local control of bibliographic records. The 035 field is repeatable.

- **Generated ISBN expansion.**

  As a result of expanding the ISBN to the new 13-digit format, when you take a final action on a record that contains an ISBN in only one format, 10-digit or 13-digit, Connexion automatically generates the other format. ISBNs are stored in field 020.

  To have the 10- or 13-digit number, whichever is not in the record, generated automatically for exported records, you must take a final action before you export; otherwise, the export retains only ISBN(s) already in the record.

See *Technical Bulletin 253: ISBN and OCLC Number Changes* for more detail: http://www.oclc.org/support/documentation/worldcat/tb/253/.

Export records immediately

	Action
1	Logged on or offline, display the record you want to export. Or Select records in a list:: To select adjacent records, click to highlight the first entry, and then press and hold <Shift> and click the last entry. Or to select nonadjacent entries, click to highlight the first entry, and then press <Ctrl> and click to highlight each additional entry. **Notes:** • To export immediately while offline, check that the option to export in batch is cleared in **Tools > Options > Batch**. • If you are offline and export in one of four available Dublin Core record standards, the client automatically logs you on to access the metadata crosswalk program that converts records from one record standard to another. For automatic logon, you must have either: — A general default authorization and password defined in **Tools > Options > Authorizations** Or — A default authorization and password defined for the local file in **File > Local File Manager / Authorization** If you don't have a default authorization, the client prompts you to enter an authorization and password.
2	On the Action menu, click **Export**, or click [icon], or press <F5>.
3	Continue exporting more records if needed. **Results:** • The client exports the record immediately to the destination you created and selected. Or If you export to a file and you selected the option **File:(Prompt for filename)**, after your first export per session, the client prompts you to locate or enter the file, and then exports the record. • The record's Export status changes to **C** (completed) or **F** (failed) in the record's status bar and in the Export column of the list if exporting selected records from a list. • If you set an option (see procedure above), the client opens a temporary Export Results report. **Caution about exporting to a file that already exists:** • The first time during a logon session that you export record(s), the client asks if you want to overwrite, append, or cancel the export and use another file. • For the remainder of your current logon session and **until you close the client and reopen it**, any time you export, the client automatically appends records to any records already in the export file (on the assumption that you are building a file of exported records). • You must close and reopen the client before exporting if you want to overwrite records in the file or change to another file. • See also the **Caution** below about not appending records exported singly in Dublin Core to an existing file.

Batch export records

First, select an option for batch processing. Records export immediately whether you are logged on or offline. You must set an option to mark records for batch export:

	Action
1	On the Tools menu, click **Options**, or press <Alt><T><O>, and then click the **Batch tab**.
2	In the **Record Actions** area under **Perform local actions in batch**, select the **Bibliographic Record Export** and/or the **Authority Record Export** check box.
3	Click **OK**, or press <Enter>. **Result:** The client keeps your setting each time you open the program unless you change it.
4	**Optional.** To return to exporting immediately rather than in batch mode, clear the settings in **Tools > Options > Batch tab**.

Then mark records for batch export. Once the option is set, to mark records for batch export:

	Action
1	Display a bibliographic record from the local save file that you want to export. Or Select records in a local bibliographic save file list: To select adjacent records, click to highlight the first entry, and then press and hold <Shift> and click the last entry. Or to select nonadjacent entries, click to highlight the first entry, and then press <Ctrl> and click to highlight each additional entry.
2	On the Action menu, click **Export**, or click [E▶], or press <F5>. **Results:** • The record(s) are marked for export in batch mode. • The export status in the record's status bar or in the Export column of the authority local file list changes to **R** (Ready). **Note:** You can remove a record from the batch before processing. See Cataloging, Take Actions on Bibliographic Records, "Take actions on bibliographic records."
3	When ready, run batch processing. (See Cataloging, Take Actions on Bibliographic Records, "Run batch processing.")

Select a record standard and character set for exported bibliographic records

• **Record standard.** Select the MARC 21 record standard (**default**), one of four Dublin Core record standards, or MARC XML(see a list in the procedure below).

Caution: If you export single records in Dublin Core or MARC XML to an existing file, do not append records to the file. Client Dublin Core and MARC XML export files must have prologue and container code at the beginning and end of the file. An existing client export file already has the prologue and container. When you append one record at a time, a prologue and container are added at the beginning and end of each record.

- **Character set.** Select the UTF-8 Unicode character set or the MARC-8 character set (**default**). (See more about MARC-8 character sets at http://www.loc.gov/marc/specifications/speccharmarc8.html. See more about UTF-8 Unicode at http://www.loc.gov/marc/specifications/speccharucs.html.)

  Note: OCLC tested exporting using UTF-8 Unicode with local system vendors and lists vendors on the Connexion Web site whose systems tested successfully. See vendor list at < http://www.oclc.org/connexion/about/features/export/default.htm >.

- These settings apply to records you export singly or from a list, online or offline, or via batch processing.

To select a record standard and character set for exporting bibliographic records:

	Action
1	Click **Tools > Options > Export** (or press <Alt><T><O>).
2	Click **Record Characteristics**.
3	Under **Bibliographic Records**, click one of the following buttons: • Select one of the following from the **Record Standard** list: — **MARC 21** (**default**) — **Dublin Core Qualified** — **Dublin Core Simple** — **OCLC Dublin Core Qualified** — **OCLC Dublin Core Simple** — **MARC XML** **Notes:** - When you select Dublin Core or MARC XML, the character set always defaults to UTF-8 Unicode. - All Dublin Core standards are structured in XML. • Select one of the following from the **Character Set** list: — **MARC-8** (**default**) — **UTF-8 Unicode** **Note:** Follow the same procedure to select a character set for exporting authority records. (The only available record format for exported authority records is MARC 21.)
4	Click **OK**, or press <Enter> to save your setting and close the window, or click **Cancel** to cancel changes. You are returned to the Export page in the Options window.

More about Dublin Core

The Dublin Core Metadata Element Set, called Dublin Core or DC, is an international standard that supports creating and sharing simple-to-moderately-complex machine-readable descriptions of resources, especially those on the Internet. See more about Dublin Core on the Dublin Core Web site at http://www.dublincore.org.

- Dublin Core Simple = 15 primary elements of description.

- Dublin Core Qualified = A series of refinements, also called qualifiers, that can be applied to the primary elements.

  Example: Dublin Core Simple includes an element for date. Dublin Core Qualified includes a qualifier to describe the kind of date.

- OCLC forms of Dublin Core Simple and Dublin Core Qualified = 11 additional elements that can be used with both Dublin Core types to define information about the record, not about the resource itself.

  Example: OCLC Dublin Core Simple and OCLC Dublin Core Qualified include elements for 040 a (recordContentSource) and 040 b (languageOfCataloging).

  The following is a list of OCLC elements for defining record information and the corresponding field/subfield of the equivalent MARC record:

MARC field/subfield	OCLC Dublin Core element name
040 a	recordContentSource
003	recordControlNumberIdentifier
008/00-15 (Date entered)	recordCreationDate
010 a	recordIdentifier
010 b	recordIdentifier
001 (OCLC number)	recordIdentifier
040 b	languageOfCataloging
019 a	recordOCLCControlNumberCross-Reference
994 b (OCLC institution symbol)	OCLC-MARCProcessingInformation
994 a (Transaction code (C0))	OCLC-MARCProcessingInformation
040 c	recordTranscribingAgency

Results of character set selection:

MARC-8 export	Unicode export
Uses MARC-8 character set	Uses UTF-8 character set
Leader position 9 is <blank>	Leader position 9 has the value **a**
Unicode characters that cannot be converted to MARC-8 are changed to the hex value enclosed in brackets	All characters are exported, even if not included in MARC-8 characters approved for MARC-21 cataloging
If the record contains non-Latin scripts: • Field 066 is added automatically, indicating the presence of non-Latin script • Subfield 6 is included but a script identifier is not	If the record contains non-Latin scripts: • No field 066 is added • A script identifier is included

Define fields to delete from exported records

Specify fields to delete from exported records separately for bibliographic and authority records:

	Action
1	On the Tools menu, click **Options** (or press <Alt><T><O>), then click the **Export tab**, and then click **Field Export Options**.
2	In the Field Export Options window, in the **Bibliographic Records** box or the **Authority Records** box, enter tags you want to delete, each separated by a comma, or enter a range of tags. **Example:** In the Bibliographic Records box, type **920, 938, 945-999** to delete fields 920, 938, and 945 through 999 from exported records.
3	Click **OK**, or press <Enter> to save your setting and close the window. Or Click **Cancel** to cancel changes. Or Click **Apply** to save settings without closing the window.
4	When finished, click **OK** to close the Options window.

Optional. Display a temporary report after immediate export

Set an option to display a temporary report showing results, including any Dublin Core mapping errors (if you have the Dublin Core export option selected), when you export records immediately:

Action
In the Export window (**Tools > Options**), click the **Display Report for Immediate Export Results** check box. **Default:** Check box is cleared. The client does not display a report. See a detailed description of the report immediately following this procedure. **Caution:** • If you want to keep data in the Export Results report, you must print or copy and paste data into another application before you close the report. The client does not save the report. • If you export records in MARC 21, have validation options for export set to **Basic** or **Full** in **Tools > Options > Export** (**default: None**), and validation errors occur, the list of errors opens behind the temporary report of results. Move or close the report window to see the validation errors.

The temporary report shows:

- The path and file name of the export destination

- Report start time

- Record standard and character set selected for bibliographic and authority record export (only MARC-21 is available for authority records)

- Number of bibliographic and authority records successfully exported

● Any Dublin Core mapping errors (bibliographic records only)

For each element of a record mapped incorrectly, the report table shows the OCLC record number, location, element ID, and mapping error.

—**Location**

- The location indicates which field (v), indicator (i), and subfield (s) did not map.
  Example: *245:7/h:5* (h represents ‡h); this error shows that data did not map to ‡h

- No indicators are mapped to Dublin Core.

- If the entire variable field did not map, all subfields are listed.

- Ignore other data such as colon (**:**) followed by a number, **ed:**, or **ex:**.

—**Element ID.** Ignore data in the element ID.

—**Mapping error.** The mapping error indicates whether the mapping failed or was incorrect.

Optional. Display a warning before exporting bibliographic records that include unlinked non-Latin script fields

Some local systems may not display non-Latin script data in parallel but unlinked fields in exported records. If this is a problem in your local system, set an option for a warning:

Action
In the **Export** Options window (**Tools > Options**), click the **Warn before exporting bibliographic records that include unlinked non-Latin script fields** check box.   **Default:** Check box is cleared. The client does not display a warning.   **Results** when option is selected: ● If you get the warning when you export a single record, click **Yes** to continue exporting or **No** to stop.   ● If you get the warning when you export multiple records selected in a list or when you mark records in the local file for batch export, click **Yes** to continue, click **No** to skip the record with unlinked fields and then continue, or click **Cancel** to stop the process.

Optional. Enable export of workforms

This option supports vendor creation of records to be loaded into WorldCat. Since some library local systems may not support incoming workforms, the client does not export workforms by default; you must set the option. The option applies to all online and local save file types (bibliographic and authority). Workforms are new records that have not been added to WorldCat and therefore do not have OCLC control numbers.

Action
In the **Export** Options window (**Tools > Options**), click the **Allow export of workforms** check box. When finished setting all Export options, click **OK**. **Default:** Check box is cleared. The **Export** command is disabled for a displayed workform, or you are prevented from exporting any workforms selected in a list. **Results**: • If the option is selected, the **Export** command is enabled for a displayed workform in an online or local save file, or for selected records in a save file list that include workforms. • If the option is not selected, the **Export** command is disabled for a displayed workform in an online or local save file. The Export command is enabled for selected records in a list that include workforms. However, when you export, you get an error message "Action not valid for record [save file number]." You must de-select workforms to export.

3   Import bibliographic records

Why import bibliographic records?

- Add bibliographic records created in your library's local system to WorldCat.

- Process bibliographic records from OCLC services, including:
  —Cataloging Partners
  —Contract Cataloging
  —PromptCat
  —Bibliographic Record Notification
  —GovDoc
  —Batchload
  —WorldCat Collection Sets

- Process unresolved Batchload records.

Records you can import

- Bibliographic and authority records in the same file.

- Records in the MARC 21 record standard (default), the Dublin Core Qualified or Dublin Core Simple standard, or MARC XML (you select the option).

- Records using MARC-8 or UTF-8 Unicode character sets (you select the option, except that UTF-8 Unicode is required for Dublin Core import).

- Records exported from your library's local system. Export the records to a file via your system's MARC export function and then import from the file.

  Alternative: Retrieve (import) local system records using a Z39.50 connection. The client automatically imports a local system record when you retrieve. (See section below for details.)

- Bibliographic records received from OCLC services (see the list in the preceding section).

- OCLC bibliographic records (records that contain an OCLC control number) from your local system.

- Non-OCLC bibliographic records are:
  —Imported as new records (workforms)
  —Actionable (you can take any actions on imported non-OCLC records that you take on bibliographic workforms you create, with some restrictions, described below)

- Records containing non-Latin script data.

Restrictions on taking actions on imported OCLC bibliographic records

You can:

- Take most actions on imported OCLC bibliographic records, including: **Derive > New Record**, **Export**, **Update Holdings**, and **Validate**.

You cannot:

- **Initially delete holdings.** Imported OCLC records do not indicate whether the item is Held or Not Held by your library. Therefore, you cannot take the **Delete**

Holdings action on imported record.

However, when logged on, you can validate imported records to update the holdings information and then use the **Delete Holdings** command.

To view holdings from the record, use **Display Holdings** on the View menu.

- Take a **Replace Record** action on a record imported to the online save file unless you first **Lock Master Record** (Action menu) online.

  Caution:
  Locking the master record loses any edits you made. 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. Click **No** to keep your edited record, or click **Yes** to overwrite it.

- Use **Report Error** (Action menu) on an imported bibliographic record.

About import files

An import file can contain both bibliographic and authority records. The following table gives more details about import files:

Property	Requirements and notes
File type	Import files must be ASCII (plain text) files–for example, with file extension ***.dat** or ***.mrc**–that contain records in one of these standards: OCLC-MARC or MARC 21 or, for bibliographic records only, Dublin Core Qualified,Dublin Core Simple, or MARC XML. **Caution:** If you try to import from a non-MARC file, or a non-Dublin Core file (Qualified or Simple), or MARC XML–for example, a file with the extension *.doc, *.xls, *.mdb, *.msg, *.gif, *.jpeg, or *.tif)–Connexion displays an error message.
Record standard and character set	**Record standard.** Select the MARC 21 (**default**), Dublin Core Qualified, Dublin Core Simple, or MARC XML record standard for importing. **Character set.** Select the MARC-8 (**default**) or UTF-8 Unicode character set.Go to **File > Import Records** and click **Record Characteristics**. For Dublin Core record standards, only UTF-8 Unicode can be selected.
Size	No prescribed maximum for file size (KB or MB). The maximum number of records you can import depends on the number of records currently in your bibliographic or authority save file. You can import to your online or local save file, which can each contain a maximum of 9,999 records.
Location	Hard disk or network drive connected to local workstation.

Import records   Bibliographic records you import are placed in the bibliographic save file you specify (online or local) with the source status *Imported*.

	Action
1	Select and/or set up the location for the file of records you want to import: 1. Create or retrieve a file of records to import. — Export bibliographic and/or authority records from OCLC software or from your local system. Or — Retrieve a file of bibliographic records received from your OCLC cataloging service (Cataloging Partners, Contract Cataloging, PromptCat, Bibliographic Record Notification, GovDoc, Batchload, or WorldCat Collection Sets). 2. Move the file of records to your local drive, if needed.
2	Log on if you plan to import records to the online save file, or if you prefer, the client will prompt you to log on when you start the import process (step 7). If you plan to import to your default local save file, you can import offline. **Notes:** • Logon for record standard conversion is required. • If you are offline and import in one of two available Dublin Core record standards, the client automatically logs you on to access the metadata crosswalk program that converts records from one record standard to another. • For automatic logon, you must have either: — A general default authorization and password defined in **Tools > Options > Authorizations** Or — A default authorization and password defined for the local file in **File > Local File Manager**; click **Authorization** • If you don't have a default authorization, the client prompts you to enter an authorization and password.
3	On the File menu, click **Import Records**, or press <Alt><F><I>.
4	In the Import Records window, specify the file location for the records you want to import: Under **File Location**, in the **File Path** box, type the full path (drive letter, folder, and file name) for an import file on a local hard drive or network drive, or click **Browse** to navigate to the location.

	Action
5	Select one of the following files to which to import records: • **Import to Online Save File** You must be logged on. If you are not logged on, when you start the import process (step 7), the client opens the Logon OCLC Connexion window so that you can log on. Or • **Import to Local Save File** (logon not required) The client displays the full path and file name of your default local bibliographic and authority save files. — To change the default or create a new default file: - Click **Local File Manager** to open the Local File Manager window. (See Basics, Manage Local Files, "Manage local files for offline/online cataloging" for more information.) — If you import to a local file while offline, the client supplies your holding library code, institution symbol, and/or MARC organization code from the offline cataloging options you set in **Tools > Options > General tab**.
6	**Optional.** • To apply default constant data or assign My Status, click **Options**. • To select a record standard and/or character set, click Record Characteristics. (See procedures below.)
7	Click **OK** to import the records. Or Click **Cancel** to close the window without importing records. See detailed results in the following section. See details on import conversion to OCLC-MARC in the second section below.
8	A message opens to let you select whether to delete the original file from which you imported. Click **Yes** to delete the file or No to keep it.

Results of importing records

- A temporary **Import Results** report opens automatically (you do not have to set an option as you do to get a temporary report for immediate export). The report for importing shows:

  —The path and file name of the import source

  —Report start time

  —Record standard for bibliographic records and character set for bibliographic and authority records selected for import (MARC-21 is the only available record standard for importing authority records)

  —Number of bibliographic and authority records successfully imported

  Caution: If you want to keep data in the Import Results report, you must print or copy and paste data into another application **before you close the report**. The client does not save the report.

- If you import to the online save file and you are not logged on, the client opens the Logon OCLC Connexion window. After you log on, the client immediately imports the records.

- The client imports all records in the file, beginning with the first record.

- If you import to the online save file, the client adds the bibliographic records to the bibliographic save file.

- Imported bibliographic records are assigned the source status **Imported**.

- Non-OCLC records are imported as OCLC workforms. Instead of an OCLC number, *NEW* appears at the top of the record in the non-editable information area.

- By default, records are imported in MARC 21 format using MARC-8 character sets unless you changed the record standard to Dublin Core (Qualified or Simple) or to MARC XML or you changed the character set option to UTF-8 Unicode. (See the procedure for changing these options below.)

  Note: The temporary Import Results report does not list any fields not mapped when you import from one record standard to another. If fields do not map correctly or if there is a problem with the file (such as incorrectly formed XML), import fails.

- If you selected the options, the system applies your default constant data and/or inserts My Status identifier.

Import conversion details

The client does the following conversions, depending on whether the record is a WorldCat record (has an OCLC control number) or a workform (new record):

OCLC record (has OCLC control number)	Non-OCLC record (workform)
• Workflow status is defined as **In process**. • Source status is defined as **Imported** • OCLC control number is retained in 001 • If the Lang element of the fixed field (008/35-37) is 3 blank spaces, blank spaces are converted to *zxx* (no linguistic content) • If record contains field 533 subfield 7, data is converted to a 539 field • Fields 994 and 003 are deleted	• Converted to workform • Workflow status is defined as **New** • Source status is defined as **Imported** • *NEW* is added in 001 • Entered date (in 008/0-5) is replaced with current date • RecStat value (Leader/5) is set to **n** • Data in 040 and 049 is retained, if present; if not, default institution symbol is inserted in field 040 and holding library code is replaced with the default in field 049 **Note:** If you are online, the client supplies the institution symbol and holding library code from your logon authorization. If you are offline, the symbol and code are supplied from options in **Tools > Options > General**. • If the Lang element of the fixed field is 3 blank spaces, blank spaces are converted to *zxx* (no linguistic content) • If record contains field 533 subfield 7, the data is converted to a 539 field • Fields 994 and 003 are deleted

Note: If non-MARC-8 scripts are imported in MARC-8 data format, the non-MARC-8 characters are saved in Numeric Character Reference (NCR) format.

Select a record standard and character set for imported bibliographic records

• **Record standard.** Select MARC 21, Dublin Core (Simple or Qualified), or MARC XML for importing records.

Notes:

—See details of importing from Dublin Core to MARC 21 below.

—For more on Dublin Core standards, see a brief description in "Export bibliographic records" and details on the official Dublin Core Web site at www.dublincore.org.

• **Character set.** Select the MARC-8 or UTF-8 Unicode character set to use in imported records.

Note: If you select a Dublin Core standard or MARC XML, the client automatically selects UTF-8 Unicode character set.

	Action
1	In the Import Records window (File > Import Records), before importing records, click **Record Characteristics**.
2	Under **Bibliographic Records**, **Record Standard**, select one of the following record standards: ● **MARC 21** (**default**) ● **Dublin Core Qualified** ● **Dublin Core Simple** ● **MARCXML** **Notes:** ● Dublin Core standards are structured in XML. ● See details of importing Dublin Core records to MARC 21 below.
3	Under **Bibliographic Records**, **Character Set**, select one of the following: ● **MARC-8** (**default**) ● **UTF-8 Unicode** **Notes:** ● If you select a Dublin Core standard or MARC XML, the client automatically selects the UTF-8 Unicode character set. ● Follow the same procedure in this window to select a character set option for importing authority records. The only available record format for imported authority records is MARC 21.
4	To reset the selection to the default settings, click **Reset**.
5	Click **OK** or press <Enter> to save your settings, or click **Cancel** to cancel changes. You are returned to the Import Records window.

Notes:

● If non-MARC-8 scripts are exported in MARC-8 data format, the non-MARC-8 characters are saved in Numeric Character Reference (NCR) format.

● See documentation on Unicode on the Library of Congress Web site at http://www.loc.gov/marc/specifications/speccharucs.html.

Details of importing Dublin Core records in MARC 21

When you import Dublin Core Simple or Dublin Core Qualified records into the client in MARC 21, the conversion process is approximate.

● By default, the client supplies values for the Books format, since there is no equivalent field for Leader or 008 in Dublin Core. Some fixed field elements may display fill characters. Please check or edit for correct values.

● The following is a list of default fixed field values supplied to a record converted to MARC 21:

Fixed field element	Value	Notes
RecStat	n	
Type	a	
BLvl	m	
Ctrl	blank	
ELvl	3	
Desc	u	
DtSt	fill character	You must provide values for these. If dates are unavailable, enter **n** and **uuuu,uuuu**, respectively
Dates	4 fill characters and 4 blanks	
Ctry	xx	
Ills	4 blanks	
Audn	blank	
Form	s	The client assumes that the record you are importing describes an electronic resource. If not, change this value.
Cont	4 blanks	
GPub	blank	
Conf	0	
Fest	0	
Indx	blank	
LitF	0	
Biog	blank	
Lang	3-character language code (or 3 fill characters)	
MRec	blank	
Source	d	

- To change from the Books format to another format, select a format from the drop-down list at the upper left of the fixed field display.

    Caution:

    —You must display the fixed field to have access to the MARC format list: Click **View > OCLC Fixed Field > Top** [or **Bottom**].

    —When you change the MARC format, some fixed field values may be lost. Please check or edit for correct values.

- The temporary Import Results report that displays after import is completed (see description below) does not list any fields not mapped when you import from from a Dublin Core standard to MARC 21. If fields do not map correctly or if there is a problem with the file (such as incorrectly formed XML), import fails.

Apply default constant data or assign a free-text My Status to imported records

	Action
1	Click **File > Import Records** (or press <Alt><F><I>), and then click **Options**.
2	**Apply default constant data:** In the Import Options window, under **Apply Default Constant Data** , click the **Bibliographic** check box to apply your default constant data to imported bibliographic records. Or Clear the check box to import records without applying constant data. **Default:** Check box cleared. Records are imported without applying constant data. **Note:** The name of your default bibliographic constant data record is displayed under the **Bibliographic** check box. Results of applying default bibliographic constant data: - If you import to the online save file, the client uses your default online constant data. If you import to the local save file, the client uses your default local constant data. The client shows the name of the appropriate default constant data below the check box. - If your default constant data is set to apply the fixed field or both fixed field and variable fields, the fixed field is applied as is, even when the format of the constant data record is different. You do not get a prompt to change the format when you import records, as you do when you apply constant data to a single record. - If you also have authority records in the import file, you can select the **Authority** check box to apply the default authority constant data record.
3	Assign a My Status. In the Import Options window: 1. Under **My Status for Bibliographic Records**, in the **Type** list, select an OCLC offline service if the records to be imported were supplied by the service. For other records, leave the Type list empty. 2. In the **Identifier** box, type a My Status in free text. **Example:** You select **BibNote** from the Type list and enter your name; for example, **B. Smith**. My Status = **BibNote B. Smith** **Note:** My Status can be up to 40 characters of free text, including the name of the OCLC service, if selected. My Status is a feature to help you identify and retrieve records in the save file. (My Status is unavailable for authority records, whether imported to the online or local save file.)
4	Click **OK** or press <Enter> to save your settings, or click **Cancel** to cancel changes. You are returned to the Import Records window.

Find imported bibliographic records

You can find imported bibliographic records two ways:

- Show online save file or default local file statuses and then retrieve records with the status **Imported**.

- Search the online save file or the default local file.

Retrieve imported records by showing save file statuses

	Action
1	On the Cataloging menu, click **Show > By Online Save File Status**, or press <Ctrl><O>. Or Click **Show > By Local Save File Status,** or press <Alt><C><H><L>.
2	In the Status List window under **Source Status**, click the check box for **Imported**.
3	Click **Show Records**.

Retrieve imported records by searching the save file

	Action
1	On the Cataloging menu, click **Search > Online Save File**, or click [icon], or press <Ctrl><F3>. Or Click **Search > Local Save File**, or click [icon], or press <F3>.
2	Search for imported records: ● In the Search Online [or Local] Bibliographic Save File window, leave the **Search for** boxes and index lists empty. In the first status list select **Source Status**, and in the adjacent list of source statuses, select **Imported**. Or Search for My Status: ● In the Search Online [or Local] Bibliographic Save File window in the **Search for** box, type the My Status you assigned when you imported the records. In the adjacent index list, click **My Status**. Then click **OK**, or press <Enter>. **Tip:** You can search for any whole word in the My Status. If you entered a record type as My Status or part of My Status, you can search for the type selected only, for any word or phrase you entered in free text, or for the complete My Status, depending on how much you want to limit the results. **Example:** To find records with the My Status **BibNote B. Smith**: — Type **BibNote**, or type **B. Smith** or type **BibNote B. Smith**

See Save Bibliographic Records, "Use bibliographic save file search results" for more information.

Download records from an OCLC service

To download records from the Product Services Web:

	Action
1	Open your Web browser and in the **Address** box, enter **http://psw.oclc.org/** and press <Enter>.
2	Click **Records and Reports**.
3	Click the service that supplies the records you want.
4	Enter your authorization and password and click **OK**.
5	Right-click the **Download** link next to the record file, and click **Save Target As**.
6	Navigate to the folder where you want to save the file, and click **Save**.
7	Import into the online save file or a local save file and process the records using the Connexion client.

Process unresolved batchload records

What are 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.

How to process unresolved batchload records

Follow these steps after downloading the file of unresolved batchload records, importing the records into the client online or local save file, and retrieving them:

	Action
1	Search WorldCat for each item to see if a record exists.
2	**If a record exists (individual institution project):** 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.
	If a record exists (group project): Copy the library identifier from the 951 field in the unresolved record and paste it into the WorldCat record you found.
	If no record exists: Edit the unresolved record, as needed..
3	Take a final action on the record (produce, update, save, export).
	Note: If the record was in the online save file, the client automatically deletes it from the save file after the action is complete. If the record was in a local file, the client retains it; you can delete it using **Action > Delete Record** (or <Ctrl><Alt><D>).

See also: Quick Reference

See also: *Import Records into Connexion Quick Reference* at: http://www.oclc.org/support/documentation/worldcat/cataloging/userguide/import/.

4   Retrieve local system records using a Z39.50 connection

About retrieving local system records

- Retrieve bibliographic records created in your ILS (Integrated Library System) and import them into the Connexion client.

- Define a use attribute for searching your ILS (**default:** use attribute 12 - [local] Record#).

- A search can retrieve one record at a time.

- A retrieved local record is imported into the client and displayed as a MARC 21-formatted workform. The word *NEW* displays in the upper left corner of the workform, where the assigned OCLC number will display when you add it to WorldCat.

- Once imported into the client, work with the record just as you do with any imported record (see the Import Bibliographic Records guide or client Help for more information).

Set up a connection to a host local system

	Action
1	Click **Tools > Options** (or press <Alt><T><O>). Then click **Z39.50**.
2	Enter settings for your Z39.50 connection (see the list describing the settings immediately following).
3	Click **Local Record Use Attribute** to define a use name and value and other structure, truncation, or relation attributes, if needed, for local file record searching **Default:** Use name: *Local#*; value: *12*; other attributes: *Unspecified*. More information about Z39.50 attributes is available on the Z39.50 Maintenance Agency Web site: • See tables of specific values for attributes, including use attributes at http://lcweb.loc.gov/z3950/agency/defns/bib1.html • See more on the Bib-1 attribute set at http://www.loc.gov/z3950/agency/bib1.html
4	When finished, click **Close**, or press <Enter> to apply the settings and close the window. Or Click **Apply** to apply the settings without closing the window. Or Click **Cancel** to cancel changes.

Z39.50 settings:

Z39.50 setting	Required/optional, or uses default / Description
Description	**Optional.** Use to describe the ILS or a database you set up. **Example:** *MIT*
Host Name or IP Address	**Required.** Enter the local system name or IP. Example: *library.mit.edu*
Port Number	**Required.** Enter the local system port number. Example: *9909*
Database Name	**Required.** Not case-sensitive. Example: *mit01pub*
Local Record Use Attribute	**Use attribute is required** (but the client provides a default): Click **Local Record Use Attribute** to check or change the use attribute name and value for searching the local system. **Default name:** *Local#* **Default value:** *12* Other attributes are optional. Select a **Structure**, **Truncation**, or **Relation** attribute value. **Default for all:** *Unspecified*
User Name	**Optional.** If you do not enter this setting in options, the client prompts you to enter it each time you connect (**Tools > Z39.50 > Connect**). Case sensitivity depends on your local system requirements.
Password	**Optional.** If you do not enter this setting in options, the client prompts you to enter it when you connect. You must enter a password when prompted, **unless not required** by your local system. Case sensitivity depends on your local system requirements.
Preferred Message Size	**Default:** *105000* bytes. The client uses the default unless you change it.

Z39.50 setting	Required/optional, or uses default / Description
Initialization Delay (seconds)	**Optional.** **Default:** *0* seconds Enter the number of seconds you want the client to wait before initializing the connection, if you want a delay..
Maximum Record Size	**Default:** *105000* bytes. The client uses the default unless you change it.
Connection Retries	**Optional:** **Default:** *0*. Enter the number of times you want the client to try to connect, if you want to re-try automatically.
Connection Idle Timeout (minutes)	**Optional:** **Default:** *20* minutes. The client uses the default unless you change it. **Range:** 5 to 20 minutes. **Note:** The Z39.50 session terminates automatically if you do not perform searches within the interval specified in this setting.

Note: If you connect to more than one host or more than one database, change the settings in the **Z39.50** tab before connecting, or create another user profile, enter different settings in the **Z39.50** tab in the new profile, and switch user profiles before connecting.

Connect to a local system host and retrieve a record

	Action
1	Click **Tools > Z39.50 > Connect** (or press <Alt><T><Z><C>).
2	If you did not enter a user name or password in **Tools > Options > Z39.50**, the client prompts you to enter them: 1. In the Local System Password window, enter a user name and, if required by your local system, a password. 2. Click **OK** to connect and open the Search Local System window, or click **Cancel** to cancel connecting. If you entered a user name and password in the **Z39.50** options page, the client automatically supplies them, connects, and opens the **Search Local System** window.

	Action
3	In the **Search Local System window**, in the **Record ID Number** box, type the search term/number for the use attribute you dinfined for retrieving local records. Or Click the arrow at the right of the box to display a list of up to ten terms you entered previously, and click to select one. **Results:** • If the search is successful, the client imports and displays the record as a workform in MARC format. • If the search fails, the client gives you a message. To try the search again, click **Tools > Z39.50 > Search**.
4	Click **Find** to send the search, **Cancel** to cancel the search and keep the Z39.50 connection open, or **Cancel and Disconnect** to cancel the search and terminate the Z39.50 session.
5	**Optional.** To retrieve another local record: 1. Pin the displayed record open (**View > Pinned** or <Shift><F4>) if you want to keep it open. If you do not, the next retrieved record replaces the first and you must do the search again to get the first record back. 2. Click **Tools > Z39.50 > Search** (or press <Alt><T><Z><S>), and enter another search term or number. Work with a record retrieved from your local system the same way you work with other records imported in the client. For example, generate an authority record from a heading in the record, add the record to WorldCat, etc.
6	When finished importing local records (one at a time), click **Tools > Options > Z39.50 > Disconnect** (or press <Alt><T><O><D>).