

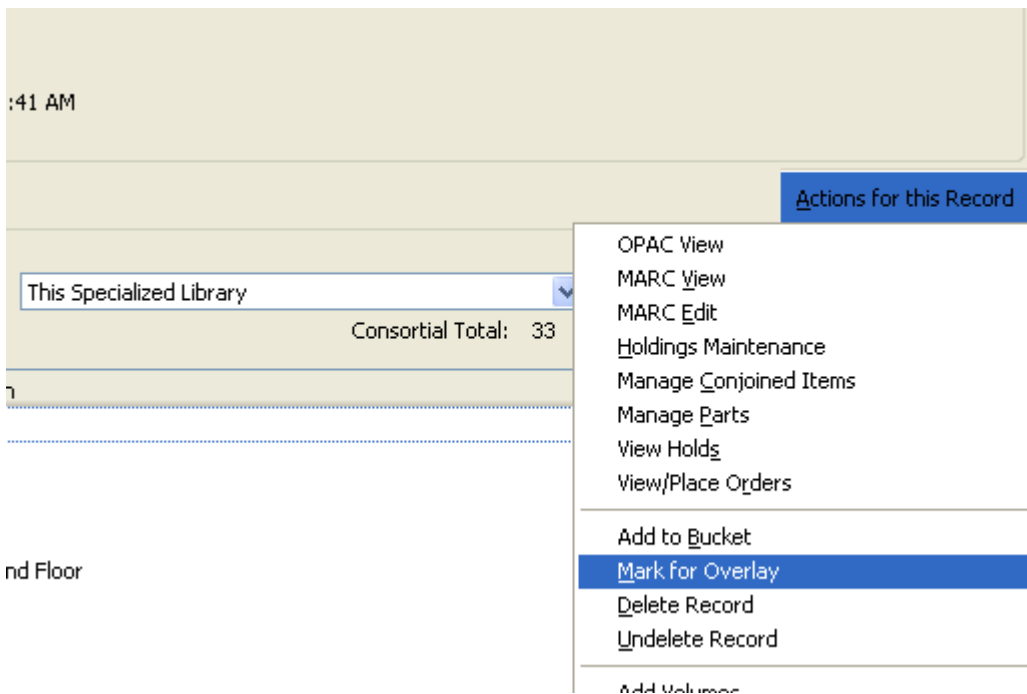
Chapter 13 -- Overlaying Records

Overlaying a record is the process of importing a new MARC record to replace a record currently in the system. This would be done if the existing record is insufficient in some way, needs updated, or to replace temporary records.

When a record is overlaid, any holdings that were attached to the original record will be attached to the replacement. Essentially the new record takes the place in the system of the record being overlaid.

The first step is to mark the record you wish to replace. Open the current record in the catalog.

Then, under **Actions for this Record (Alt + A)** select **Mark for Overlay (Alt + M)**.

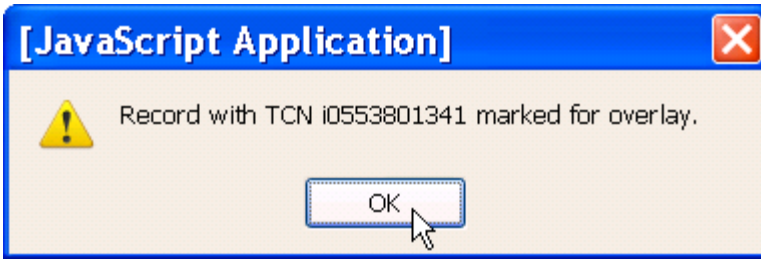


This can be done from any record view, such as MARC Edit, Holdings Maintenance, MARC view, or OPAC view screens, just make sure you examine the MARC record carefully to be certain you are overlaying it with a record for the same resource.

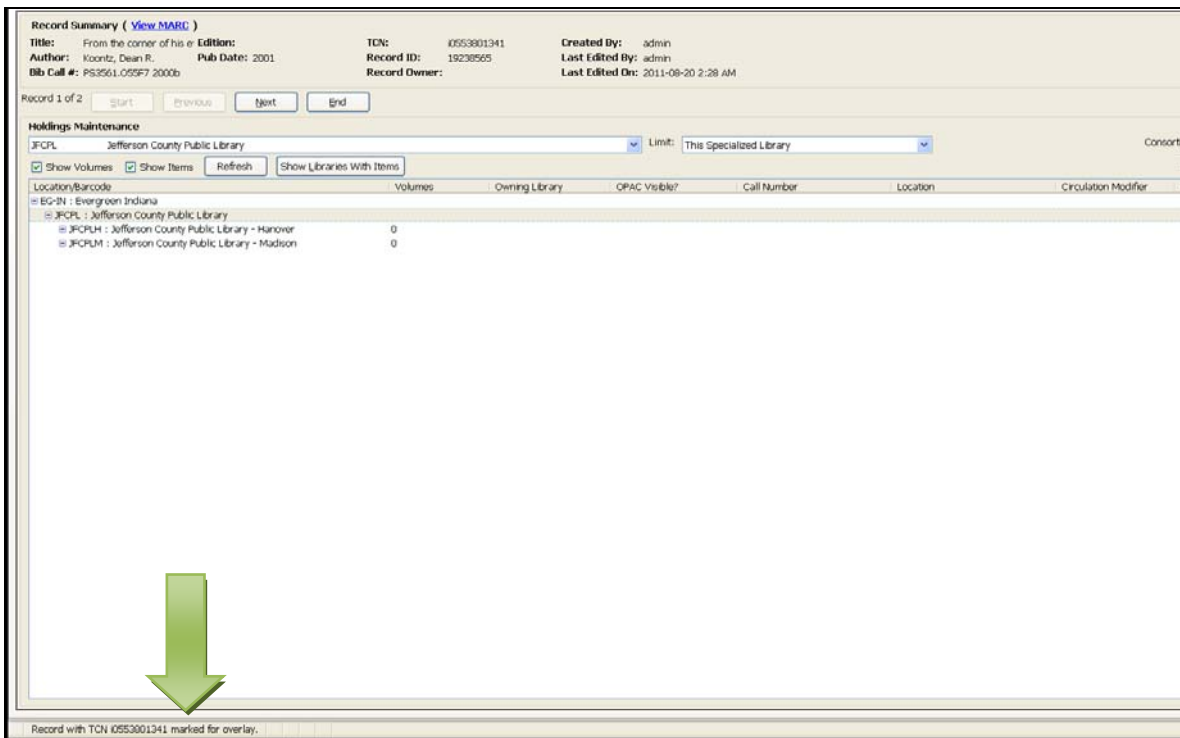
Evergreen Indiana Cataloging Training Manual

Chapter 13 – Overlaying Records

Click **OK** or press **Enter** when the confirmation window appears.



A message displaying the TCN for the marked record appears in the bottom left of the screen.



Evergreen Indiana Cataloging Training Manual

Chapter 13 – Overlaying Records

TIP: You can also mark a record for overlay from the Z39.50 screen when you have the local catalog selected as one of your search targets. Local search results are listed as “native-evergreen-catalog” in the Service column. If you’ve viewed the record and know you want to overlay it, highlight that line and click **Mark Local Result as Overlay Target**.

The screenshot shows the 'Query' and 'Results' sections of the Evergreen cataloging interface. The 'Query' section includes fields for Item Type (All Formats), Keyword, Pub Date, Subject, Author, ISSN, Title, ISBN (1410941213), and Publisher. The 'Service and Credentials' section lists various services like Local Catalog, Brodart, ISL, etc., with corresponding Username and Password fields. The 'Results' section shows a table of search results for 'High-tech Olympics' by Hunter. The 'Mark Local Result as Overlay Target' button is circled in red.

#	Author	Title	Edition	ISBN	Publication...	Publisher	Service...	TCN
1	Hunter, ...	High-tech Olympics		97814...	2012	Raintree	OCLC	ocn805325890
2	Hunter, ...	High-tech Olympics		97814...	c2012	Heinemann Library	OCLC	ocn693809866
3	Hunter, ...	High-tech Olympics		97814...	c2012	Heinemann	native...	19334733

After you have marked your overlay target, use Z39.50 to find the record that will replace your target record. See **Chapter 12 -- Adding New Records via Z39.50**, if needed. The same criteria used for matching records should be used for overlaying records. Do not overlay a record with a record for a different resource. See the Procedures Guide for more information on matching criteria.

After you have examined the record and determined you wish to use it, highlight the record and click the **Overlay (Alt + O)** button.

The screenshot shows the 'Results' section of the Evergreen cataloging interface. It displays a table of search results for 'From the corner of his eye' by Koontz. The 'Overlay' button is circled in red.

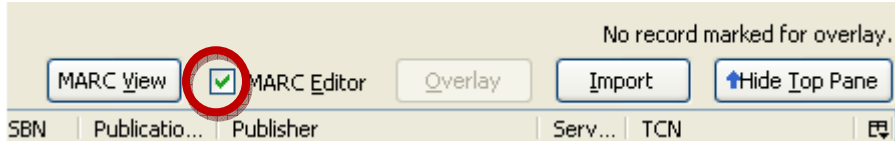
#	Author	Title	E...	ISBN	Publication...	Publisher	Servi...	TCN
1	Koontz, ...	From the corner of his eye		0553801341	c2000	Bantam	OCLC	ocn518438253
2	Koontz, ...	From the corner of his eye	[Bo...		c2000	Bantam Books	OCLC	ocm46355908
3	Koontz, ...	From the corner of his eye		0553801341	2001, c2000	Bantam Books	OCLC	ocn227194664
4	Koontz, ...	From the corner of his eye		0375430946	[2001]	Random House Large Print	OCLC	ocm44914280
5	Koontz, ...	From the corner of his eye		0553801341	c2000	Bantam Books	OCLC	ocm45100121
6	Koontz, ...	From the corner of his eye		97805538013...	2000	Bantam Books	native...	19576708

TIP: Be sure to click the **Overlay** button, not the **Import** button. If you choose **Import**, you will **Import** a duplicate record which you will need to merge.

Evergreen Indiana Cataloging Training Manual

Chapter 13 – Overlaying Records

If the Overlay button is grayed out, as below, and does not work, this means no record has been marked for overlay. When overlaying records, the record to be replaced must always be marked before the new record can be imported for overlay.



If the MARC Editor box is checked, as above, the Overlaid record will open in a MARC editor tab.

NOTE: If the box is not checked, the record will be overlaid automatically. You will not have a chance to cancel or edit the record first, and the record will not open. You will have to search the catalog to find it.

Do any edits necessary to make the record meet Evergreen Indiana standards. Then click the button labeled **Overlay Record (Alt + D)**.

The screenshot shows the 'Overlay Record' button highlighted with a yellow border and a mouse cursor over it. Below the toolbar, there are input fields for 'Number' and 'Item Barcode'. The 'Record' section shows 'Fields -- Record type: BKS' and a table of fields. Below the table is a MARC record in text format.

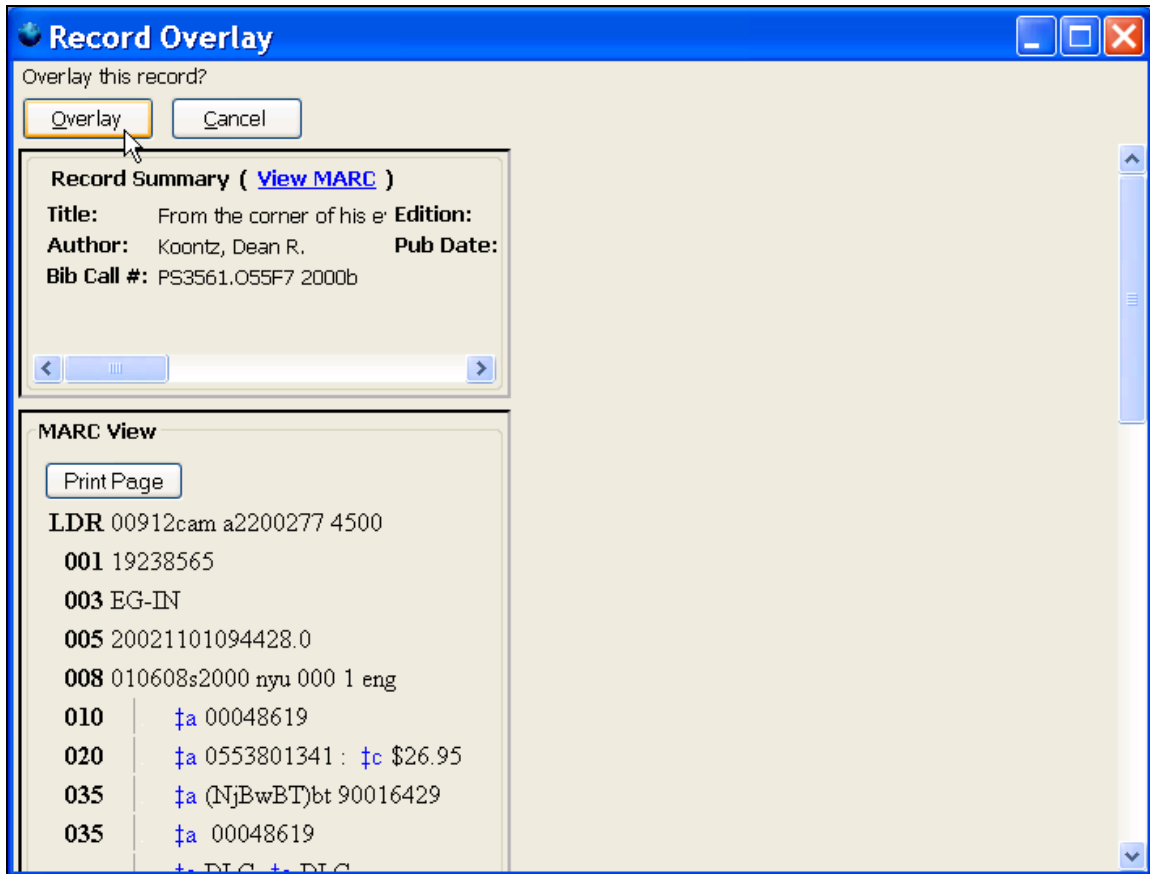
a	ELvl		Srce	d	Audn	e	Ctrl		Lang	eng
m	Form		Conf	0	Biog		MRec		Ctry	nyu
	Cont		GPub		LitF	1	Indx	0		
a	Ills		Fest	0	DtSt	s	Date1	2000	Date2	

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02318cam 2200541 a 4500
ocm45100121
OCoLC
20110903113535.0
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+a 00048619
+a DLC +c DLC +d BAKER +d BTCTA +d YDXCP +d OCLCG +d ALEML
+a 0553801341
+a 9780553801347
+a (OCoLC) 45100121
0 +a PS3561.O55 +b F7 2000
0 +a 813/.54 +2 21
    
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A window will open showing the record you have marked to be overlaid, asking if you wish to overlay this record. **Check to make sure it's the correct record!** If you have forgotten to mark the record, the last record you have marked for overlay in this session will pop up.

If the record is correct, click the **Overlay (Alt + O)** button.



A dialog box will pop up telling you that the record has been overlaid.



Click **OK** or press **Enter**. When you click OK, the record will be displayed in the current tab in your default view.

If you have holdings to add at this point, see **Chapter 5 -- Adding Holdings**.