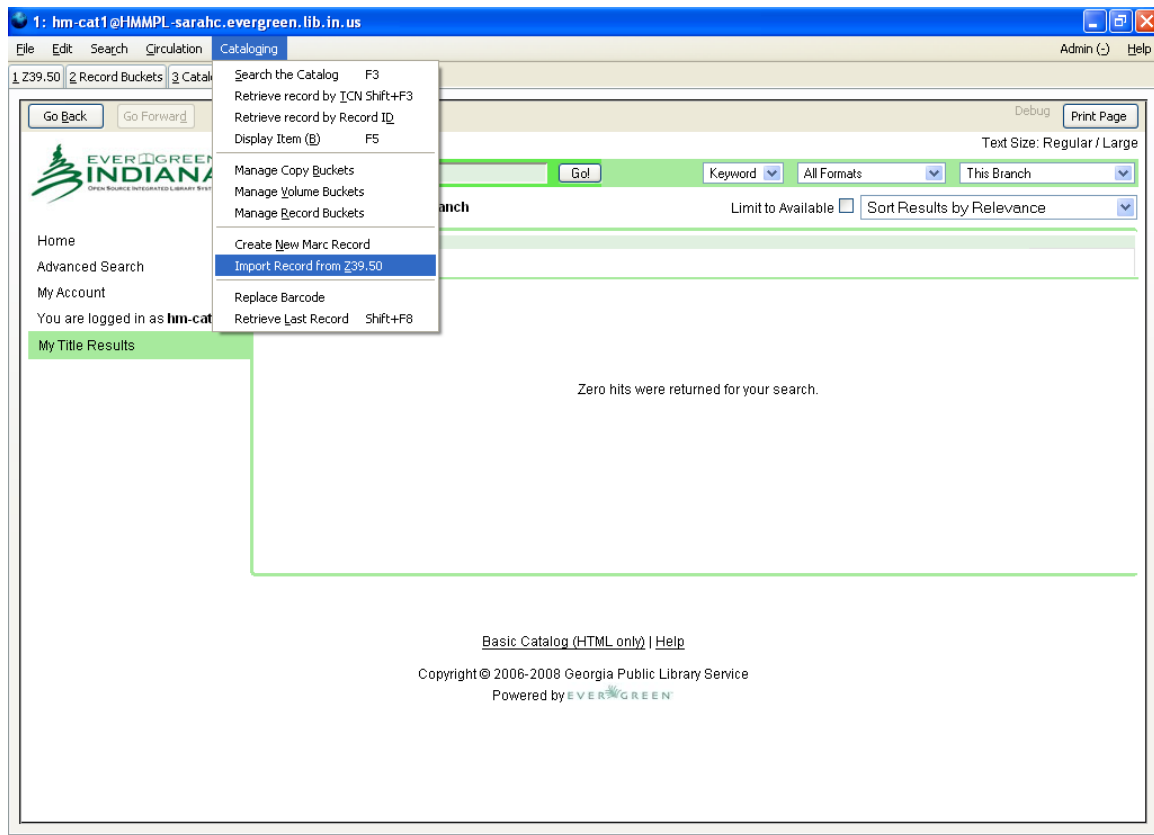


Chapter 12 -- Adding New Records via Z39.50

After searching for a title in the Evergreen catalog by several methods with no matches found, it is necessary to search outside catalogs via the Z39.50 search interface to attempt to find a good matching record. This is only to be done after thorough searching has yielded no results for the title in the Evergreen catalog.

Always do at least two different searches, such as a Title search and an ISBN search. Remember when doing ISBN searches that some records have only 10 digit ISBNs, and some records have only 13 digit ISBNs.

If you have searched carefully and found no matches, go to the **Cataloging** menu at on the top menu bar and select **Import Record from Z39.50**.



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A search screen for Z39.50 retrieval is displayed:

1: hm-cat1@HMMPL-mobile2.evergreen.lib.in.us

File Edit Search Circulation Cataloging Admin (L) Help

1 Z39.50 2 Bib Record: ocm70131073 3 Catalog

MARC Import via Z39.50

▼Service and Credentials

Service: odc : OLCWorldCat@zcat.odc.org:210 Username: Password: Save as Default

▼Query

Tip: Click a search field label and then the "Save as Default" button to have that field focused by default.

Accession # (O) ISBN ISSN

Title Author LCCN

PubDate Publisher Item Type All Formats

#comment

Raw Search Clear Form Search

Results

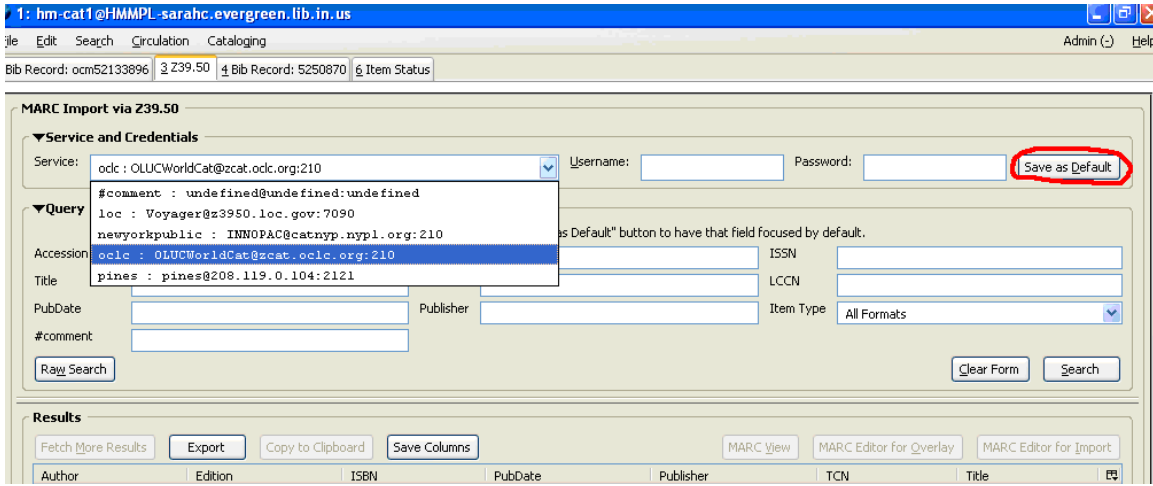
Fetch More Results Export Copy to Clipboard Save Columns MARC View MARC Editor for Overlay MARC Editor for Import

Author	Edition	ISBN	PubDate	Publisher	TCN	Title
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Note the drop-down menu under **Service and Credentials**. Click on the arrow by the menu to view choices of source libraries for Z39.50 retrieval. The selections include the Library of Congress, the Pines database, and a few other libraries with records available via Z39.50. If your library has an OCLC subscription or subscription to some other service for bibliographic records, that should also appear as one of your options. For OCLC, you will need to enter your user name and password. Once you have selected the site you will commonly use, you can save that as your default setting (including the user name and password, if required) by clicking **Save as Default (Alt + D)**.



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The screenshot shows the 'MARC Import via Z39.50' window. The 'Service and Credentials' section is expanded, showing 'Service: oclc : OLUWorldCat@zcat.oclc.org:210', 'Username: [empty]', and 'Password: [empty]'. The 'Query' section is also expanded, displaying a tip: 'Tip: Click a search field label and then the "Save as Default" button to have that field focused by default.' Below the tip are search fields for 'Accession # (Q)', 'Title', 'PubDate', '#comment', 'ISBN', 'Author', 'Publisher', 'ISSN', 'LCCN', and 'Item Type'. The 'ISBN' field contains the value '0964729288'. At the bottom of the 'Query' section, there are buttons for 'Raw Search', 'Clear Form', and 'Search'. The 'Search' button is circled in red. Below the 'Query' section is a 'Results' section with buttons for 'Fetch More Results', 'Export', 'Copy to Clipboard', 'Save Columns', 'MARC View', 'MARC Editor for Overlay', and 'MARC Editor for Import'. A table with columns 'Author', 'Edition', 'ISBN', 'PubDate', 'Publisher', 'TCN', and 'Title' is visible but empty.

You can use a variety of search options in the Query box. The most commonly used is probably ISBN. Enter the data you wish to search and click **Search (Alt + S)**.

Note that your last search will be retained in the boxes, so when you switch from using one search field to another, remember to click **Clear Form (Alt + C)**, next to the Search button.

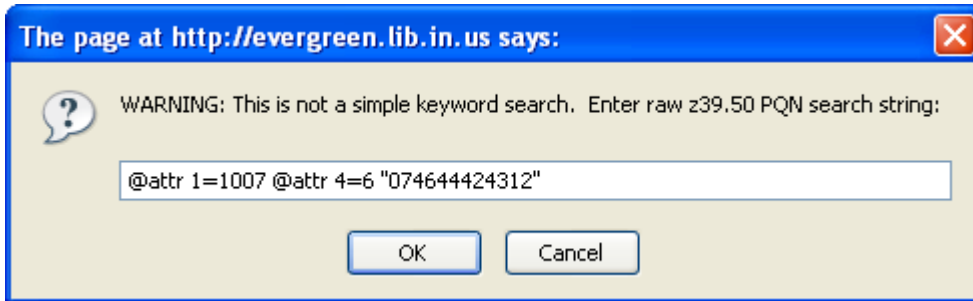
In addition to using the search fields, you can do a Raw Search by clicking on the **Raw Search (Alt + W)** button. This allows you to do searches for which there are no search fields, if you know the correct search string to enter.

This screenshot shows the same 'MARC Import via Z39.50' window. The 'Service and Credentials' section is expanded, showing 'Service: oclc : OLUWorldCat@zcat.oclc.org:210', 'Username: 100216057', and 'Password: Evan82'. The 'Query' section is also expanded, showing the same search fields as the previous screenshot. The 'ISBN' field still contains '0964729288'. In this screenshot, the 'Raw Search' button is circled in red. The 'Clear Form' and 'Search' buttons are also visible at the bottom of the 'Query' section.

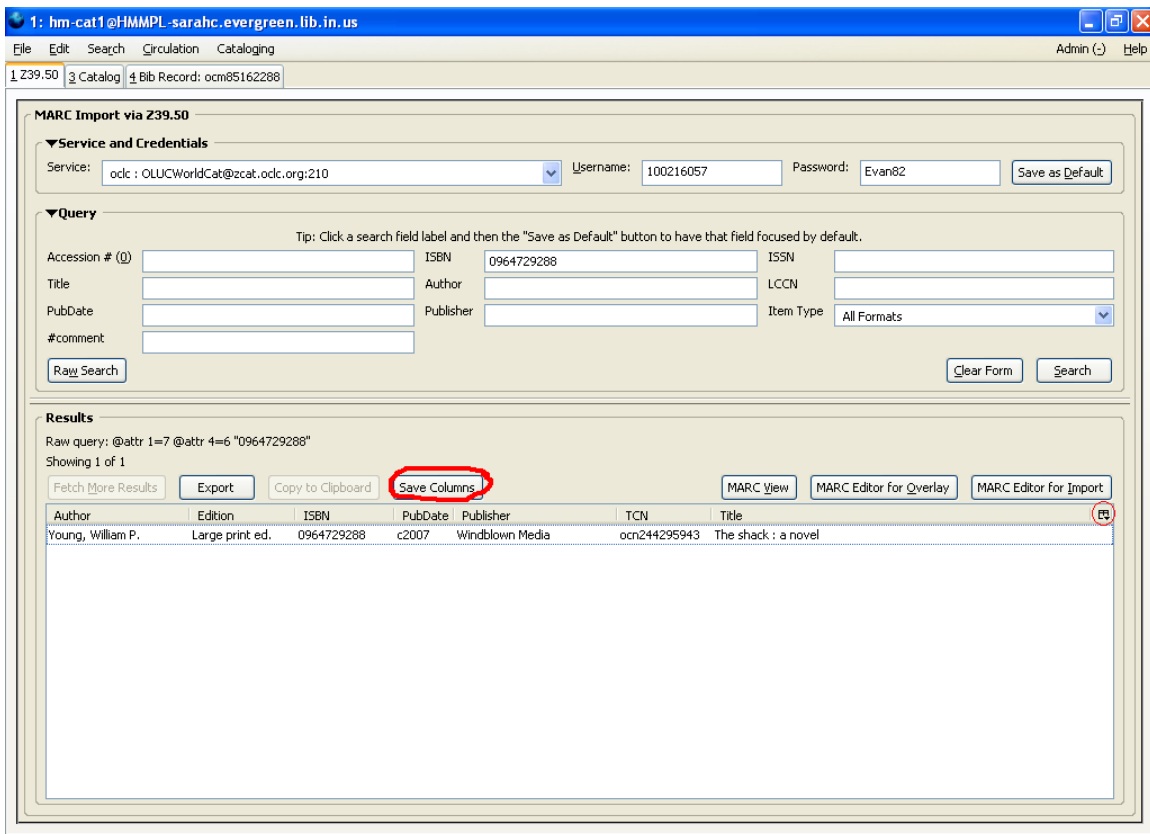
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A dialog box will open up. To do a UPC search, enter
@attr 1=1007 @attr 4=6 "UPC," inserting the UPC you wish to search in place of
UPC, as shown below. Then click **OK** or Press **Enter**.



After you perform a search, your search results, if any, will appear in the Results box, as show below:

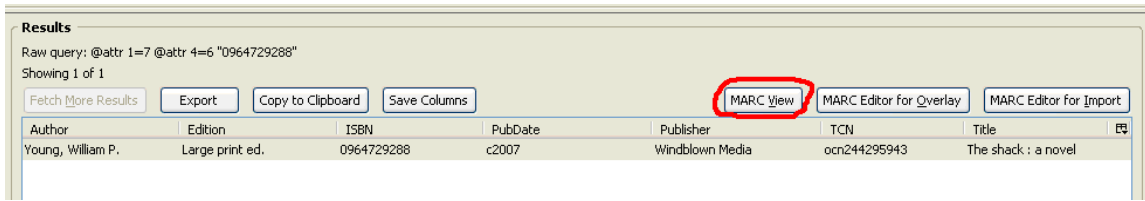


Note that there is a column picker on the right side of the Results box. Once you have set your columns as desired, you can save them by clicking the **Save Columns** button.

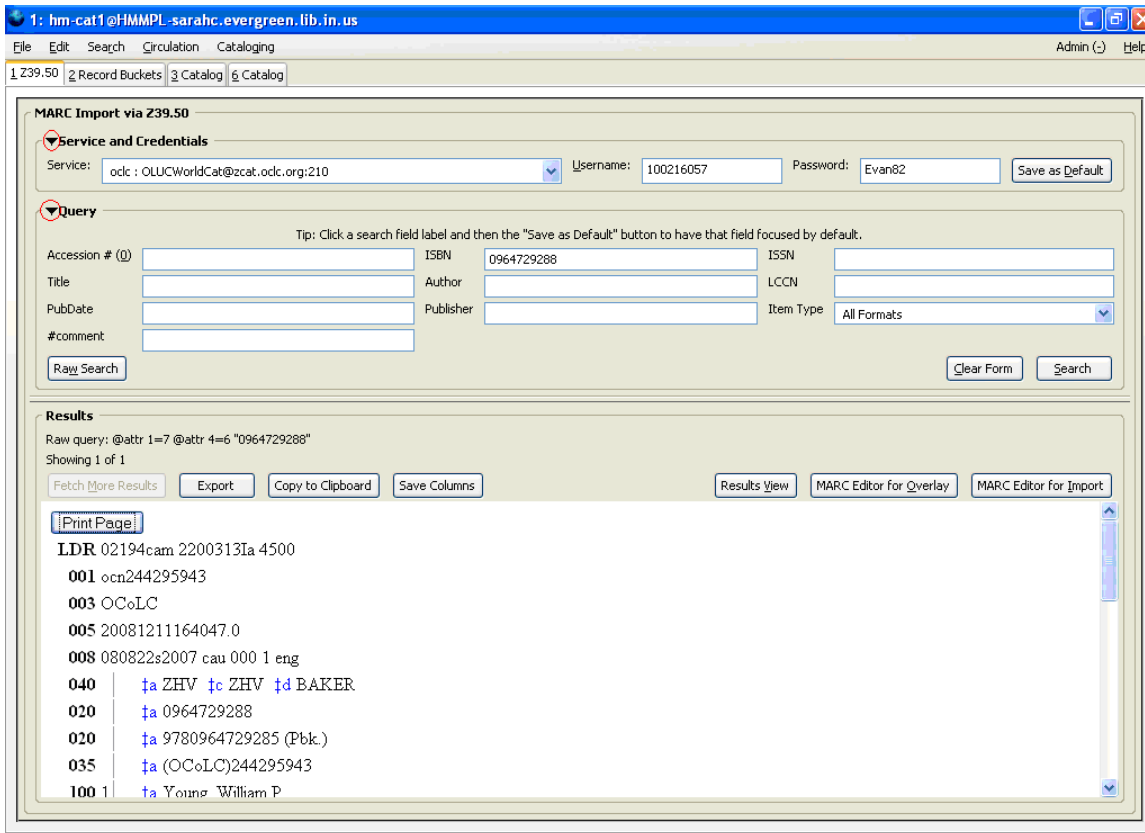
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To view the MARC record, click the **Marc View (Alt + V)** button.



The MARC record will appear in the Results box:

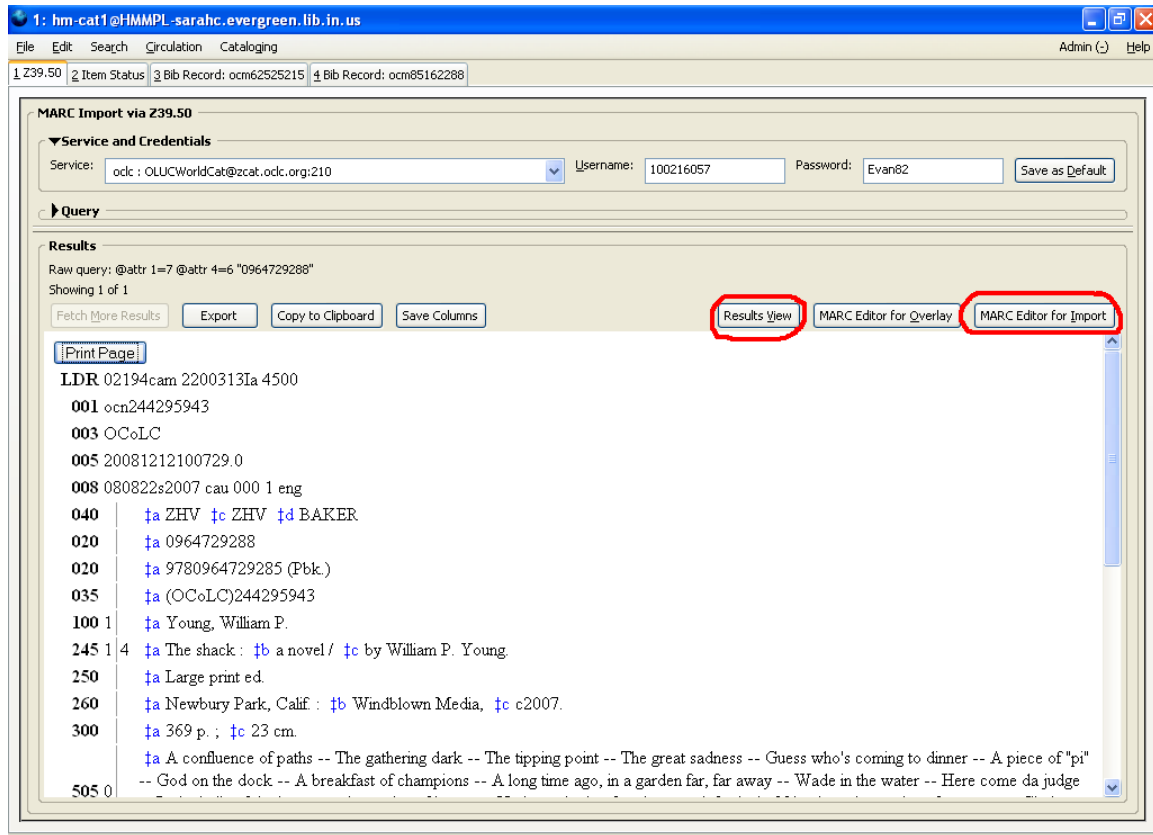


If you wish to view more of the record at once, you can close the Service and Credentials and Query boxes by clicking the small arrows next to their headings.

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Here the Query box is closed, so the arrow is pointing to the right, and the Service and Credentials box is still open, so the arrow points down. To return to the Results list, click **Results View (Alt + V)**. If you had more than one result, in order to look at the other MARC records, you would need to return to the Results view.

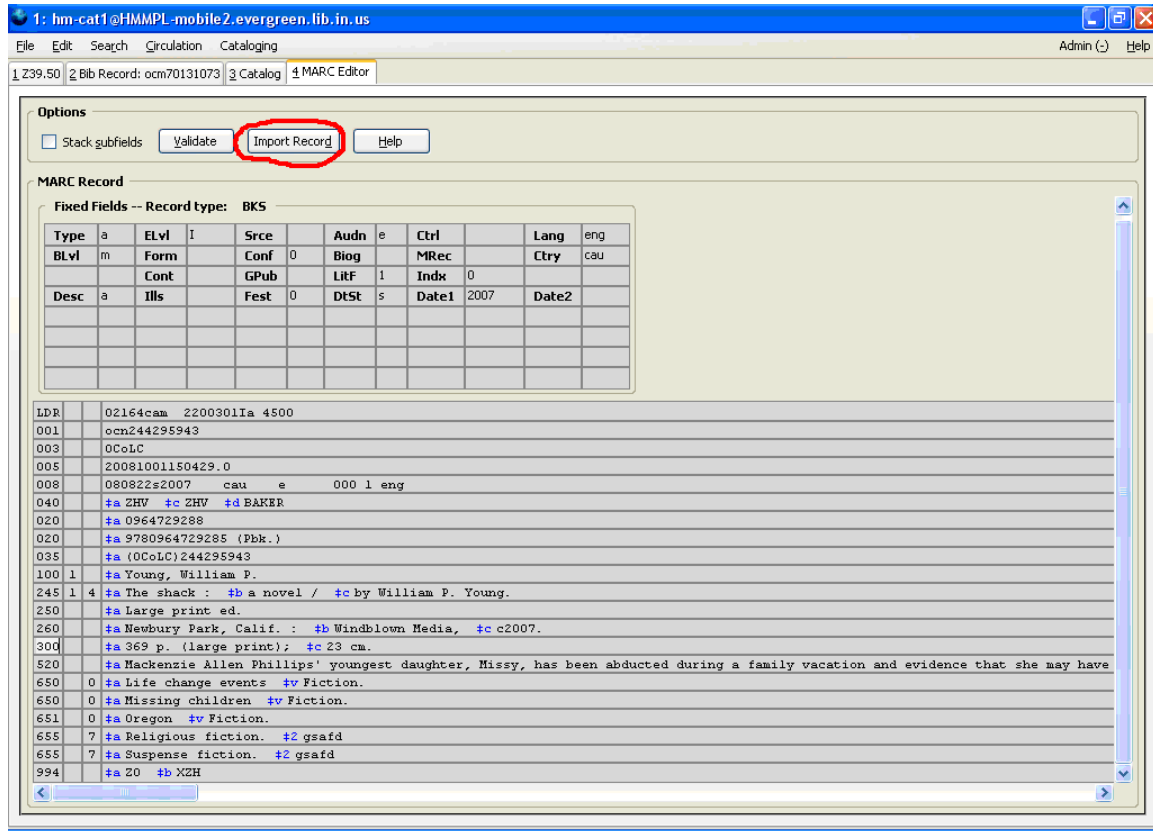


Once you have determined that the record is a match for your item, click the **MARC Editor for Import (Alt + I)** button on the far right.

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A new tab will open up with your record in the MARC Editor:

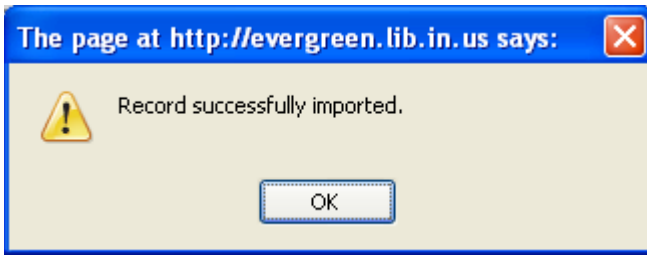


At this point you can do any necessary editing to the record before it is imported. See **Chapter 14 – Using the MARC Editor.**

Once you have edited the record as needed, click on the button labeled **Import Record (Alt + D)**. If you close the tab before importing the record, it will not be added to Evergreen Indiana.

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A dialog box should open up telling you that the record was successfully imported:



Click on **OK** or press **Enter**.

The bibliographic record will be added to the system and will open in the current tab in your default view. At this point you can add your holdings. See **Chapter 5 -- Adding Holdings**.