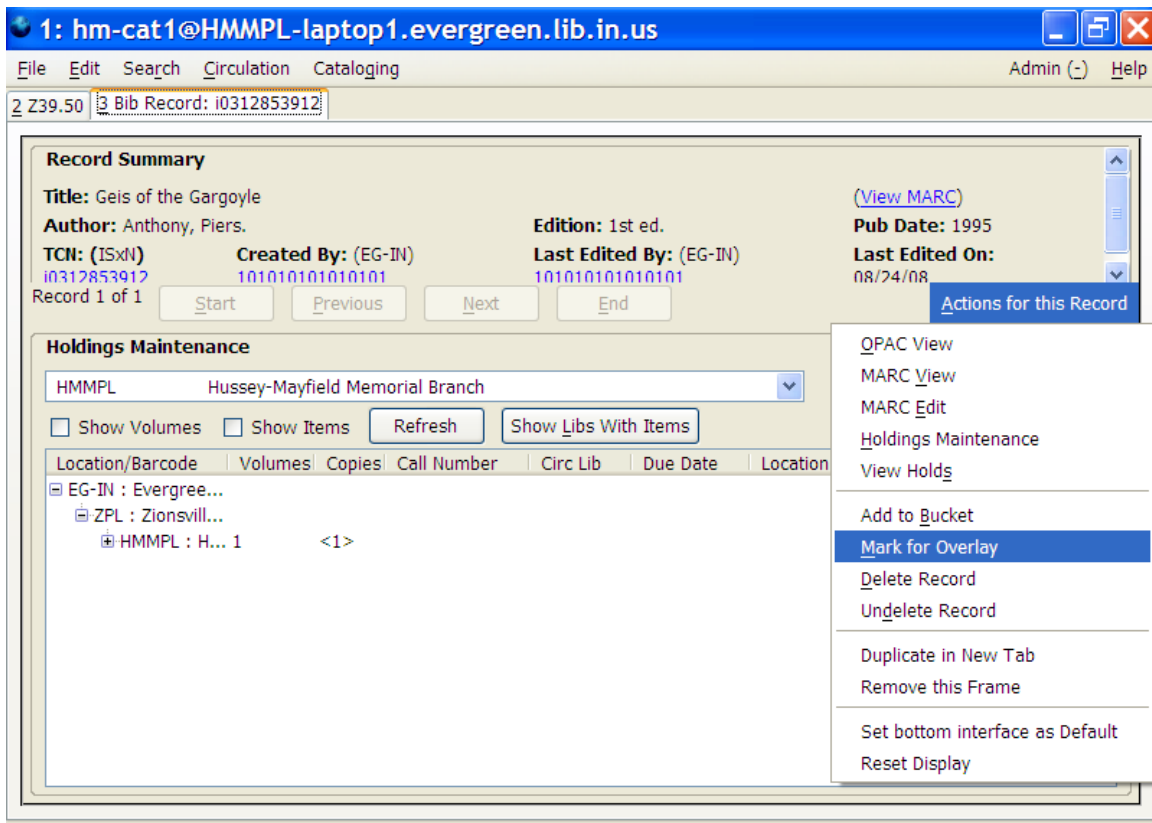


## Chapter 13 -- Overlaying Records

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

The process of overlaying records is very straight-forward and similar to importing records.

The first step is to mark the record you wish to be overlaid. Bring up the record.



Under **Actions for this Record (Alt + A)** select **Mark for Overlay (Alt + M)**. Nothing will appear to happen, but this record will be marked. It will remain marked until you mark another record for overlay or until you sign out of Evergreen.

Next use Z39.50 to find the record you wish to overlay onto the record you have marked. See **Chapter 12 -- Adding New Records via Z39.50**, if needed.

# Evergreen Indiana Cataloging Training Manual

## Chapter 13 – Overlaying Records

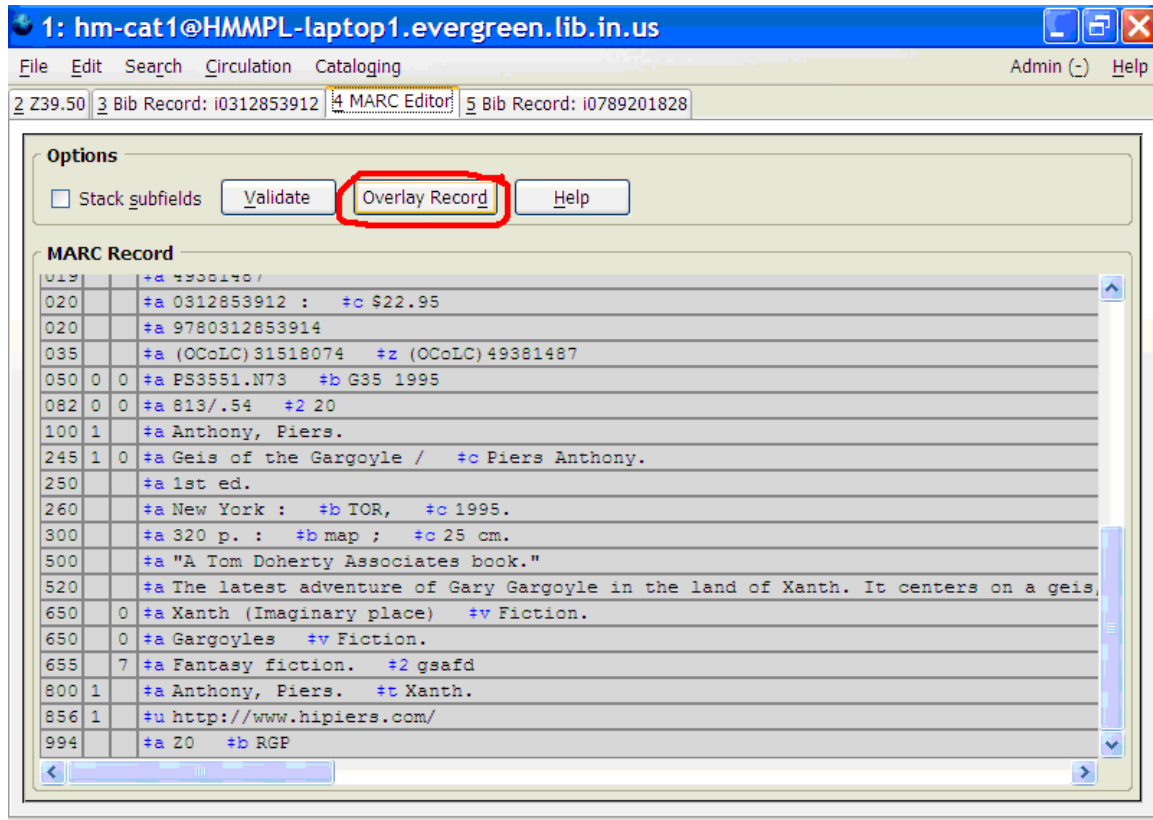
After you have examined the record and determined you wish to use it, click the **MARC Editor for Overlay** (Alt + O) button.

The screenshot shows a web browser window titled "1: hm-cat1@HMMPL-laptop1.evergreen.lib.in.us". The browser address bar shows "Z39.50" and "Bib Record: i0312853912". The main content area is titled "MARC Import via Z39.50" and contains several sections:

- Service and Credentials:** Service: oclc : OLUCWorldCat@zcat.oclc...., Username: [input field], Password: [input field]
- Query:** Tip: Click a search field label and then the "Save as Default" button to have that field focused by default. Fields include: Accession # (0), ISBN (0312853912), ISSN, Title, Author, LCCN, PubDate, Publisher, Item Type (All Formats), and #comment. Buttons: Raw Search, Clear For
- Results:** Raw query: @attr 1=7 @attr 4=6 "0312853912". Showing 1 of 1. Buttons: Fetch More Results, Export, Copy to Clipboard, Save Columns, MARC View, **MARC Editor for Overlay** (highlighted in red), MARC

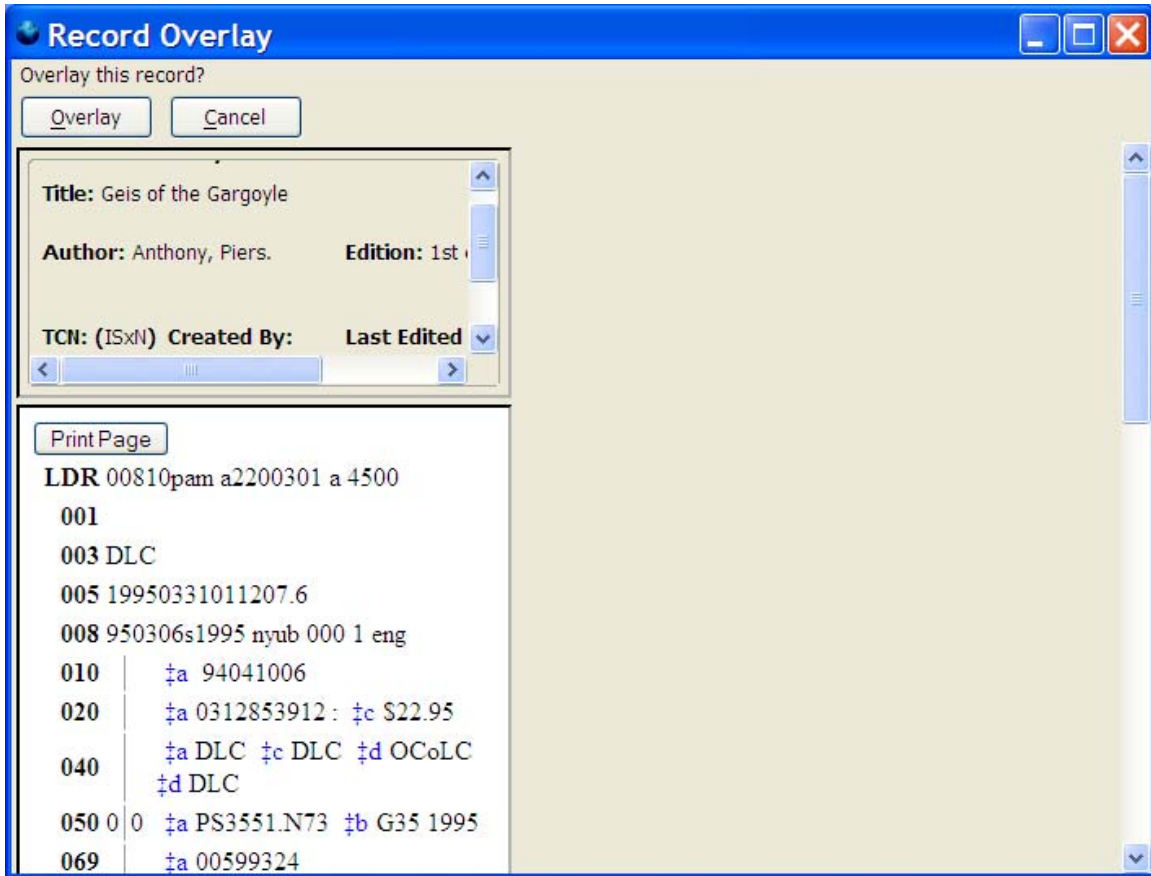
Author	Edition	ISBN	PubDate	Publisher	TCN	T
Anthony, Piers.	1st ed.	0312853912 :	1995	TOR	ocm31518074	Ge

The record will open up in a MARC editor tab:



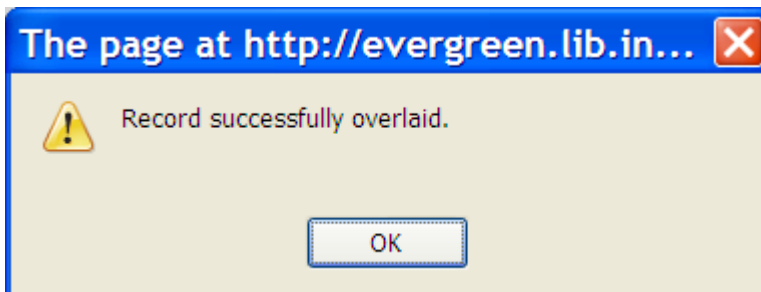
Do any edits necessary to make the record meet Evergreen Indiana standards. See **Chapter 14 – Using the MARC Editor**, if needed. Then click the button labeled **Overlay Record (Alt + D)**.

A window will open up 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 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**.