

Importing Records from External Databases

Libraries Australia Cataloguing Client

General considerations

Libraries Australia functionality allows you to import MARC records from external databases. The import functionality applies only to those search databases that support the export of MARC records. Not all the search databases available through Libraries Australia have this facility.

You are required to search the Australian National Bibliographic Database (ANBD) before you import a record to ensure that you will not be adding a duplicate record to the database.

When importing a record from an external target it is likely that it will need editing before it can be added to the ANBD.

There are a number of general editing guidelines that should be followed when importing records:

1. Remove any fields that are pertinent only to the system where the record originated. Fields that fall into this category include 001, 003, 005, and 035 *
2. Remove all institution specific data (ISD). ISD is usually defined as data that is applicable only to the institution that created it or to a specific copy of a work within that library and because of this it is not be shared with other libraries. Fields that fall into this category usually begin with or contain a 9, e.g. 9XX, 099, 59X, 790. There is one standard MARC21 exception - field 490 (Series untraced or traced differently). General note fields containing copy specific information should also be removed, e.g. 500 \$a"No. 345 of a limited edition of 500".
3. Remove or modify any data that does not meet Libraries Australia cataloguing standards (e.g. names constructed to earlier cataloguing rules)
4. Remove any holdings on the record and add your own locations after the record has been successfully saved in the ANBD
5. Retain the original cataloguing agency's symbol found in field 040 \$a.

*Libraries Australia records will be matched against records in the OCLC database on a regular basis. The OCLC number will automatically be inserted into matching ANBD records. Please do NOT manually add tag 035 to any record you import from OCLC.

MARC field 040 in imported records

Regardless of which database a record is imported from, the 040 \$a subfield should always contain the original cataloguing agency's symbol, e.g. DLC, OCoLC, NZNB. Add a \$d for the database where you found the record if it is not already present. Most of the database symbols used in Field 040 are international symbols taken directly from the MARC codes for Organizations

<http://www.loc.gov/marc/organizations/>, the exception being that we use NZNB for Te Puna records, rather than the MARC code Nz.

The codes you will need when importing MARC records from Libraries Australia target databases are:

DLC - Library of Congress
HkCU - Chinese University of Hong Kong
HkU - University of Hong Kong
HkUST - Hong Kong University of Science and Technology
NZNB – Te Puna
OCoLC - OCLC
SG-SiILA - Singapore National Union Catalogue
Your own NUC symbol

eg. \$aOCoLC\$cNI\$dNZNB\$dNSL

The common subfield codes in the 040 field are:

\$a = Original cataloguing agency
i.e. the Library symbol of the organisation that created the original content for the record. When importing a record from an external target cataloguers should retain the existing library symbol.

\$c = Transcribing agency
i.e. the Library symbol of the organisation that transcribed the record into machine readable form. When importing a record from an external target, cataloguers should retain the existing library symbol in this field.

\$d = Modifying agency
i.e. the Library symbol for the organisation responsible for modifying a record. A modification is defined as any correction to a record, including cataloguing, content designation, or keying changes, but not including the addition of a holdings statement. In Libraries Australia practice \$d is also used to input the symbol of the database where the record was found (if not already present in the field) and the symbol of the library that imported the record.

Examples:

040 \$aNSL\$cNSL

[Record originally created and transcribed at the State Library of New South Wales]

040 \$aDLC\$cNSL

[Authority record originally created by the Library of Congress and transcribed from LCNA or LCSH onto Libraries Australia by the State Library of New South Wales]

040 \$aDLC\$cDLC\$dNSL

[Record created in and copied from the Library of Congress and modified by the State Library of New South Wales]

040 \$aDLC\$cDLC\$dBAKER\$dTEF\$dVP@\$dBTCTA\$dOCOLC\$dANL
[Record originally created by LC then copied from OCLC by the National Library]

Importing a record from an External database using the Libraries Australia Cataloguing Client

Cataloguers can search external databases through the Client and import a bibliographic record directly into the Client for editing and saving. Only those databases that support the export of MARC records are available for searching and importing a record.

Searching of these databases is included in your subscription fee.

1. Open the external databases broadcast search screen:
 - a. log in to the cataloguing client
 - b. select Libraries Australia
 - c. select NBU
 - d. type 'ext f' into the command line

This will take you to the broadcast search screen for external databases.

WinIBW 3.0 - [Libraries Australia NBU Broadcast Search]

File Edit Options View Script Window Help

Select Correct PPN Select Wrong PPN Correct Links Validate URLs

Brief View Labelled View MARC View ANBD External Databases Coded Data View

Insert Bib Item Insert Authority Item Copy/Clone Record Change Material Type Add Holdings Delete Holdings Cataloguing Source Australian Content Related Records

Open Database Copy External Bib Copy External Authority

LA Templates Insert Default Template Set Default Template Select Personal Template New Personal Template Delete Personal Template

Search Link Search Link Exact Paste Link

Enter one or more words in the search form below and add the desired settings

Title (TI)		and
Title (TI)		and
Title (TI)		and
Title (TI)		

Remote Databases All | None

<input type="checkbox"/> [15.1] Library of Congress Catalogue	<input type="checkbox"/> [17.1] Chinese University of Hong Kong
<input type="checkbox"/> [15.2] OCLC WorldCat	<input type="checkbox"/> [17.2] Hong Kong University of Science and Technology
<input type="checkbox"/> [15.3] Singapore National Union Catalogue	<input type="checkbox"/> [17.3] University of Hong Kong
<input type="checkbox"/> [15.4] Te Puna (New Zealand National Bibliographic Database)	

Alternatively, click on the 'external databases' button to reach the external database broadcast search screen*.

[Note: To return to the ANBD click on the 'ANBD' button or type 'fil 1.1' in the command line.]

You can select any or all of the listed databases by clicking in the box beside each database name.

To check how you can search each database, see Appendix 7 of the Libraries Australia cataloguing Client Manual (<http://www.nla.gov.au/librariesaustralia/documents/LACatManual2ed.doc>)

2. Search and display the record you wish to import.
3. Click 'copy external bib' button. This takes you to a new screen which displays the copied record. Note: those tags which relate to the record you copied will be deleted, for example, the record number, 9XX tags and so on, but ISBNs and ISSNs, for example, will be copied.
4. Use **Save** to save and validate the record or edit the record then **Save**. To discard without saving, use the back arrow button.

*To import records and access these buttons, you need to have copied the updated WinIBW files for CBS release 3.2 into your LACC directory. See: <http://www.nla.gov.au/librariesaustralia/cataloguing/update.html>

Adding Holdings

Click on the Add Holdings button, this will add a basic Holdings record which you can then edit,

```
e*  
850 ##$c
```

Add your holdings to the \$c subfield and add other subfields as required. Use the F1 key to take you to the Help screen for Holdings, or see *Figure 1 Holdings subfields*.

NOTE: Do not add a \$a with your NUC symbol to the Holding, it will be automatically added when you Save the record.

Save the record when you have finished adding your holdings. Check the Holdings and your NUC symbol, which should have been automatically added as a \$a.

Holdings: MARC Tags and Subfields

Subfields in **bold** are repeatable.

Tags	Subfields	Meanings
850	a	Holding institution (NUC symbol)
	b	Local system number
	c	Call number information
	e	Serials volume numbering
	g	Serial dates
	h	Serials completeness note
	k	Serials referral note
	x	Serials retention & guaranteed subscription note

Figure 1 Holdings subfields