

## Importing Records from an External Database

### Libraries Australia Search

#### *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 according to earlier cataloguing rules, non-standard content in coded data). For some assistance with standard coded data content please see Conventions for Cataloguing in a Network:  
<http://www.nla.gov.au/librariesaustralia/network.html>
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 will investigate and implement options for the programmatic capture of OCLC numbers via the different record import facilities (web, cataloguing client, Record Import Service (RIS)). Please do NOT manually add tag 035 to any record you import from OCLC. If you upload records via RIS please ensure that any numbers in tag 035 are your local system numbers only.

### *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, ie DLC, CStRLIN, 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:

- CaOON - CISTI
- CstRLIN - Research Libraries Group Union Catalogue
- DLC - Library of Congress
- HkCU - Chinese University of Hong Kong
- HkU - University of Hong Kong
- HkUST - Hong Kong University of Science and Technology
- JaToWDT - Waseda University
- NZNB – Te Puna
- OCoLC - OCLC
- SG-SiILA - Singapore Union Catalogue (i.e. SILAS - is this right?)
- Uk - British Library
- Your own NUC symbol

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

The remaining target databases do not support the export of MARC records.

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. If copying an authority record from LCNA, cataloguers may provide their own 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 Search interface***

You can search external databases, such as Library of Congress catalogue, to find bibliographic records (see Chapter 3). Having found the bibliographic record you want, you can then import (or add) the record to the ANBD and then add your library's holdings.

Please note that databases use their own record schema and records that are not in MARC21 format cannot be imported. Therefore there is no Librarian's (MARC) view or Import record button when viewing records from CURL, ARROW, APAIS/APA-FT or PictureAustralia.

When you have found the record you wish to import, go to the **Full View** of the record and click on the **Import Record** button.

## Full View - Library of Congress

[Results list](#)
[Full view](#)
[Librarian's view](#)

For this record: [Print](#) [Email](#) [Download](#) [Save](#) [Import record](#)

Showing : 2 of 4


 Jump to:  [Go](#)

**Record Id:** 1321904 (Library of Congress)  
**Author:** [Hadingham, Evan.](#)  
**Title:** Secrets of the Ice Age : the world of the cave artists / Evan Hadingham.  
**Published:** New York : Walker, 1979.  
**Description:** viii, 342 p. : ill. ; 24 cm.  
**ISBN:** 080270624X :

You will then be taken to a screen where the data you have entered into the web cataloguing form appears in a box with MARC codes and numbers. The codes and numbers will appear in PICA MARC format. The PICA MARC format is a version of MARC used by the Libraries Australia Cataloguing Client which has been developed by the OCLC/PICA company in the Netherlands. More information about these codes and numbers can be found at:

[http://www.nla.gov.au/librariesaustralia/cathelp/bib/documents/Pica\\_to\\_MARC\\_Codes.pdf](http://www.nla.gov.au/librariesaustralia/cathelp/bib/documents/Pica_to_MARC_Codes.pdf)

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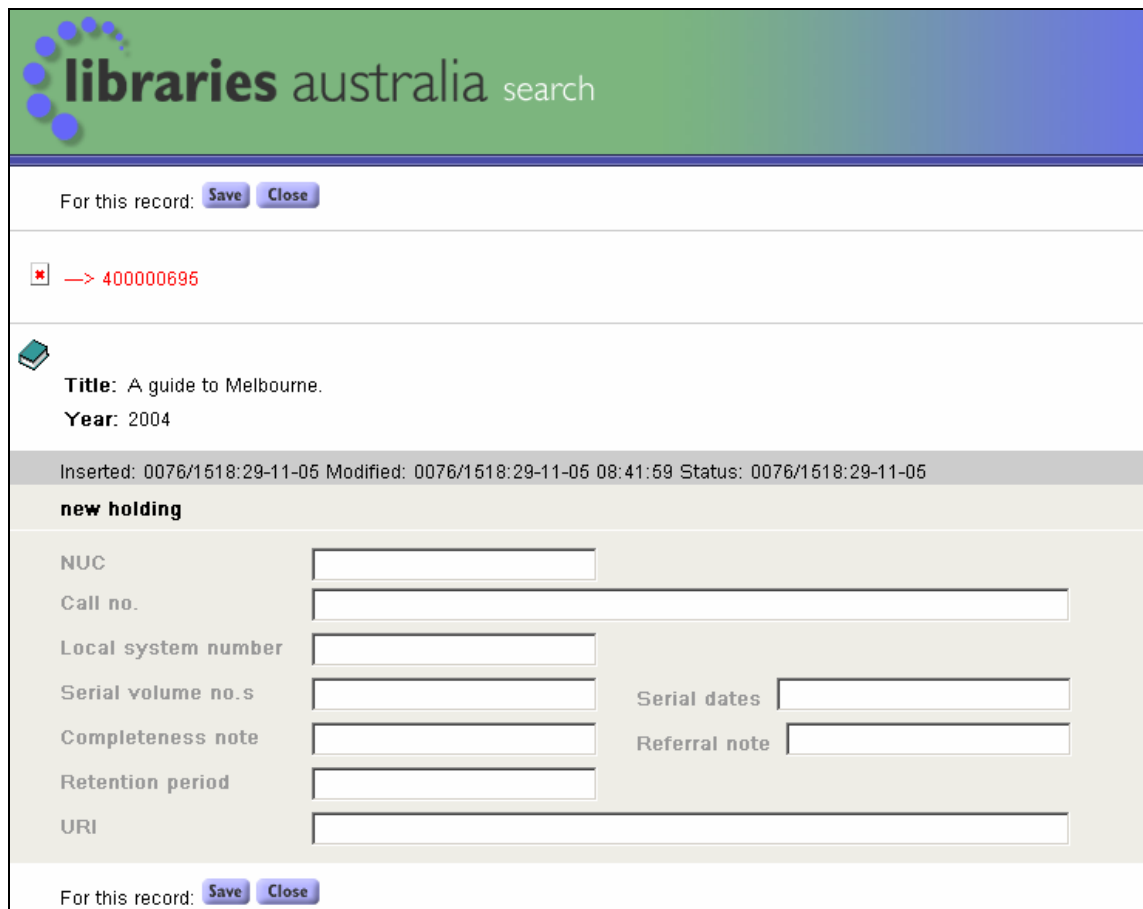
002 $aAax3
008 $aa$db$f0$g0$h1$i0
009 s#$a1979
010 ##$a 78065614
020 ##$a080270624X$c$14.95
035 ##$a1321904
040 ##$aDLC$cDLC$dDLC
043 ##$ae-----
04A ##$aeng
04B ##$anyu
050 00$aGN772.2.A1$bH3 1979
082 00$a936
100 1#$aHadingham, Evan.
245 1#$a@Secrets of the Ice Age :$bthe world of the cave artists$cEvan Hadingham.
260 ##$aNew York :$bWalker,$c1979.
  
```

For this record: [Save](#) [Reset](#) [Close](#)

If you wish to add the new record to the ANBD, click on the **Save** button. You will then be taken through to the Holdings screen and then follow directions below.

## *Adding your holdings*

The holdings screen will have a red number at the top of the page. This number is the ANBD number, a unique number identifying this record. You can find this exact record by searching on the ANBD number (ignore the last digit – this is the check digit) using the Number index in Advanced Search. The bibliographic record you have entered will appear on the screen.



The screenshot shows the 'libraries australia search' interface. At the top, there is a green header with the logo and text. Below the header, there is a section for 'For this record:' with 'Save' and 'Close' buttons. A red asterisk icon is followed by the ANBD number '400000696'. Below this, there is a book icon and the following information: 'Title: A guide to Melbourne.' and 'Year: 2004'. A grey bar contains the text: 'Inserted: 0076/1518:29-11-05 Modified: 0076/1518:29-11-05 08:41:59 Status: 0076/1518:29-11-05'. Below this, the text 'new holding' is displayed. The main area contains several input fields: 'NUC', 'Call no.', 'Local system number', 'Serial volume no.s', 'Completeness note', 'Retention period', 'URI', 'Serial dates', and 'Referral note'. At the bottom, there is another 'For this record:' section with 'Save' and 'Close' buttons.

The following information will be displayed:

**Inserted:** This is the date that the record was inserted.

**Modified:** This is the date that the record was last modified.

**Status:** This is the status of the record.

Add relevant information:

**NUC:** This is the National Union Catalogue code of your library. If you are unsure of your NUC code you can find it using ILRS: <http://www.nla.gov.au/ilrs>

**Call no:** This is the call number of the item you are cataloguing.

**Local system no.:** If your library has a local identifying number for this item, enter it here.

**Serial volume nos.:** This is the volume number/s if you are entering a serial/journal.

**Serial dates:** These are the dates of the serial you are entering.

**Completeness note:** This is the completeness note for serials (850\$h).

**Referral note:** This is the referral note for serials (850\$k).

**Retention period:** This is the retention and guaranteed subscription note for serials (850\$x).

**URI:** The Uniform Resource ID field is to be used for URLs of electronic resources available only through local access. This is the 956 tag. For example, if your library only offers access to a particular electronic database for your patrons, and not all people, put the URL of this electronic resource in the URI field. The URI field will only be visible to your patrons. URLs for freely and/or widely available electronic resources should be included on the main web cataloguing form page under URL.

Once you have entered in the holdings screen information, click on the **Save** button