

Import of Records into Koha/NExpress

Download the record(s) to your computer.

1. From the Koha main screen, under **More**, select **Tools**, click Stage MARC Records for Import.
2. Use the **Browse** button to find the file on your desktop. Click **Upload** file.

Stage MARC Records For Import

- Select a MARC file to stage in the import reservoir. It will be parsed, and each valid record staged for later import into the catalog.
- You can enter a name for this import. It may be useful, when creating a biblio, to remember where the suggested MARC data comes from!

Stage records into the reservoir

Select the file to stage:


IMPORTANT: Make sure the cataloging defaults look like this:

Stage MARC Records For Import

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Stage records into the reservoir

Select the file to stage:

Upload progress:

100%

Comments about this file:

Character encoding:

Look for existing records in catalog?

Record matching rule:

Action if matching bibliographic record found:

Action if no match is found:

Check for embedded item record data?

Yes
 No

How to process items:

3. Click **Stage for Import**.
4. **NOTE:** Duplicate Records. If you tried to download an item already in the catalog, you will be notified of the 'match in catalogue per matching rule "ISBN."' For new books, if two libraries happen to be cataloging at the same time and you are alerted to a duplicate, please review the existing record before bringing a duplicate record into the catalog.

Stage MARC Records For Import

MARC Staging results :

- 2 records in file
- 0 records not staged because of MARC error
- 2 records staged
- 1 records with at least one match in catalogue per matching rule "ISBN"
- 0 item records found and staged
- [Manage staged records](#)
- [Back](#)

Click **Manage Staged Records**.

5. (1) Click on **Default** and change to **Standard**. (2) Click on **Import into catalog**. This will bring the 'Biblios' (MARC records) into the Reservoir and assign them a Bib number.

Import this batch into the catalog 2.

Add new bibliographic records into this framework: Default ⌵

#	Citation	Status	Match?	Bib
1	Customer service at the library	staged	no_match	

NOTE: The catalog takes approximately 10 minutes to re-index, so a search of your new items may not immediately appear.

6. You can catalog your first item immediately by clicking the newly assigned **Bib number** hyperlink in your batch. If you imported several records at once, and want to catalog all of them without waiting for the re-index, right-click on each linked bib number and choose open in new tab. Your browser window will end up looking something like this (below image). Click on each of the tabs to access that Bib to add your items.

The screenshot shows the Koha 'Manage Staged MARC Records' interface for 'Batch 2892'. It includes a navigation menu with 'News' and 'Labels (spine and barcode)'. Below the menu is a table with import statistics and a table of records. The 'Bib' column in the records table is highlighted with a red box.

#	Citation	Status	Match?	Bib
1	Christmas with the prince / Celmer, Michelle. (9780373769797)	imported	no_match	349936
2	Texas blood feud / Richards, Dusty. (9780786020096)	imported	no_match	349937

7. Once at the Bib Record, Click **New > New Item**.

The screenshot shows the Koha Bib Record interface for 'Christmas with the prince /'. It includes a navigation menu with 'Check Out', 'Check In', and 'Search the Catalog'. Below the menu is a 'New' dropdown menu with options for 'New Record', 'New Item', and 'New Subscription'. The 'New Item' option is highlighted. Below the menu is a 'Series' section with a list of items and a 'Description' section with a text area.

- **Series:**
 - [Royal seductions](#)
 - [Silhouette desire](#) ; . 1979
- **Published by:** [Silhouette](#) (New York :)
- **Description:** 186 p. ; 17 cm.

8. Add item information.
Don't forget the **ITEM TYPE** and **Replacement Cost**.

Items for Christmas with the prince / by Celmer, Michelle. (Record #349936)

Add Item

0 - Withdrawn status	<input type="text"/>
1 - Lost status	<input type="text"/>
2 - Source of classification or shelving scheme	Dewey Decimal Classification
3 - Materials specified (bound volume or other part)	<input type="text"/>
4 - Damaged status	<input type="text"/>
5 - Use restrictions	<input type="text"/>
7 - Not for loan	<input type="text"/>
8 - Collection code	PAPERBACK
a - Permanent location	Horton Public Library
b - Current location	Horton Public Library
c - Shelving location	ADULT
d - Date acquired	2009-12-22
e - Source of acquisition	<input type="text"/>
f - Coded location qualifier	<input type="text"/>
g - Cost, normal purchase price	<input type="text"/>
h - Serial Enumeration / chronology	<input type="text"/>
j - Shelving control number	<input type="text"/>
o - Full call number	F CEL
p - Barcode	1234567891011
t - Copy number	<input type="text"/>
u - Uniform Resource Identifier	<input type="text"/>
v - Cost, replacement price	8.00
w - Price effective from	<input type="text"/>
x - Non-public note	<input type="text"/>
y - Koha item type *	BOOK
z - Public note	<input type="text"/>

9. Click **Add Item** to SAVE your work and complete the process!

NOTE: There are three ways to find the next record for cataloging:

- Use the **Search the Catalog** box to do an ISBN or title search
- Return to Cataloging and use the **Cataloging Search** box
- From **Tools** select **Manage Staged MARC Records**, find your batch of records by the file name (or date/time stamp) to return to the screen discussed in step 6 of these instructions. Click on the **Bib** number to access the Record to add Items.