

## Import of Records into Koha/NExpress

Download batch to your desktop.

From the Koha main screen, under **More**, select **Tools**, click Stage MARC Records for Import.

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:

**With the August 2010 upgrade**, a new feature is now available. Previously, you had to set several matching rules in order to correctly stage the records. Now, all you have to do is select NEKLS Default from the **Use import profile:** menu, and all the matching rules will be set to the proper settings (see the screenshot on the next page). The only time you will need to change the settings is if you are bringing in records from a vendor that includes item information.


### 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.
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Stage records into the reservoir

Select the file to stage:  No file chosen

---

Upload progress:  
  
100%

---

Comments about this file:

Character encoding:  ▾

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Import profiles

Use import profile:  ▾

Save these settings as an import profile named:

**Look for existing records in catalog?**

Record matching rule: ISBN (020\$a)

Action if matching bibliographic record found: Ignore incoming record (its items may still be processed)

Action if no match is found: Add incoming record

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**Check for embedded item record data?**

Yes  
 No

How to process items: Add items only if matching bib was found

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**Modify subfields of each record?**

Remove tag:

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Click **Stage for Import**.

**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**.

Click on **Import into catalog**. This will bring the 'Biblios' (MARC records) into the Reservoir and assign them a Bib number.

Import into catalog

#	Citation	Status	Match?	Bib
1	<a href="#">Christmas with the prince / Celmer, Michelle. (9780373769797)</a>	staged	no_match	
2	<a href="#">Texas blood feud / Richards, Dusty. (9780786020096)</a>	staged	no_match	

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

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. 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 289Z'. It includes a navigation menu with 'News' and 'Labels (spine and barcode)'. Below the menu, there's a section for 'Completed import of records' with the following statistics:

Number of records added	2
Number of records updated	0
Number of records ignored	0
Number of items added	0
Number of items ignored because of duplicate barcode	0

Below the statistics is a table of imported records:

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

The 'Bib' column in the table is highlighted with a red box.

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

The screenshot shows the Koha Bib Record page for the book 'Information literacy and information skills instruction : to practice in the school library media' by Thomas, Nancy Pickering. The page includes navigation links for 'Check Out', 'Check In', and 'Search the Catalog'. Below the navigation, there are buttons for '+ New', '+ New Record', 'Edit', and 'Save'. The main content area displays the book's title, author, series, publisher, edition, description, and ISBN. At the bottom, there are tabs for 'Holdings' and 'Descriptions', and a message stating 'No physical items for this record'.

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"/>

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

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

1. Use the **Search the Catalog** box to do an ISBN or title search
2. Return to Cataloging and use the **Cataloging Search** box
3. 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 19 of these instructions. Click on the **Bib** number to access the Record to add Items.