

## Batch Import of Records

Download batch to your desktop.

Under **Tools**, click Stage MARC Records for Import.

Use the Browse button to find the file on your desktop. Click Upload file.

**IMPORTANT: Make sure the cataloging defaults look like this:**

<b>Stage records into the reservoir</b>	
Select the file to stage:	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload file"/>
Notes about this file:	<input type="text"/>
Character encoding:	MARC21 <input type="button" value="v"/>
<b>Look for existing records in catalogue?</b>	
Record matching rule:	ISBN (020\$a) <input type="button" value="v"/> <i>Change to ISBN 020\$a</i>
Action if matching bibliographic record found:	Ignore incoming record (its items may still be processed) <input type="button" value="v"/> <i>Change to Ignore Incoming</i>
Action if no match is found:	Add incoming record <input type="button" value="v"/> <i>Change to Add Incoming</i>

**AND**

<b>Check for embedded item record data?</b>	
<input checked="" type="radio"/> Yes	
<input type="radio"/> No	
How to process items:	Add items only if matching bib was found <input type="button" value="v"/> <i>Change to Add Items only if matching bib was found.</i>
<input type="button" value="Stage for import"/>	

Click Stage for Import.

If you tried to download an item already in the catalog, you will be notified. Click Manage Staged Records.

### 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 on Import into catalogue.

#	Citation	Status	Match?
<a href="#">1</a>	Defending access with confidence : Lord, Catherine, (0838983243 )	staged	no_match
<a href="#">2</a>	Blankets : Thompson, Craig, (1891830430   9)	staged	auto_match
Matches biblio 148693 (score = 1000): <a href="#">Blankets : Thompson, Craig J.</a>			

Search for the Item (Wait about 10 minutes for it to appear in the catalog).

Click New Item.

New Edit Save Add to List Print

New Record  
New Item

**Defending access with confidence : a practical workshop on intellectual freedom /**

By [Lord, Catherine](#).

- **Published by:** [Public Library Association](#). (Chicago, IL :)
- **Description:** 151 p. : ill. ; 29 cm. +
- **Online Resources:**
  - [Table of contents only](#)
- **ISBN:** 0838983243 (bi)
- **Subjects:**
  - [Libraries -- Censorship -- United States -- Handbooks, manuals, etc.](#)
  - [Intellectual freedom -- United States -- Handbooks, manuals, etc.](#)
  - [Library employees -- Training of.](#)
- **Copyright:** 2005

Holdings Descriptions

No physical items for this record

Add item information.