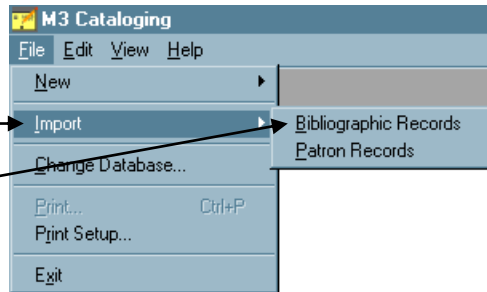


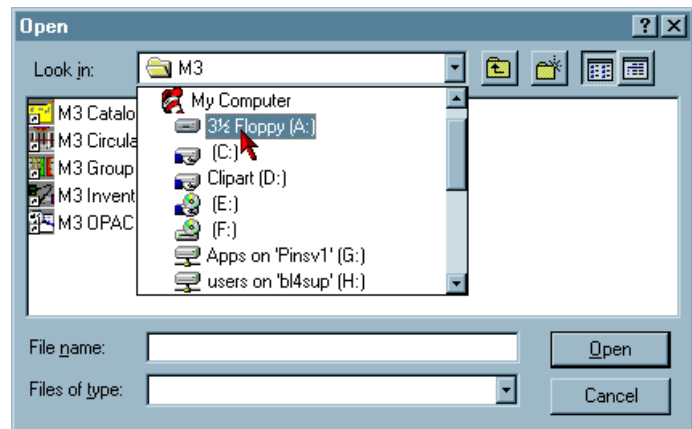
# Importing bibliographic records into M3

1. Open the Cataloging Module.
2. From the File menu, choose Import.
3. Choose Bibliographic Records.

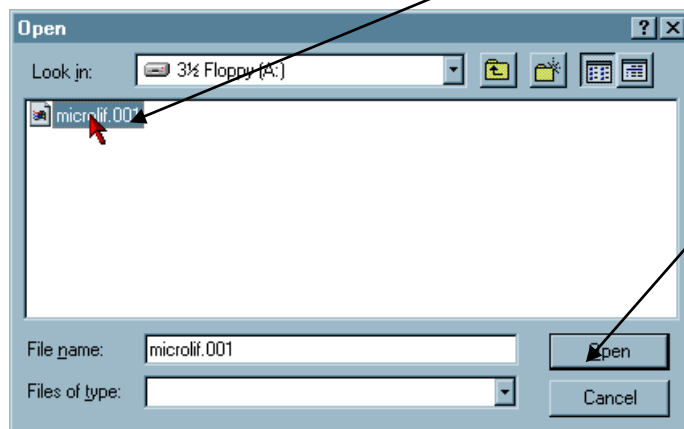


4. The Open Dialog box will appear. Change your "Look in" box to read the floppy drive by double clicking 3 1/2 Floppy (A:). If your records are located on another drive, like C:, choose that instead and select the location where the file containing the records is stored.

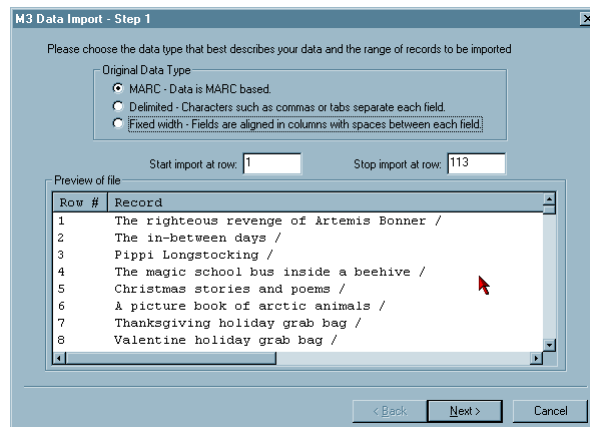
**NOTE: You CANNOT import records directly from a CD. If your records are on a CD, you must copy the microlif.001 or whatever the file name is to a place on your computer (like your desktop) and import from there.**



5. Double click "Microlif.001" or whatever the file name is (or single click, then click Open.)



6. It will process the file, then come up to a Data Import Dialog box (Step 1). Click Next.



7. Step 2 of the Data Import asks for Field Mapping Configuration. You shouldn't have to do anything here except press Next again. (See the file "Changing field mappings" for more information.)

Please select or define the field mapping configuration to be used during this import

	Field	Field Data	Action	Map To	Occ. #
<input checked="" type="checkbox"/>	001		Keep	001	1
<input checked="" type="checkbox"/>	003		Keep	003	1
<input checked="" type="checkbox"/>	005	19940824101803.0	Keep	005	1
<input checked="" type="checkbox"/>	007		Keep	007	1
<input checked="" type="checkbox"/>	008	940823c19941992nyu i 000 1 e...	Keep	008	1
<input checked="" type="checkbox"/>	010	** Field not in current record **			
<input checked="" type="checkbox"/>	010a		Keep	010a	1
<input checked="" type="checkbox"/>	017	** Field not in current record **			
<input checked="" type="checkbox"/>	017a		Keep	017a	1
<input checked="" type="checkbox"/>	017b		Keep	017b	1
<input checked="" type="checkbox"/>	020				
<input checked="" type="checkbox"/>	0201		Keep	0201	1

1 of 113 imported record(s)

Field Mapping Configuration

< Back Next > Cancel

8. In Step 3 you can either leave the "Prompt if duplicates are found" button checked or change it to "Allow Duplicates." (This will depend on whether or not you want to watch it process – if it's only a few records, it's not a bad idea. Just remember that it will consider records to be duplicates if they have the same author, same title (like in a series), etc. Allowing duplicates will not allow duplicate barcodes; only duplicate records. When you decide which you prefer to do, click Finish.

Please specify the import options

Duplicates:

☐ Don't allow duplicates

☐ Allow duplicates

☒ Prompt if duplicates are found

Holding Records:

☒ Generate holding records

Barcode

☒ Automatically generate barcode records

☐ Update barcode values in 852 field with:

Prefix Starting Value Suffix Increment Type Suffix Increment By

Assign to group: Collection

< Back Finish Cancel

9. It will ask you if you want to view the import summary. You can choose to look at it or not! It will tell you how many records were successfully imported, and what the ISNs are, as well as any errors that may have occurred.