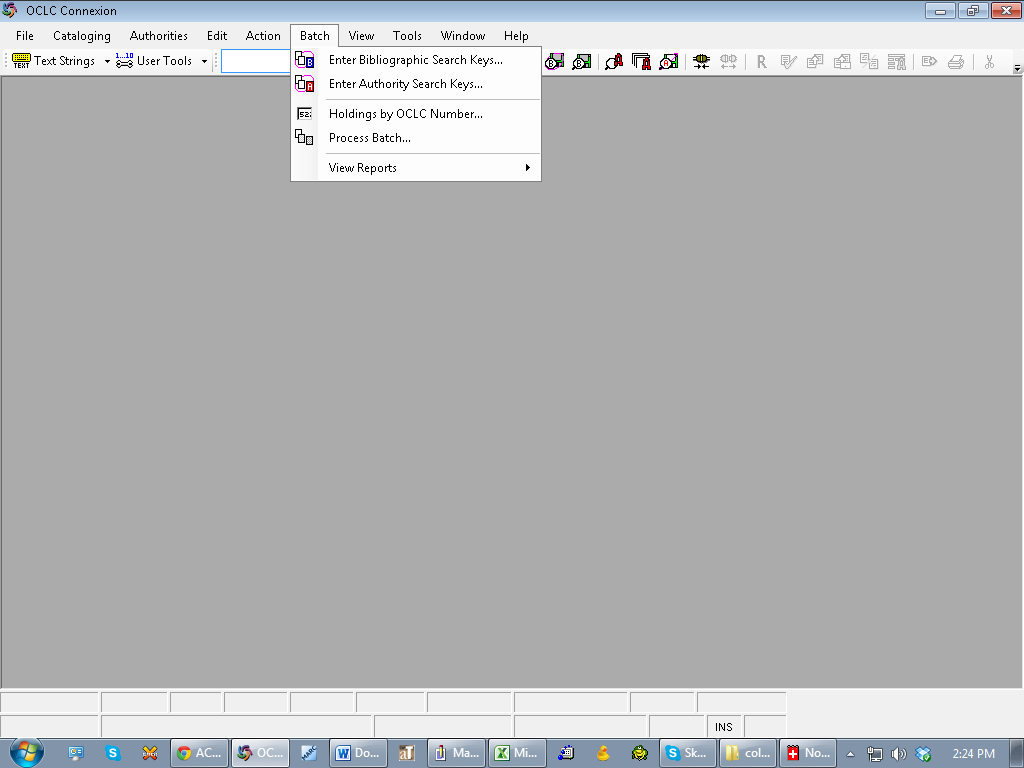
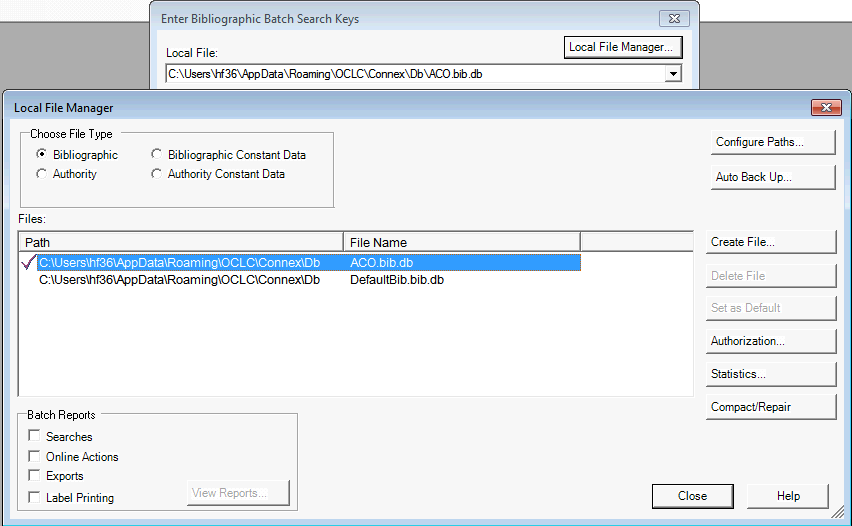
**Exporting OCLC records:**

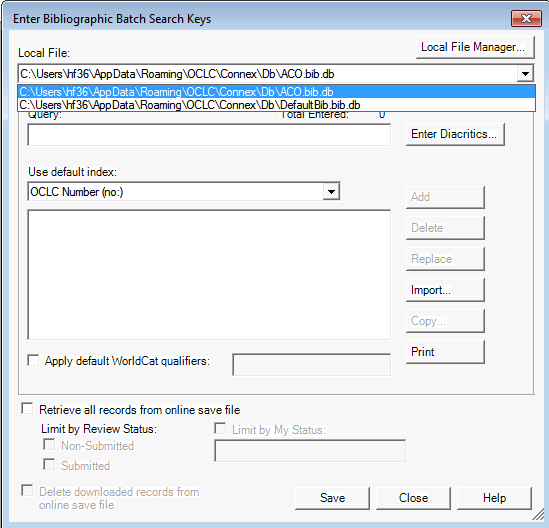
Click on Batch 🡪 Enter Bibliographic Search Keys…



Click on “Local File Manager” and if it doesn’t already exist, create new .db file for the current batch of records titled “ACO.bib.db”

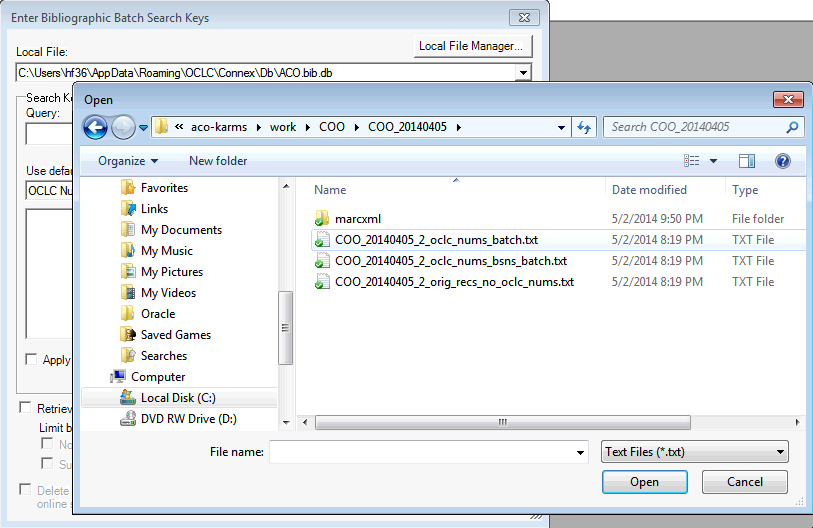


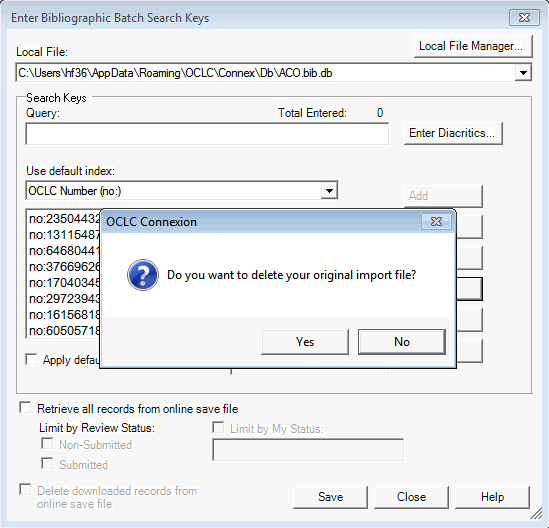
If needed, change the file in the drop down menu to ACO.bib.db



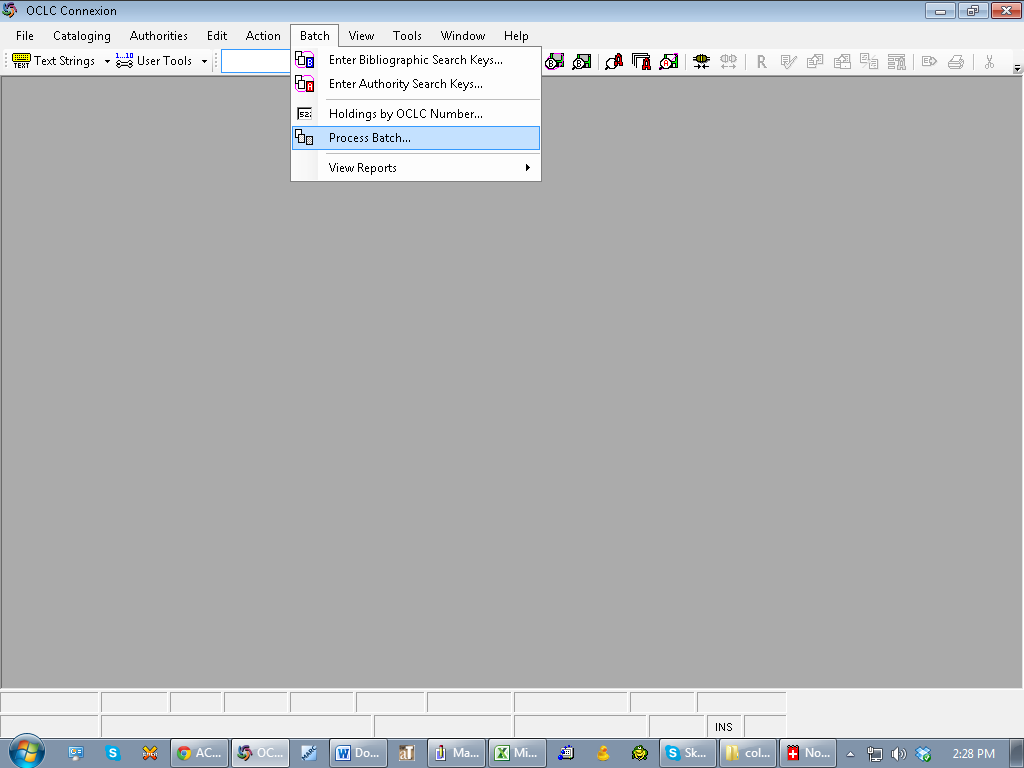
Import the .txt file of OCLC numbers to be searched and

Click on “NO” so that you don’t delete the .txt file, then click “SAVE” and “CLOSE”



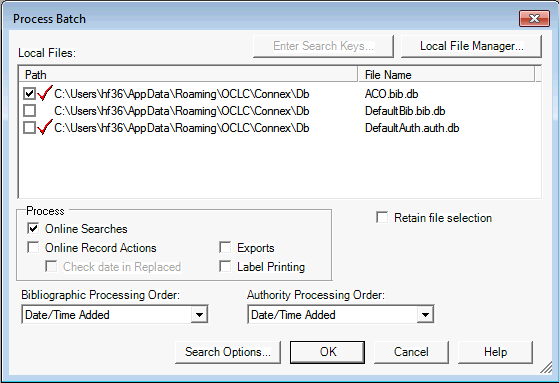


Go to Batch 🡪 Process Batch

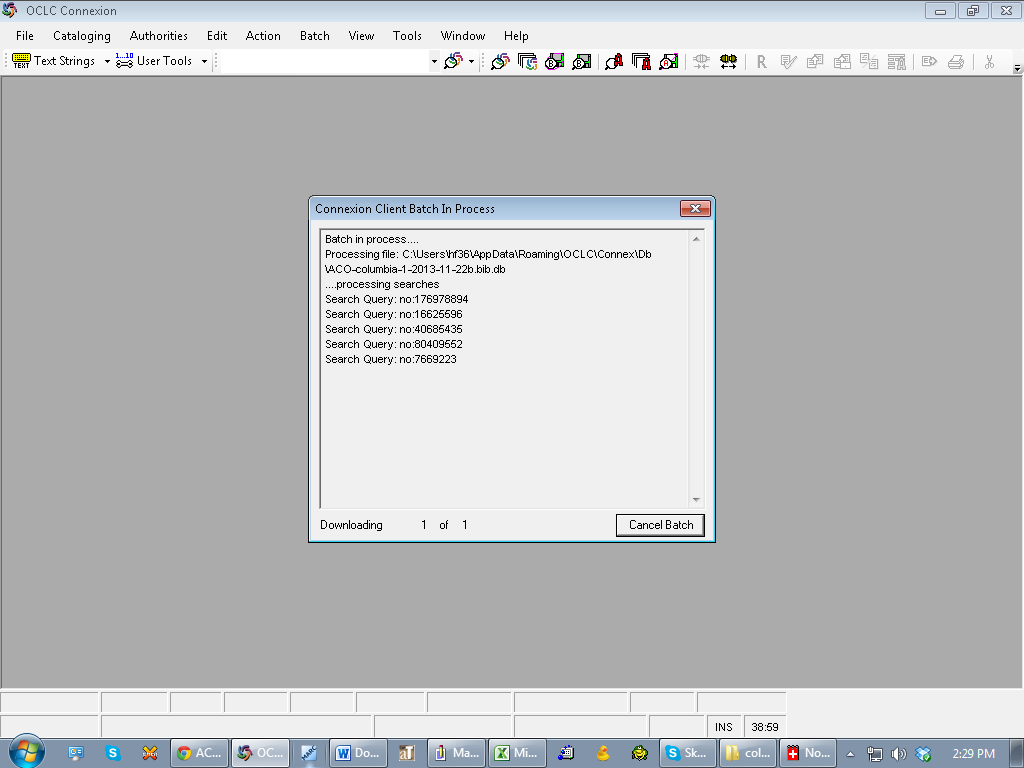
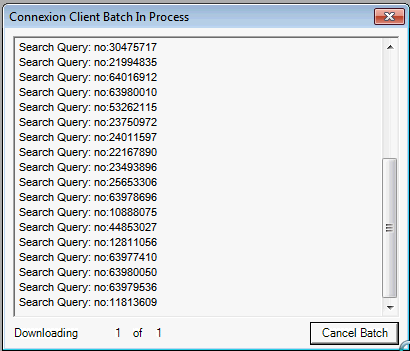


Select the Path for the newly created .db file and also click box for “Online Searches” then

Click OK to process the batch of records



This adds the OCLC records that are found into the .db file and produces a report…

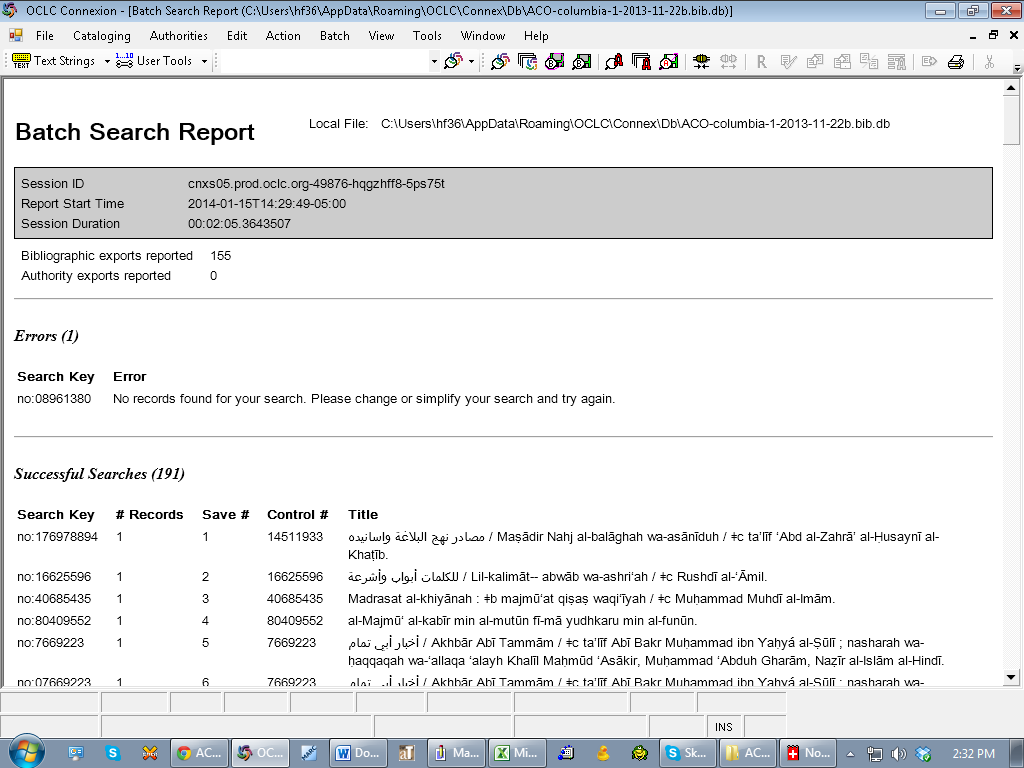
 

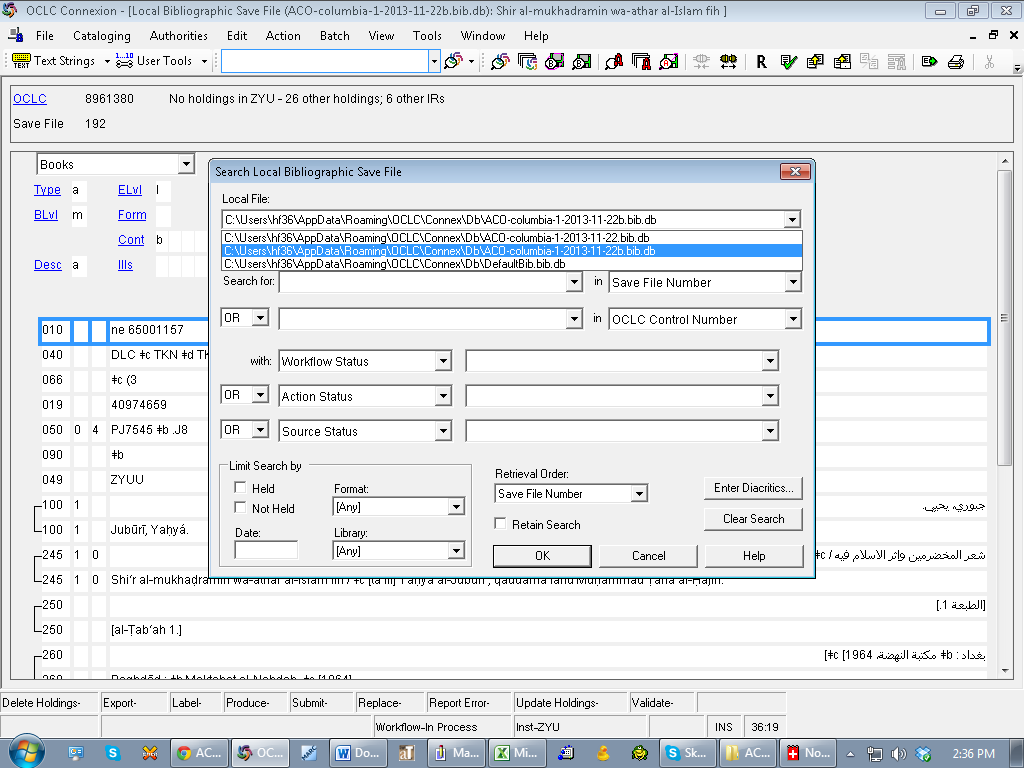


If there are errors:

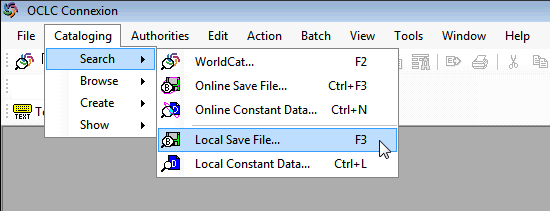
Run a search of the local save file, specifying the ACO.bib.db local file you want to search (this causes individual files to save to this .db file automatically), then

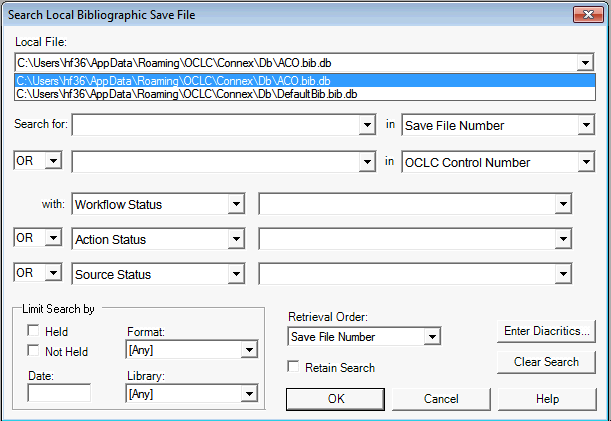
Search for each of the error records manually and save them to the local save file (F4) (which will be ACO.bib.db)

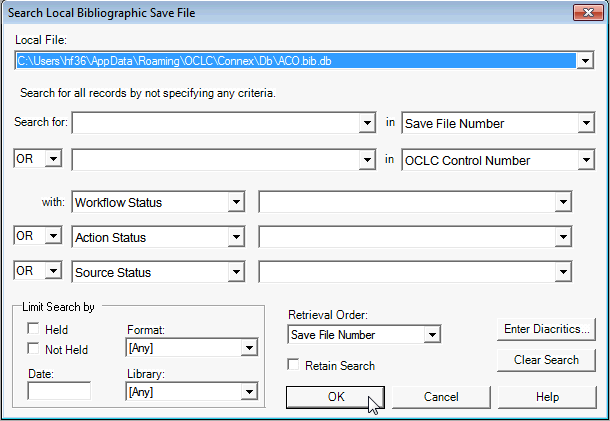




After manually saving any extra records to the .db file, perform another search of the local save file to update the results



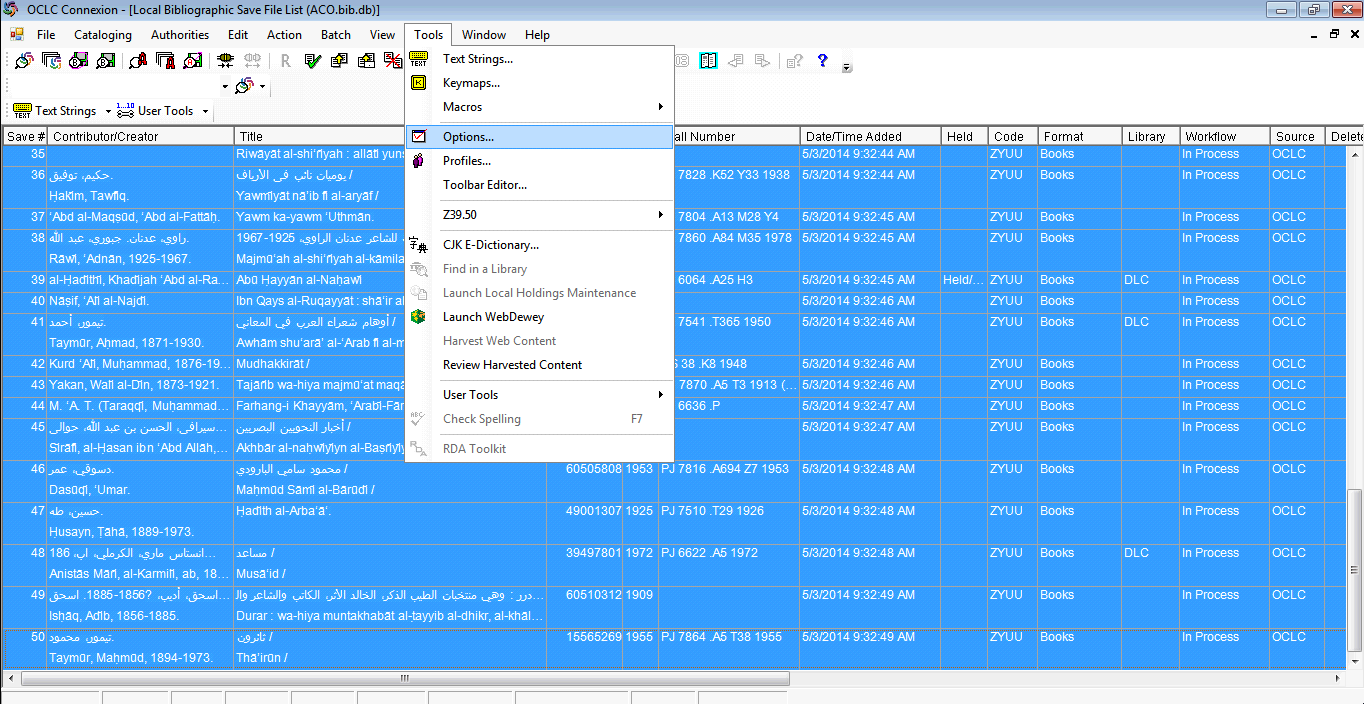




Just Click on “OK” without any search criteria to retrieve all the records in the ACO.bib.db file.

Select and highlight all the rows in the result set in order to export the MARC records.

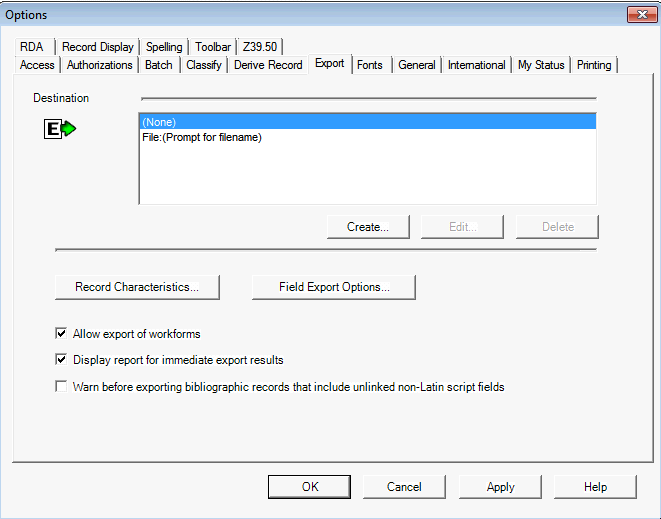
Open Tools 🡪 Options to change the export settings



In the “Export” tab on the Options screen:

1. make sure “(None)” is selected for the Destination, and
2. Unclick the option to “Warn before exporting bibliographic records that include unlinked non-Latin script fields” so that all the records get exported automatically

Then click on “Apply” and “Close”

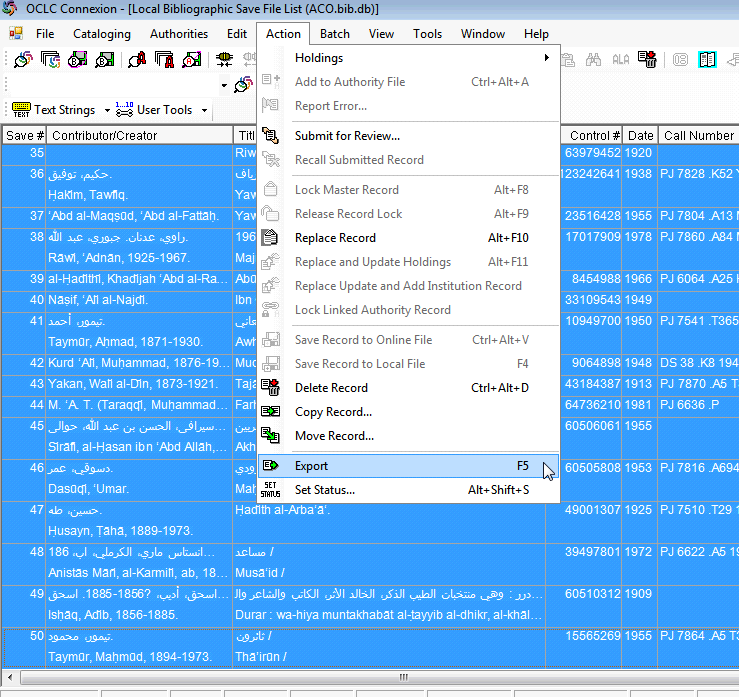


~~Make sure the previous .dat file is deleted or moved from the directory where the MARC file is being saved.~~

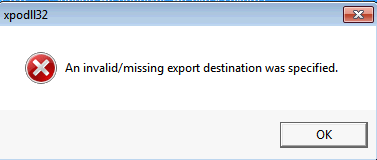
~~NOTE: Heidi’s computer is set up to save the file to:~~

~~N:/Technical Services/Common/ACO-Arabic Collections Online~~

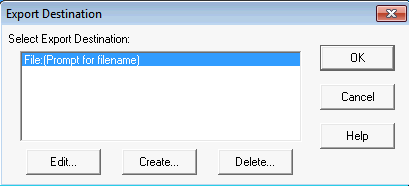
Then, choose Action 🡪 Export (or F5) to process the MARC file of records



You will be prompted that the export destination is missing – Click OK



On the Export Destination popup screen, select “File (Prompt for filename)” and click OK

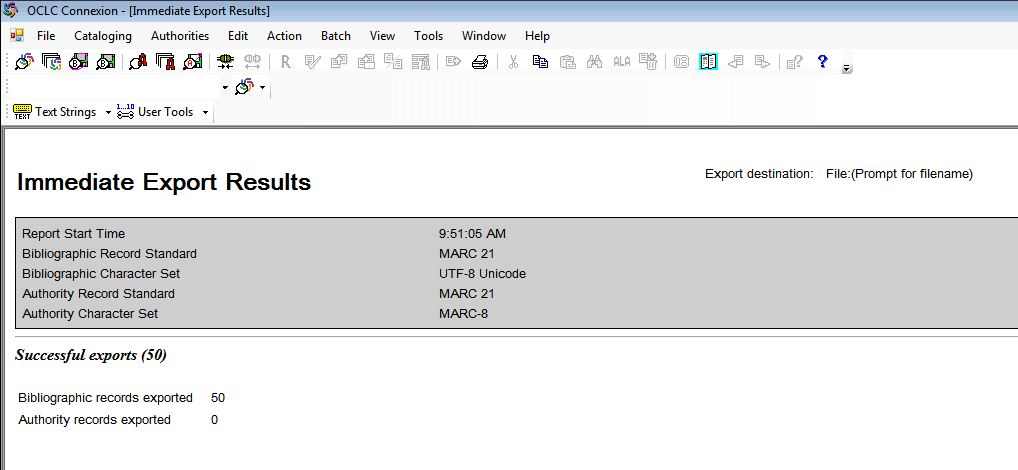


Navigate to the directory where you want to save the .mrc file of OCLC batch records, and save the file with the following format:

[inst.code]\_[batch date]\_2\_oclc\_recs\_batch.mrc

NNC\_20150116\_2\_oclc\_recs\_batch.mrc

Then Click Open – you will be presented with the Export Results report:



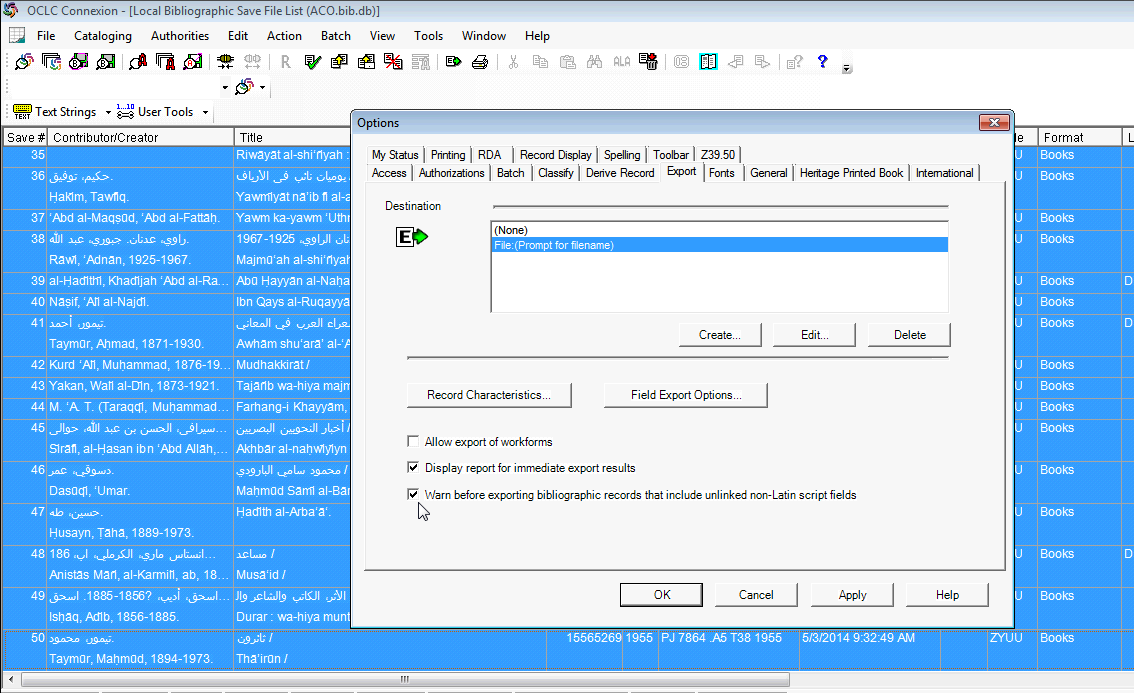
Move the file into the corresponding batch folder for the set that was processed, for example:

N:/TechnicalServices/Common/ACO-Arabic Collections Online/git\_repos/aco-karms/work/COO/COO\_20140405/COO\_20140405\_2\_oclc\_recs\_batch.mrc

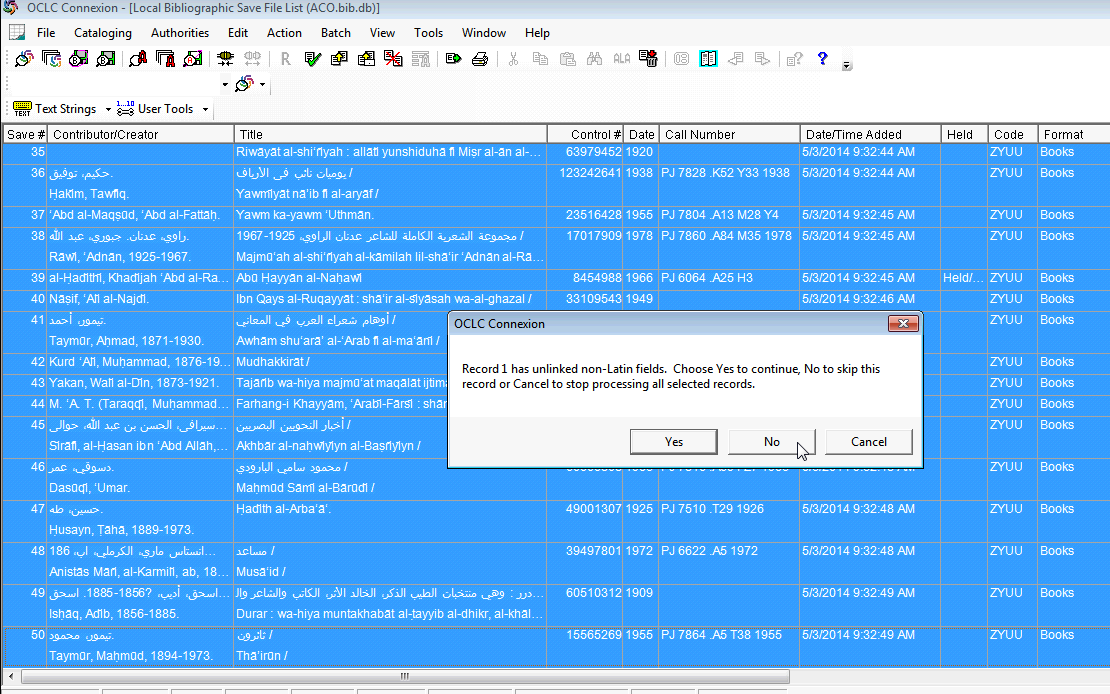
\* AFTER Capturing only the linked records in the next steps, make sure you clear out the Local Save File before running the next batch export. (see procedures below, after the enhancement process)

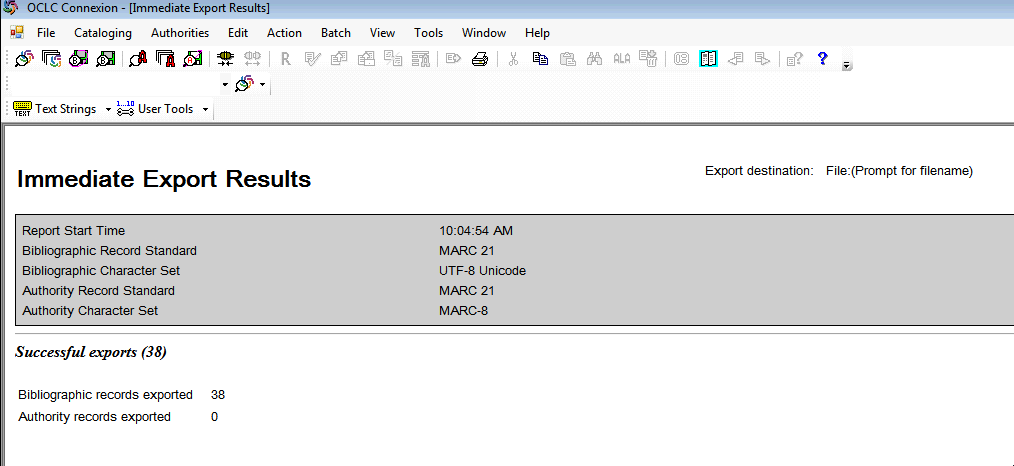
ENHANCING UNLINKED RECORDS:

Close the report screen, then go to Tools 🡪 Options and change the export settings to get the warnings for unlinked records. Click on Apply and Close.



Run Action 🡪 Export on the result set again, clicking “NO” to skip each of the unlinked records – this provides a .dat file of MARC records for \*only\* those that have linked script fields





Again, navigate to the directory where the export file was saved.

NOTE: Heidi’s computer is set up to save the file to:

N:/Technical Services/Common/ACO-Arabic Collections Online/ACO\_OCLC\_export.dat

Change the name of the .dat file to match the batch name that was processed, adding the naming constant at the end, followed by “\_linked”, for example:

COO\_20140405\_3\_oclc\_recs\_batch\_linked.mrc

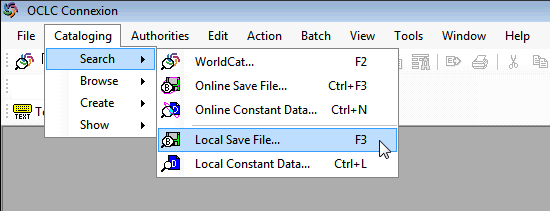
Move the file into the corresponding batch folder for the set that was processed, for example:

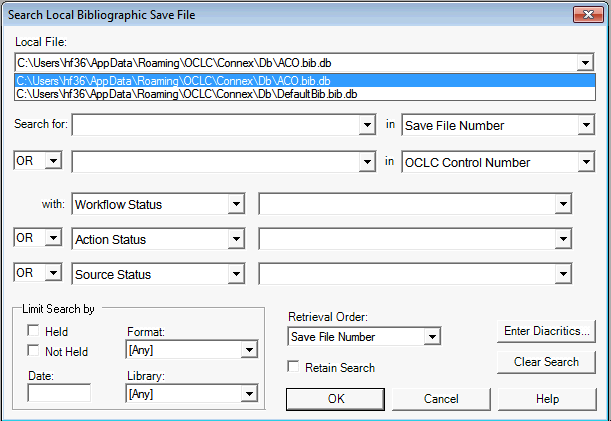
N:/TechnicalServices/Common/ACO-Arabic Collections Online/git\_repos/aco-karms/work/COO/COO\_20140405/COO\_20140405\_3\_oclc\_recs\_batch\_linked.mrc

Process a comparison of the “all” file versus the “linked only” file in order to get a list of OCLC records that need to be linked.

**DELETING Records from the Local Save File:**

Perform a search of the local save file:





Select and highlight all the records in the Local Save File, then click on the Delete icon to remove them from the file:

