**Columbia International Affairs Online (CIAO) ebook collection**

**WorldCat Collection Manager MARC Record Loading**

**See the General Procedure document for how to load collection**

This README addresses the particulars of working with umciao records from OCLC.

Collection: UWCIA

Load Code: umciao

The files uses the assigned task called WCKB that does the following:

1. Deletes the 035

2. Copies the 001 to 035

3. Puts either ocm, ocn, or on in front of OCLC number in 035 and adds indicators 9\

4. Puts an "o" for type of material in 008

5-8. Cleans up 655 Electronic books to ensure that all records get 655 \4$aElectronic books.

1. Follow the general instructions and get mrk file in MarcEdit Editor.
2. Ensure that all records have a 001, 035, 949, 856
   1. There should be just 1 field per record. Check the field count to verify.
3. Records are more or less straightforward but always check field count and any duplicates. Be wary of results from 1st custom service. There might be a fix 2 where instead of an update, there’s a merge.

4. Tips:

a. Detecting Duplicates: You can do a find all in MarcEdit and copy the results into an excel file. In Excel, select the cells. Click Home/Conditional Formatting/Highlight Cell Rules/Duplicate values