**Latin American Studies – e-duke – 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 umlas records from OCLC.

Collection: UWLAS

Load Code: umlas

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. Things to be on the lookout for:

Field 710:

This collection will most likely have two 710s in all or a majority of records.

1. Retain only 710 for LAS.

Field 949:

This collection will most likely have two 949s in records. There might be an additional 949 with WWWW which can be removed.

1. Retain only 949 for UWLAS.

Field 856:

There could be records with multiple 856s. Only 1 should be present. At times there might be a doi and an ebsco URL.

Multiple 856s: In the last couple of loads, there was 1 record with 2 856 fields. One of the url’s was incorrect and removed.

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