nhaisLOCAL

Workflow for Copy Cataloging from NHU-PAC

The following is a suggested workflow for adding new MARC records to your database and exporting a file which NHAIS Services will use to add your holdings to the NHU-PAC.

From the Koha administrative homepage, go to Cataloging and click on the Z39.50 search button. This opens a new window (check your task bar if you don't see it) where you can enter your search criteria. Most materials will have an ISBN that can be scanned; you can also type in the number or enter other criteria. The NHU-PAC is selected as the default target but you may choose other databases as well.

After clicking the Search button, you should get a list of results. To view details choose either the MARC or Card link. If you're satisfied that you've identified a matching record, click Import. The Add MARC Record screen will appear, where you need to add an item type (click on the "9" tab and select from the list for "Koha [default] item type"). You may also edit the bibliographic information at this point. Click the Save button, then enter appropriate information on the Add Item screen. Finish by clicking the Add Item button at the bottom. You should see your item information appear in a line near the top of the screen under "Items for [Title] : (Record #)."

[You may also load files of records obtained from a vendor, through NHU-PAC Holdings Maintenance, or another database, by following the steps on these two pages:
http://manual.koha-community.org/3.12/en/stagemarc.html
http://manual.koha-community.org/3.12/en/managestaged.html]

To add holdings for new acquisitions to the NHU-PAC (a requirement for ILL participants), you can periodically export a file of your newest MARC records and send the file as an e-mail attachment to NHAIS Services. From the Koha administrative homepage, go to Tools, then choose Export data (under Catalog). Specify the range of records you want to export--you can do it by biblio number (a.k.a. record number or accession number), item type, call number, or accession date.

[Note: recent testing indicates the accession date option doesn't work correctly. An alternative is to use the biblio number range. Keep track of the last biblio number in each file you export, then use the next number as the starting point for the next file you send.]

Don't bother with anything under Options. Under Output format, leave File format at marc and assign a unique File name. When you click on the Export bibliographic records button, you'll probably get a window asking if you want to open or save the file (this part may vary depending on your computer's configuration). Save it, then send it to NHAIS Services. Note that, by default, Firefox will save the file in a Downloads folder. You can change that in the browser under Tools > Options > General (specify a different location or choose "always ask me where to save files").

[Details on the Koha export process are found here:
http://manual.koha-community.org/3.12/en/exportbibs.html

For instructions on sending MARC files to NHAIS Services, including a suggested naming convention, see:
http://www.nh.gov/nhsl/nhais/documents/submittingrecords2011.pdf]