Loading Electronic Illinois Documents into Alma

**Collect OCLC numbers**

Open <https://www.cyberdriveillinois.com/departments/library/depository_programs/documentslist.html>

Find monthly list(s) posted after the last loaded list

Scan through the list to find where the electronic documents start. Print the list from that page to the end.

Open a Notepad file. I keep one named OCLC Search Keys just for this purpose.

Each title in the Illinois Documents list will contain an OCLC number at the end of its entry. Type this number into the Notepad file, one number per line, formatted like an OCLC search key (#123456789)

The list includes each issue of serials, so many entries may have the same OCLC number. It only needs to be recorded once in the Notepad file.

When all OCLC numbers have been added, save the Notepad file with a name you can remember.

**Get OCLC bibs**

Open OCLC Connexion

Make sure the local Save file is empty.

Go to Batch—Enter Bibliographic Search Keys. Click Import on right. Find the Notepad file where OCLC numbers were saved. Open. Select NO when asked if you want to delete your original import file.

Save and Close.

Go to Batch again. Select Process Batch. Check the box next to DefaultBib.bib.db. Check Online searches box. Click OK at bottom. Records should start downloading to Save file.

When finished a Batch Search Report will appear. Investigate and resolve any failed searches. Sometimes the Illinois Documents list has errors in OCLC numbers, sometimes errors occur in transcribing numbers to the Notepad file. Close when finished reviewing the Batch Search Report.

Go to Cataloging—Search—Local Save File and open the file. Some records will indicate they are already held. We don’t need to load these titles again. Sort by clicking on the column header for the Held column twice to bring all Held records to the top. Highlight and delete these records.

Go to Tools—Options—Export. Select the export method that sends records to a FILE.

Right click anywhere in the list of records, Select All, and Export.

The Export column will fill with the letter C indicate Completion of the export.

**Load bibs into Alma**

Open Alma

Go to Resources—Import.

Use OCLC Electronic Illinois Document Batches profile.

Click ellipsis at right, click Run.

Click Select File link near upper right. Click the little black icon next to File box.

Find the file of downloaded bibs from OCLC. Open. Add. Submit.

The Monitor and View Imports screen should appear. When importing is complete, you will get an email. Open the ellipsis at the right of the job to view results.

**Clean up after successful loading**.

In your computer, find the file of records and delete it.

In OCLC, Go to Tools—Options—Exports and select Gateway Export, Network to return to importing individual bibs to the NZ

Keep a record somewhere of the monthly files downloaded so you’ll know what has been completed.

**Contact:**

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