

Importing Bibliographic Records from WorldCat to Alma

05/20/2020 Revisions:

- *Changed recommended setting in I.A.2b. Institution Zone Integration Profile for OCLC Connexion: Management Tags > Synchronize with External Catalog changed to Publish Bibliographic records (instead of Publish holdings only).*
- *Added I.B.1c. OCLC Connexion Client Gateway Exports to the Sandbox NZ or Sandbox IZs*
- *Added I.B.2c. OCLC Connexion Web Browser Exports to the Sandbox NZ or Sandbox IZs*

03/27/2020 Accompanying Webinar: <https://youtu.be/oSR82aHX5Bq>

I. Import using OCLC Connexion Gateway Export

II. Import using Search Resources in the Alma Metadata Editor

There are multiple ways to import records in Alma. The preliminary step in any cataloging workflow should include searching for the presence of an item in your local Institution Zone. If not present, also check the Network Zone and Community Zone. WorldCat can be searched to check if the record is the most recent version, or to add new records. Searching WorldCat is possible via the Search Resources feature in Alma's Metadata (MD) Editor or via the OCLC Connexion Client or Web Browser.

Search Resources in the MD Editor allows a Z39.50 external search of the WorldCat catalog, which may be used to import records directly to the Alma Network Zone or Institution Zone. This option is appropriate for copy cataloging when no enhancements to the WorldCat record are needed.

OCLC Connexion Client or Web Browser is the appropriate tool to search when edits to the WorldCat record are needed, or, when a record does not yet exist in WorldCat. Original records should first be created in WorldCat, before importing them to the Alma Network Zone or Institution Zone. Note that OCLC Connexion's Gateway Export option allows direct imports into Alma, without the need of a local save file. Configuration instructions are provided below for both versions of Connexion.

I. Import Using OCLC Connexion Gateway Export

Importing using OCLC Connexion's Gateway Export requires the configuration of both:

- A. Alma Integration Profile**
- B. OCLC Connexion Gateway Export**

You can set up export connections to both the Network Zone and to your Institution Zone.

- **Exporting to the Network Zone** is the only option that allows updates to the NZ record with the most current OCLC record. New records will also be added to the NZ. Local inventory is linked directly from the NZ record upon import.
- **Exporting to your Institution Zone only** is an option for those records that would not be appropriate for the Network Zone shared environment (temporary reserves such as personal copies, unlinked special collections, etc.). Any record adds or updates would only happen at the IZ level.

A. Alma Integration Profile for OCLC Connexion in the Network Zone and your Institution Zone.

An Integration Profile defines how Alma integrates with an external system.

A **General System Administrator** user role is necessary in order to configure Integration Profiles.

1. CARLI has already configured the Network Zone Integration Profile directly in the Network Zone's Alma instance. You will be able to set up a Gateway Export from OCLC Connexion directly to the Network Zone, described further in I.B.1a below.

◆ Name	▲ Code	◆ Description	◆ Integration Type
NZ_OCLC Connexion	NZ_OCLC	Direct imports from OCLC Connexion to the Network Zone	OCLC Connexion

General Information	Actions	Contact Info
FORMAT		
Target format	MARC21 Bibliographic	
NORMALIZATION		
Correct the data using	Marc21 Bib Copy 019a to 035z	
VALIDATION		
Check the data using	MarcXML Bib Import	
MATCH		
Serial match method	Unique OCLC Identifier Match Method	
Non Serial match method	Unique OCLC Identifier Match Method	
Merge method	Overlay all fields but local	
Do not override/merge a record with lower brief version	<input checked="" type="checkbox"/>	
Do not override/merge record with an older version	<input type="radio"/> Disabled <input checked="" type="radio"/> Consider Originating System <input type="radio"/> Ignore Originating System	

NZ OCLC Connexion Integration Profile > Actions tab settings

2. You only need to review/configure an Institution Zone Integration Profile if you will be importing records to your Institution Zone only. Note that only one OCLC Connexion Integration Profile can be present in your library's Alma instance for imports to work properly. When multiple OCLC Connexion Integration Profiles are created, errors occur during Connexion export (error example in I.B.1d.ii).

Reviewing and configuring the existing OCLC Connexion Integration Profile for your Institution Zone:

Alma **Configuration > General tab > External Systems > Integration Profiles** screen, you will find an OCLC Connexion Profile that exists by default in your environment. The General Information tab of this profile indicates "**Managed in Network=No**" (new profiles indicate the option to select "Use network zone=No").

Select the default **Connexion** profile to review and edit it using the description below. If none is present, select Add Integration Profile to create one as new.

- a. On the **General Information** tab, configure the following settings:

Code:	IZ_OCLC
Name:	IZ_OCLC Connexion
Integration Type:	OCLC Connexion
Default:	<This setting is currently non-functional for the OCLC Connexion integration type.>
Description:	<Optional. Example text: For OCLC Connexion imports to the IZ only. >

Managed in Network	No
<div style="display: flex; justify-content: space-between;"> General Information Actions Contact Info </div>	
Use network zone	No
Code *	IZ_OCLC
Name *	IZ_OCLC Connexion
Default	<input type="checkbox"/>
Description	For <u>OCLC Connexion</u> imports to the <u>IZ</u> only.

Example IZ OCLC Connexion Integration Profile > General Information tab settings.

- b. Select the **Actions** tab to configure the following settings:

Target format:	MARC21 Bibliographic
Normalization > Correct the data using:	Marc21 Bib Copy 019a to 035z
Validation > Check the data using:	MarcXML Bib Import
Serial match method:	Unique OCLC Identifier
Non Serial match method:	Unique OCLC Identifier
Merge method:	Overlay all fields but local
Do not override/merge a record with lower brief version:	Selected
Do not override/merge record with an older version:	Consider Originating System
Management Tags > Synchronize with External Catalog:	Publish Bibliographic records
Authorization > Password	Create a secure password here. The default profile's password is alma1234 , but can be adjusted to something more secure here.

General Information	Actions	Contact Info
FORMAT		
Target format	MARC21 Bibliographic	
NORMALIZATION		
Correct the data using	Marc21 Bib Copy 019a to 035z	
VALIDATION		
Check the data using	MarcXML Bib Import	
MATCH		
Serial match method	Unique OCLC Identifier Match Method	
Non Serial match method	Unique OCLC Identifier Match Method	
Merge method	Overlay all fields but local	
Do not override/merge a record with lower brief version	<input checked="" type="checkbox"/>	
Do not override/merge record with an older version	<input type="radio"/> Disabled <input checked="" type="radio"/> Consider Originating System <input type="radio"/> Ignore Originating System	
MANAGEMENT TAGS		
Synchronize with External Catalog? *	Publish Bibliographic records	
AUTHORIZATION		
Password *	

Example IZ OCLC Connexion Integration Profile > Actions tab settings.

- c. The **Contact Information** tab settings are optional.

3. Sandbox OCLC Connexion integration profiles have been configured for your testing purposes. The Sandbox Network integration profile is set up with the same integration profile configurations as described in I.A.1 above. Sandbox Institution Zone integration profiles are set up in Sandboxes 01-05 with the same configurations as described in 1.A.2 above using the default password.

B. Configure OCLC Connexion to Export to Alma

1a. OCLC Connexion Client Gateway Export to the Network Zone

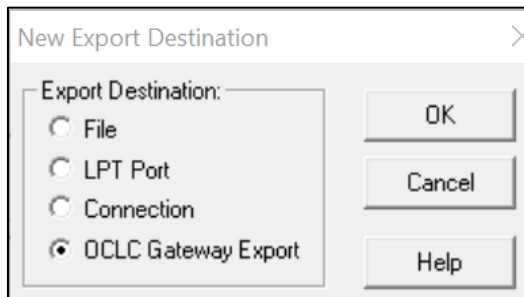
Importing directly to the Network Zone is the only OCLC Connexion import option that will update existing Network Zone records.

Connexion Client allows multiple Gateway Exports when the host URLs differ, so it is fine to have exports set up to both your IZ and NZ.

To set up your NZ Gateway Export in OCLC Connexion client, select:

Tools > Options > Export > Create.

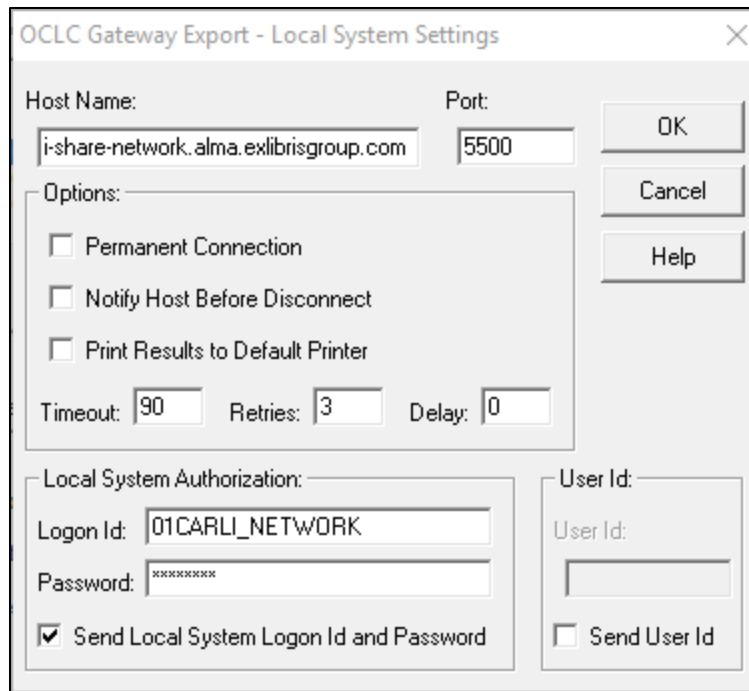
- i. The New Export Destination box appears. Select Export Destination: **OCLC Gateway Export > OK.**



Example OCLC Connexion Client New Export Destination box with OCLC Gateway Export selected.

- ii. In the Local System Settings, enter the following:

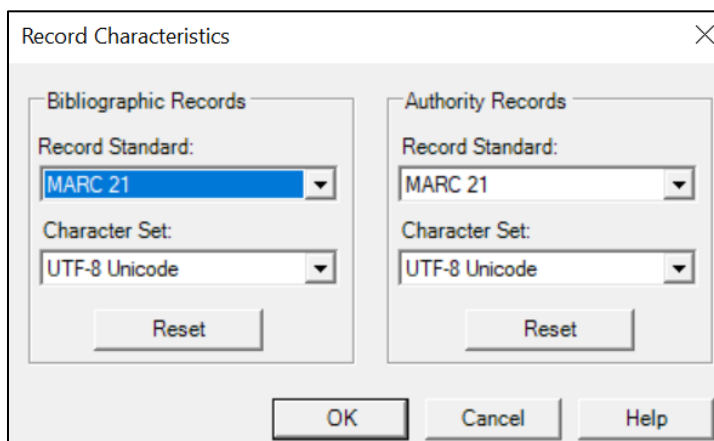
Host Name:	i-share-network.alma.exlibrisgroup.com
Port:	5500
Send Local System Logon ID and Password:	Select to enable the Local System Authorization options.
Logon ID:	01CARLI_NETWORK
Password:	<Password available in the version of this document added to your library's Box folder, or by contacting support@carli.illinois.edu >
Export Destination Name	Gateway Export: Network



Example OCLC Connexion Client Gateway Export - Local System Settings for the NZ

- iii. Select the **Record Characteristics** box, and set the following for both Bibliographic and Authority Records:

Record Standard:	MARC 21
Character Set:	UTF-8 Unicode



Example OCLC Connexion Client Gateway Export's Record Characteristics

Note, Alma allows matches between records containing (OCoLC) with or without ocm, ocn, or on. Note Ex Libris's [documentation](#). We no longer need the delete the 035 (the second OCLC number lacking an ocm, ocn, or on prefix) in the **Field Export Options > Fields to Delete** which I-Share

libraries previously set for Voyager imports. We also no longer recommend removing the 029 since it may include CONTENTdm data.

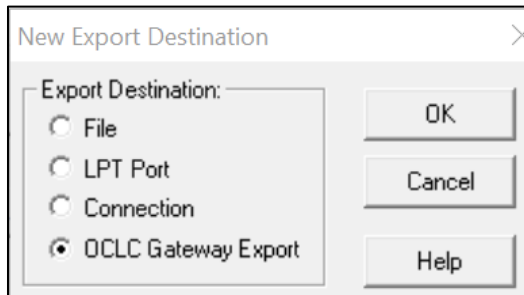
Select **Apply** and **Close** to save these changes.

1b. OCLC Connexion Client Gateway Export to your IZ

To set up your IZ Gateway Export in OCLC Connexion client if needed, select:

Tools > Options > Export > Create.

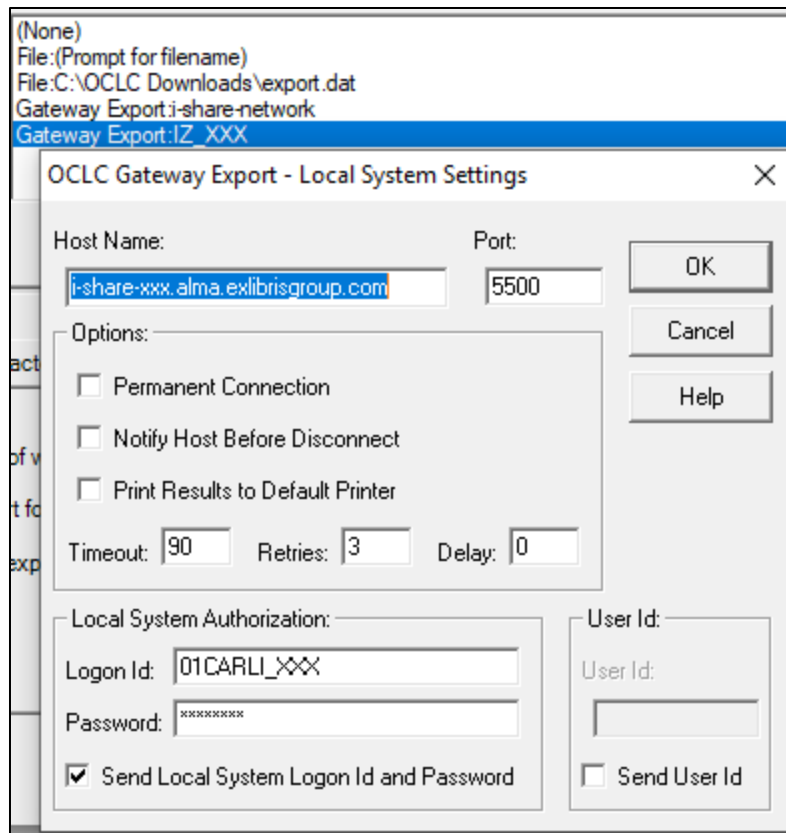
- i. The New Export Destination box appears. Select Export Destination: **OCLC Gateway Export > OK.**



Example OCLC Connexion Client New Export Destination box with OCLC Gateway Export selected.

- ii. In the Local System Settings, enter the following:

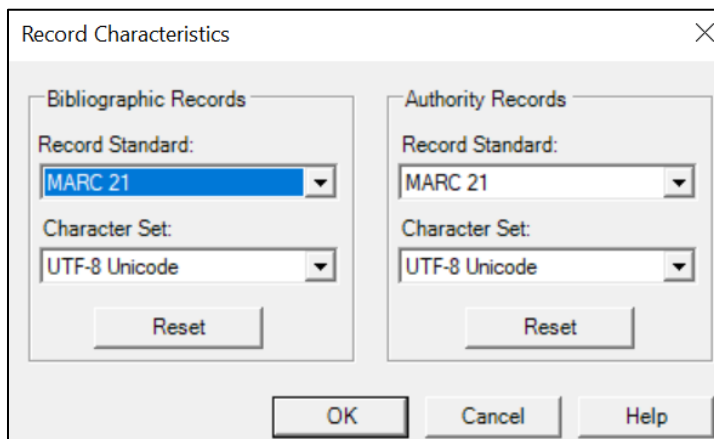
Host Name:	i-share-xxx.alma.exlibrisgroup.com where xxx should be replaced with your library's 3-letter code. This is your library's Alma domain name.
Port:	5500
Send Local System Logon ID and Password:	Select to enable the Local System Authorization options.
Logon ID:	01CARLI_XXX where XXX should be replaced with your library's 3-letter code.
Password:	<The password you set in your Alma IZ_OCLC Connexion Integration Profile > Action tab > Authorization > Password.>
Gateway Destination Name	Gateway Export: IZ_XXX where XXX should be replaced with your library's 3-letter code.



Example OCLC Connexion Client Gateway Export - Local System Settings for IZ only

- iii. Select the **Record Characteristics** box, and set the following for both Bibliographic and Authority Records:

Record Standard:	MARC 21
Character Set:	UTF-8 Unicode



Example OCLC Connexion Client Gateway Export's Record Characteristics

Note, Alma allows matches between records containing (OCoLC) with or without ocm, ocn, or on. Note Ex Libris's [documentation](#). We no longer need to delete the 035 (the second OCLC number lacking an ocm, ocn, or on prefix) in the **Field Export Options > Fields to Delete** which I-Share libraries previously set for Voyager imports. We also no longer recommend removing the 029 since it may include CONTENTdm data.

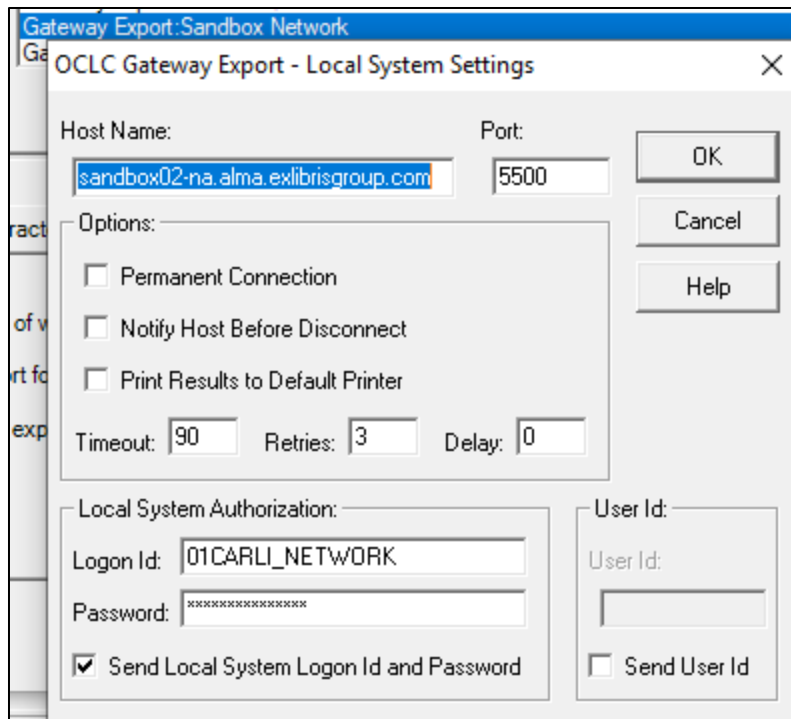
Select **Apply** and **Close** to save these changes.

1c. OCLC Connexion Client Gateway Exports to the Sandbox NZ or Sandbox IZs

i. Sandbox NZ Gateway Export

To set up your Sandbox NZ Gateway Export in OCLC Connexion client, follow the same directions as I.B.1a OCLC Connexion Client Gateway Export to the Network Zone for steps i and iii, with modifications to step ii indicated below for host name and export destination name:

Host Name:	sandbox02-na.alma.exlibrisgroup.com
Port:	5500
Send Local System Logon ID and Password:	Select to enable the Local System Authorization options.
Logon ID:	01CARLI_NETWORK
Password:	<Password available in the version of this document added to your library's Box folder, or by contacting support@carli.illinois.edu >
Export Destination Name	Gateway Export: Sandbox Network

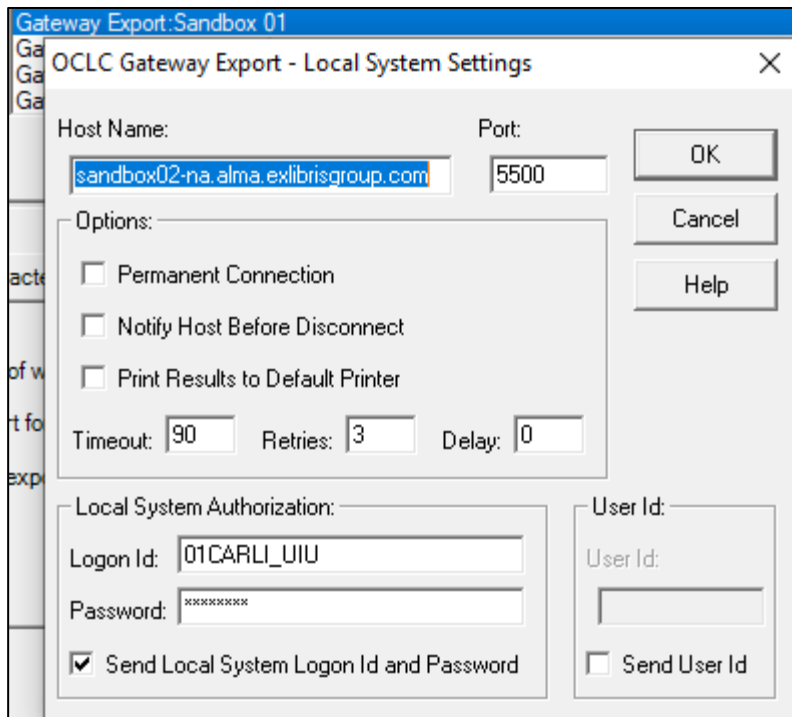


Example OCLC Connexion Client Gateway Export - Local System Settings for the Sandbox NZ

ii. **Sandbox IZ Gateway Export for Sandboxes 1-5**

If needed, set up a Sandbox IZ Gateway Export in OCLC Connexion client to a specified Sandbox following the same directions as I.B.1b OCLC Connexion Client Gateway Export to your IZ for steps i and iii, with modifications to step ii only for host name, default credentials, and export destination name:

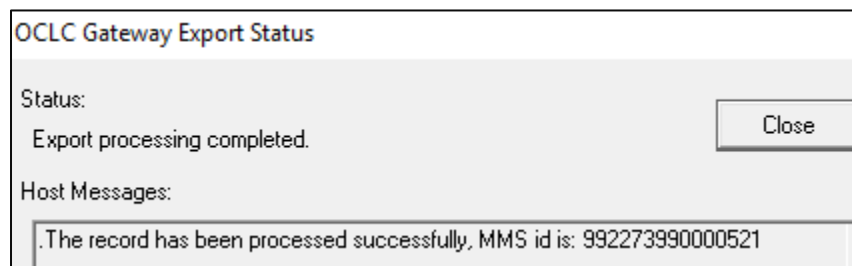
Host Name:	sandbox02-na.alma.exlibrisgroup.com
Port:	5500
Send Local System Logon ID and Password:	Select to enable the Local System Authorization options.
Logon ID:	01CARLI_XXX (where XXX is the 3-letter code assigned to the sandbox; ex. Sandbox #1=UIU, #2= SIC, #3=NCC, #4=NBY, #5=UIC)
Password:	alma1234
Export Destination Name	Gateway Export: Sandbox # (where # is Sandbox 1-5)



Example OCLC Connexion Client Gateway Export - Local System Settings for Sandbox 1 IZ

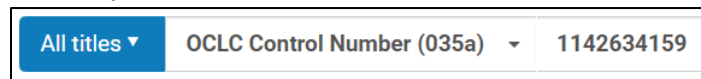
1d. Exporting and Troubleshooting

- i. To export a record from OCLC Connexion Client to Alma, with the identified WorldCat record in the highlighted window, select **Action > Export**.
- ii. If successful, the report will indicate the Alma MMS ID of the imported record. Search for the record in Alma by this MMS ID, add your local holding and item inventory, then Save and Release Record.



Example OCLC Connexion Client Gateway Export Status report.

- Confirm the record imported in Alma by completing an **All Titles** search in the Zone to which you imported. Search by either the MMS id from the Connexion Client report or search by OCLC number.



Example OCLC Connexion Client All Titles search query for imported record.

- If the record imported is found in the search results of the All Titles search query and correctly lists the **Modification Date** as the appropriate import date and time, the import was successful. Edit the record to add your institution’s holdings and items inventory.

1	<p>Crazy quilt of memories / written by Lonnie Cruse.</p> <p>Book {Book - Physical} text; unmediated; volume By Cruse, Lonnie, (Brookport, IL : Lonnie Cruse, 1995.)</p> <p>Subject: Cruse, Lonnie--Anecdotes. Cruse, Lonnie--Family.</p> <p>Creation Date: 03/06/2020 15:27:48 CST</p> <p>Modification Date: 03/09/2020 13:36:12 CDT</p>
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Example OCLC Connexion Imported Record in Alma All Titles Search Result Listing Modification Date.

- iii. If unsuccessful, you may receive one of the following OCLC Connexion Client Export errors:
- *“Import failed. Reason: no integration profile found for institution 01CARLI_XXX”.* This error appears if you have multiple OCLC Connexion integration profiles created in your Alma environment. It seems to cause system confusion. Delete the integration profile you are not using to resolve this issue.
 - *“Import failed. Reason: Logon failed – the Logon ID and/or password is/are not valid”.* If a password is changed in the Alma OCLC Connexion integration profile and in the Gateway Export settings after the Gateway Export was created, it is likely the change did not save correctly in Connexion. Delete and recreate the Gateway Export with the new password.
 - *“The local system has closed the connection, retries exceeded.”* Host Message repeated three times: *“The TCP/IP connection has been closed by the remote host.”* Delete and recreate the Gateway Export, re-entering the Host Name and Port information. If this does not resolve the issue, a local firewall issue may be causing the problem. Contact your local IT and request they add port 5500 to their list of allowed ports.

2a. OCLC Connexion Web Browser Export to the Network Zone

Importing directly to the Network Zone is the only OCLC Connexion import option that will update existing Network Zone records.

Unlike OCLC Connexion Client, Connexion Web Browser does not allow multiple export configurations. You will need to change these settings if you need to switch between connecting to the Network and connecting to your IZ only.

Configure Export preferences on the **General tab > Admin > Export Options** menu.

Set the following Export Options:

Flagged Bibliographic Record Export Format:	MARC
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Export Destination:	Export to a TCP/IP Connection
Fields to Delete on Export:	(Note comment below*)
TCP/IP Connexion Options > Host Name:	i-share-network.alma.exlibrisgroup.com
TCP/IP Connexion Options > Port Number:	5500
TCP/IP Host Settings > Notify Host before Disconnect	Select
TCP/IP Local System User Information > Send Logon ID	Select
TCP/IP Local System User Information > Logon ID:	01CARLI_NETWORK (This is case sensitive!)
TCP/IP Local System User Information > Password:	<Password available in the version of this document added to your library's Box folder, or by contacting support@carli.illinois.edu >

*Note, Alma allows matches between records containing (OCoLC) with or without ocm, ocn, or on. Note Ex Libris's [documentation](#). We no longer need to delete the 035 (the second OCLC number lacking an ocm, ocn, or on prefix) in the **Fields to Delete on Export** which I-Share libraries previously set for Voyager imports. We also no longer recommend removing the 029 since it may include CONTENTdm data.

Export Options ↓

Flagged Bibliographic Record Export Format

None - Prompt to select format at time of export
 MARC
 Dublin Core HTML
 Dublin Core RDF

Export Destination

Export to a File Export to a TCP/IP Connection

Fields To Delete On Export

Enter field tags to delete in exported record.
Separate tags with a comma or use a hyphen to show ranges.
(e.g. 920, 239-999)

Bibliographic Record:
Authority Record:

TCP/IP Connection Options

Host Name:
Port Number: Required

TCP/IP TLocal System User Information

Send Logon ID

Logon ID:

Password:

Send User ID

User ID:

Example OCLC Connexion Web Browser Gateway Export Options for NZ

Other settings may be set as the default or adjusted for your preferences.

Save all preferences either for this session or as your default.

2b. OCLC Connexion Web Browser Export to your IZ

Configure Export preferences on the **General tab > Admin > Export Options** menu.

Flagged Bibliographic Record Export Format:	MARC
Export Destination:	Export to a TCP/IP Connection
Fields to Delete on Export:	(Note comment below*)
TCP/IP Connexion Options > Host Name:	i-share-xxx.alma.exlibrisgroup.com where xxx should be replaced with your library's 3-letter code. This is your library's Alma domain name.
TCP/IP Connexion Options > Port Number:	5500
TCP/IP Host Settings > Notify Host before Disconnect	Select
TCP/IP Local System User Information > Send Logon ID	Select
TCP/IP Local System User Information > Logon ID:	01CARLI_XXX where XXX should be replaced with your library's 3-letter code.
TCP/IP Local System User Information > Password:	<The password you set in your Alma IZ_OCLC Connexion Integration Profile > Action tab > Authorization > Password.>

*Note, Alma allows matches between records containing (OCoLC) with or without ocm, ocn, or on. Note Ex Libris's [documentation](#). We no longer need to delete the 035 (the second OCLC number lacking an ocm, ocn, or on prefix) in the **Fields to Delete on Export** which I-Share libraries previously set for Voyager imports. We also no longer recommend removing the 029 since it may include CONTENTdm data.

Export Options ↓

Flagged Bibliographic Record Export Format

None - Prompt to select format at time of export
 MARC
 Dublin Core HTML
 Dublin Core RDF

Export Destination

Export to a File Export to a TCP/IP Connection

Fields To Delete On Export

Enter field tags to delete in exported record.
Separate tags with a comma or use a hyphen to show ranges.
(e.g. 920, 239-999)

Bibliographic Record:

Authority Record:

TCP/IP Connection Options

Host Name:

Port Number: Required

TCP/IP TLocal System User Information

Send Logon ID
Logon ID:
Password:
 Send User ID
User ID:

Example Connexion Web Browser Gateway Export Options for IZ only

Other settings may be set as the default or adjusted for your preferences.

Save all preferences either for this session or as your default.

2c. OCLC Connexion Web Browser Gateway Export to the Sandboxes

i. Sandbox NZ Gateway Export

Setting up your Sandbox NZ Gateway Export in OCLC Connexion Web Browser will follow the same directions as I.B.2a OCLC Connexion Web Browser Export to the Network Zone with the following modification for host name only:

Flagged Bibliographic Record Export Format:	MARC
Export Destination:	Export to a TCP/IP Connection
Fields to Delete on Export:	(Note comment in 1.B.2a*)
TCP/IP Connexion Options > Host Name:	sandbox02-na.alma.exlibrisgroup.com
TCP/IP Connexion Options > Port Number:	5500
TCP/IP Host Settings > Notify Host before Disconnect	Select
TCP/IP Local System User Information > Send Logon ID	Select
TCP/IP Local System User Information > Logon ID:	01CARLI_NETWORK (This is case sensitive!)
TCP/IP Local System User Information > Password:	<Password available in the version of this document added to your library's Box folder, or by contacting support@carli.illinois.edu >

TCP/IP Connection Options

Host Name:

Port Number: Required

Example OCLC Connexion Web Browser Gateway Export Option: TCP/IP Connection Option for the Sandbox NZ

ii. Sandbox IZ Gateway Export

If needed, setting up your Sandbox IZ Gateway Export in OCLC Connexion client for Sandboxes 1-5 will follow the same directions as I.B.1b, with modifications to Export preferences for host name and default credentials indicated below:

Flagged Bibliographic Record Export Format:	MARC
Export Destination:	Export to a TCP/IP Connection
Fields to Delete on Export:	(Note comment in 1.B.2b*)
TCP/IP Connexion Options > Host Name:	sandbox02-na.alma.exlibrisgroup.com
TCP/IP Connexion Options > Port Number:	5500
TCP/IP Host Settings > Notify Host before Disconnect	Select
TCP/IP Local System User Information > Send Logon ID	Select

TCP/IP Local System User Information > Logon ID:	01CARLI_XXX (where XXX is the 3-letter code assigned to the sandbox; ex. Sandbox #1=UIU, #2= SIC, #3=NCC, #4=NBY, #5=UIC)
TCP/IP Local System User Information > Password:	alma1234

TCP/IP Connection Options

Host Name:

Port Number: **Required**

TCP/IP TLocal System User Information

Send Logon ID

Logon ID:

Password:

Send User ID

User ID:

Example Connexion Web Browser Gateway Export Options: TCP/IP settings for Sandbox IZs

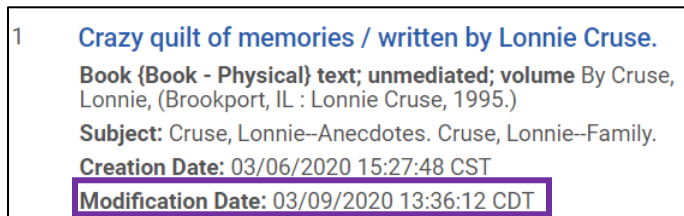
2d. Exporting and Troubleshooting

- i. With a record pulled up on the Cataloging tab in Connexion Web Browser, select **Action > Export Record in MARC** to export the record to Alma.
 - No progress report appears when exporting from Connexion Web Browser. Even when an export appears to have been successful via Connexion’s confirmation message “record exported”, the record may not have imported into Alma. Be sure to search for the OCLC number in the Alma Network Zone as you work.
 - Confirm the record imported in Alma by completing an **All Titles** search in the Zone to which you imported. Search by either the MMS id from the Connexion Client report or search by OCLC number.

OCLC Control Number (035a) 1142634159

Example OCLC Connexion Client All Titles search query for imported record.

- If the record imported is found in the search results of the All Titles search query and correctly lists the **Modification Date** as the appropriate import date and time, the import was successful. Edit the record to add your institution’s holdings and items inventory.

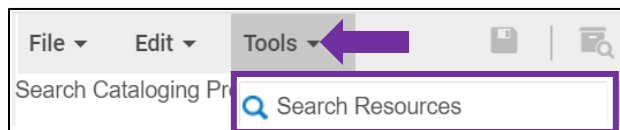


Example OCLC Connexion Imported Record in Alma All Titles Search Result Listing Modification Date.

- ii. When no record is found in Alma, consider the following issues:
 - *No error is given in OCLC Connexion Browser, the import appeared to be successful but no record imported.* Confirm that the “Send Logon ID” checkbox is selected on the TCP/IP Local System User Information in the Export options configuration. If it is already checked, clear the Logon ID and Password boxes and re-enter the credentials, ensuring the password matches what was set up in your OCLC Connexion Integration Profile.
 - *“An error occurred while attempting to make a connection to your local system. Check with your system administrator to make sure your firewall is configured to allow the OCLC Connexion server to connect to your local system”.* First, clear the Host Name and Port Number fields and re-enter the details in case this is caused by a typo and not a firewall issue. If this does not resolve the issue, contact your local IT and request they add port 5500 to their list of allowed ports.

II. Import using Search Resources in the Alma Metadata Editor

Alma allows external databases such as WorldCat to be searched directly in the MD Editor under **Tools > Search Resources**. The WorldCat database should already be configured as an option for your use on the Search Cataloging Profile dropdown.



Search Cataloging Profile **WorldCat** ←

Find: Any Field

AND ▼ Title

AND ▼ Creator

AND ▼ Subjects

AND ▼ ISBN

AND ▼ ISSN

AND ▼ System Number

AND ▼ Year of Publication

Imported records by default will be added to the NZ.

Options

Placement of new records and templates

Local Network

Placement of new rules

Local Network

Save Cancel

If a record should only be imported to your IZ, in the MD Editor, change the **File > Options > Placement of new records and templates** from Network to Local.

If the incoming record matches an existing record in the repository, you have the option to view existing records before saving and determine any special actions that should take place including:

Confirmation required

Matched record/s exist in the catalog,
do you want to view them before saving?

Yes No

View Edit ... ←

Copy & Overlay

Copy & Merge

Merge Preview

Records

- **Copy & Merge** will merge fields from the existing record in Alma with the imported record. Test this ahead of time using the **Merge Preview** function.
- **View > Edit > Execute** allows manual copying of specific data from an existing record to an incoming record.
- **Copy & Overlay** will overlay the imported record with the existing record in Alma (probably not what you want to happen!).

[Match methods](#) in use:

- **serials= ISSN (exact subfield match) 024/034**
- **non-serials= 035 (Other System Identifier) Match Method**