***Importing MARC Records from Gale***

1. Search Alma’s community zone to verify that the record is not currently present in the database. If this is the case, click on “Resources” and then on “Import.”

Graphical user interface, text, application

Description automatically generated

2. Use report number 5—“Load Bib Records (MARC) without order information.”

Graphical user interface, text, application

Description automatically generated

Click on the ellipses for report number 5 on the righthand side.

Choose “Run.”

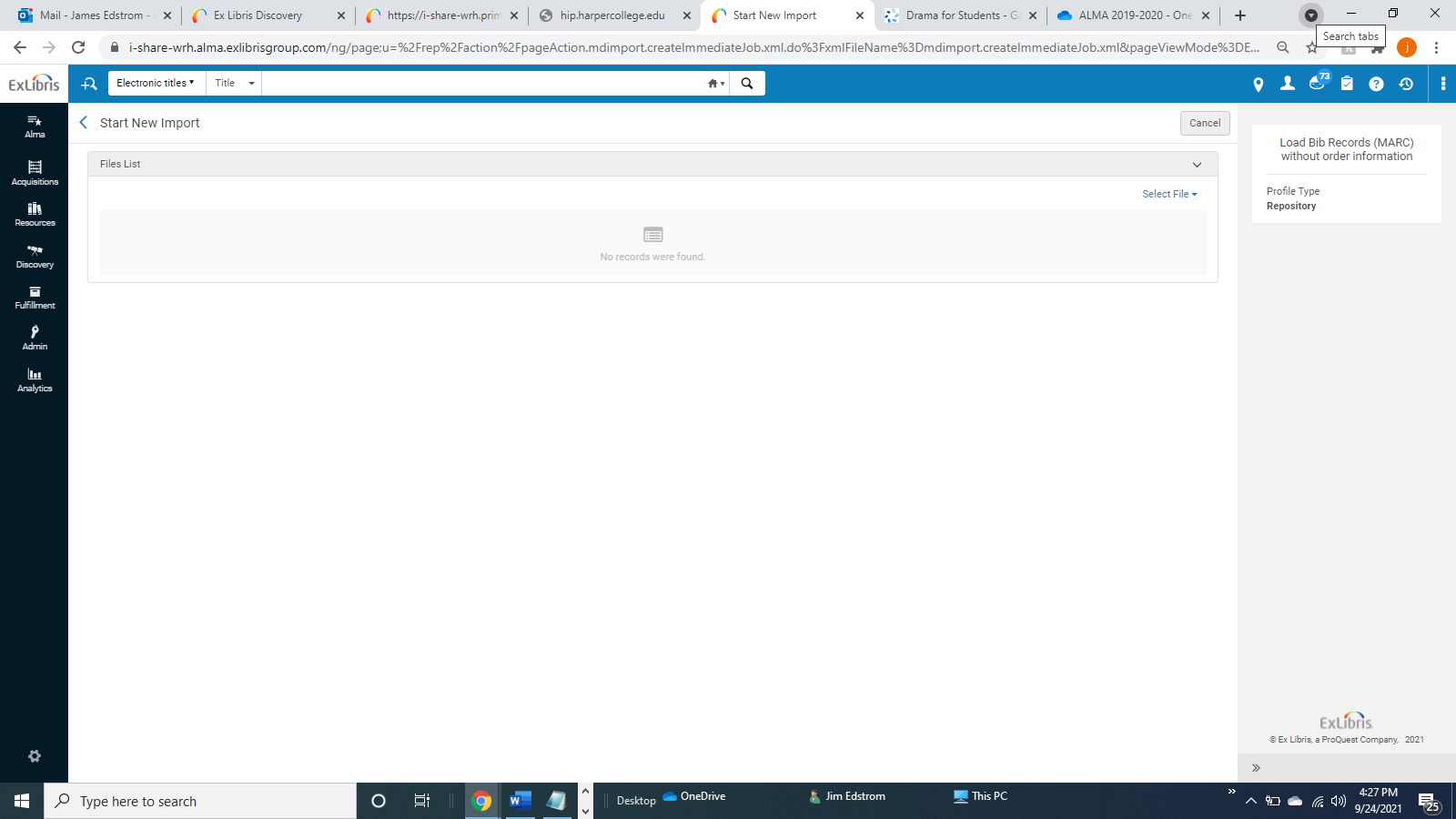
Graphical user interface, text, application

Description automatically generated

Graphical user interface, application, Word

Description automatically generated

Click on “Select File.”



3. Choose a downloaded file by clicking on this icon.

A screenshot of a computer

Description automatically generated

4. Once you’ve selected a file, you’ll see this dialogue box. Click on “Add.”

A screenshot of a computer

Description automatically generated

5. Click on “Submit.”

Graphical user interface, text, application

Description automatically generated

In a minute or two you’ll see this:

Graphical user interface, application, table, Excel

Description automatically generated

Click on the ellipses and you’ll see this:

Graphical user interface, application, table, Excel

Description automatically generated

6. Click on “Imported Records.” You should see the downloaded record ready for editing.

7. Most of your editing will focus on the portfolio with minimal changes to the bib record. The 856 field will look like this:

A screenshot of a computer

Description automatically generated

Highlight and copy the URL listed in $u.

8. Click on the “View Inventory” icon. On the righthand side of the screen you’ll see a holdings template. Click on “Add Local Portfolio.”

A screenshot of a computer

Description automatically generated

9. Add the following in “General Information”:

* Part of an electronic collection
* Electronic Collection: Gale eBooks
* Service: Full Text
* Library: Harper College Library

A screenshot of a computer

Description automatically generated

10. Complete these fields:

* “From Year” and “Until Year”
* “From Volume” and “Until Volume”

Graphical user interface, application

Description automatically generated

11. Complete the information below:

* URL: Paste the URL you copied from the 856 field
* Proxy enabled: Yes
* Availability status: Active
* Proxy selected: Proxy
* Electronic material type: Book

A screenshot of a computer

Description automatically generated

12. Click on “Save and Done.”

13. Go back to the bib record and delete the 856 field.

14. Save and release the record. The record is complete!