

Workflow for Copying Bibliographic Records from the I-Share Universal Catalog into Local Voyager Databases

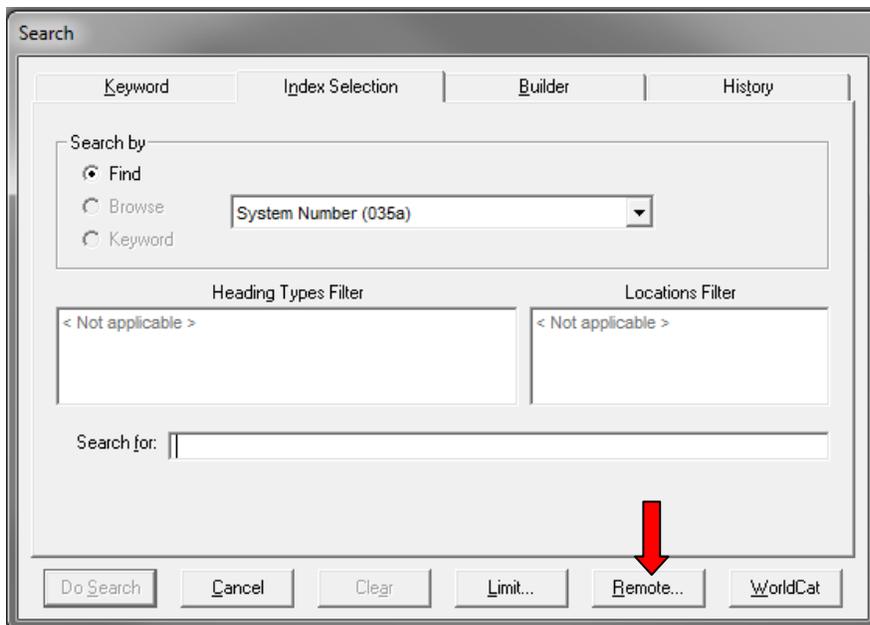
I-Share libraries may copy records from the I-Share Union Catalog (UC) into their local databases as an option during the copy-cataloging process. There are specific steps catalogers need to take to avoid UC record discards after records are saved locally. Below is a step-by-step guide to safely completing this process.

Outline of steps:

1. Connect to the I-Share database using Remote search
2. Search for and open the appropriate record
3. Remove Voyager-supplied 035s
4. Select OK to Export to backload your holdings to WorldCat
5. Save the I-Share record to your local database
6. Disconnect from the I-Share database

1. Connect to the I-Share database using Remote search

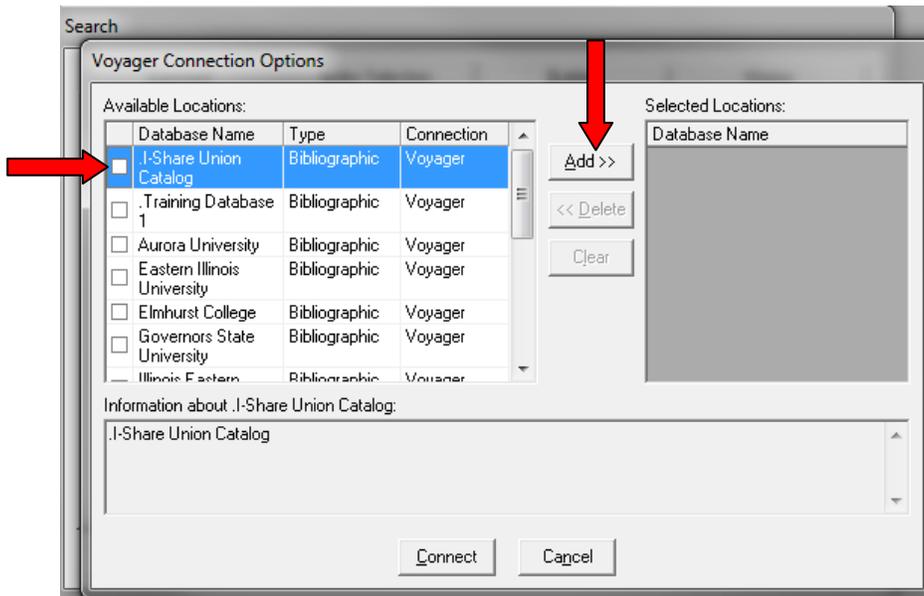
Following the path *Voyager Cataloging module - Record – Search – Index Selection tab*, select the *Remote...* button.



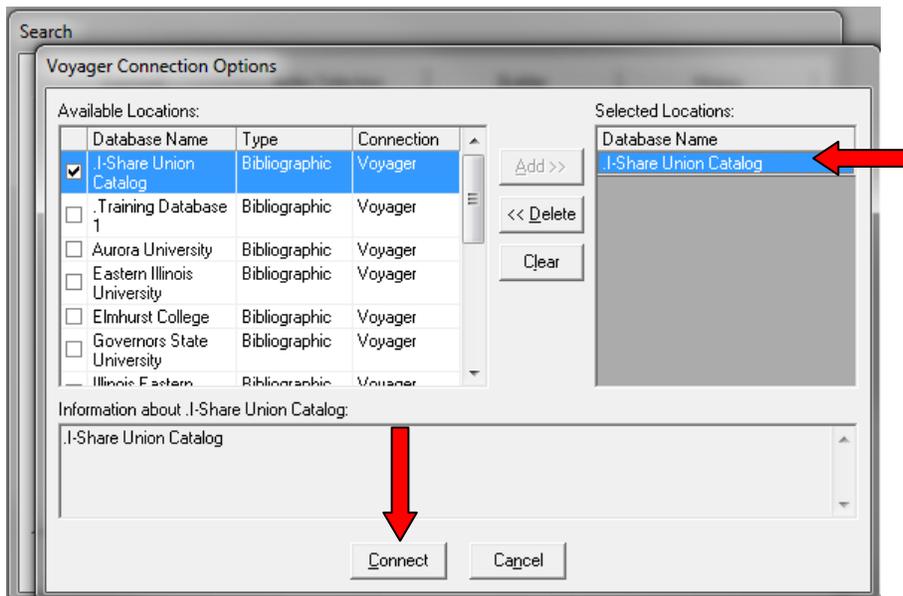
A *Voyager Connection Options* window will open.

Highlight the I-Share Union Catalog in the list of Available Locations.

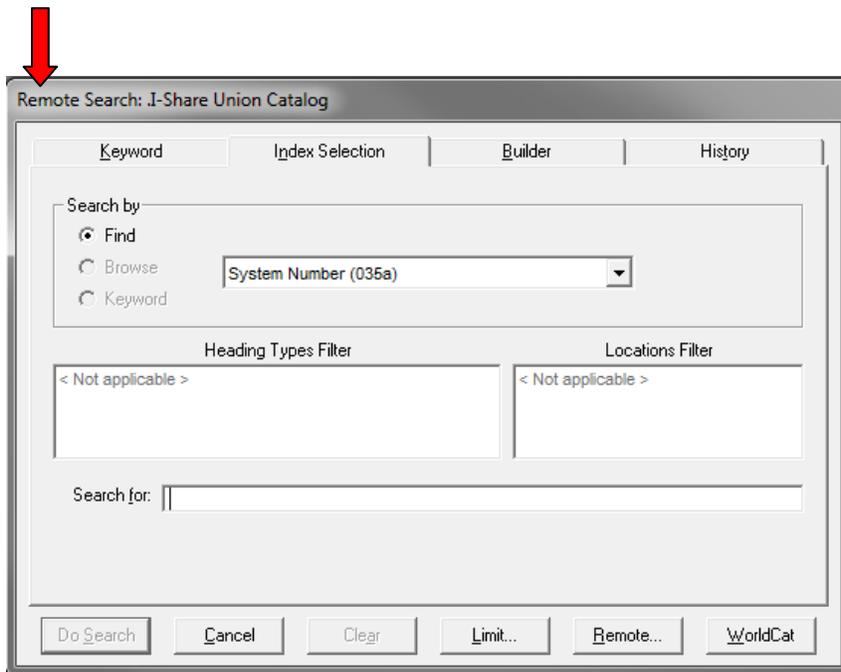
Select the *Add* button to move the I-Share Union Catalog to the Selected Locations.



With the I-Share Union Catalog now appearing in the Selected Locations, select *Connect*.



If your connection is successful, a search window will appear with the title bar displaying *Remote Search: I-Share Union Catalog*.



2. Search for the appropriate record

Search for the appropriate record using the Index Selection, Keyword, Builder, or History tabs.

Select *OK* to open the appropriate record, but *DO NOT* click *Save to DB* yet.

3. Remove Voyager-supplied 035s

When copying a record from the UC to your local database, Voyager includes two additional 035\$a fields that need to be removed before the record is saved. Removing these fields will avoid scenarios in which records are discarded from the UC. You can read further about the discard issues at <https://www.carli.illinois.edu/products-services/i-share/cat/secure/UC-copybibs>.

A. The first 035 field to remove is that which includes a 3-letter library database code (XXXdb) plus that local library's Voyager bib id.

In the following example, 035 \$a (WHEdb)798441 should be removed.

Voyager Cataloging - [Imported remote Bib 14281051]

File Edit Record Display Options Window Help

New Open Save Search Headings Titles Save to DB Get Bit

MARC System

Suppress from OPAC

Leader 03048njm a2200793Ka 4500 006 m: h

005: 20140319220323.0 007 s:z zunnnnnnuneu

008 120927 s 1998 __ gw_ zz n n _ o _____ _n_ zxx _ d

Tag	I1	I2	Subfield Data
035			‡a (OCoLC)ocn811255888
035			‡a (WHEdb)798441 
035			‡a 14281051

B. The second 035 \$a to remove is an unprefixed 035 that represents the I-Share Universal Catalog's bib id.

In the following example, 035 \$a 14281051 should be removed.

MARC System

Suppress from OPAC

Leader 03048njm a2200793Ka 4500 006 m: h

005: 20140319220323.0 007 s:z zunnnnnnuneu

008 120927 s 1998 __ gw_ zz n n _ o _____ _n_ zxx _ d

Tag	I1	I2	Subfield Data
035			‡a (OCoLC)ocn811255888
035			‡a (WHEdb)798441
035			‡a 14281051 

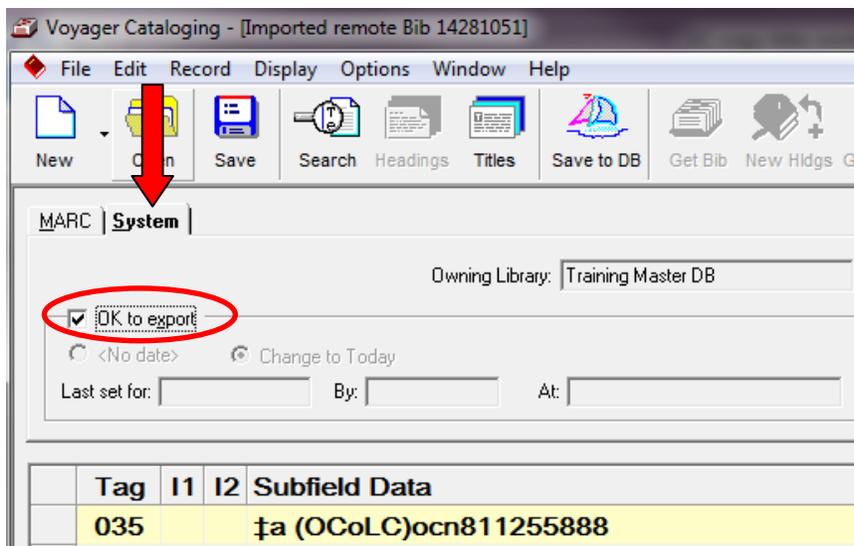
Keep all other prefixed 035 fields in the record including OCLC numbers represented by (OCoLC)ocm, (OCoLC)ocn, or (OCoLC)on as well as other vendor prefixed numbers and other standard numbers.

4. Select *OK to Export* to backload your holdings to WorldCat

I-Share libraries have ongoing data sync collections established that allow CARLI to send your records to OCLC in order to set your holdings in WorldCat. This process is referred to as backloading. You can learn more about this process at:

<https://www.carli.illinois.edu/products-services/i-share/cat/oclcbackload> as well as the importance of representing your holdings in WorldCat at:
<https://www.carli.illinois.edu/products-services/i-share/cat/bib-standards>.

To trigger the backloading process for permanent holdings, select the System tab of the bibliographic record, then select *OK to Export*. Selecting “OK to Export” informs CARLI staff that you would like your holdings to be sent to OCLC through your established Data Sync Collection.



5. Save the I-Share record to your local database

To save the I-Share record to your local database, select the *Save to DB* icon on the toolbar.

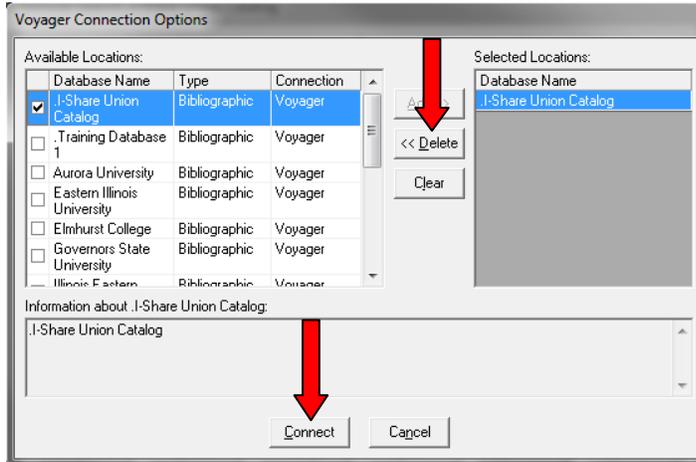
6. Disconnect from the I-Share database

The Remote search connection to the I-Share database will remain connected during the remainder of your Voyager Cataloging session. If you want to return to searching your own database, you should disconnect from the union catalog.

Manually disconnect from the I-Share Union Catalog by returning to the path:
Record – Search – Index Selection tab – Remote button

Select *Delete* to move the I-Share Union Catalog from *Selected Locations* to *Available Locations*.

Then, select *Connect* to disconnect.



Disconnecting is successful if the title bar of the search window displays *Search* instead of *Remote Search: I-Share Union Catalog*.

