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.

Search			
Keyword	Index Selection	<u>B</u> uilder	History
Search by			
Find			
C Browse	System Number (035a)	•	
C Keyword		_	
He	eading Types Filter	Location	ns Filter
< Not applicable >		< Not applicable >	
Search <u>f</u> or:			
Do <u>S</u> earch <u>C</u> a	ancel Cle <u>a</u> r	Limit <u>R</u> emote	WorldCat

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.

Available Location	ns:				Selected Locations:
Database Na	ame Type	Connection	•		Database Name
I-Share Unic Catalog	on Bibliographic	Voyager		<u>A</u> dd >>	
□ .Training Dat 1	tabase Bibliographic	Voyager	Ξ	<< <u>D</u> elete	
🗌 Aurora Unive	ersity Bibliographic	Voyager		Class	1
Eastern Illino University	is Bibliographic	Voyager		Ljear	J
Elmhurst Coll	lege Bibliographic	Voyager			
Governors S University	tate Bibliographic	Voyager			
Illinois Faster	rn Bibliographic	Voueger	-		
Information about	.I-Share Union Catalo	og:			
.I-Share Union Ca	atalog				

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

Ava	ilable Locations:					Selected Locations:	
	Database Name	Туре	Connection	*		Database Name	
•	.I-Share Union Catalog	Bibliographic	Voyager		<u>A</u> dd >>	.I-Share Union Catalog	
	.Training Database 1	Bibliographic	Voyager	Ξ	<< <u>D</u> elete		
	Aurora University	Bibliographic	Voyager		CI		
	Eastern Illinois University	Bibliographic	Voyager		iear		
	Elmhurst College	Bibliographic	Voyager				
	Governors State University	Bibliographic	Voyager				
_	Illinois Fastern	Ribliographic	Vouener	Ŧ			
nfo	rmation about .I-Shar	e Union Catalog	ŗ.				
.I-S	hare Union Catalog						*

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

<u>K</u> eyword	Index Selection	<u>B</u> uilder	His <u>t</u> ory
Search by			
Find			
C Browse	System Number (035a)	~	
C Keyword			
He	ading Types Filter	Locatio	ons Filter
< Not applicable >		< Not applicable >	
Search <u>f</u> or:			

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 <u>https://www.carli.illinois.edu/products-services/i-share/cat/secure/UC-copybibs</u>.

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 B
MARC System Suppress from OPAC Leader 03048njm a2200793Ka 4500 006 m: h 005: 20140319220323.0 007 s:z zunnnnnuneu 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] <u>S</u> yste	m)		
		Suppi	ress fr	om OPAC
Lead	der 030)48njr	n a22	00793Ka 4500 00 <u>6</u> m: h
0)05: 201	4031	92203	323.0 00 <u>7</u> s:z zunnnnuneu
00	8 120	927	s 199	38 gw_ zz n n _ on_ zxx _ d
	Tag	11	12	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: <u>https://www.carli.illinois.edu/products-services/i-share/cat/oclcbackload</u> as well as the importance of representing your holdings in WorldCat at: <u>https://www.carli.illinois.edu/products-services/i-share/cat/bib-standards</u>.

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.

Voyag	er Cata	alogi	ng - [ímpo	orted ren	note Bib 14	281051]	-		
🔶 File	Edit	Rec	ord	Disp	olay Op	ptions W	indow I	Help		
New	. (<u>n</u>	:= Sav) e	Search	Headings	Titles	AD Save to DB	Get Bib	New Hidgs Ge
MARC] <u>S</u> yste	em								
						٥v	vning Libra	ry: Training M	aster DB	
	UK to e	xport	ノ	~						
112	(No dai	te>	0	Cha	ange to T	oday				
Last	set for:				By:			At		
	Tag	11	12	Su	bfield	Data				
	035			‡a	(OCo	LC)ocr	181125	55888		

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.*

<u>K</u> eyword	Index Selection	<u>B</u> uilder	History
Search by			
Find			
C Browse	Title	•	
C Keyword	,		
He	eading Types Filter	Loca	ations Filter