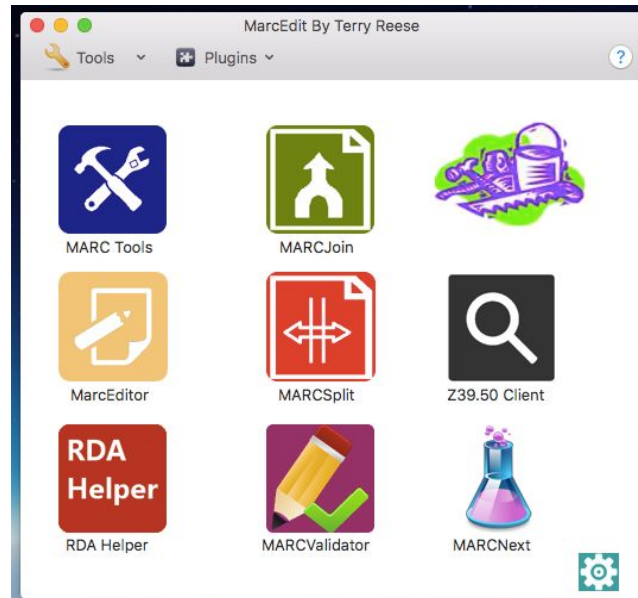
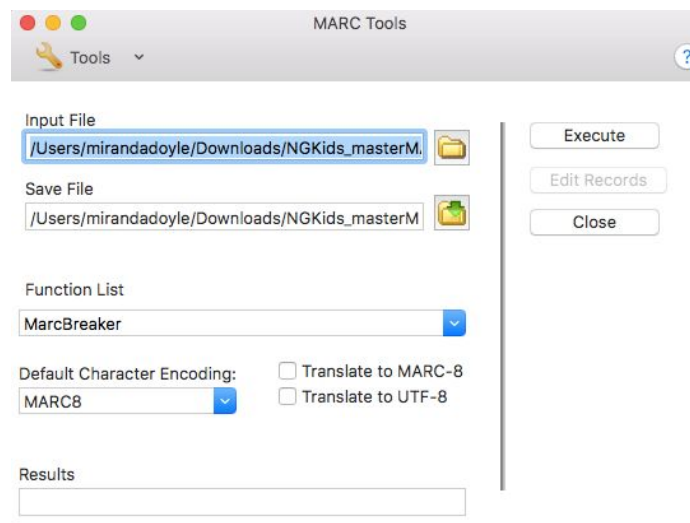


# Add Nat Geo Kids Ebook Records to Destiny with MarcEdit

1. Download the MARC files for records you need to add. You can find them under [“K12 - National Geographic Kids eBook MARC Records” on this page](#). Note that you can download all of them or **just the new ones**, if you’ve already added some in the past.
2. Download and install the free MarcEdit software - <http://marcedit.reeset.net/downloads> (PC - 32 or 64 bit - or Mac).
3. Open MarcEdit and choose **“MARC Tools.”**

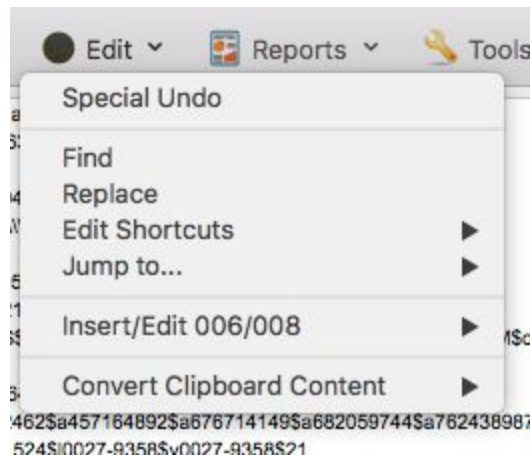


4. Browse to your MARC record file and select it; then click **“Execute”** (this uses Marcbreaker to open it as a text file).



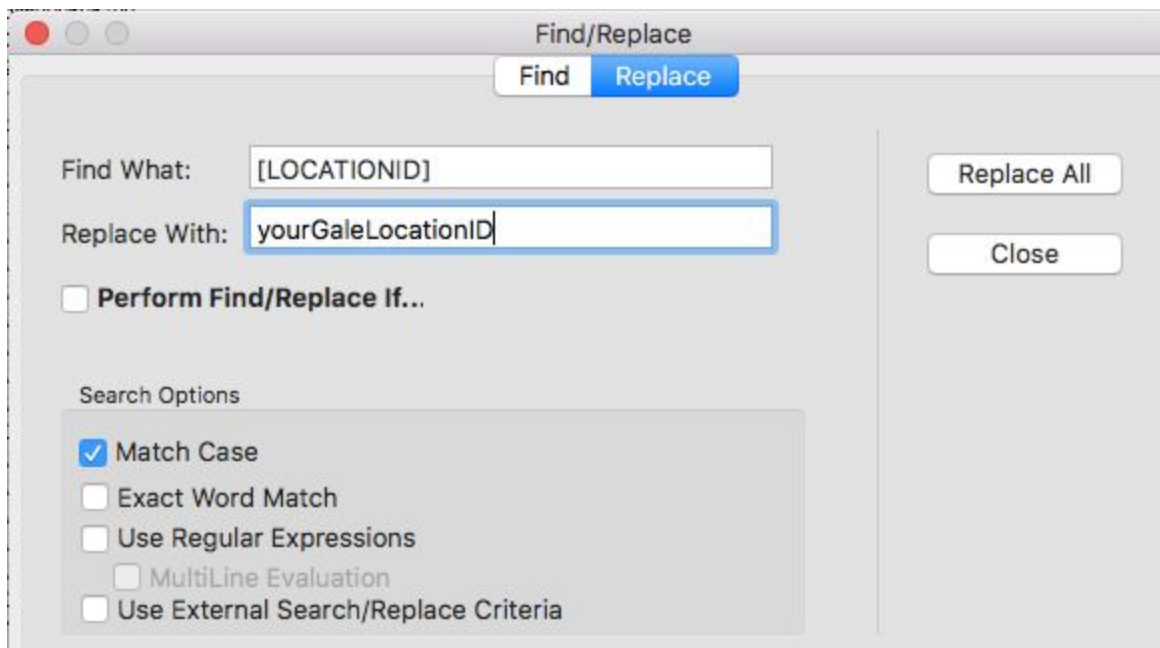
5. Now click **“Edit Records.”** Your file is a text file where you can find and replace, change certain fields, etc.

6. Go to “Edit” and choose **“Replace.”**



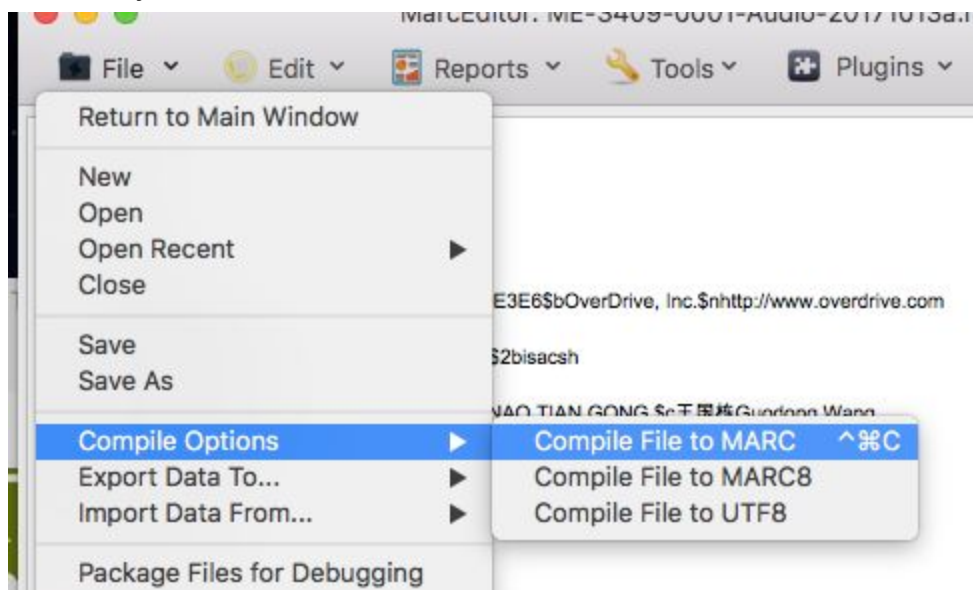
7. Type **[LOCATIONID]** into the “Find What” box – use all caps if you have the “Match case” button checked. Then in the “Replace With” box - put in YOUR Location ID.

Your Location ID is the same as the username portion of your Gale database login. Enter it as lowercase and without brackets. If you don’t know your Location ID / Gale username, contact Jennifer Maurer ([jennifer.maurer@state.or.us](mailto:jennifer.maurer@state.or.us)), the School Library Consultant at the State Library. Or, go to [Gale Admin](#) or contact Gale tech support - 1-800-877-4253 or [gale.technicalsupport@cengage.com](mailto:gale.technicalsupport@cengage.com).



8. If you'd like to do more to the records, you can. For example, you can go to Tools --> add/delete fields --> and then delete all the old call numbers and add your own ebook call number. **However, replacing the location ID is the key step.**

9. Now go to **File --> Compile Options --> Compile File to MARC** (or another format, but MARC works with Destiny). This turns the file back into a MARC record file saved on your computer and is ready for import to Destiny.



10. In Destiny Library Manager, go to **Catalog --> Import Titles**. You can choose a circ type, add vendor info, etc.

**Assign Copy Information**

If missing, assign the following information to each copy that is added or replaced:

**Circulation Type** ☒

EBOOK

☐ Based on Call Number

If an incoming call number is not assigned to a Circulation Type, the Circulation Type will be set to "BOOK".

Update

**Copy Categories**

**Sublocation**

eBook - click "Open" to read

**Vendor**

-- Undefined --

Other

**Funding Source**

-- Undefined --

Other

Assign

OK

Cancel

**11. IMPORTING TO ONE LIBRARY SITE** - On the import screen, check your settings. **The most important box to check is “Add ebook titles to this site only.”** This allows you to upload the MARC record file at multiple libraries in the same district without duplicating title records.

**Title Matching** ?

- ☐ **Strict** - Standard numbers, titles, material types, authors, and publication dates must match
  - ☐ Remove the author requirement from the strict matching rules
- ☒ **Relaxed** - If no standard number is found, allow matches based on title, material type, author, and publication date

**If an incoming title matches an existing title:**

- ☒ Replace the existing title if the incoming title is better ?
- ☐ Skip the incoming title
- ☐ Always add the incoming title (may cause duplicate titles; Strict Matching will be used) ?

**Copy Matching**

- ☒ Skip the incoming copy if its barcode matches an existing copy's barcode
- ☐ Replace the existing copy with the incoming copy if the barcodes and the titles match
- ☐ Always add the incoming copy record and assign it the next available barcode

**Starting Barcode**

- ☒   
[Generic Code 39, 14 characters total]
- ☐ Assign next barcode

**Assign Copy Information**

If missing, assign the following information to each copy that is added or replaced:

- Circulation Type: EBOOK

**Import File**  No file chosen

☐ Add the titles in the import file to

☒ This file contains eBook records for only this site. ?

☐ Limit the Job Summary details to errors and warnings (clear this option for a record of every title and copy in the import file).

☐ List possible duplicate titles in the Job Summary after import. ?

**12. IMPORTING FOR A DISTRICT** - With your district-level login (not destinyadmin), click “District” (top right). Then choose “non-Follett ebooks” and the levels.



Always add the incoming title (may cause duplicate titles; Strict matching will be used) ?

### This import file contains...

☐ Titles and copies for more than one library in the district. Use the library "short name" in tag 8

☐ Titles and copies for Forest Hills Elementary School

☒ Non-Follett ebooks for ✓ Lake Oswego School District

### Copy Matching

☒ Skip the incoming copy's barcode Matching copy's barcode

- Elementary Schools
- Junior High Schools
- High Schools

13. Import, refresh until import completes, and then check your records to make sure they look good. (I've noticed that if you check too soon they are not all in, so wait a few minutes).

14. If there is a problem -- you uploaded the version without your own Location ID, for example, and the Open button doesn't work -- you can **go to the "Recent Imports" tab** on the right to **delete and try again**.

How do I... ?

				Add / Update	Recent Imports
Jobs: 1 - 4 of 4		Refresh List			
Job	Submitted By	Started	Status		
Title Import	mdoyle (10/14/2017 9:53 AM)	10/14/2017 9:53 AM	Completed (10/14/2017 9:53 AM)	View	Delete Copies
Title Import	mdoyle (10/14/2017 9:53 AM)	10/14/2017 9:53 AM	Completed (10/14/2017 9:53 AM)	View	Delete Copies
Title Import	mdoyle (10/12/2017 3:42 PM)	10/12/2017 3:42 PM	Completed (10/12/2017 3:42 PM)	View	Delete Copies
Title Import	mdoyle (10/12/2017 3:33 PM)	10/12/2017 3:33 PM	Completed (10/12/2017 3:33 PM)	View	Delete Copies
Jobs: 1 - 4 of 4		Refresh List			

Thank you to Miranda Doyle for documenting these instructions, and to those who tested them.