

Getting OCLC numbers into your vendor records using MarcEdit

Prepared by Yael Mandelstam
ymandelstam@law.fordham.edu

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**Before you start, make sure you have the latest version of MarcEdit
(the procedure below was performed using MarcEdit 5.2)**

**Free downloads are available at
<http://people.oregonstate.edu/~reaset/marcedit/html/downloads.html>**

To get the OCLC numbers into your local records, you need to receive from the vendor or from OCLC the crosswalk between the two sets of numbers. The crosswalk would be a simple delimited text file that has one column for the vendor control numbers and another column for the corresponding OCLC numbers.

What you need to do is create a mini-MARC records from the crosswalk, and merge that file with your existing record set, matching on the vendor control number. Below are two versions of the procedure:

[Version #1](#) for records that have the vendor control number in the 001 field.

[Version #2](#) for records that have the vendor control number in the 035 field.

Version #1: vendor control number in field 001

1. In your database, create a file of the record set and export the file to your desktop. **Make a copy of the file and rename it** (thus ensuring that if anything goes wrong with the merger, you'll still have your original file intact). You should also know where you saved the crosswalk you received from the vendor or from OCLC.
2. Open MarcEdit and select from the top menu **Add-ins – Delimited Text Translator**. In the box that opens click **Next**.
3. On the next screen you'll see a box for Input File and one for Output File. Click on the folder icon on the right of the **Input File** box and find the saved crosswalk. Once the filename is in that box, click on the folder icon to the right of the **Output file** box and name your new file. Your output file will have the mini-MARC records that will later be merged with the larger record set. Click **Next**.
4. Now you want to select which MARC field should be assigned to each column of your delimited file. The column that has the vendor record numbers should be mapped to the 001 field, which will be the match point for the merged files. The column with the OCLC numbers should be mapped to the 035 field. If the first column has the vendor numbers and the second column has the OCLC numbers, follow the instructions below. If the columns are reversed, switch the mapping accordingly.

In the Select box highlight **Field 0** and in the Map To box type **001**. Click **Apply**.

Highlight **Field 1** and Map To **035\$a**. Click **Apply**.

You now have the first column mapped to the 001 field and the second column mapped to the 035 field. Click **Finish**. On the next screen click **Close**.

5. Before merging the records, you want to edit the newly-created mini-records and add the prefix (OCoLC) to the 035 field. To do so go to the main screen of MarcEdit, click on MarcEditor – File – Open and select your new file (that's your Output File from #4 above).

Select **Tools Edit – Edit Subfield Data (or F9)**

Field: **035**

Subfield: **a**

Field data: **^b**

Replace with: **(OCoLC)**

Click **Replace Text**

Save and close file.

6. Now your file is ready to be merged with the vendor record set. Open MarcEdit and from the top menu select **Tools – Merge Records**. Your **Source File** is the copy of the file you exported from your database, and the **Merge File** in the one with the mini-records you created from the crosswalk. Record identifier should be **001**. Click **Next**.

In Merge Record Data: Step 2 box select **Merge selected fields** and click **Next**. In the next box highlight **035** and click on **right arrow**. Click **Next**.

The next screen should say “Merge Completed” and “Files have been merged. Results located in (merge_results_file). Click **Close**.

Your newly merged file will have the same name as the one you originally copied and renamed. Check it carefully, and if it looks good, load it back into your system

Version #2: vendor control number in field 035

1. In your database, create a file of the record set and export the file to your desktop. **Make a copy of the file and rename it** (thus ensuring that if anything goes wrong with the merger, you'll still have your original file intact). You should also know where you saved the crosswalk you received from the vendor or from OCLC.
2. Open MarcEdit and select from the top menu **Add-ins – Delimited Text Translator**. In the box that opens click **Next**.
3. On the next screen you'll see a box for Input File and one for Output File. Click on the folder icon on the right of the **Input File** box and find the saved crosswalk. Once the filename is in that box, click on the folder icon to the right of the **Output file** box and name your new file. Your output file will have the mini-MARC records that will later be merged with the larger record set. Click **Next**.
4. Now you want to select which MARC field should be assigned to each column of your delimited file. The column that has the vendor record numbers should be mapped to the 035 field, which will be the match point for the merged files. The column with the OCLC numbers should be mapped temporarily to a local field **that is not otherwise used in that record set**. In our example, I'll use field 955. (To check if the field you select occurs in the set, open the file with the vendor records and select Reports – Field Count. If your local field is not listed – it is safe to use it temporarily for the OCLC numbers.

In the Select box highlight **Field 0** and in the Map To box type **035\$a**. Click **Apply**.

Highlight **Field 1** and Map To **955\$a**. Click **Apply**.

You now have the first column mapped to the 035 field and the second column mapped to the 955 field. Click **Finish**. On the next screen click **Close**.

5. Before merging the records, you want to edit the newly-created mini-records and add the prefix (OCoLC) to the number in the 955 field. To do so go to the main screen of MarcEdit, click on MarcEditor – File – Open and select your new file (that's your Output File from #4 above).

Select **Tools Edit – Edit Subfield Data (or F9)**

Field: **955**

Subfield: **a**

Field data: **^b**

Replace with: **(OCoLC)**

Click **Replace Text**
Save and close file.

6. Now your file is ready to be merged with the vendor record set. Open MarcEdit and from the top menu select **Tools – Merge Records**. Your **Source File** is the copy of the file you exported from your database, and the **Merge File** in the one with the mini-records you created from the crosswalk. Record identifier should be **035**. Click **Next**.

In Merge Record Data: Step 2 box select **Merge selected fields** and click **Next**.
In the next box highlight **035** and click on **right arrow**. Do the same with field 955. Click **Next**.

The next screen should say “Merge Completed” and “Files have been merged. Results located in (merge_results_file). Click **Close**.

Your newly merged file will have the same name as the one you originally copied and renamed. From the main MarcEdit menu select **MarcEditor – File – Open** and select your merged file. The only thing left to do is change the 955 to 035, so your OCLC numbers are in the correct field.

Select **Edit – Replace (or Ctrl + R)**
Find what: =**955**
Replace with: =**035**
Click **Replace All**

Save your file and check it carefully. If it looks good, load it back into your system.