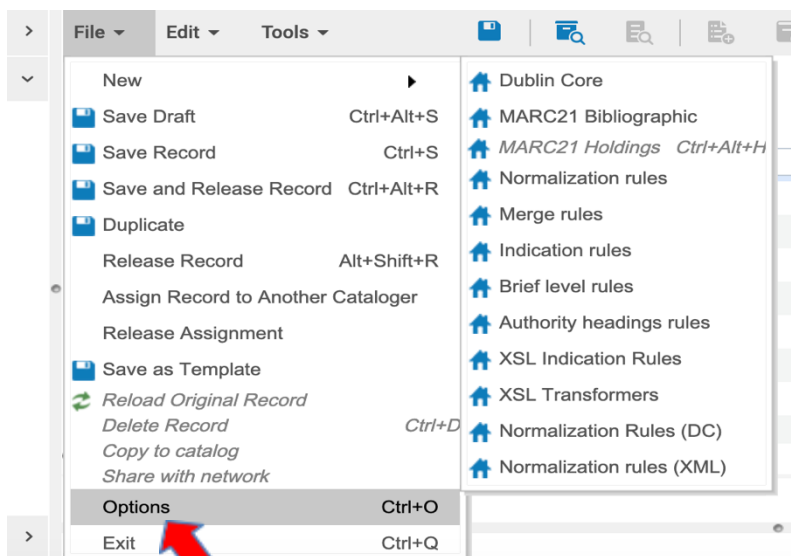


Importing record from external resources procedures

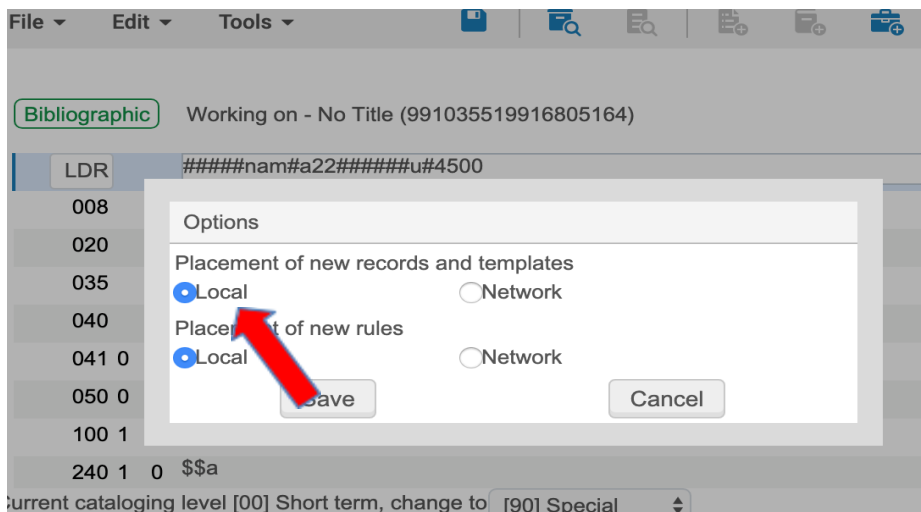
Based on YUL Cataloguing policy, new records should be imported in Institution zone first. After editing and adding items, new records can be pushed to Network zone to share with other OCUL institutions.

Before the first time to import new records, check your ALMA setting:

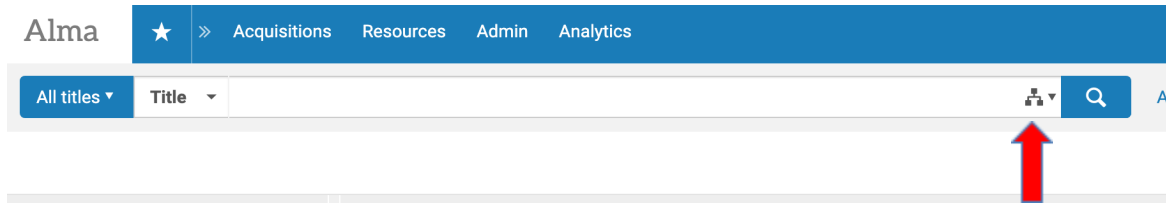
In Metadata editor, click “File --> Options”.



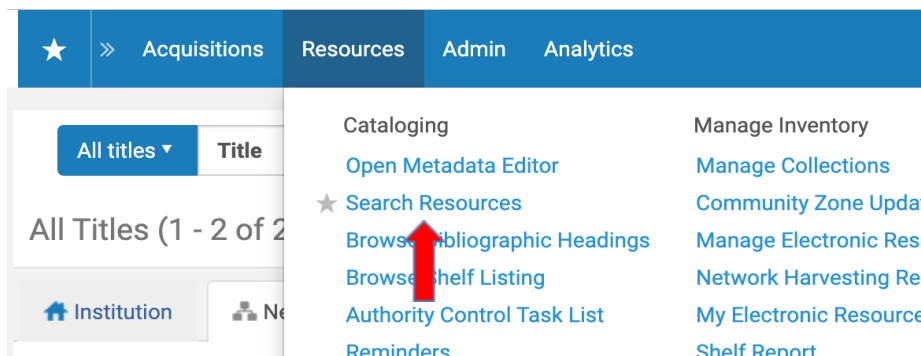
Make sure “Local” is checked and save. You just need to set up the option at the first time. The option will be saved for future use.



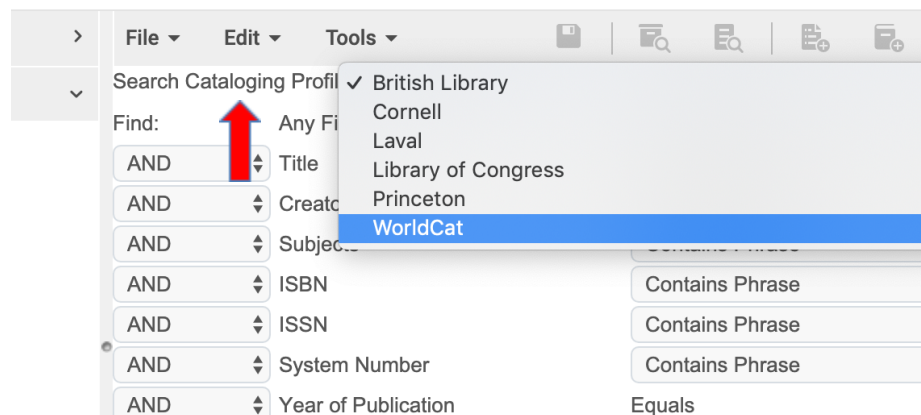
1. Using the “All Titles” search the Network Zone for the title to make sure it is not in Network zone.



2. In “Resources”, click “Search Resources”



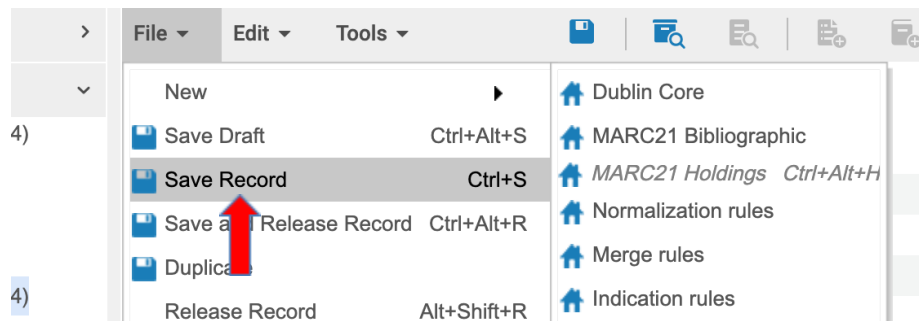
3. In “Search Cataloguing Profile”, open the drop down menu to choose the resource you would like to search.





4. Search by title, author, subjects, ISBN/ISSN, year of number, or any of the combination.

(My example: [Environment and development in Africa : participatory processes and new partnerships : papers from an international workshop held at Telemark College, Norway, August 28-30, 1995.](#))

5. View the search results and choose the record matching the item in hand with most information.
6. Click "Import" to bring the record into Institution zone, then edit record if needed, and click "File --> Save Record" to save it in Institution zone.



7. Click "Add holding" icon () or Ctrl + Alt + H to add holding. Add the 852 field. For Example: 852 0 # \$\$b SCOTT \$\$c SCOTT \$\$h HC 800 Z9 E58 1996.

8. Click "Add Item" icon () or Alt I. This will display the "Physical Item Editor". Fill in these fields:

- Barcode: Add barcode number or auto generated barcode
- Material Type: Click on the drop-down menu and select the appropriate value for the physical format
- Copy ID: Type in appropriate value
- Item Policy: Click on the drop-down menu and select the appropriate value. (Sirsi Item Types).
- Item Call Number Type: Click on drop-down menu and select the appropriate Call number type
- Item call number: Copy and paste call number

9. Click "Browse shelf listing" to check shelf listing.

Physical Item Editor

Relink to another bibliographic record Cancel Save

Environment and development in Africa : participatory processes and new partnerships : papers from an international workshop held at Telemark College, Norway, August 28-30, 1995. Scandinavian Seminar College in cooperation with Telemark College Norway [Copenhagen] : ©1996. [9788787711135]

Holdings Scott Library: Scott Stacks; HC800.Z9
Holdings ID Z2198187380005164
Barcode 39007100000587
Process type -

Item ID 23198187360005164
Status Item in place

View all holdings
View all items
Browse shelf listing

General ENUM/CHRON Notes History

General Information

Barcode 39007100000587 Generate

Material type Book

Copy ID 1

Item policy Scott Book

10. Copy and paste call number. I suggest not including pub year.

Back

File Edit Tools

Call Number Level: Holdings call number

Call Number Type: Library of Congress classification

Library: SCOTT

Location: SCOTT

Call Number: **HC 800 Z9 E5**

Go

Exit

11. Use < > to browse shelf list. The new item will be shelved before the first item on this page. (The new item hasn't been listed there yet). Exit the window after done.

File Edit Tools

Call Number Level: Holdings call number

Call Number Type: Library of Congress classification

Library: SCOTT

Location: SCOTT

Call Number: HC 800 Z9 E5

Go

< >

Call Number	Description	Library/Location	Level
\$\$h HC 800 Z9 E587 2008	Trends in sustainable development : Africa report / Dept. of Economic and Social Affairs, Division for Sustainable Development. United Nations New York : 2008. [9211045762]	SCOTT/SCOTT	Holdings
\$\$h HC 800 Z9 E594 2006	Water governance for sustainable development / edited by Sylvain Perret, Stefano Farolfi and Rashid Hassan. Earthscan London ; 2006. [9781844073191]	SCOTT/SCOTT	Holdings
\$\$h HC 800 Z9 F315 1989	Africa beyond famine : a report to the Club of Rome / edited by Aklilu Lemma and Pentti Malaska. Published for the Club of Rome by	SCOTT/SCOTT	Holdings

12. Click "Save" to save item record. A confirmation message appears.

13. At this stage, you can

- Click the barcode to re-open the "Physical item editor"
- Add another item.
- Click () at the left side of the item record to do other tasks.

Environment and development in Africa : participatory processes and new partnerships : papers from an international workshop held at Telemark College, Norway, August 28-30, 1995. Scandinavian Seminar College in cooperation with Telemark College Norway [Copenhagen] : ©1996. [9788787711135]

Location: Scott Library: Scott Stacks; HC800.Z9

View all holdings

1 - 1 of 1

Call number

Sort routine

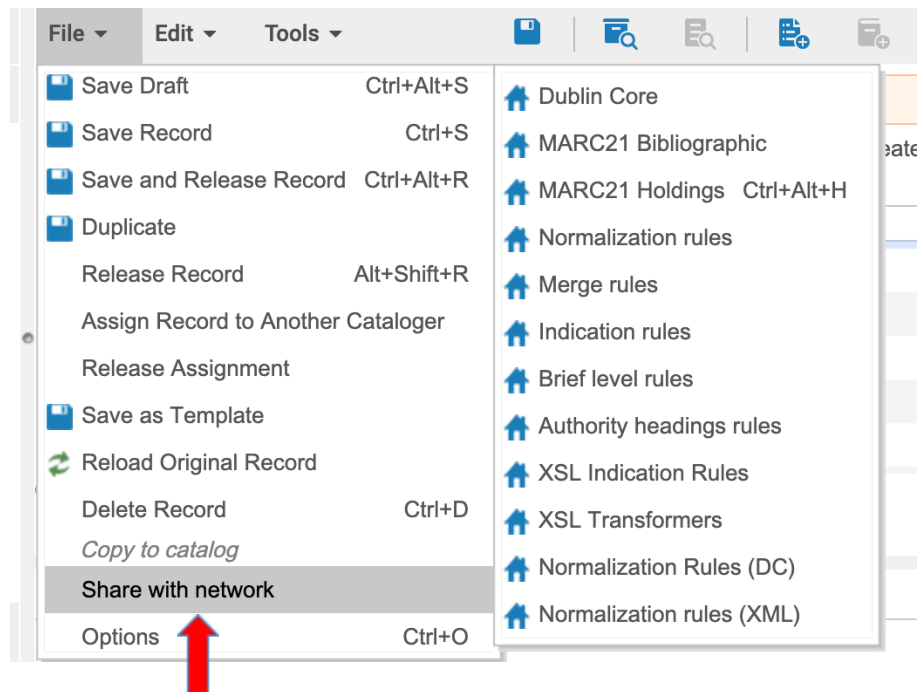
+ Add Item Bind Items Change Holdings Open Predicted Items Withdraw items Relink to another item

Status: All Year: All Volume: All Description: All Receive Date: All

Code	Library	Location	Call Number	Item Call Number	Year	Volume	Description	Temporary Location	Status	Process type	Access Number
390071000005...	Scott Libr...	Scott Stacks	HC800.Z9	HC 800 Z9 E58 1996	-	-	-	No	Item in place	-	-

View Edit Duplicate Change Location Withdraw Toggle Missing Status Work Order View hidden

14. Click “File -->Save Record”. Now you can search the item again to see it already in Institution zone, but not in Network zone.
15. Edit the record again. click “Share with network” to push it to Network zone.



16. Save and release record. Redo the search and the item is in the Network zone.