

1. OPALS Tutorial Cards – Z-Import

To Find and Download MARC Records (Z-Import):
[Login](#) (top right hand corner)-> **enter username & password**

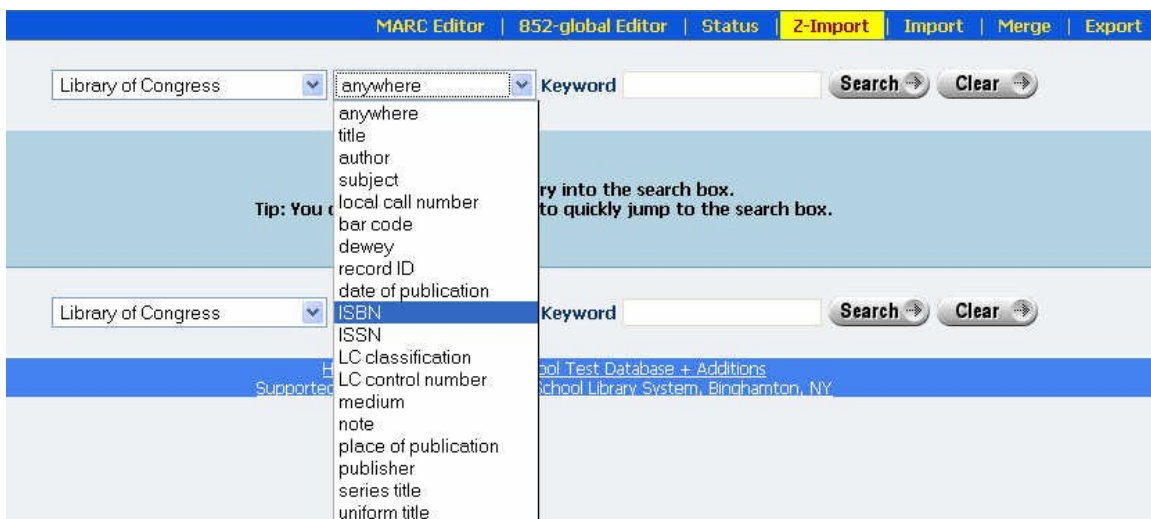
1. Make sure that the title is not already in your database by searching for it in the OPAC.
2. If it is, use the "[add another 852 holding to an existing record](#)" found above on the "Manual Entry Tutorial Card"
3. If the record is not in your database, Select Items>Z-Import from the main menu.



4. Choose the MARC database you wish to search from the pick list:



5. Choose search field, the ISBN field is most reliable.



6. Type information in the keyword(s) box. Click Search.
7. Click on appropriate title.

MARC Editor | 852-global Editor | Status | **Z-Import** | Import | Merge | Export

Library of Congress | ISBN | Keyword 9780838909249 | Search | Clear

Records 1-1 of 1
First « Previous 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 Next » Last

Title	Author	Number of Pages	Publisher	Pub. Date
New on the job :	Toor, Ruth,	p. cm.	American Library Association,	2007.

Records 1-1 of 1

8. Edit MARC record, if necessary.

Save | Print | Add Field | Delete Field | Add Subfield | Delete Subfield

		2	22	
100	1	a	Toor, Ruth	
		d	1933-	
245	1 0	a	New on the job	
		b	a school library media specialist's guide to success	
		c	Ruth Toor, Hilda K. Weisburg,	
260		a	Chicago	
		b	American Library Association	
		c	2007.	
263		a	0611	
300		a	p. cm.	
504		a	Includes bibliographical references and index.	
505	0	a	Your philosophy -- Getting the job -- Finding your way -- Getting yourself organized -- Reaching your students -- Reaching yo	
650	0	a	School librarians	
		z	United States	
		v	Handbooks, manuals, etc.	

9. Be sure 852 is complete. You will want to check the call number and make sure that a barcode is in subfield p.

Save | Add Field | Delete Field | Add Subfield | Delete Subfield

		v	Handbooks, manuals, etc.	
650	0	a	School libraries	
		z	United States	
		v	Handbooks, manuals, etc.	
650	0	a	Instructional materials centers	
		z	United States	
		v	Handbooks, manuals, etc.	
650	0	a	Library science	
		x	Vocational guidance	
		z	United States.	
700	1	a	Weisburg, Hilda K.	
		d	1942-	
856	4 1	3	Table of contents only	
		u	http://www.loc.gov/catdir/toc/ecip0616/2006021124.html	
852		a	BDT	
		b	BNA	
		3	G	
		k		
		h	027.8	
		i		
		m		
		p		
		9		

10. Click **Save.**