

MIT Libraries Monograph Acquisitions
C.Follett, last revised 1/10/03
Downloading WorldCat Bib. Records to create Aleph Order

1. Search title in ACQ for duplication using



2. If no duplication is found, go to OPAC, Click on “File,” “Connect to” and choose **WorldCat**.

3. Click on , select ISBN and key in the ISBN#, hit Enter or Click OK.



4. If you get a response, 0 records found, you need to create the order manually, like we've been doing all along.

A "hit" will produce a response such as:

Record no. 1 out of 2

1. MARC Public View 2. Catalog Card 3. MARC Tags 4. Name Tags 5. Print

Sys. no. 000019039

Title Caruso St. John Architects :knitting, weaving, wrapping, pressing ; [catalogue of the exhibition: Adam Caruso & Peter St. John, "Knitting, Weaving, Wrapping, Pressing" (stricken weben einh ullen pr agen), Architekturgalerie Luzern, 13.10.-17.11.2002] = Stricken weben einh ullen pr agen /Edition Architekturgalerie Luzern ; [editing: Luca Deon ... ; translation from English into German: Juliane Sattinger].

Imprint Basel : : Birkh auser, 2002..

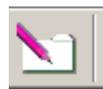
Descr. 95 p. : many ill. (partly col.), plans ; 28 x 22 cm.

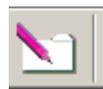
Gen. note Contents:Exhibition catalog.

External Input this URL in a browser to get GIF cover art data.GIFhttp://firstsearch.oclc.org/WebZ/DCArea d?standardNoType=1&standardNo=3764367334:s rcdbyname=WorldCat:fromExternal=true&sessioni

Add to Nav, Map
Locate
Previous
Next
Close
Help

If there is more than one record and you are unsure which to use, see Charlene or Ray.



5. Click on the Pink Pencil: , which "pushes" the record to CAT.

6. Be sure that "BRIEF" is highlighted, and then click OK.

BR	Brief
BK	Books
CF	Computer files
MP	Maps
MU	Music
SE	Serials
VM	Visual materials
MX	Mixed materials

7. Click on "File" then "Duplicate Record"

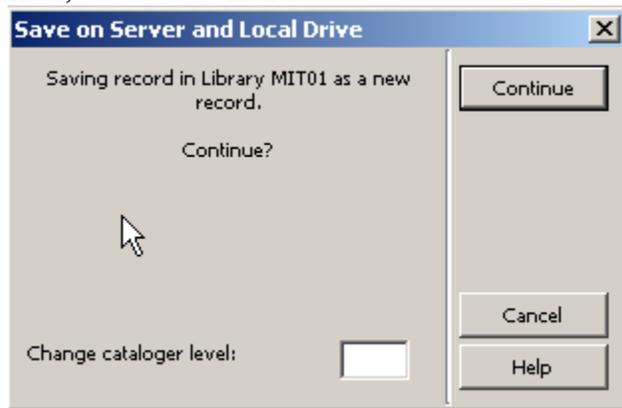
8. Be sure that “MIT01” is highlighted, and then click “OK.”

MIT01 - MIT Bib (ALA)
MIT10 - MIT Auth (ALA)
MIT20 - MIT III (ALA)
MIT30 - MIT Reserv Rm
MIT50 - MIT Admin(ALA)
MIT60 - MIT HOL (ALA)
FY01 - 739 50

9. Click on the “Pink Safe” icon to Save:



Then, click on Continue:



Then click “OVERRIDE” button.

10. Note that after you do this, the ACQ icon becomes highlighted:



11. Click on the “MoneyBag” icon , to push the bib. record to Acquisitions.

12. Continue the ordering process, by Clicking on “Add,” Enter, and then “OK” to mono counter and Enter.

13. Complete the order tabs labeled 1,2, 3 in the usual manner.

14. Go on to your next order. Please note that you need to do Step #2 only once per session you log on. If you logout and then on again in the same day, you will need to re-connect to WorldCat again.

PLEASE NOTE THAT MACROS MAY BE USED FOR SOME STEPS within each module, i.e, one macro for doing work in CAT and then another to do work in ACQ. Garry will be working on getting macros to work across different modules and will share with us once he has one working.