

Authorities: Export or Import Authority Records

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Revision History

Date	Section title	Description of changes
April 2013	All	Removed references to Heritage Printed Book.
September 2011	2 Export authority records	<ul style="list-style-type: none">• New option to export authority workforms (you must select the option; workforms do not export by default)• If an exported record contains non-Latin scripts, field 066 is added; subfield 6 is added, but no script indicator is added.
June 2007	1 Create an export destination	Content broken out from “Export authority records” in a separate topic; no changes in content
	2 Export authority records	Description of new, temporary Export Results report that opens following immediate export
	3 Import authority records	Import options are now in two separate places. In File > Import: <ul style="list-style-type: none">• Click Options for applying default constant data and/or My Status• Click Record Characteristics to select MARC-8 (default) or UTF-8 Unicode character set Description of new, temporary Import Results report that opens following import.

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1 Create an export destination

Create an export destination

Requirement: You must create at least one export destination in order to export records.

You can export records from Connexion client to:

- A file on your workstation (use the same file for all exports or specify a file name when exporting)
- A communications or print (LPT) port
- A communications connection (asynchronous or TCP/IP)
- An OCLC Gateway connection to a local system

To create a destination:

	Action
1	On the Tools menu, click Options or press <Alt><T><O>, and then click the Export tab .
2	In the Select an Export Destination list, click Create .
3	In the New Export Destination window, select one of the following export destination types, and click OK . <ul style="list-style-type: none"> • File • LPT Port • Connection • OCLC Gateway Export
4	In the window appropriate for the destination type, select settings and options, and click OK . See the list below of destination types and their settings and options for more details.
5	In the Export Destination Name window, the client provides a suggested name for the destination that reflects its type and settings or location. Click OK to accept the default name, or enter a new name, and then click OK . Result: The name appears in the Select an export destination list.
6	When finished, click Close to apply the settings and close the Options window. Or Click Apply to apply the settings without closing the window.

Types of export destinations and settings

When you click **Create** in the Options Export tab, you select the destination type and then enter settings appropriate to the type you selected, as shown in the following table:

If you select this export destination type...	In this window, enter these settings...
<p>File</p>	<p>In the Export Filename window:</p> <p>Select a file or type a file name (for example, export.dat) in the File Name box.</p> <p>Note: By default the destination name contains the path name X:\Program Files\OCLC\Connexion\Program\, where X is the letter of your hard drive. You are not required to have the path name as part of the file name.</p>
<p>LPT Port</p>	<p>In the Export LPT Settings window:</p> <p>Select the LPT (parallel) port and type of translation you want to use.</p>
<p>Connection (Serial, network, or TCP/IP communications connection)</p>	<p>1. In the Export Connection Settings window:</p> <p>Select the type of translation your local system requires, and click Create.</p> <p>2. In the New Communication Connection window:</p> <p>Select Asynchronous or TCP/IP.</p> <ul style="list-style-type: none"> — In the Asynchronous Settings window, accept default or change settings for port, baud rate, parity, data bits, stop bits, and flow control. — In the TCP/IP Settings window, enter the name of the host system to which you export. Change other options if needed. <p>Trouble spot. When you create a TCP/IP Connection for the first time, you may not be able to complete the process. After you enter your TCP/IP settings and click OK, the client adds the destination name to the list in the Export Connection Settings window. If the OK button is unavailable (grayed out), to complete adding your destination:</p> <ol style="list-style-type: none"> 1. Double-click the name of your destination in the Export Connection Settings window. <p>The Export Destination Name window opens showing your destination name prefixed by <i>Connection:</i></p> <ol style="list-style-type: none"> 2. Click OK. <p>The client adds the destination to the list in the Options Export tab</p>

If you select this export destination type...	In this window, enter these settings...
OCLC Gateway Export	<p>In the OCLC Gateway Export - Local System Settings window:</p> <p>Enter or select the settings required for your local system:</p> <ul style="list-style-type: none"> • Enter host name and port • Select local options for exporting • Enter timeout (minutes), number of retries, and delay (minutes) • Select the type of local system authorization: <p>Local system logon (logon ID and password) And/or User ID</p>

See the *Setup Worksheet for OCLC Connexion Client* for more details on settings.

Change settings for an export destination

If you want to export to a different file or change the host name or port name for a TCP/IP connection, for example:

	Action
1	In the Export tab (Tools > Options), select the name of an export destination, and click Edit .
2	In the Settings window appropriate to the destination type, edit the settings and click OK .
3	In the Export Destination Name window, keep or edit the displayed name, and click OK .
4	In the Export tab, click Close , or press <Enter> to apply the settings and close the Options window. Or Click Apply to apply the settings without closing the window.

Delete an export destination

	Action
1	In the Export tab (Tools > Options), select the name of an export destination, and click Delete .
2	Click Close , or press <Enter> to apply the settings and close the Options window. Or Click Apply to apply the settings without closing the window.

2 Export authority records

Records you can export

You can export:

- Records retrieved from the Library of Congress (LC) authority file, from the online authority save file, or from the local authority save file
- Workforms (new records you create) from the online or local authority save file. (You must set an option in **Tools > Options > Export**. See details below.)
- A mix of authority and bibliographic records in the same file.

About exporting records online or offline

- Export records immediately while logged on or offline.
 - If you export offline, the client tracks your information and sends it to the system the next time you log on. When data is sent, the system displays a message summarizing the export information sent.
 - If you export records from the local file while logged on and change the default local file from either the local file manager (**File > Local File Manager**) or from the Search Bibliographic Local Save File dialog (**Cataloging > Search > Local Save File**), the client sends any export billing information to the system and displays a message summarizing the export information sent.
- Batch export (available for records in the local save file)
- Export using the MARC-8 character set or the UTF-8 Unicode character set.

Note on validating exported records: By default, the system does no validation when you export records, but you can set an option to perform basic or full validation or re-set to none in **Tools > Options > General / Validation Level Options**.

Export records immediately

	Action
1	<p>Display the record you want to export. Or Select records in a list:</p> <p>To select adjacent records, click to highlight the first entry, and then press and hold <Shift> and click the last entry. Or to select nonadjacent entries, click to highlight the first entry, and then press <Ctrl> and click to highlight each additional entry.</p>
2	<p>On the Action menu, click Export, or click , or press <F5>.</p>
3	<p>Continue exporting more records if needed.</p> <p>If exporting to a file, the client appends exported records to any records already in the export file. You can mix bibliographic and authority records in the same file.</p> <p>Results:</p> <ul style="list-style-type: none"> • The client exports the record immediately to the destination you created and selected. Or If you export to a file and selected the option File:(Prompt for filename), after your first export per session, the client prompts you to locate or enter the file, and then exports the record. • If exporting to a file that already exists, the first time during a session that you export record(s), the client asks if you want to overwrite, append, or cancel the export and use another file. <p>For the remainder of your current logon session and until you close the client and reopen it, any time you export, the client automatically appends records to any records already in the export file (on the assumption that you are building a file of exported records).</p> <p>You must close and reopen the client before exporting if you want to overwrite records in the file or change to another file.</p> <ul style="list-style-type: none"> • The record's Export status changes to C (completed) or F (failed).

Batch export records **First, select an option for batch processing.** Records export immediately whether you are logged on or offline. To mark records in a local file for batch export, you must first select an option:

	Action
1	<p>On the Tools menu, click Options, or press <Alt><T><O>, and then click the Batch tab.</p>
2	<p>In the Record Actions area under Perform local actions in batch, select the Authority Record Export and/or the Bibliographic Record Export check box.</p>

	Action
3	Click OK, or press <Enter>. Result: The client keeps your setting each time you open the program unless you change it.
4	Optional. If you want to switch to exporting immediately rather than in batch, clear the settings in Tools > Options > Batch tab .

Then mark records for batch processing. Once the option is set, to mark records for batch export:

	Action
1	Display an authority record from the local save file that you want to export. Or Select records in a local authority save file list: To select adjacent records, click to highlight the first entry, and then press and hold <Shift> and click the last entry. Or to select nonadjacent entries, click to highlight the first entry, and then press <Ctrl> and click to highlight each additional entry.
2	On the Action menu, click Export , or click  , or press <F5>. Results: <ul style="list-style-type: none"> • The record(s) are marked for export in batch mode. • The export status in the record's status bar or in the Export column of the bibliographic local file list changes to R (Ready). Note: You can remove a record from the batch before processing, if needed. See procedure in "Take actions on authority records."
3	When ready, run batch processing. (See Cataloging, Take Actions on Bibliographic Records, "Run batch processing" for more information.)

Select a character set for exported authority records

- Export records using the UTF-8 Unicode character set, or export using the MARC-8 character set. (See more about MARC-8 in Library of Congress documentation at <http://www.loc.gov/marc/specifications/speccharmac8.html> and more about Unicode at <http://www.loc.gov/marc/specifications/speccharucs.html>).
- Select a character set based on the format of data your local system supports for importing records from OCLC.
- OCLC tested exporting using UTF-8 Unicode with local system vendors and lists vendors on the Connexion Web site whose systems tested successfully. See vendor list at < <http://www.oclc.org/connexion/about/features/export/default.htm> >.
- The setting for character set applies to records you export singly or from a list, online or offline, or via batch processing.

Note: Authority records can be exported using only the MARC 21 record standard.

To select a character set for exporting records:

	Action
1	Click Tools > Options (or press <Alt><T><O>), and then click the Export tab .
2	Click Record Characteristics .
3	Under Authority Records , click one of the following in the Character Sets list: <ul style="list-style-type: none"> • MARC-8 (default) • UTF-8 Unicode Notes: Follow this same procedure to select both a record standard and a character set for exported bibliographic records (see Cataloging, Export and Import Bibliographic Records). Authority records can be exported only in MARC 21.
4	Click OK , or press <Enter> to save your setting and close the dialog, or click Cancel to cancel changes. You are returned to the Export page of the Options window.

Results of character set selection:

MARC-8 export	Unicode export
Uses MARC-8 character set (subset of Unicode characters approved for use in MARC 21 cataloging)	Uses UTF-8 Unicode character set (8-bit, byte-oriented encoding form of Unicode designed for ease of use with existing ASCII-based systems—MARC-8 is a subset)
Leader position 9 is <blank>	Leader position 9 has the value a
Unicode characters that cannot be converted to MARC-8 are changed to the hex value in brackets	All characters are exported, even if not included in MARC-8 characters approved for MARC-21 cataloging
If the record contains non-Latin scripts: <ul style="list-style-type: none"> • Field 066 is added automatically, indicating the presence of non-Latin script • Subfield 6 is included but a script identifier is not 	If the record contains non-Latin scripts: <ul style="list-style-type: none"> • No field 066 is added • A script identifier is included

Authorities: Export or Import Authority Records

Define fields to delete from exported records Specify fields to delete from exported records separately for bibliographic and authority records:

	Action
1	Click Tools > Options (or press <Alt><T><O>), then click the Export tab , and then click Field Export Options .
2	In the Field Export Options window, in the Bibliographic Records box or the Authority Records box, enter tags you want to delete, each separated by a comma, or enter a range of tags. Example: In the Bibliographic Records box, type 920, 938, 945-999 to delete fields 920, 938, and 945 through 999 from exported records.
3	Click OK , or press <Enter> to save your setting and close the window. Or Click Cancel to cancel changes. Or Click Apply to save settings without closing the window.
4	When finished, click OK to close the Options window.

Optional. Display a temporary report after immediate export

Set an option to display a temporary report showing results when you export records immediately:

Action
In the Export window (Tools > Options), click the Display Report for Immediate Export Results check box. Default: Check box is cleared. The client does not display a report. See a detailed description of the report immediately following this procedure. Caution: <ul style="list-style-type: none"> • If you want to keep data in the Export Results report, you must print or copy and paste data into another application before you close the report. The client does not save the report. • If you export records in MARC 21, have validation options for export set to Basic or Full in Tools > Options > Export (default: None), and validation errors occur, the list of errors opens behind the temporary report of results. Move or close the report window to see the validation errors.

The temporary report shows:

- The path and file name of the export destination
- Report start time
- Record standard and character set selected for bibliographic and authority record export (only MARC-21 is available for authority records)
- Number of bibliographic and authority records successfully exported
- For bibliographic records only, any Dublin Core mapping errors

Optional. Enable export of workforms

This option supports vendor creation of records to be loaded into WorldCat. Since some library local systems may not support incoming workforms, the client does not export workforms by default; you must set the option. The option applies to all online and local save file types (bibliographic and authority). Workforms are new records that have not been added to WorldCat and therefore do not have OCLC control numbers.

Action
<p>In the Export Options window (Tools > Options), click the Allow export of workforms check box. When finished setting all Export options, click OK.</p> <p>Results:</p> <ul style="list-style-type: none">• If the option is selected, the Export command is enabled for a displayed workform in an online or local save file, or for selected records that include workforms in a save file list.• If the option is not selected, the Export command is disabled for a displayed workform in an online or local save file. The Export command is enabled for selected records in a list that include workforms. However, when you export, you get an error message "Action not valid for record [save file number]." You must unselect workforms to export. <p>Default: Check box is cleared. The Export command is disabled for a displayed workform, and you are prevented from exporting any workforms selected in a list.</p>

3 Import authority records

Why import authority records?

- Contribute authority records created in your library's local system.

Records you can import

- Authority and bibliographic records in the same file
- Records in MARC 21 format using MARC-8 or UTF-8 Unicode character sets (you select the option)
- Records exported from a local system. Export the records to a file via your system's MARC export function and then import from the file.
- Non-OCLC authority records.
 - Imported as new records (workforms).
 - You can take any actions on non-OCLC records that are available for authority workforms you create using Connexion.

Restrictions on taking actions on imported OCLC authority records

You can:

- Take most actions on imported OCLC authority records, except Validate and Report Error.

You cannot:

- **Validate.** You cannot validate imported OCLC authority records. However, you can validate authority workforms, including records you derive from imported records.
- **Report Errors.** You cannot use **Edit > Report Errors** on an imported authority record.

Caution: Locking the master record loses any edits you made. If you use an imported OCLC authority record to lock the corresponding master record, Connexion locks and displays the current version of the master record, overwriting any changes you made to the imported record. The system warns you that your changes will be lost and asks whether you want to continue.

About import files

An import file can contain both bibliographic and authority records. The following table gives more details about import files:

Property	Requirements and notes
File type	Import files must be ASCII (plain text) files—for example, with file extension *.dat or *.mrc —that contain records in OCLC-MARC or MARC 21 format only. Caution: <ul style="list-style-type: none"> • If you try to import from a non-MARC file (for example, a file with the extension *.doc, *.xls, *.mdb, *.msg, *.gif, *.jpeg, or *.tif), Connexion displays an error message.

Property	Requirements and notes
Record format	<p>Record standard. The only record standard available for imported authority records is MARC 21</p> <p>Character set. You select MARC-8 or UTF-8 Unicode character set: Go to File > Import Records and click Record Characteristics (Default: MARC-8)</p>
Size	<p>No prescribed maximum for file size (KB or MB).</p> <p>The maximum number of records you can import depends on the number of records currently in your bibliographic or authority save file. You can import to your online or local save file, which can each contain a maximum of 9,999 records.</p>
Location	Hard disk or network drive connected to local workstation.

Set import options

Import options for authority records include applying default constant data and selecting a character set.

To apply the default authority constant data record to importe records:

	Action
1	In the Import Records dialog (File > Import Records), click Options .

	Action
2	<p>Apply default constant data:</p> <p>In the Import Options dialog, under Constant Data, select the Apply Default Authority Constant Data check box to apply your default constant data to imported authority records.</p> <p>Or</p> <p>Clear the check box to import records without applying constant data.</p> <p>Default: Check box cleared. Records are imported without applying constant data.</p> <p>Note: The name of your default authority constant data record is displayed under the Authority check box.</p> <p>If you select the option to apply default authority constant data:</p> <ul style="list-style-type: none"> • If you import to the online save file, the client uses your default online constant data. If you import to the local save file, the client uses your default local constant data. The client shows the name of the appropriate default constant data below the check box. • If your default constant data is set to apply the fixed field or both fixed field and variable fields, the fixed field is applied as is, even when the format of the constant data record is different. You do not get a prompt to change the format when you import records, as you do when you apply constant data to a single record. • If you also have bibliographic records in the import file, you can select the Apply Default Bibliographic Constant Data check box to apply the default bibliographic constant data record.
3	<p>Click OK or press <Enter> to save your settings, or click Cancel to cancel changes. You are returned to the Import Records dialog.</p>

Note: For imported bibliographic records only, you can also assign a My Status.

To select a character set for imported authority records:

	Action
1	<p>In the Import Records dialog (File > Import Records), click Record Characteristics.</p>
2	<p>In the Record Characteristics window, under Authority Records, select one of the following from the Character Sets list:</p> <ul style="list-style-type: none"> • MARC-8 (default) • UTF-8 Unicode <p>Notes:</p> <ul style="list-style-type: none"> — The only available record standard for imported authority records is MARC 21. — Follow the same procedure in this window to select the option of importing bibliographic records.
3	<p>To reset the selection to the default, click Reset.</p>
4	<p>Click OK or press <Enter> to save your settings, or click Cancel to cancel changes. You are returned to the Import Records dialog.</p>

Authorities: Export or Import Authority Records

Notes:

- Select MARC-8 or Unicode format for importing based on the format of the data in your import file.
- See documentation on Unicode on the Library of Congress Web site at: <http://www.loc.gov/marc/specifications/speccharucs.html>.

Import records

Authority records you import are placed in the authority save file you specify. The client assigns the workflow status *Imported*.

	Action
1	Select and/or set up the location for the file of records you want to import: 1. Create or retrieve a file of records to import: Export bibliographic and/or authority records from OCLC software or from your local system. 2. Move the file of records to your local drive, if needed.
2	Log on if you plan to import records to the online save file, or if you prefer, the client will prompt you to log on when you start the import process (step 8). If you plan to import to your default local save file, you can import offline.
3	On the File menu, click Import Records , or press <Alt><F><I>.
4	In the Import Records dialog, specify the file location for the records you want to import: Under File Location , in the File Path box, type the full path (drive letter, folder, and file name) for an import file on a local hard drive or network drive, or click Browse to navigate to the location.

	Action
5	<p>Select one of the following files to which to import records:</p> <ul style="list-style-type: none"> • Import to Online Save File <p>You must be logged on. If you are not logged on, when you start the import process (step 7), the client opens the Logon OCLC Connexion dialog so that you can log on.</p> <p>Or</p> <ul style="list-style-type: none"> • Import to Local Save File (logon not required) <p>The client displays the full path and file name of your default local bibliographic and authority save files.</p> <ul style="list-style-type: none"> — If you want to change the default or create a new default file: <ul style="list-style-type: none"> - Click Local File Manager to open the Local File Manager dialog. (See Basics, Manage Local Files, “Manage local files for offline/online cataloging” for more information.) — If you import to a local file while offline, the client supplies your holding library code, institution symbol, and/or MARC organization code from the offline cataloging options you set in Tools > Options > General tab.
6	<p>Optional.</p> <ul style="list-style-type: none"> • To apply default constant data to imported authority records, click Options. • To select a character set, click Record Characteristics.
7	<p>Click OK or press <Enter> to import the records.</p> <p>Or</p> <p>Click Cancel to close the dialog without importing records.</p> <p>See detailed results in the following section. See also details on import conversions following the results section.</p>
8	<p>After importing all specified records, Connexion displays a confirmation message that gives the number of bibliographic records and the number of authority records imported. Click Yes to close the message.</p>
9	<p>You receive a prompt to delete or retain the import file. Click Yes to delete the file or No to keep it.</p>

Results of importing records

- A temporary Import Results report opens showing:
 - The path and file name of the import source
 - Report start time
 - Record standard and character set selected for bibliographic and authority record import (MARC-21 is the only available record standard for import)
 - Number of bibliographic and authority records successfully imported

Caution: If you want to keep data in the Import Results report, you must print or copy and paste data into another application before you close the report. The client does not save the report.

- If you import to the online save file and you are not logged on, the client opens the Logon OCLC Connexion dialog. After you log on, the client immediately imports the records.

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- The client imports all records in the file, beginning with the first record.
- If you import to the online save file, the client adds the authority records with the expiration set to 90 days.
- Imported authority records have the workflow status **Imported**.
- Non-OCLC records are imported as OCLC workforms.
- By default, records are imported in the MARC-8 character set unless you change to UTF-8 Unicode in the **Record Characteristics** window.
- The system applies the default constant data if you select the option in the **Options** window.

Conversion details for imported authority records

The client does the following conversions, depending on whether the record is a Library of Congress authority file record (has an ARN) or a workform:

OCLC authority record (has ARN)	Non-OCLC record (workform)
<ul style="list-style-type: none"> • Workflow status: Imported • If imported to online save file, expiration date set to 90 days. • ARN retained in 001. 	<ul style="list-style-type: none"> • Converted to workform • Workflow status: Imported • If imported to online save file, expiration date set to 90 days. • NEW in 001. • Entered date (in 008/0-5) replaced with current date. • RecStat value (Leader/5) and EncLvl (Leader/17) set to n. • Retain data in 040 and 049, if present; if not, insert default institution symbol in field 040 and replace holding library code in field 049 with default <p>Note: If you are online, the client supplies the institution symbol and holding library code from your logon authorization. If you are offline, the symbol and code are supplied from options in Tools > Options > General.</p> <ul style="list-style-type: none"> • Fields 002, 003, 004, 005, 009, 010, and 035 are deleted.

Find imported authority records

You can find imported authority records in two ways:

- Show online save file or local save file statistics and then retrieve records with the status **Imported**.
- Search the online or local save file.

Retrieve imported records by showing online save file status

	Action
1	On the Cataloging menu, click Show > By Online Save File Status , or press <Ctrl><Shift><S>. Or Click Show > By Local Save File Status , or press <Alt><U><H><L>.
2	In the Status List dialog under Workflow Status , click the check box for Imported .
3	Click Show Records .

Retrieve imported records by searching the online save file

	Action
1	On the Authorities menu, click Search > Online Save File , or press <Alt><F3>. Or Click Search > Local Save File , or press <Shift><F3>.
2	Search for imported records: In the Search Online [or Local] Authority Save File dialog, leave the Search for boxes and index lists empty. In a status list, select Workflow , and in the adjacent list of workflow statuses, click Imported .
3	Click OK , or press <Enter>.