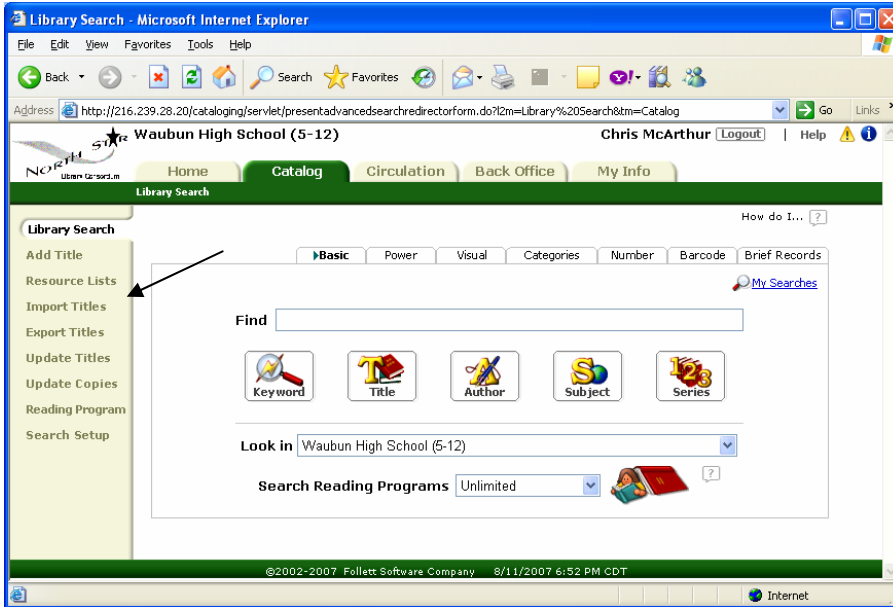


# Importing Title Records



To import records into the catalog, go to the Catalog tab. Along the left, click “Import Titles.”

You need to select parameters for your import.

Under “Title Matching,” the preferred choice is “Replace the existing title if the incoming title is better.”

Under “Copy Matching,” you will want to select “Skip the incoming ...” or you’ll want to enter a starting barcode number and have Destiny, “Always add the incoming copy record...”

If you have barcodes in hand you can enter a starting number. Please note, you and I cannot generate barcode numbers, they must be computer generated. However, you can generate a list of your unused barcodes (Back Office, Library Materials, Report, Copy Barcodes).

Destiny can only add copies if there is a barcode number for each copy. If you import the titles without barcodes, copies will not be added, you will need to add the copy record yourself.

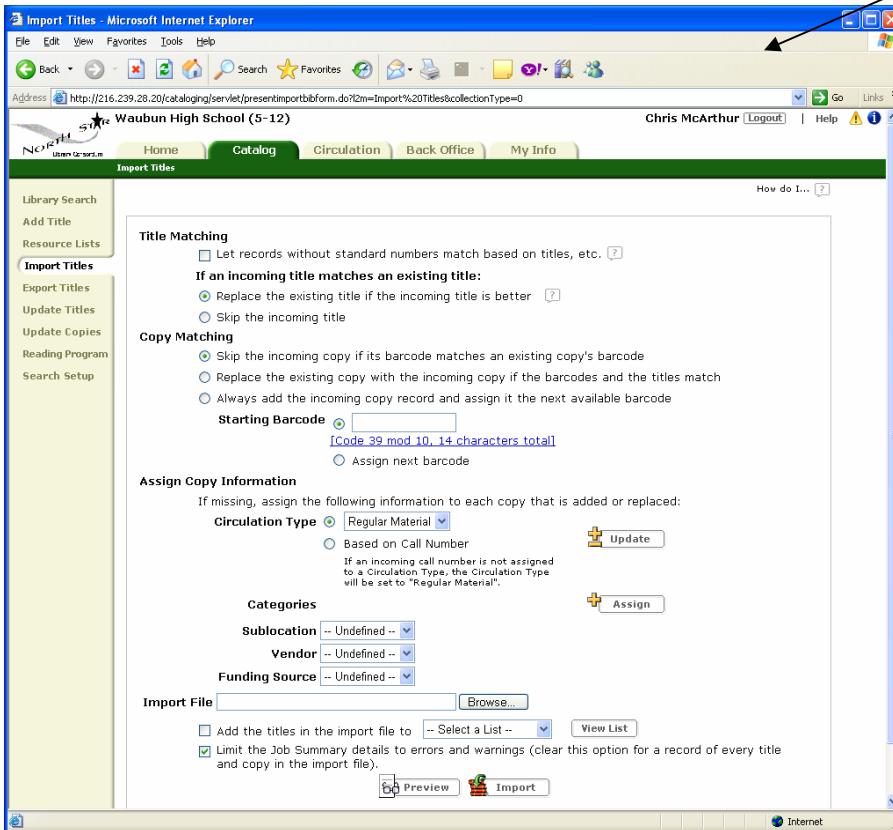
Under “Assign copy information,” select the radio button which best suits your Circulation settings.

Sublocation, and Funding source may be entered if the entire import is for the same sublocation and Funding source.

Browse to your file location.

Read carefully and select one or both of the following check boxes.

Click Preview. Go yo Job Manager in Back Office and review the preview.



## Importing Title Records

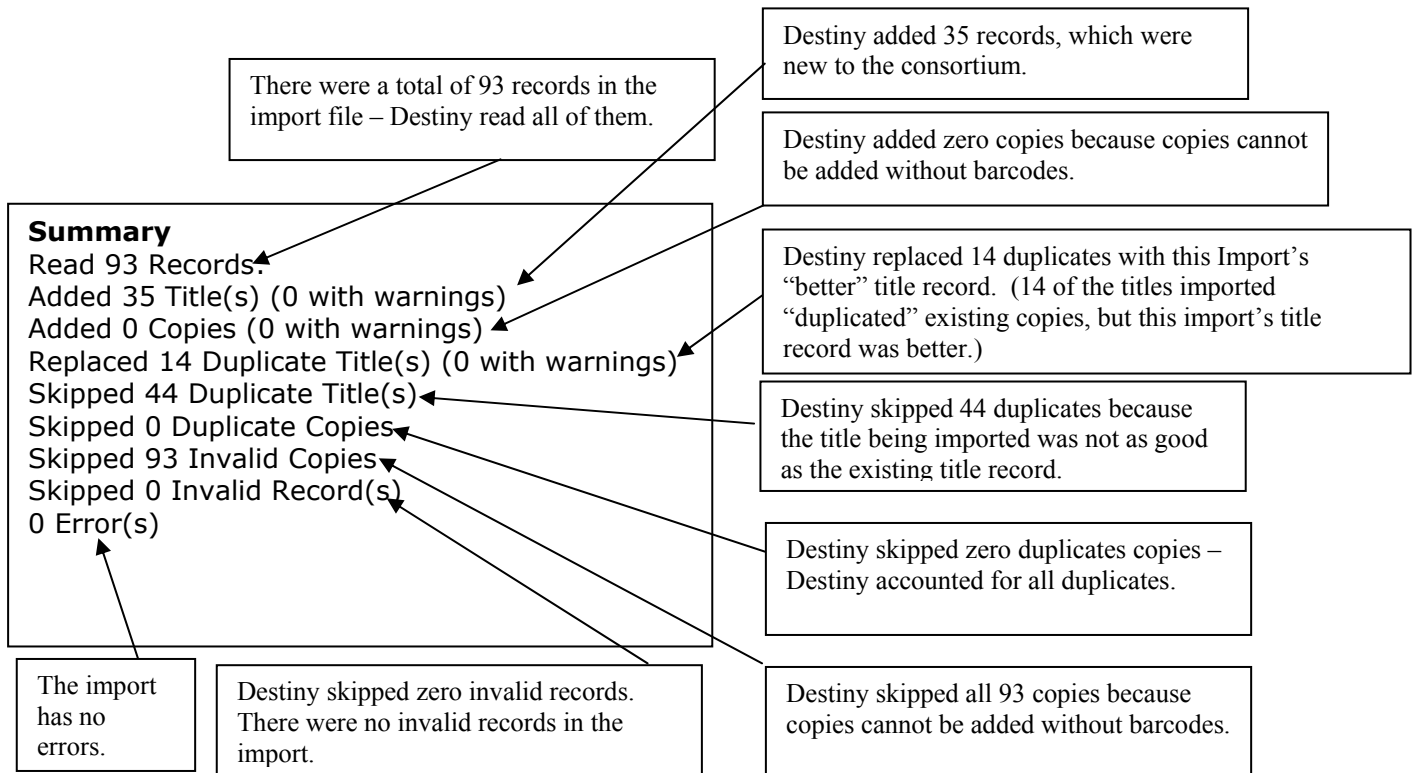
The Preview details what actions Destiny *will* perform upon “Import.” Until you click Import no action has been taken – no records have been imported. The Preview gives you an opportunity to change the parameters you’ve set-up for your import.

Reading the Preview information can be confusing. Here is a sample:

### Summary Explanation:

When asked to perform an import, Destiny compares the incoming titles to the titles existing within the consortium. Your title import is being compared to the entire consortium’s catalog of titles. When Destiny says “Duplicate” it means your import duplicates a title already in the catalog. When a duplicate is discovered, Destiny determines which title record is better, the title in the import or the title already in the catalog.

Here is a point by point explanation of an Import Preview Summary



**SUMMARY:** If you were to click “Import” at this point, all the titles you need will be in the consortium database; however, none of your copies would have been added. You will need to add your copies one at a time.

If you want Destiny to add your copies, enter a computer generated barcode, or ask Destiny to “assign the next barcode,” then perform the import again.