

MARC Records from WISCAT

Downloading Decisions

Union Catalog or Z39.50 Catalogs

- ⤴ When searching WISCAT, construct your search to utilize the most efficient use of the Z39.50 library catalogs. Searches will be faster if you think about the most likely targets for your title.
 - For example, when looking for elementary school records, it may not be useful to search UW campus catalogs
- ⤴ Selecting a Union Catalog bibliographic record instead of a Z39.50 catalog record will allow you to add holdings into the Union Catalog immediately and have your call number included in the downloaded record.
 - If adding your holding to the Union Catalog record, do so before downloading, to get your call number into the record you add to your local catalog
- ⤴ Always view the record in MARC Format before downloading. Most Z39.50 catalogs include local fields such as local call numbers or other local information you'll want to delete after uploading into your catalog.

Downloading "Near-Hits"

- ⤴ If you locate a MARC record for a different edition or format, you can download it for local use, but you **MUST** edit it before adding to your local catalog.
 - Remove or correct any standard numbers (ISBN, LCCN, OCLC no, etc.)
 - Review and correct the publication date, edition, etc.
 - If using a "near-hit" for a different format, make sure you edit **ALL** of the proper control fields related to media
- ⤴ If you need to use a "near-hit" record from WISCAT, **DO NOT** add your holding to the WISCAT record; instead, download the record and edit it locally.

Single Record vs Add to List

- ⤴ Saving records to a List will allow a file of multiple records to be uploaded locally; make sure all records in the List require the same added workflow.
- ⤴ Saving records individually will allow a separate, distinctive file name to be used for each title.
- ⤴ If using the WISCAT List feature, empty the List after downloading to prevent duplicate records in your catalog.

Managing Multiple Folders

- ▲ Saving records to different folders based on anticipated workflow after download is recommended.
 - Folder for records that only need call number added
 - Folder for “near-hits” that need substantial editing
 - Folder for WISCAT records where holding was already added

- ▲ Be aware that records downloaded using the List default to the identical file name (**PartialListSave_433.mrc**). You will want to rename each record or file downloaded using the List function prior to saving to prevent them overwriting each other.