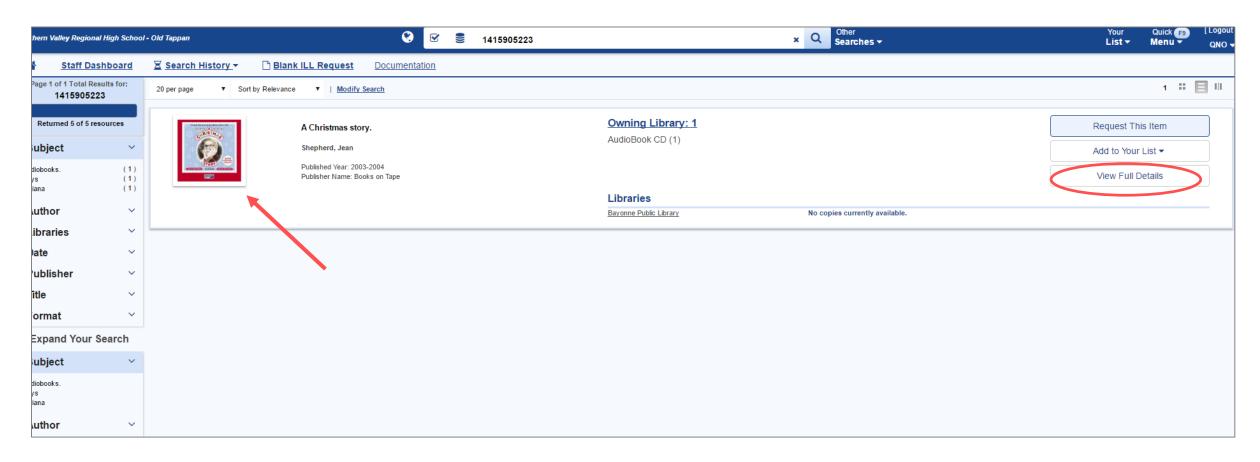
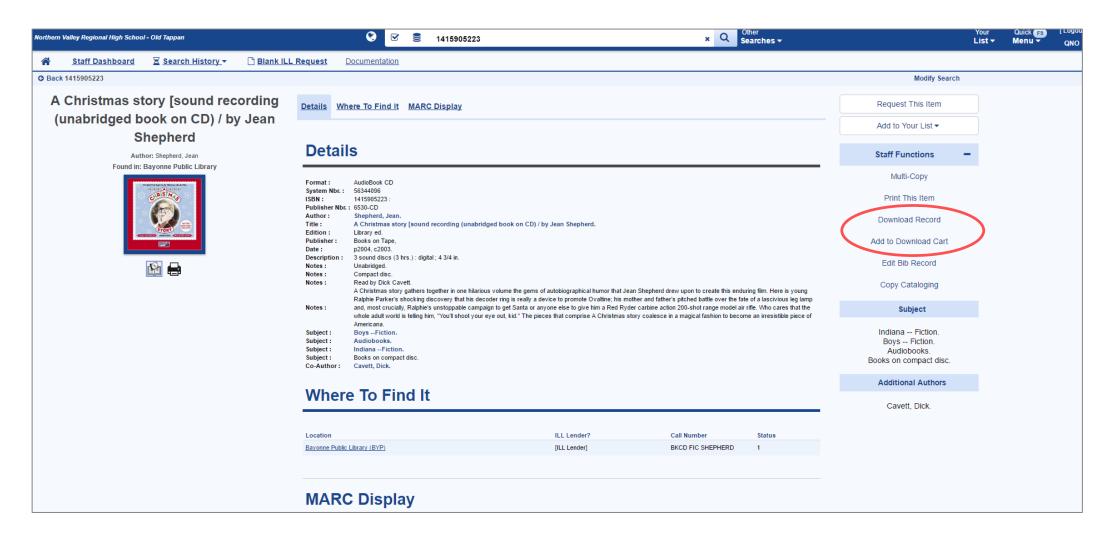
Download MARC Records from JerseyCat



Step 1: Login to JerseyCat and enter an item's ISBN without spaces or hyphens. If you have trouble locating a match, open the filter icon to include more searchable libraries.



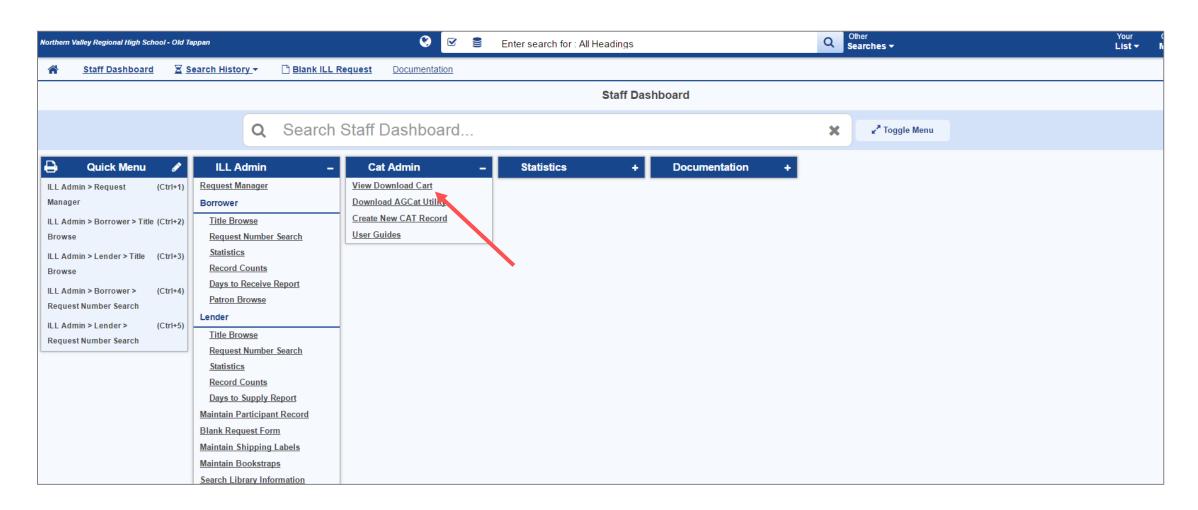
Step 2: Click the Book Cover icon or View Full Details button (if there is more than one owning library just click any of the book covers until you get to the details screen).



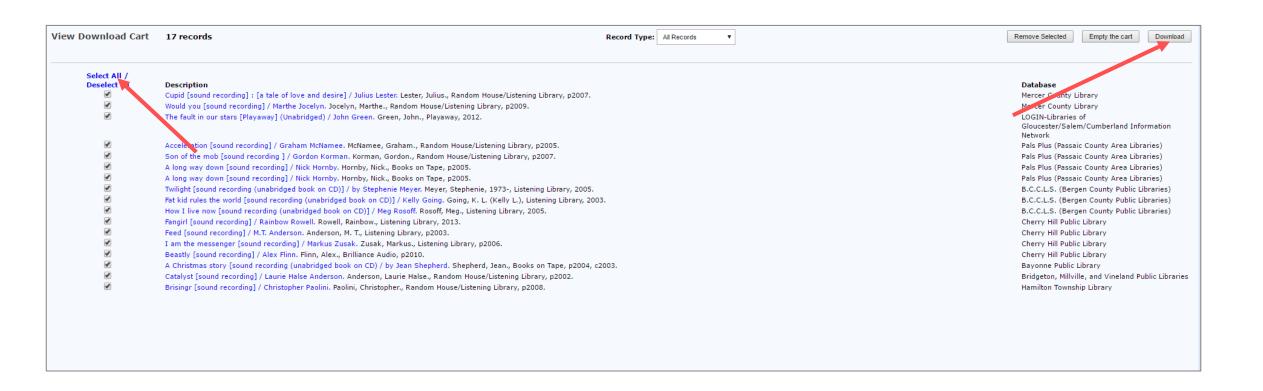
Step 3: Download Record individually or add it to your Download Cart if are downloading multiple records in one session.



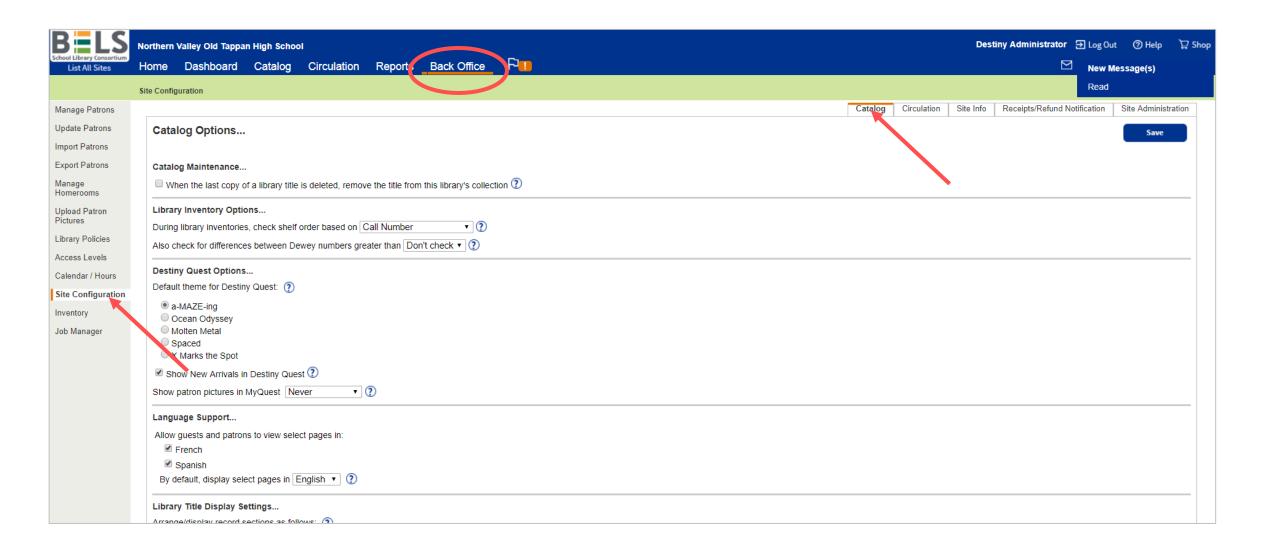
Step 4: When you are ready to access your Download Cart, enter the Staff Dashboard area.



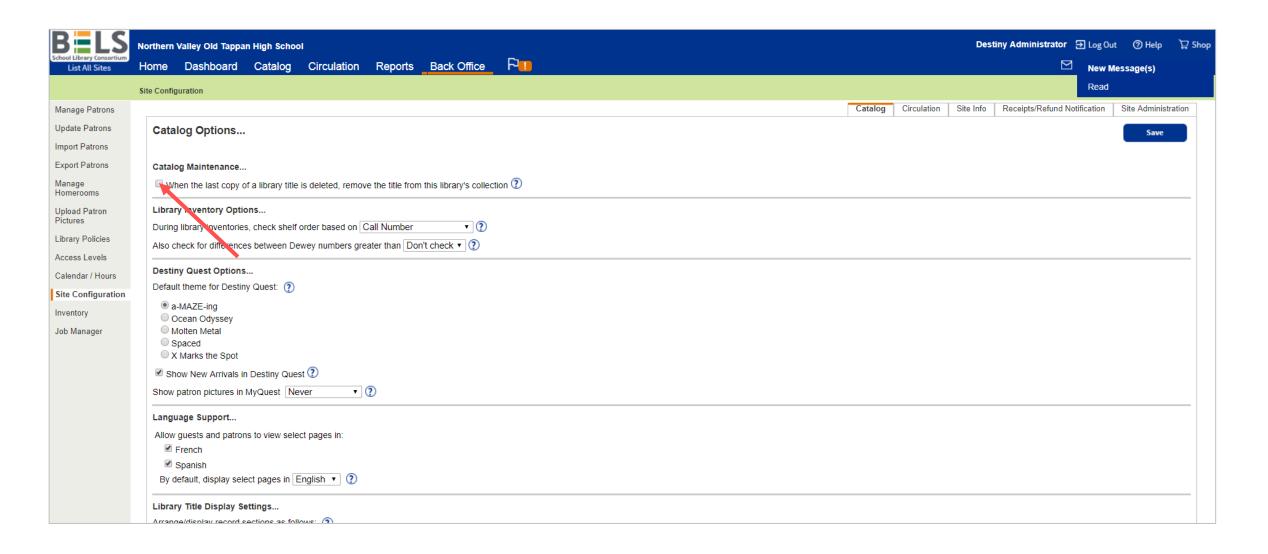
Step 5: Under Cat Admin click on View Download Cart (expand menu by clicking the +).



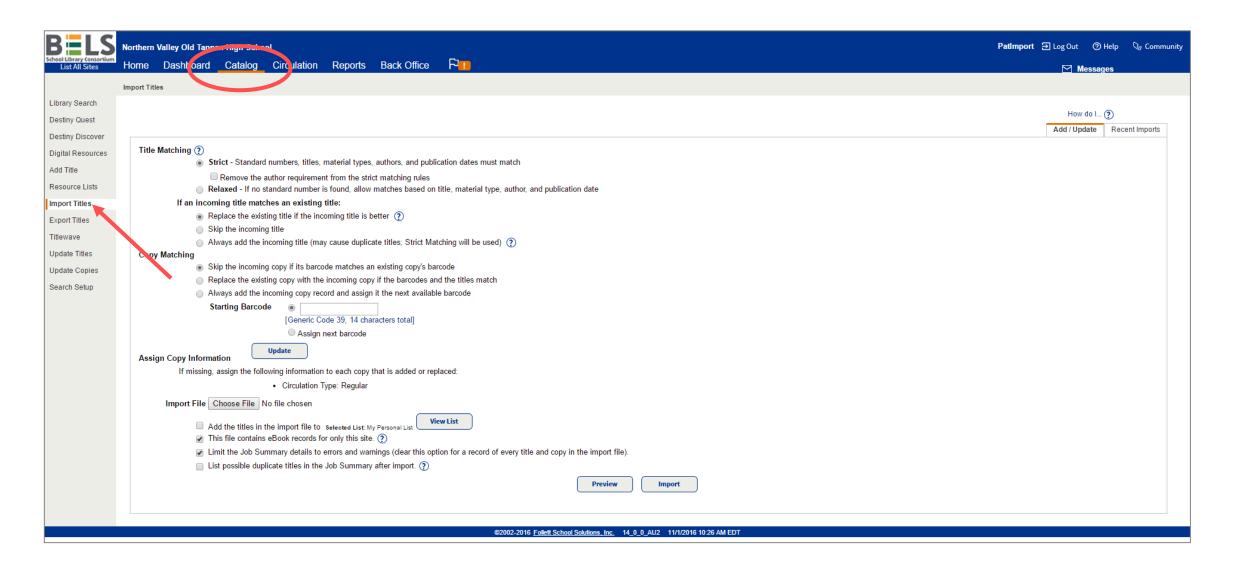
Step 6: Select All the records you need, then click the Download button.



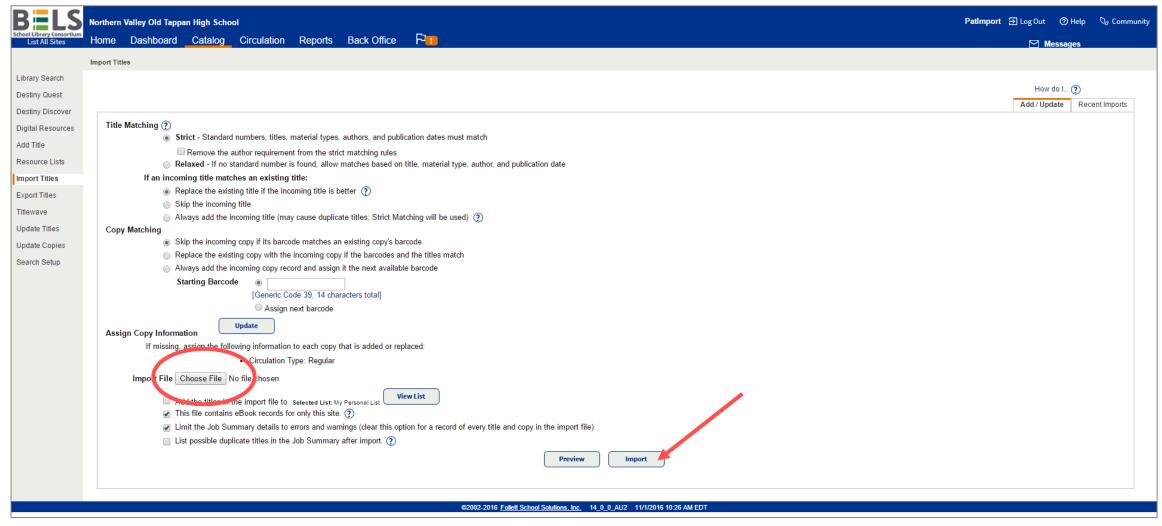
Step 7: Login into Destiny and under Back Office choose Site Configuration and then the Catalog subtab.



Step 8: Make sure the box is unchecked for Catalog Maintenance (when the last copy is deleted...).

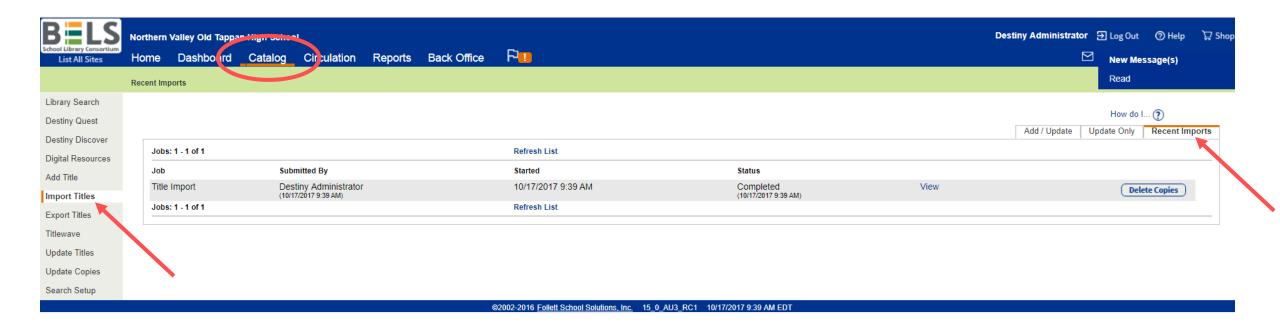


Step 9: Under Catalog choose Import Titles.

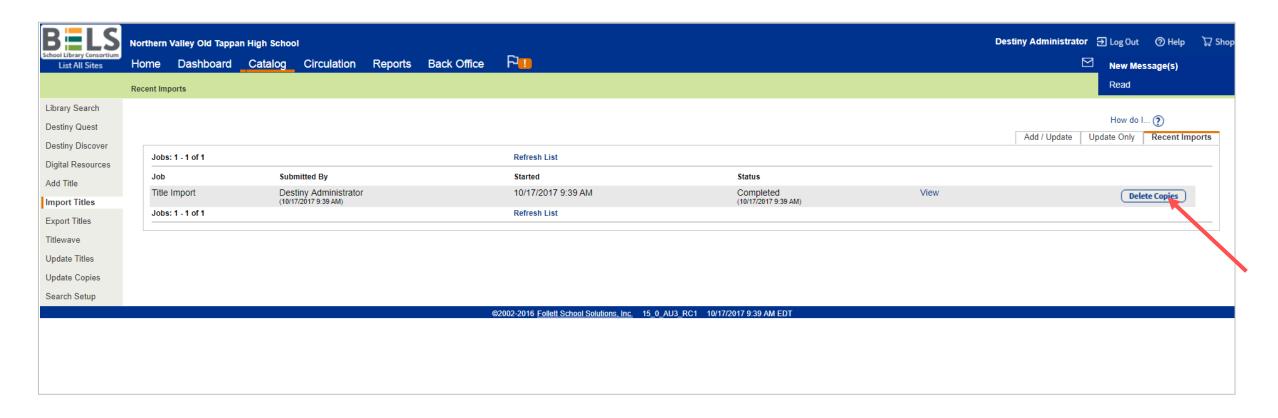


Step 10: Review checkboxes and Choose File from your download location.

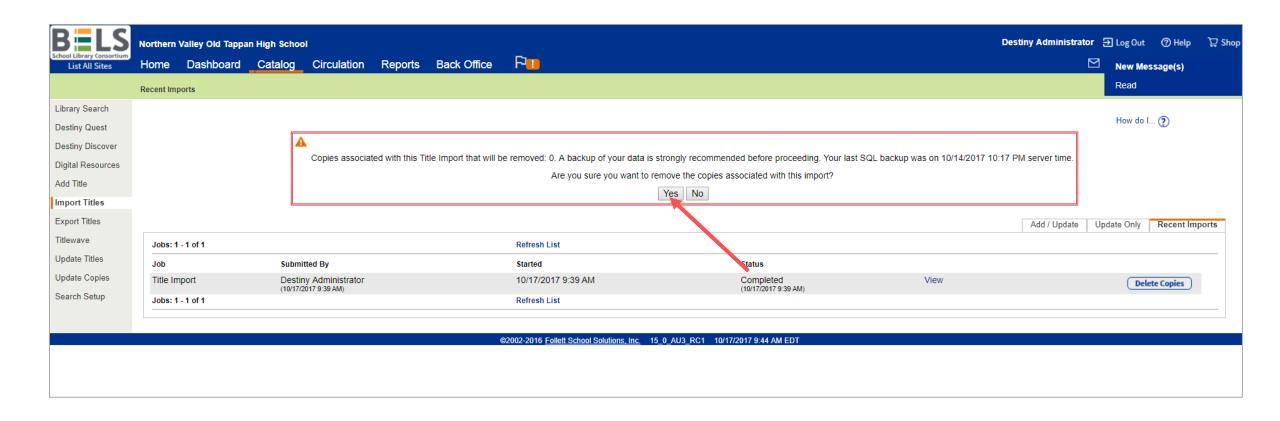
Step 11: Click the Import button (or Preview if you want to review the records first).



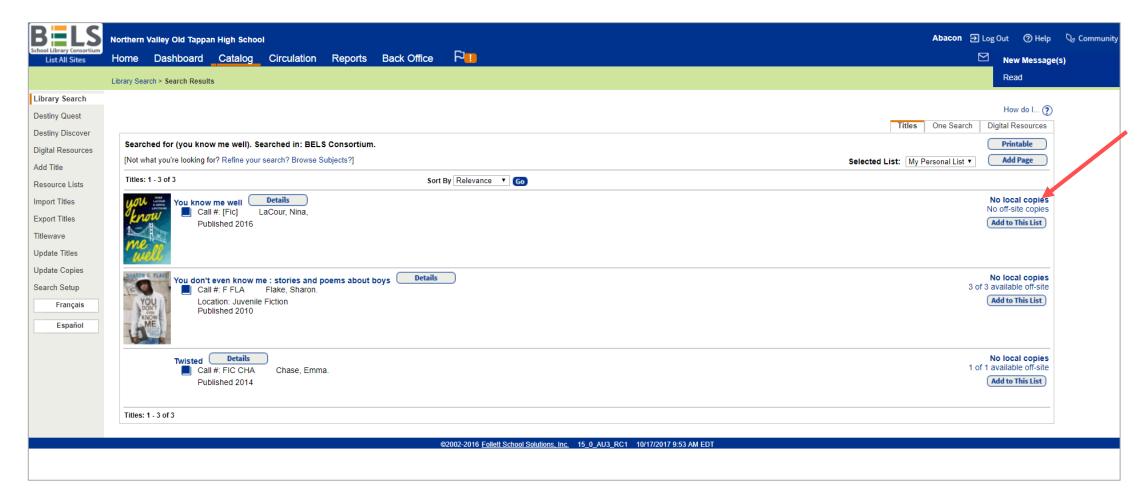
Step 12: Under Catalog choose Import Titles then switch to the Recent Imports subtab.



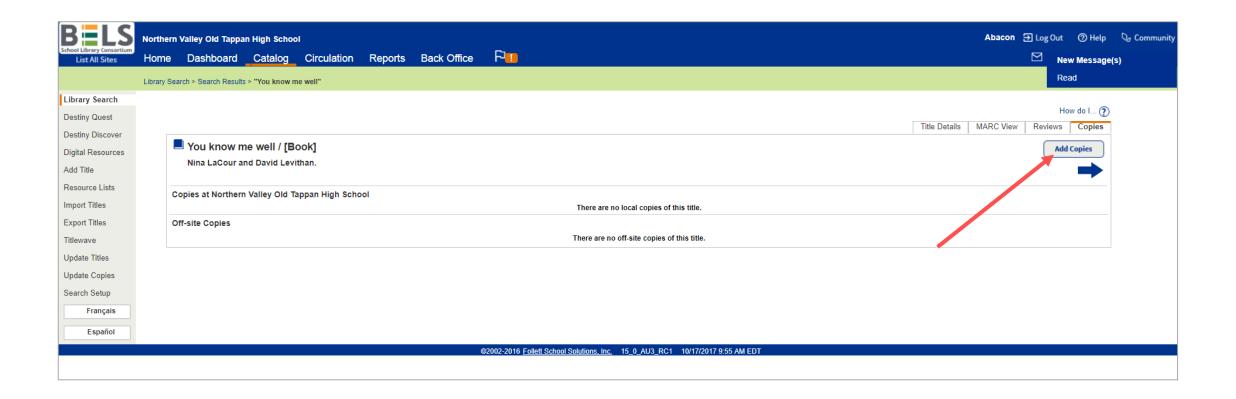
Step 13: Click the Delete Copies button (this will remove all the barcodes and copies JerseyCat imported while leaving the Title Records).



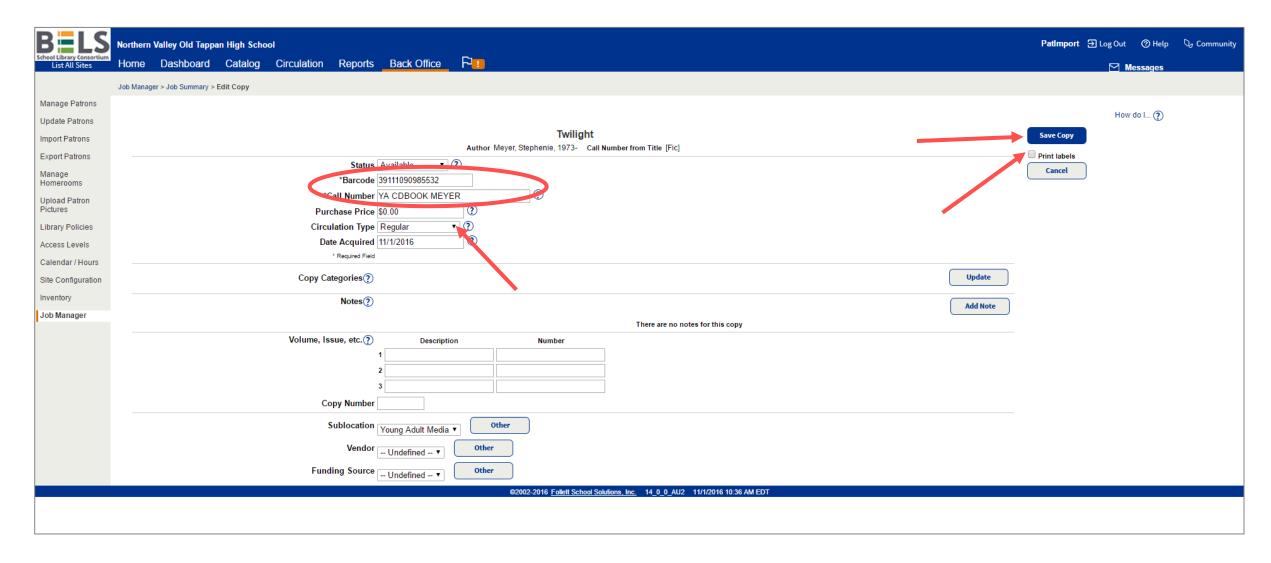
Step 14: Click the Yes button.



Step 15: Do a catalog search for each newly imported title and open the book record.

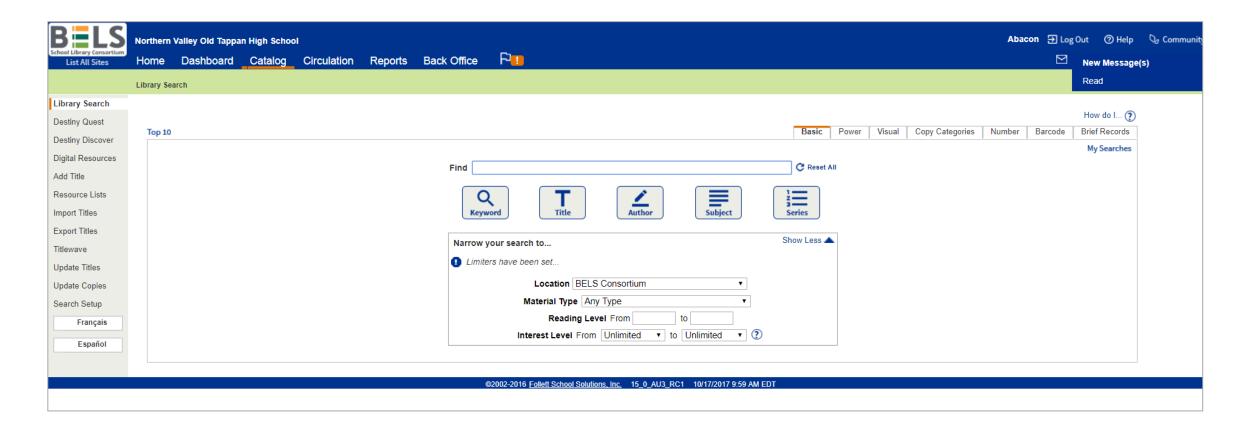


Step 16: Click the Add Copies button.



Step 17: Enter a Barcode, adjust the Call Number, and set the Circulation type.

Step 18: Click Save Copy (you can also Print Labels for barcodes and spine labels from this screen).



Repeat catalog search and add a copy for each title imported (Steps 15-18).