Load Single MARC Record into Alma
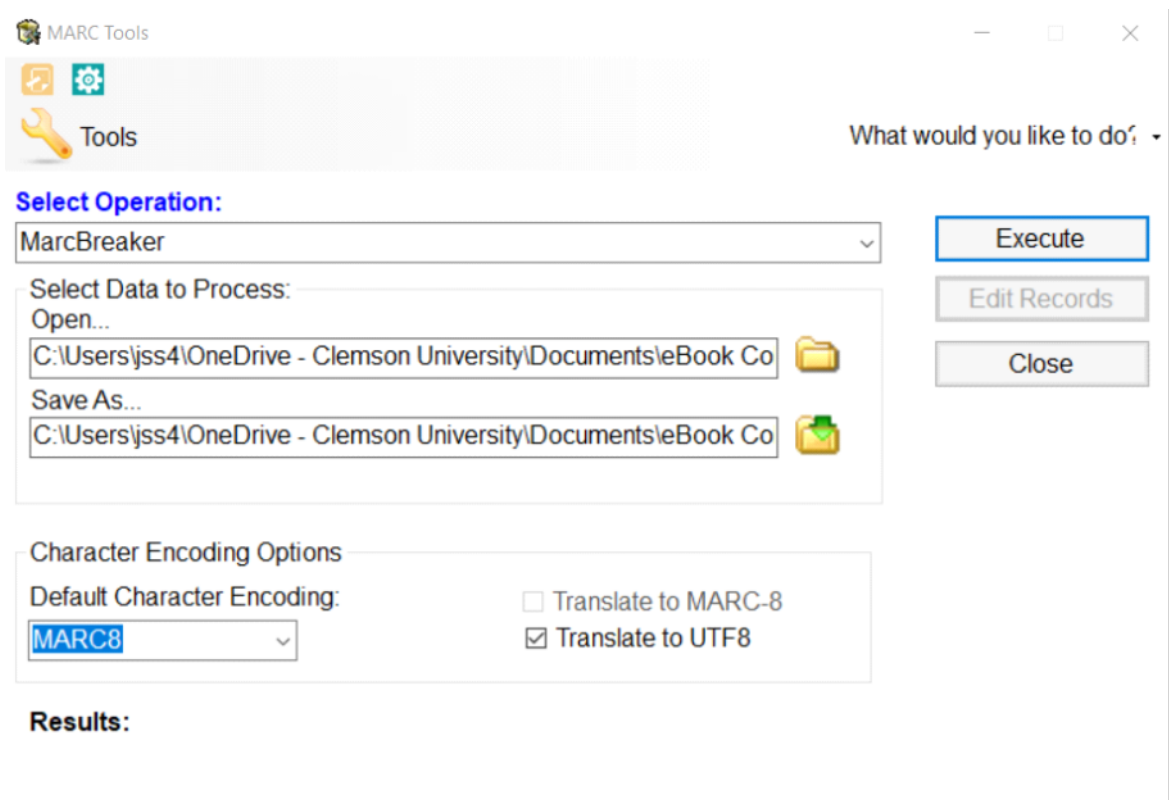
Monday, January 25, 2021   9:43 AM

(Documentation from: Jessica S. Scott, and Ex Libris)

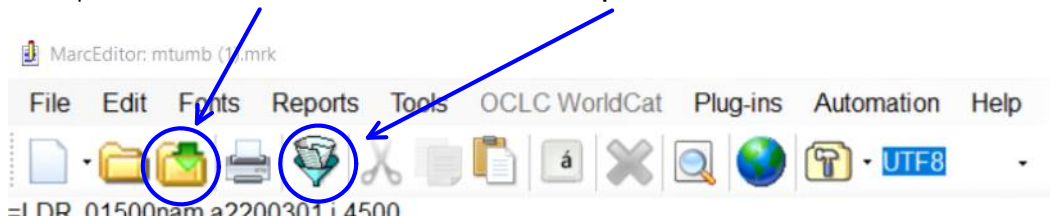| |
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Edit in Mark

1. After getting the record from the source, open MarcEdit and ensure **Translate to UTFI** under **Character Encoding Options** is checked. Hit **Execute,** then click **Edit Records** to open.

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2. Check the record and make sure the 856 40 is only the URL to the sources eliminate any extra directions added to the field.
   a. Ex. $z Click on this book
   b. If field has proxy it usually does not bother anything so you can leave in or take out
3. Next go to **Tools** and click **Assigned Task** and go to **Currently Available Tasks** then choose the appropriate task for the record you have.
4. Go to the top and hit the **Save File** folder icon then hit the **Compile Records** icon which will resave the record in a UTF8 file

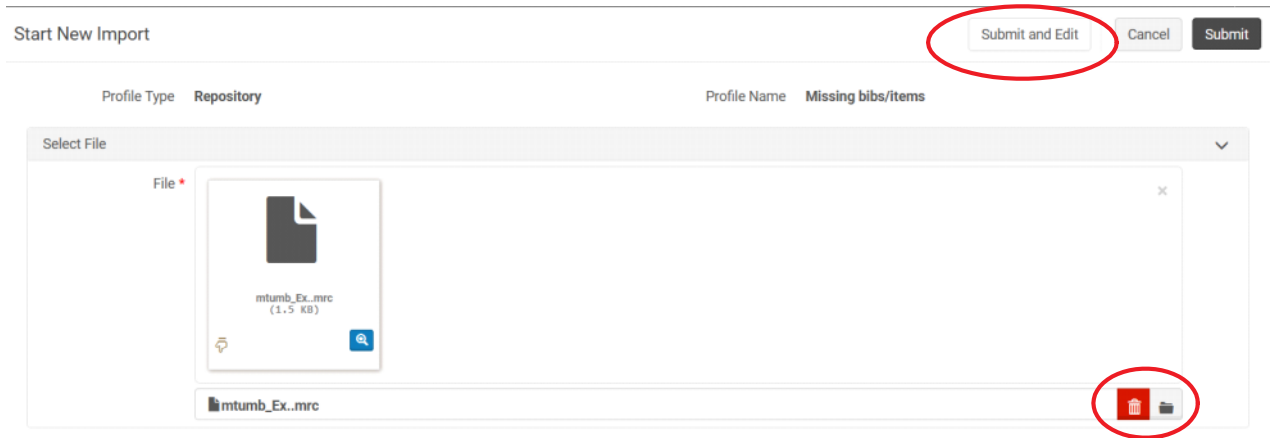Screen clipping taken: 7/7/2021 8:43 AM

   a. You can rename the record here if it helps you to keep things organized

Importing a Single Record

You can import a single bibliographic record. Before importing a single bibliographic record, you must a) define an import profile for this purpose; see Managing Import Profiles, and b) configure the parameter upload_single_record_from_file with the name of this import profile; see Configuring Other Settings.

To import a single bibliographic record:
1. Select Resources > Import > Upload single record from file. The following appears:
2. Select the file with the bibliographic record that you want to import.
3. Select Submit to import the record, or select Submit and Edit to import the record and open the imported record in the MD Editor. For more information on editing records using the MD Editor, see Navigating the MD Editor Page.

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4. Check if the record was uploaded correctly
   a. You can share it with the network from here, but Alma might close the record, and you will have to reopen it if you still need to add a portfolio.
5. Processed Create the needed item for the record.