How to Import an Authority Record from OCLC

Note: For use only after consultation with and approval by your supervisor.

OCLC cataloging software setup for export to Aleph must be in place before you can import records.

When targeting an authority record, be aware that the monthly MARS process supplies new and updated authority records for headings. The ability to target an authority record is intended for situations when the record is needed immediately. For more information on MARS see the document “Mars Authority Processing Service.”

Harvard staff import authority records from OCLC directly into the Aleph server. This is a real-time import. Records will be available to staff for editing in Aleph and to the public for viewing as soon as they have been indexed. Please read these guidelines carefully and refer your questions to your supervisor.

Staff who import records from OCLC are responsible for monitoring HULINFO listserv message alerts regarding OCLC problems. These messages will be identified by the Subject line: OCLC EXPORT PROBLEM ALERT or OCLC EXPORT PROBLEM SOLVED.

A. Things to watch for:

1. Import from OCLC works only if Aleph is up and running.

2. If you are targeting an existing Aleph authority record, please consult the document, “Targeting an Aleph Authority Record from OCLC”

3. The newly imported record does not automatically appear on your screen. You must search for it in HVD10. Please search by the main heading, because this will reveal duplicate bibliographic records that have been caused by incorrect targets.

4. There is a brief time lapse between the receipt of the newly imported record and complete indexing of the record in Aleph. If you search for your authority record in Aleph and it is not immediately available, please be patient.

5. The newly imported authority record displays to the public as soon as it is imported and indexed.
6. If your record does not show up in Aleph:
   - Do NOT export the record a second time from OCLC.
   - Make a printout of the OCLC record and report the problem to your supervisor.
   - Call the Office for Information Systems (5-3724) and report the problem.

7. Guidelines for reporting such problems are available at the OIS Aleph documentation site. See “How to Report OCLC Export Failure to OIS.”

8. If a duplicate record is imported to Aleph, please follow the procedure described in the document Authority records: reporting duplicates and conflicts.

B. The procedure for importing a record is simple, requiring only two steps:

1. With the OCLC record on the screen, press the OCLC export record function key: <F5>

2. Watch for the following box to pop up on the screen. When it first appears, it will contain the status message, “Waiting for local system response…” This is a message indicating that OCLC has initiated the export and is waiting for Aleph to confirm receipt.

3. Watch for the message in the dialogue box to change.

   When the export to Aleph is successful, the status message changes to “Export processing completed.” This is a message from OCLC.

   When the import into Aleph is successful, the host message appears, “Note: Record received.” This is a message from Aleph.

   **Close this box**, and then close the window before initiating another search (to avoid a second inadvertent export of the same record). If you have added an 035 field for targeting, remove the field before closing the window.

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These two messages may occur in rapid succession, so it is possible that you will see only the second set of messages. Please note, however, that if you are not paying attention and you hit the Cancel button when the status message reads “Waiting for local system response,” your record will not be exported to Aleph.

4. If you do not receive messages confirming successful export:
   - Do NOT export the record a second time from OCLC.
   - Copy any message that appears on the screen.
   - Make a printout of the OCLC record and report the problem immediately to a supervisor.
   - Call the Office for Information Systems (5-3724) and report the problem.

Guidelines for reporting such problems are available at the OIS Aleph documentation site. See “How to Report OCLC Export Failure to OIS.”
D. **OCLC Export errors**

OCLC export errors occur occasionally, for a variety of reasons associated with telecommunications problems between OCLC and the Aleph server. Technical services staff are responsible for reporting these errors immediately to OIS.

Please do not report OCLC coding messages to OIS; these are caused by incorrect coding on the utility itself. Such messages are displayed in a separate window in the Connexion client.

Messages about the success or failure of the OCLC export function are delivered in the OCLC Gateway Export Status pop-up box. In some instances, you may also receive another pop-up box with a message that begins with, “Unable to open the TCP/IP connection.” These are the messages that must be reported to OIS immediately.

For more information, please review the following documentation:

- [Targeting an Aleph Authority Record from OCLC](#)
- [How to Report OCLC Export Failure to OIS](#)