

# Uploading MARC Records into your Destiny Catalog

## 1. Log into Follett

test.follettdestiny.com/common/servlet/presentloginform.do?fromLoginLink=true

Apps Bookmarks Email Destiny WSES LMC Overdrive OD Marketplace Titlewave Sebco

West Salem Elementary School  
Home Catalog  
Login

User Name:   
Password:   
Log In Cancel

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## 2. Access your catalog and click **Import Titles** in the menu on the left.

West Salem Elementary School Mary H

Home Dashboard **Catalog** Circulation Reports Back Office My Info

Library Search

Library Search

Destiny Quest  
Destiny Discover  
Digital Resources  
Add Title  
Resource Lists  
**Import Titles**  
Export Titles  
Titlewave  
Update Titles  
Update Copies  
Search Setup  
Español

Top 10 Basic Power Visual Copy Categ

Find  Reset All

Keyword Title Author Subject Series

Narrow your search to... Show Less ▲

Location West Salem Elementary School

Material Type Any Type

Sublocation Unlimited

Reading Level From  to

Interest Level From Unlimited to Unlimited

Reading Programs Unlimited

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3. Select the settings that fit the needs of your school or district and select one of the **.mrc** files to import. Once all settings are selected, click the **Import** button.

West Salem Elementary School

Home Dashboard **Catalog** Circulation Reports Back Office My Info

Import Titles

Library Search  
Destiny Quest  
Destiny Discover  
Digital Resources  
Add Title  
Resource Lists  
**Import Titles**  
Export Titles  
Titelwave  
Update Titles  
Update Copies  
Search Setup

**Title Matching** ?

- Strict** - Standard numbers, titles, material types, authors, and publication dates must match
  - Remove the author requirement from the strict matching rules
- Relaxed** - If no standard number is found, allow matches based on title, material type, author, and publication date
  - Remove the standard number and publication date requirements from the relaxed matching rules

**If an incoming title matches an existing title:**

- Replace the existing title if the incoming title is better ?
- Skip the incoming title
- Always add the incoming title (may cause duplicate titles; Strict Matching will be used) ?

**Copy Matching**

- Skip the incoming copy if its barcode matches an existing copy's barcode
- Replace the existing copy with the incoming copy if the barcodes and the titles match
- Always add the incoming copy record and assign it the next available barcode

**Starting Barcode**

- [Follett Classic]
- Assign next barcode

**Assign Copy Information**

If missing, assign the following information to each copy that is added or replaced:

- Circulation Type: Regular
- Status: Available (only when adding copies)

**Import File**  No file chosen

Add the titles in the import file to -- Select a List --

- This file contains eBook records for only this site. ?
- Limit the Job Summary details to errors and warnings (clear this option for a record of every title and copy in the import file).
- List possible duplicate titles in the Job Summary after import. ?

4. Once a .mrc file has been uploaded successfully, the status should read **Complete**

West Salem Elementary School

Mary Hundt Log Out

Home Dashboard Catalog Circulation Reports Back Office My Info

Job Manager

Jobs: 1 - 177 of 177 Refresh List

Job	Submitted By	Started	Status
<input type="checkbox"/> Title Import	Mary Hundt (8/14/2019 1:51 PM)	8/14/2019 1:51 PM	Completed (8/14/2019 1:54 PM)
<input type="checkbox"/> Title Import	Mary Hundt (8/14/2019 1:46 PM)	8/14/2019 1:46 PM	Completed (8/14/2019 1:50 PM)
<input type="checkbox"/> Title Import	Mary Hundt (8/14/2019 1:42 PM)	8/14/2019 1:42 PM	Completed (8/14/2019 1:43 PM)
<input type="checkbox"/> Follett Digital Update	Job Scheduler (8/14/2019 10:51 AM)	8/14/2019 10:51 AM	Completed (8/14/2019 10:51 AM)
<input type="checkbox"/> Follett Digital Update	Job Scheduler (8/13/2019 10:51 AM)	8/13/2019 10:51 AM	Completed (8/13/2019 10:52 AM)
<input type="checkbox"/> Follett Digital Update	Job Scheduler (8/12/2019 10:51 AM)	8/12/2019 10:51 AM	Completed (8/12/2019 10:51 AM)
<input type="checkbox"/> Follett Digital Update	Job Scheduler (8/11/2019 10:51 AM)	8/11/2019 10:51 AM	Completed (8/11/2019 10:52 AM)
<input type="checkbox"/> Follett Digital Update	Job Scheduler (8/10/2019 10:51 AM)	8/10/2019 10:51 AM	Completed (8/10/2019 10:52 AM)
<input type="checkbox"/> Spine/Pocket Labels	Mary Hundt (8/9/2019 11:55 AM)	8/9/2019 11:55 AM	Completed (8/9/2019 11:55 AM)
<input type="checkbox"/> Follett Digital Update	Job Scheduler (8/9/2019 10:51 AM)	8/9/2019 10:51 AM	Completed (8/9/2019 10:51 AM)
<input type="checkbox"/> Spine/Pocket Labels	Mary Hundt (8/9/2019 8:19 AM)	8/9/2019 8:19 AM	Completed (8/9/2019 8:19 AM)
<input type="checkbox"/> Follett Digital Update	Job Scheduler (8/8/2019 10:51 AM)	8/8/2019 10:51 AM	Completed (8/8/2019 10:52 AM)
<input type="checkbox"/> Follett Digital Update	Job Scheduler (8/7/2019 10:51 AM)	8/7/2019 10:51 AM	Completed (8/7/2019 10:52 AM)
<input type="checkbox"/> Spine/Pocket Labels	Mary Hundt (8/7/2019 10:35 AM)	8/7/2019 10:35 AM	Completed (8/7/2019 10:36 AM)
<input type="checkbox"/> Spine/Pocket Labels	Mary Hundt (8/7/2019 9:14 AM)	8/7/2019 9:14 AM	Completed (8/7/2019 9:14 AM)

Users should now see the titles in their Destiny catalog.