

## Importing MARC record files from your library circulation system

You must first create a full **U.S. MARC** record file from your library circulation system. See the manual for your system for directions.

After you export your book records from your library system, return to AR BookGuide.

- Click on **File** and select **Teacher Mode**.
- Type in the Teacher Mode password and click OK.
- If you exported the MARC record file to a floppy disk, insert the disk now.
- From the **File** menu, select **import**.
- In the dialog box that appears, find and select the MARC record file you want to import. Then click the **Open** button.

Macintosh computers: If you are importing the file from a floppy disk, the program will automatically find the disk. If not, click the **Desktop** button and double-click the drive (hard-drive, floppy disk, or network drive) where you saved the MARC records file. If the file is inside of a folder on that drive, double-click the folder name to open it. When you see the file in the list, click on it once; then click the **Open** button.

Windows computers: First click on the "Files of type" drop-down menu at the bottom of the dialog box and choose **All Files**. Then, click on the "Look in" drop-down menu and choose the drive where you can find the file you want to import (the floppy disk drive, hard drive, or network drive). If the file is inside a folder, double-click

on the folder name to open it. Once you see the file in the list, click on it once; then, click the **Open** button.

- ❑ The program will notify you that the titles in your MARC file can be marked "Have Book" in AR BookGuide. (In other words, they will be marked "Y" in the **Have Book** column on the tabs.) If you want to do this, click the <Yes> button to continue.
- ❑ The program will attempt to match the books in your file to books in the AR BookGuide database. The next message will ask if you want to match the books by title and author as well as LCCN. If so, click <Yes>; if you only want to match books by LCCN, click <No>.
- ❑ If some of the books in your MARC file were not found in AR BookGuide, the program will notify you and tell you that a Non.Match.txt file will be created. To continue, click the OK button.
- ❑ In the dialog box that appears, choose a location for the file and click the <Save> button. Then choose a location for the Match.txt file and click the <Save> button. After you finish importing, you can open the text files to see lists of books that matched and did not match titles in AR BookGuide.
- ❑ The program will import your MARC records. When the import is complete, AR BookGuide will show you how many books matched and how many didn't. Click the <OK> button. If you want to see the list of books that were marked "Y" in the Have Book column, do a search for these titles. See the directions for Searching for Books.