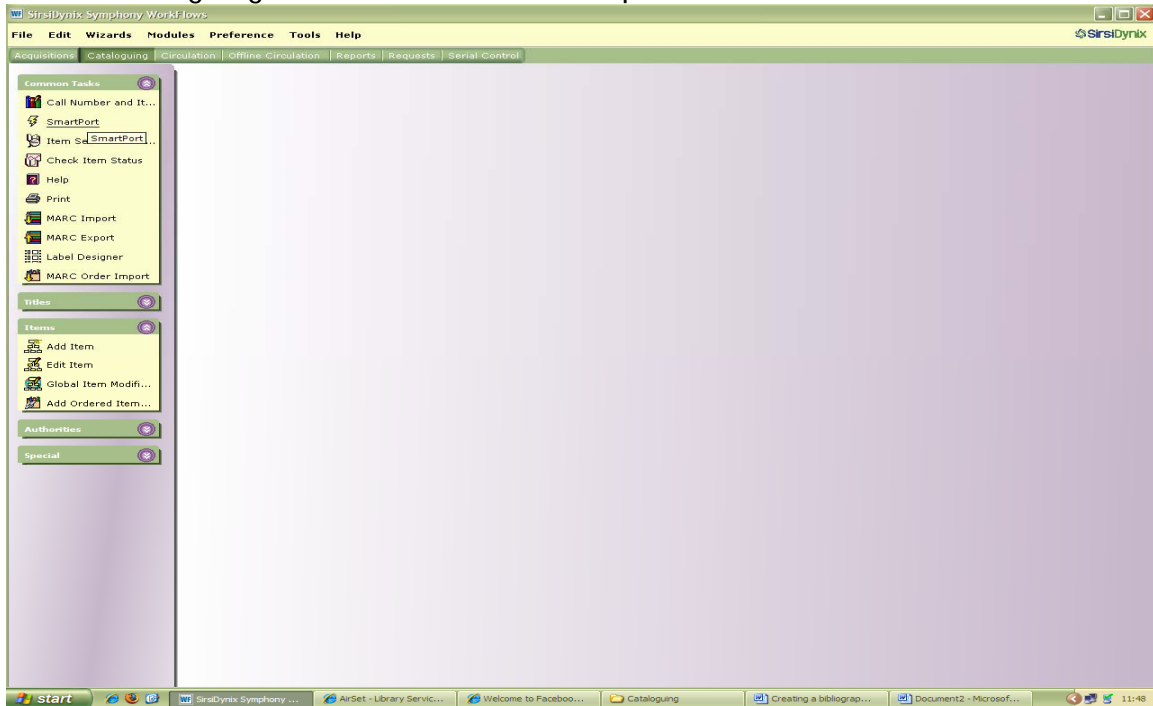
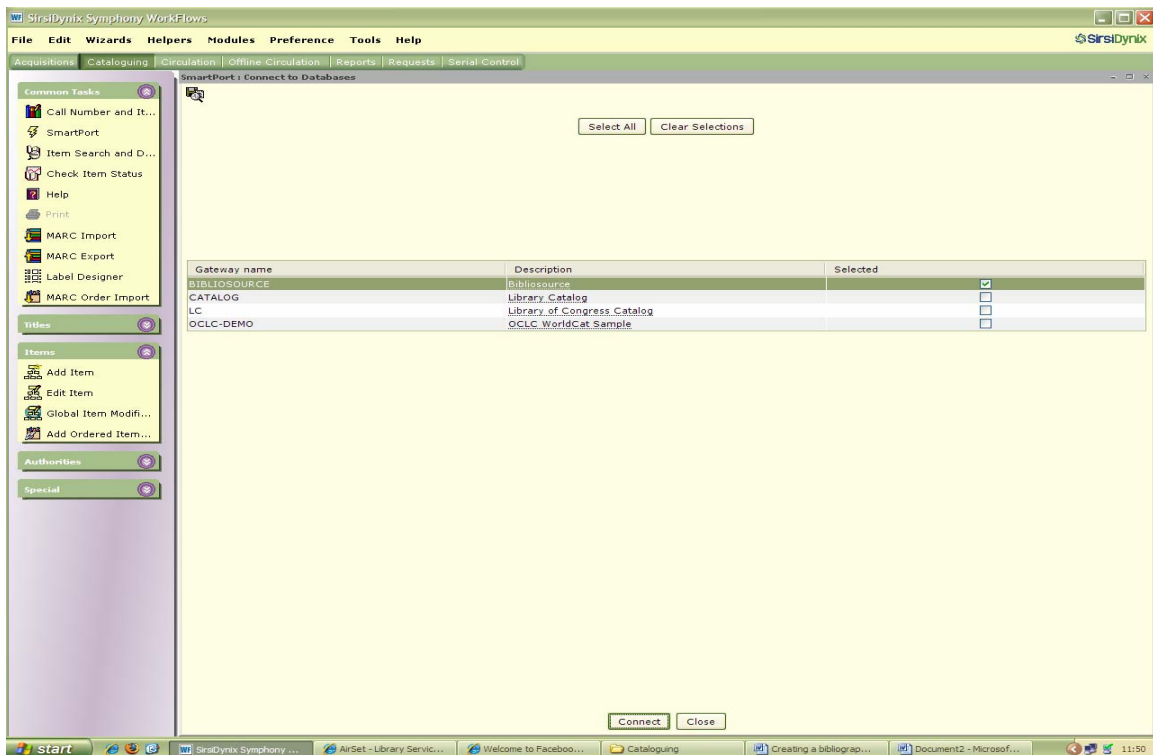


Importing a bibliographic record using Smartport

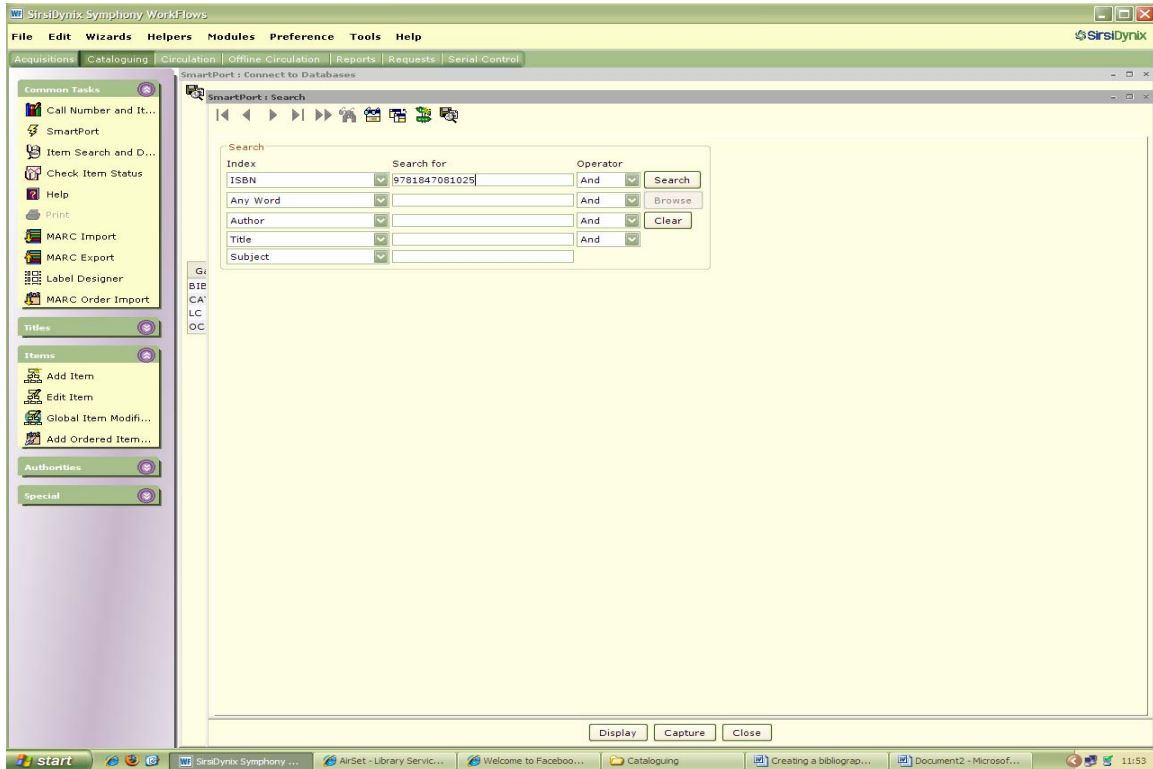
In the cataloguing module, click on "Smartport".



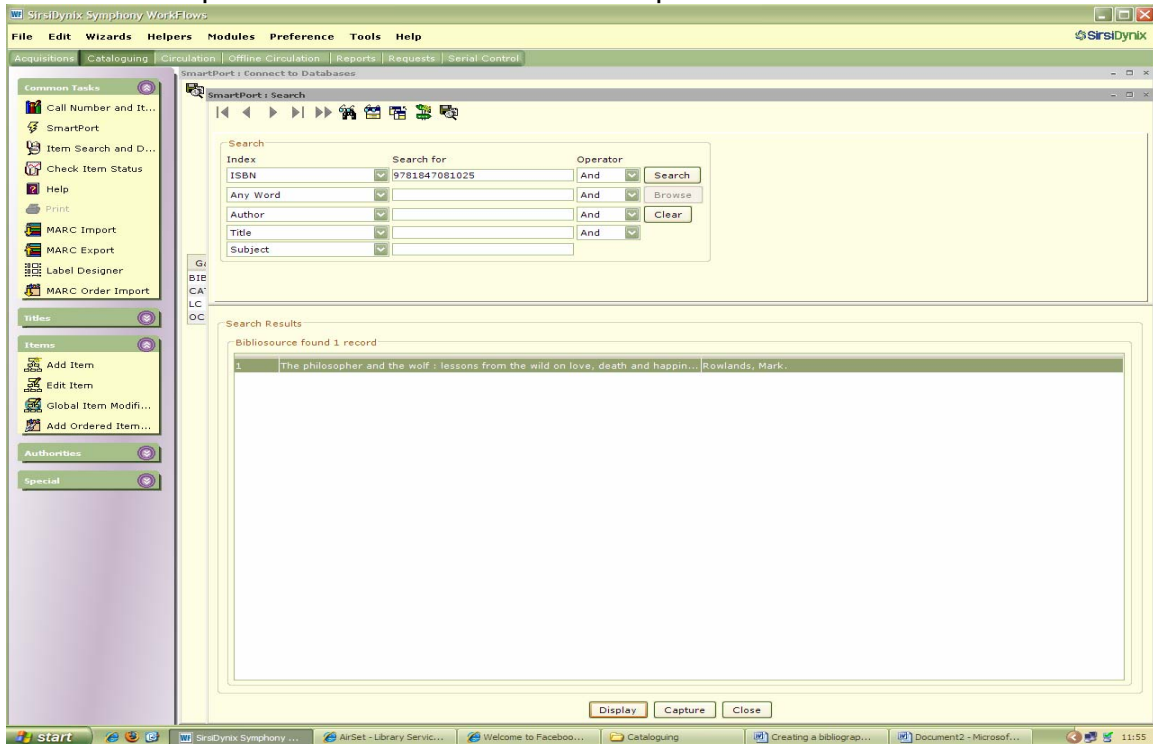
Tick the box next to the Gateway you wish to use. In most cases, Bibliosource will suffice. Click "Connect".



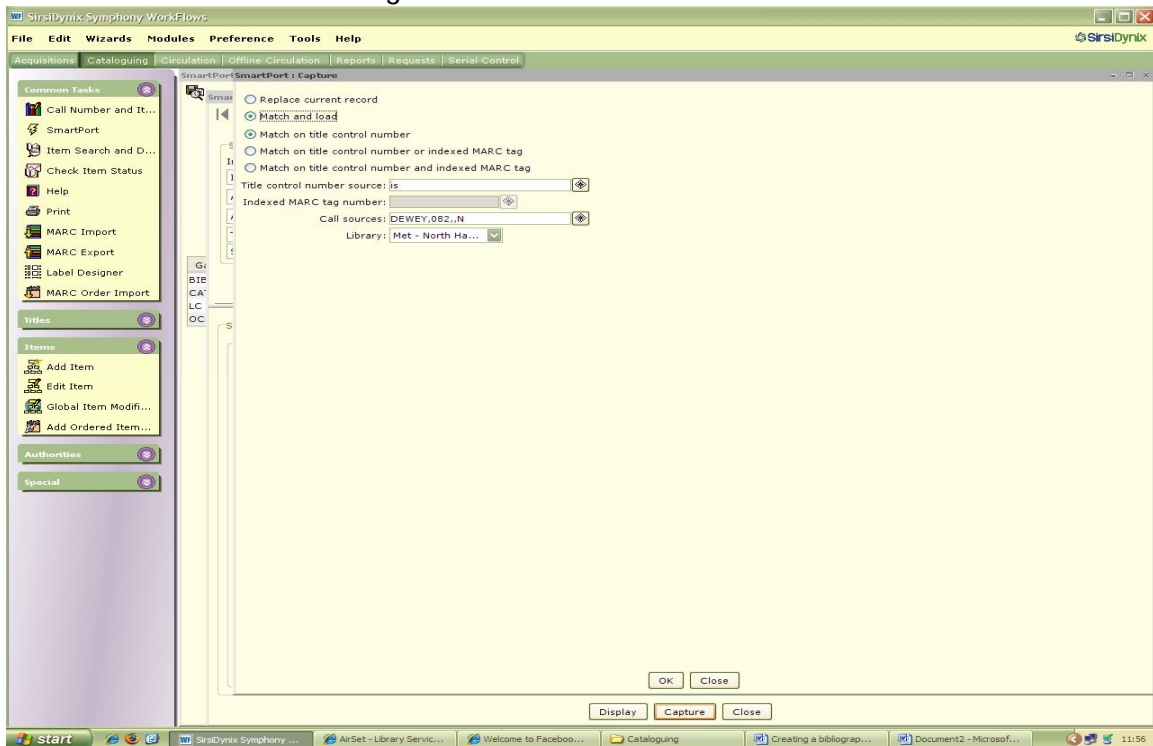
Do a search for the title required (In this case, an ISBN search). Click on "Search".



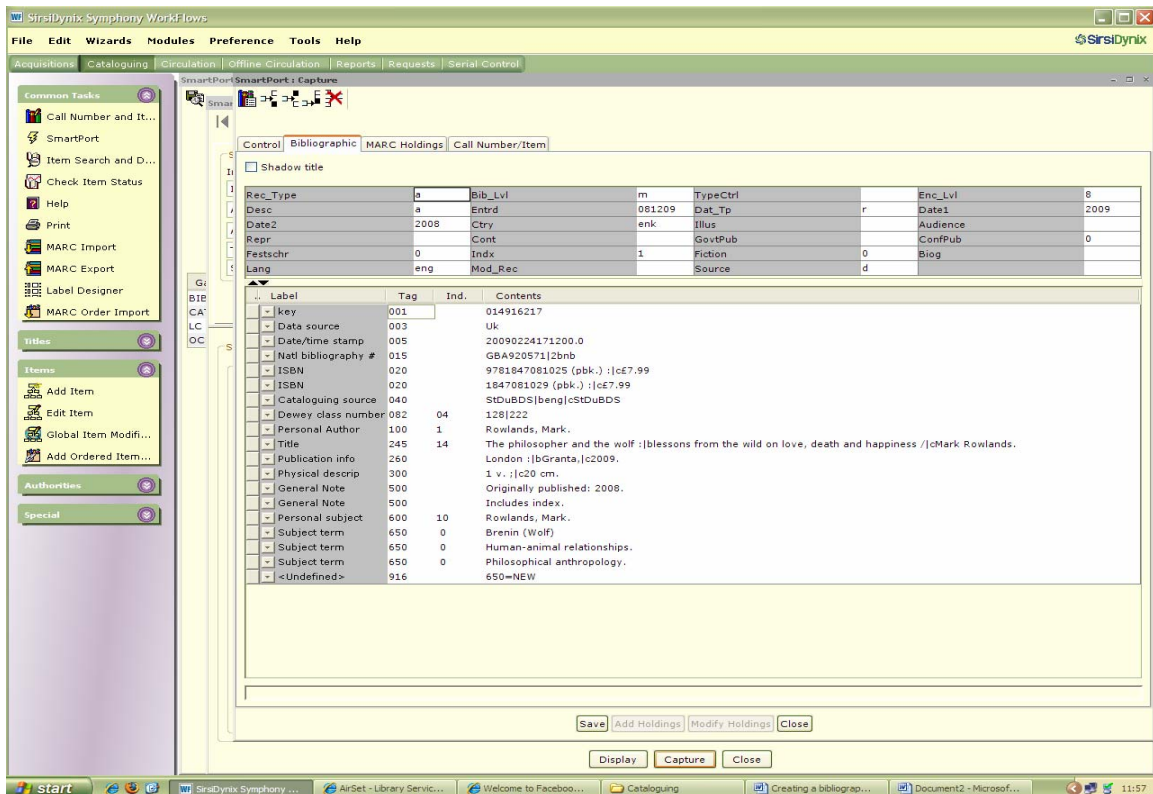
Select the required title and the click on "Capture".



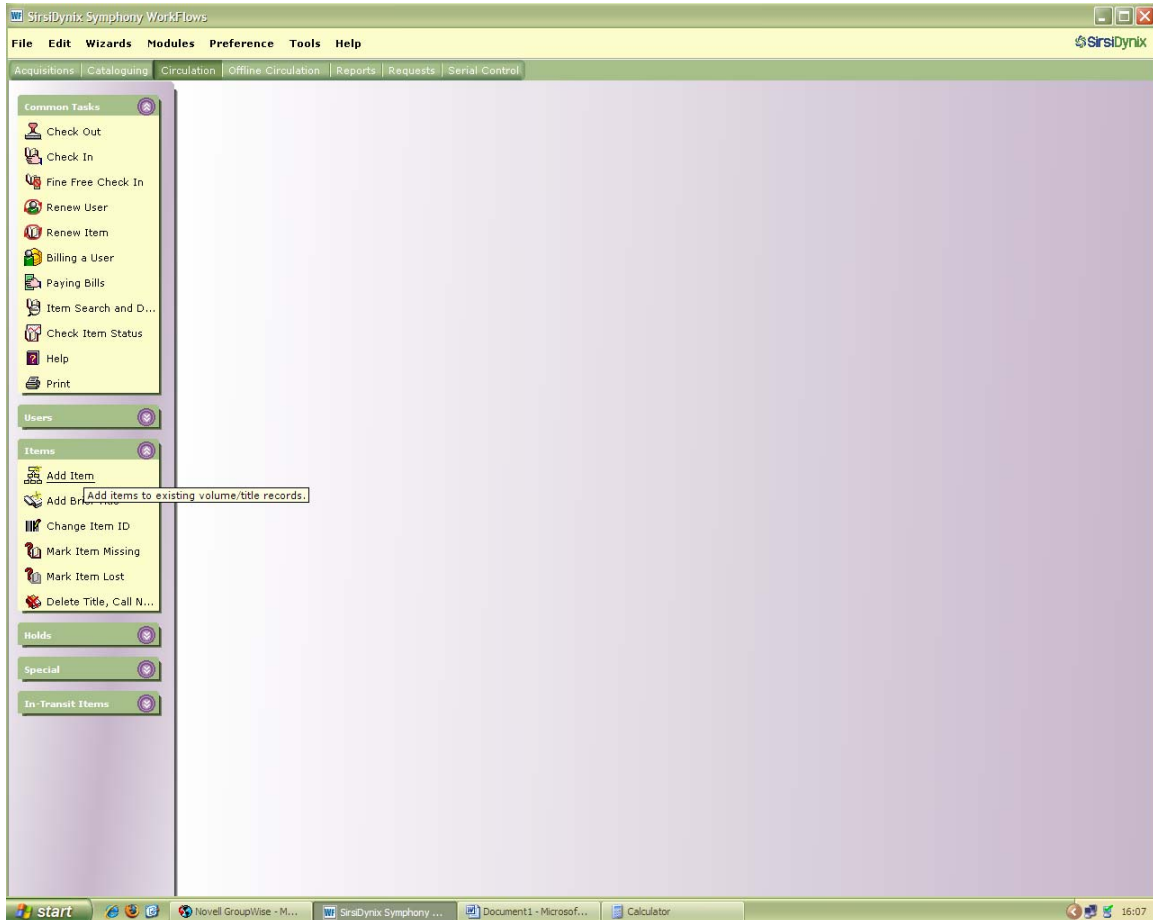
Click "OK" on the following screen.



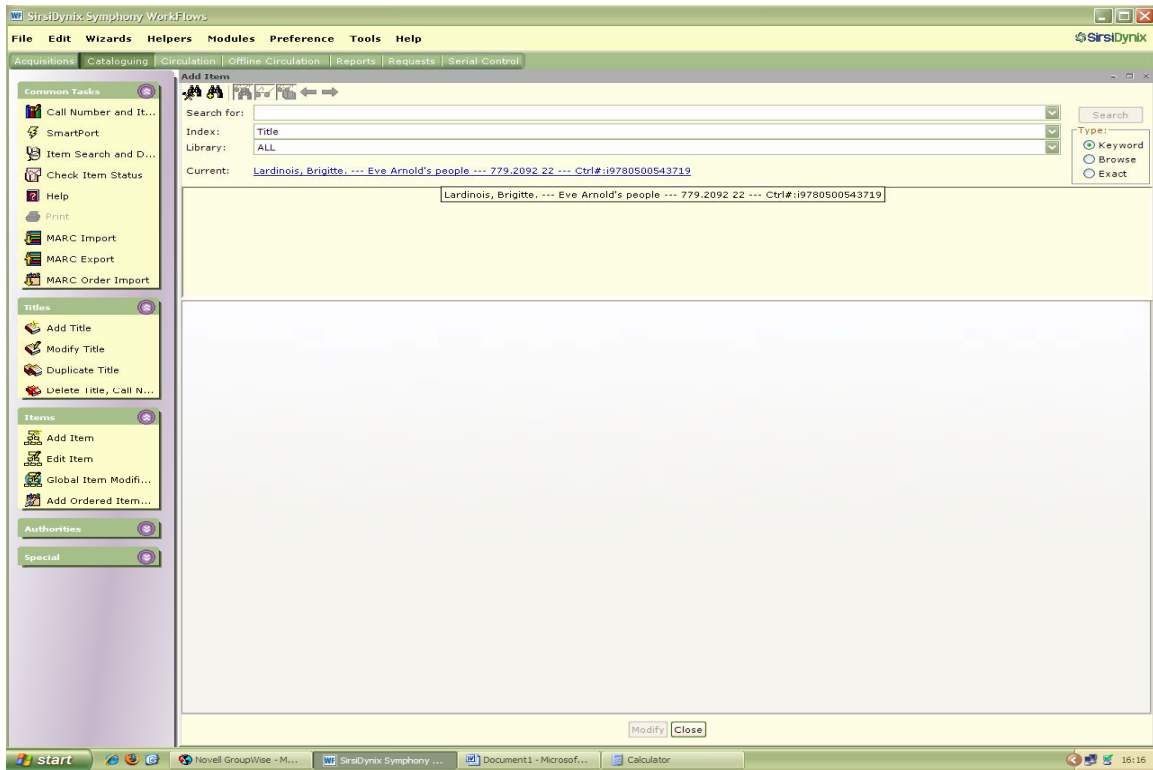
Check the MARC record for accuracy and make any changes that are required. Then click "Save" and then "Close".



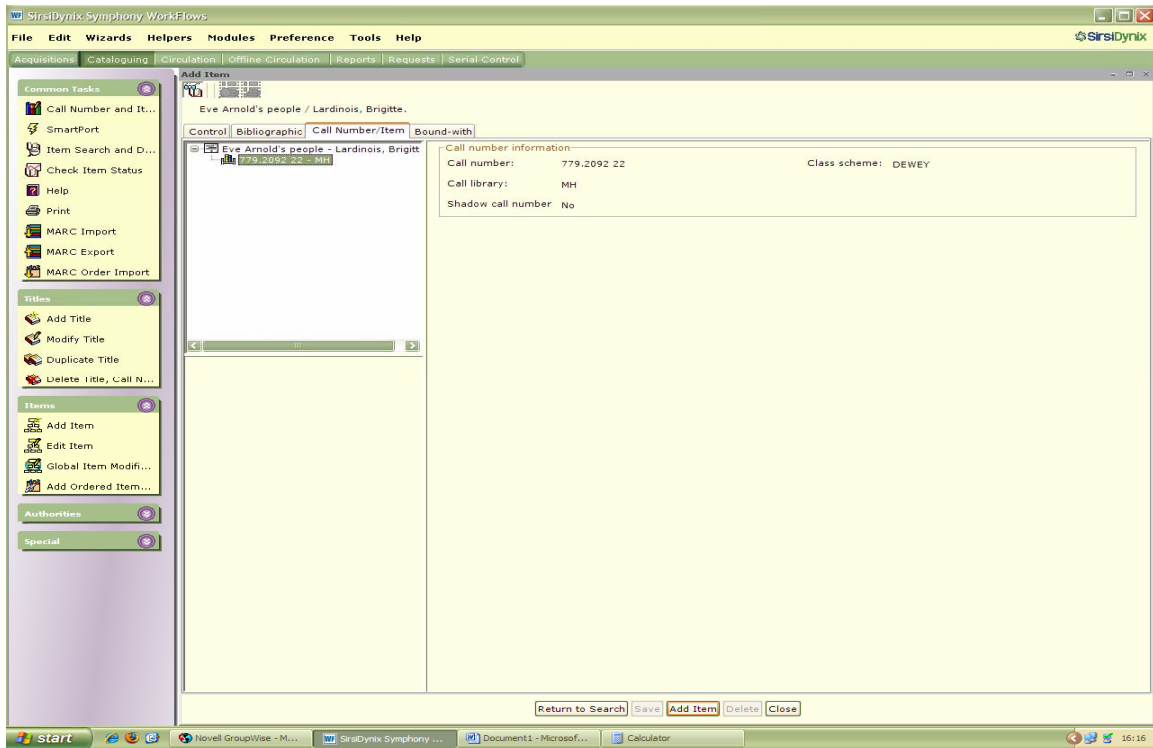
To add copies to this record, select the "Add Item" option within the Items wizard.



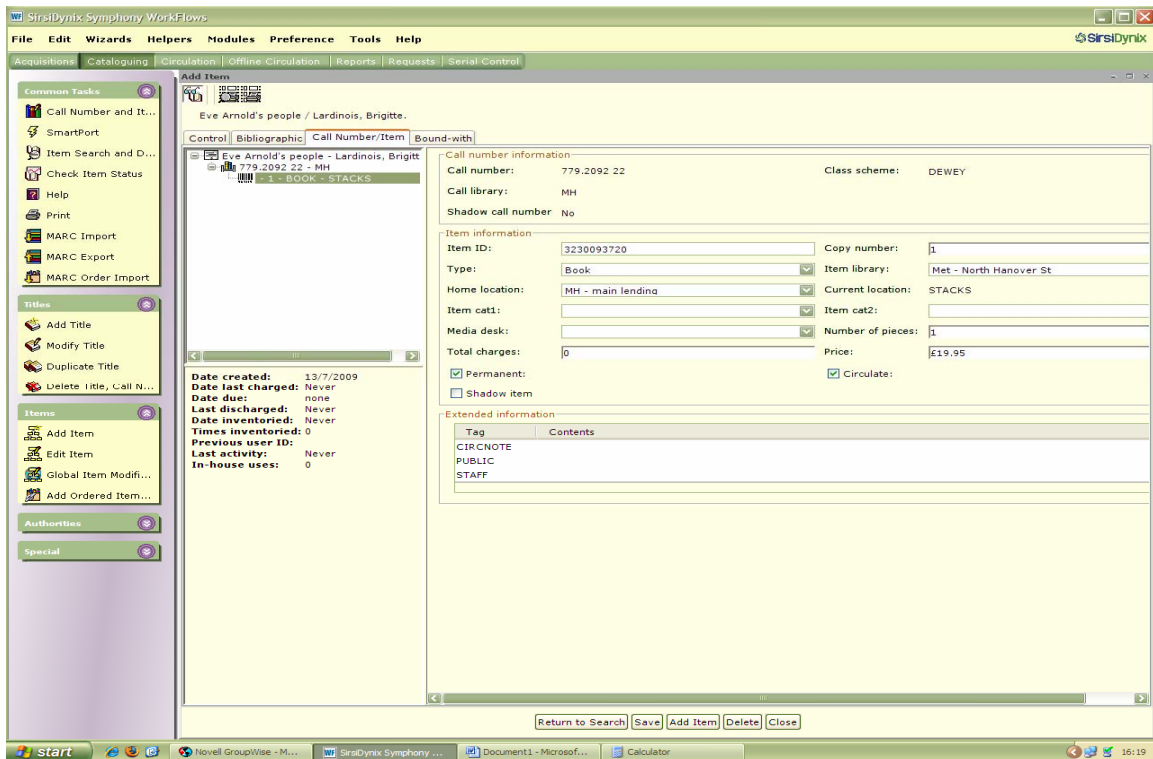
Symphony retains the last title you worked with so you can click on the link to the title. Alternatively, you can search for a title.



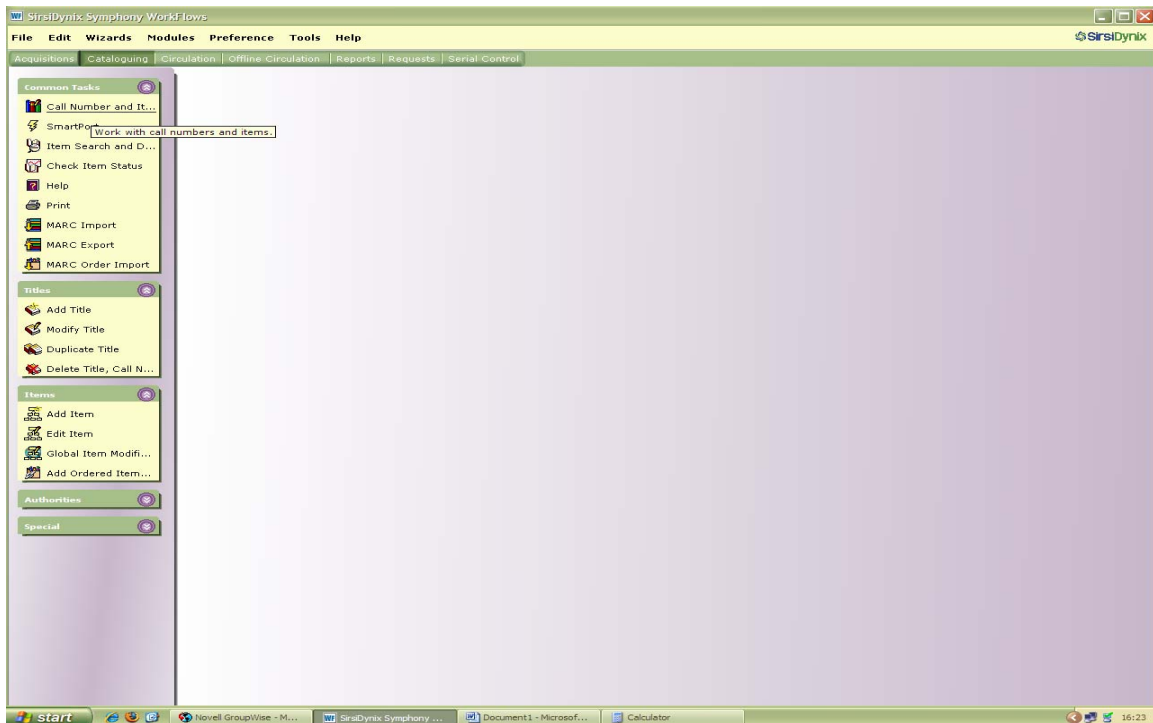
Click on "Add item".



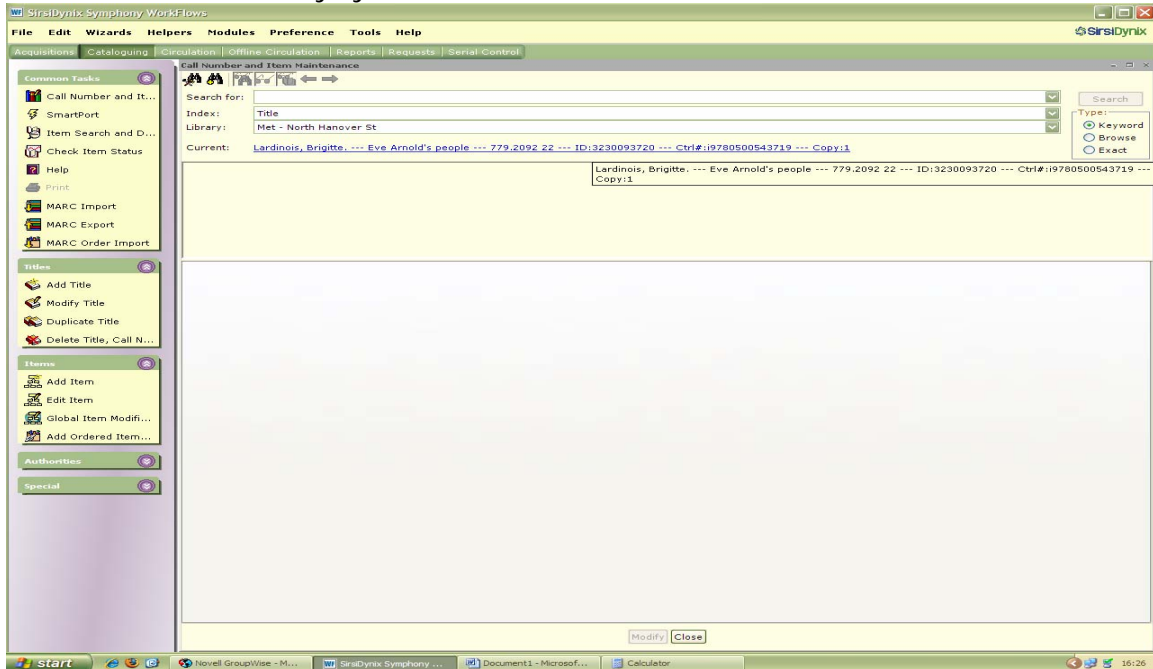
Fill in the required fields then click "Save" and "Close".



You are not given the option to change the item call number (Dewey number) at this stage. The call number is automatically filled in using the 082 field in the MARC record. In order to change the call number click on "Call Number and Items" under the "Common tasks" menu.



Symphony retains the last title you worked with so you can click on the link to the title. Alternatively, you can search for a title.



You are now able to edit the call number. Click "Save".

