

# How-to use SmartPort to import bibliographic records

## Only use SmartPort if ...

- you are unable to find a record in our shared catalog
- you're comfortable looking at a MaRC bibliographic record and identifying key components.
- **SmartPort is not a tool for beginners without prior library experience or direct supervision.**
- **You can always request records from [support@superiorlandlibrary.org](mailto:support@superiorlandlibrary.org)**
  - Send us **Title**, author, **ISBN** (no spaces or dashes) and **number of pages** from the book. (ISBN stands for International standard book number and is found on most books published since the late 1960's. Older ISBN's are 10 digits and start with a 0 or 1, newer ISBN's (since late 1990's) are 14 digits and start with 97. Usually it's printed by the publisher on the lower right corner of the back cover of a book and can be captured easily with a barcode scanner.)

## Why it matters:

When staff import bad records, the items attached to them will generally check out fine when a patron finds the item on the shelf. So on one level, all the information in a record can be wrong, and the record functions. However, the item will be harder to find in the public catalog and even less likely to be findable for inter library loan use. We share our records within our group and with other libraries throughout the state in the melcat system.

We have a pretty good public catalog that allows patrons to...

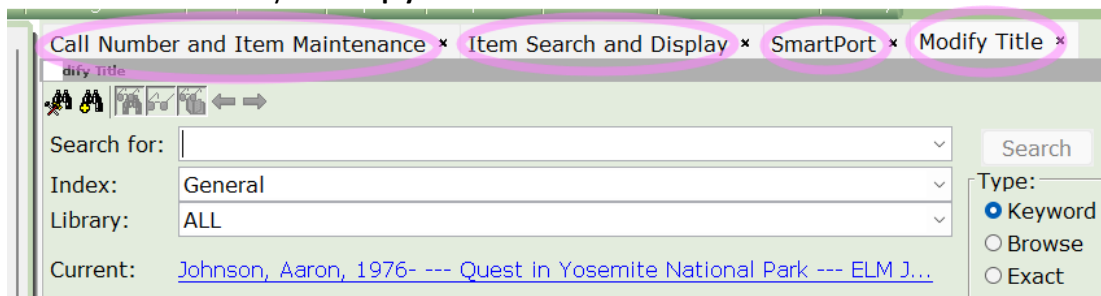
- search by title, author, keyword, or subject
- filter by format, interest level, fiction and nonfiction
- sorted by date of publication, author last name or title.

These features break down when we bring in bad records. **We want our records to work** for both **checkout** and **discovery**.

## How to use SmartPort to obtain bibliographic records:

1. In Workflows, set up your workspace to
  - first search locally,
  - then search outside our system via SmartPort,
  - be prepared to modify records you bring in before you add your item.

Here's one way to **set up your tabs**:



2. **search** for the title **by ISBN** (General index, Keyword) **and by Title** (Title index, Browse and Keyword).
  - If the title matches, but the ISBN does not, check the Bibliographic tab to see if the description matches. Look at...
    - author, (line 100)
    - illustrator, (line 700)
    - format, (line 338)
    - number of pages or discs (line 300).

Ivy + Bean get to work! / Barrows, Annie

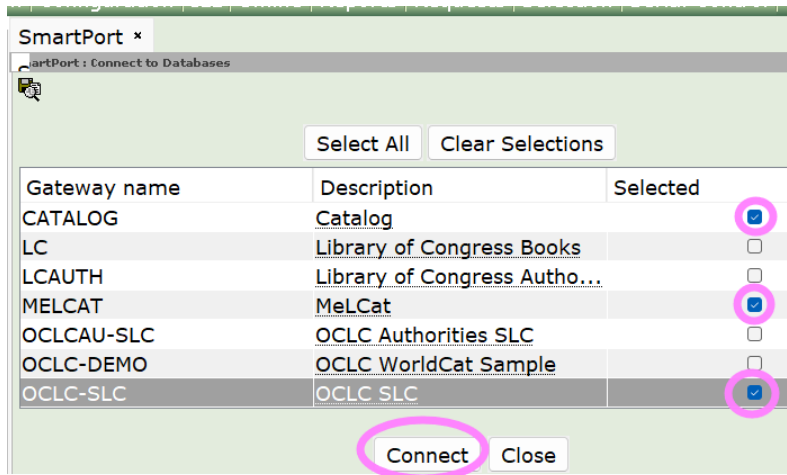
Control Bibliographic MARC Holdings Call Number/Item Bound-with Orders Serials Ctrl Selections

Shadow title: N

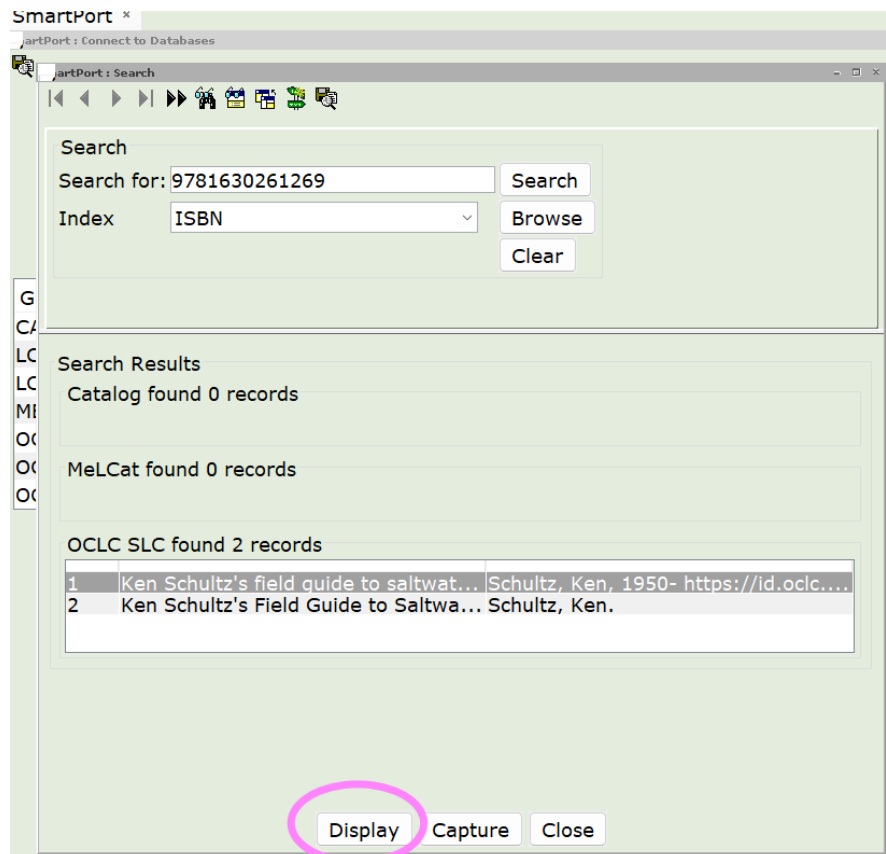
Tag	Ind.	Contents
040		DLC beng erda cDLC dBDX dYDX
020		9781797205106 q(hardcover)
020		1797205102
050	00	PZ7.B27576 bIbc 2021
082	00	[Fic]I222
100	1	Barrows, Annie eauthor.
245	10	Ivy + Bean get to work! / cwritten by Annie Barrows + illustrated by Sophie Blackall.
246	3	Ivy and Bean get to work!
246	30	Get to work!
264	1	San Francisco, California : bChronicle Books, LLC, c[2021]
300		127 pages ;c 20 cm
336		text btxt 2rdacontent
337		unmediated bn 2rdamedia
338		volume onc 2rdacarrier
490	0	Ivy + Bean ; vbook 12
521		Ages 6-9. bChronicle Books.
520		After meeting Herman the Treasure Hunter during a career fair at Emerson School, every looking for treasure and finding it--except for Ivy and Bean.
650	1	Buried treasure vFiction.
650	1	Schools vFiction.
650	1	Occupations vFiction
700	1	Blackall, Sophie eillustrator.
994		Z0 bEZD
596		PETERWHITE ESCPUBLIB HANCOCK ISHPUBLIB PORTAGE SPIES ALPENA IRONWOOD DE

- If they do match, use **Modify Title wizard to add your ISBN** to the Bibliographic record.
    - Click on an existing 020 field
    - Right click to generate the submenu
    - Select add field above or below
3. If a match cannot be found on the local system, move to the SmartPort wizard to search other databases for a matching MARC record.

4. Select the databases to be searched: **Catalog** (our database), **Melcat** (Michigan wide), and OCLC-yourlibrary (National database). (Exception: *OCLC is not available to schools.*)



5. Search for your item
- The default search is for ISBN



6. Examine the results of your search.
  - Verify that record matches item in-hand. Check the following:
    - 020 ISBN – if multiple formats, pay careful attention to 338 description and be prepared to delete extra ISBN numbers in Modify Title after
    - 100/Author
    - 245/Title
    - Physical Description
  - If not the correct record, use navigation arrows on top and review next record.

partPort : Viewing 2 of 3 from OCLC SLC

Formatted

Title Info

000	am7i0n
key	on1539297207
Data Source	OCOLC
Date/time stamp	20251014141345.0
Fixed field data	250924s2025 xx jo 000 1 eng d
Linking field	m o d
Fixed field data	cr cnu---unuuu
Cataloging source	TEFOD eng rda pn TEFOD OCLCO
ISBN	9780823463374 (electronic bk.)
ISBN	0823463370 (electronic bk.)
ISBN	9780823456536
ISBN	0823456536
Local system #	(OCOLC)1539297207
Stock number	435F26D1-C964-4771-BE1B-D67434AA8892 OverDrive, Inc. http://www.overdrive.com
LC call number	PZ7.R32865
Dewey class number	[Fic] 22
Personal author	Rex, Adam.
Title	13th Day of Christmas / Adam Rex.
264	CN : Neal Porter Books, 2025.
Physical description	1 online resource.
336	text txt rdacontent
337	computer c rdamedia
338	online resource cr rdacarrier
Audience note	04-08.

Capture Close

This is **not a good record**. You **never** want to **import a record for an online resource when you have a book** in your hand. A record for a book will say “volume” in the 338 field. The Physical description will list the number of pages or say unpagged volume (for a picture book) if it’s a record for a book.

**Watch out for pre-pub records**—stub or minimal records that are meant as place holders until the book is published. These records often lack subject headings, page numbers, descriptions. Sometimes they are obvious - the title is in all caps.

Biog	Lang	eng	Mod_Rec
Tag	Ind.	Contents	
001		ocn731910786	
003		OCoLC	
005		20130425172318.0	
020		9781451720648	
020		1451720645	
040		BTCTA beng cBTCTA	
245	00	Ivy & Bean and the Ghost That Had to Go.	
260		lbPaw Prints c2011.	
300		p. ccm.	
336		text 2rdacontent	
337		unmediated 2rdamedia	
338		volume 2rdacarrier	
596		HANCOCKEL LAKEVIEW WHITEFISH BARKRIVER	
720		Barrows, Annie.	
590		upgrade	
720		Blackall, Sophie. 4ilt	
994		Z0 bEzP	

The bad record above never got flagged till years after it entered the system. In the code it says it's nonfiction, when it's fiction. There's no note that it's part of a series, no description, no summary.

- **Watch for page numbers!** Missing page numbers is the first clue that something is wrong.

PartPort : Viewing 1 of 2 from OCLC SLC

Title Calder strong / Janet Dailey.

Edition First Kensington hardcover edition.

264 New York, NY : Kensington Publishing Corp., 2025.

264 ©2025

Physical description 234 pages ; 24 cm.

336 text txt rdacontent

337 unmediated n rdamedia

338 volume nc rdacarrier

Series Calder brand ; [5]

Abstract "At 24, Joseph Dollarhide is struggling to find his place as the future head of his ranching family. His father, Blake, may have been disabled in an accident, but he's as domineering as ever. Joseph's childhood friend, Chase Calder, has inherited the rival Calder operation, and for both young men, longstanding battles over water and grass continue. But there's yet another weight on Joseph's shoulders. Years ago, Joseph abandoned his teenage love, Annabeth, to court glamorous Lucy Merriweather, a seductive trickster. The affair, of course, imploded, and Annabeth went on to marry a farmer, Silas Mosby, and have two children. But now Joseph has spotted Annabeth and her family in town ... and he has no doubt that her oldest, a boy, is his"-- Provided by publisher.

Subject Ranchers Fiction.

Subject Man-woman relationships Fiction.

Subject Vendetta Fiction.

Subject Illegitimacy Fiction.

Subject First loves Fiction.

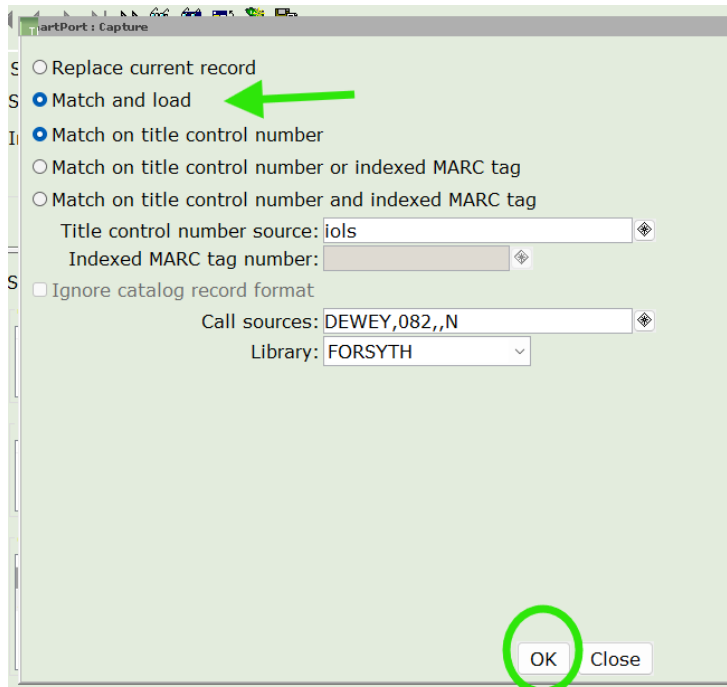
Capture Close

- Good records contain subject headings (6xx fields) and a summary. Good records usually require scrolling to see all the elements.

7. If a match is found, click **Capture**.

8. Double-check Capture properties and click OK (*Likely, properties will be preset for your library by UPRLC*)

- o Check Match and Load
- o Title control number source = iols
- o Call sources = DEWEY,082,a,N
- o Library = Your library name



If a box pops up saying "**Matching record found on...**" that means we all have a record and **don't** want to **import** this one.

- o Write down the matching title control#
- o Click OK
- o **Click Close** (NOT Save)
- o **Click No** (when it asks if you want to save the record)
- o Search for the record in Call Number and Item Maintenance using the Title Control# index.

If a box pops up saying "**The Call Number...already exists...**"

- o Type **AUTO** into the box
- o Click Ok
- o Save to the database

9. The last step to the import process (before you are ready for bib record clean-up and adding your item) is to accept the record that is displayed in the next window by choosing **save** and **close**:

Call Number and Item Maintenance - Item Search and Display - Standard - Modify Title

CallPort: Connect to Databases

CallPort: Search

Control Bibliographic MARC Holdings Call Number/Item

☐ Shadow title

Rec_Status	c	Rec_Type	a	Bib_Lvl	m	TypeCtrl	
Enc_Lvl	8	Desc	i	Entrd	250319	Dat_Tp	t
Date1	2025	Date2	2025	Ctry	nyu	Illus	a
Audience	b	Repr		Cont		GovtPub	
ConfPub	0	Festschr	0	Indx	0	Fiction	1
Blog		Lang	eng	Mod_Rec		Source	

Label	Tag	Ind.	Contents
key	001		on1481472827
Data source	003		OCOLC
Date/time stamp	005		20251014143246.0
LCCN	010		2025004419
Cataloging Source	040		DLC beng erda cDLC dOCLCO dCHILD dOCLCO dILC dOCLCO dIAH dSDD dTEK dFHHDZ#6 dMISDN

Save Add Holdings Modify Holdings Close

#### If your only choice is a bad record...

- Copy the ISBN into google—see if you can find the publication date from the publisher or Amazon.
- **If you have a pre-pub copy**, note the date of publication on a post-it note and **put the book aside until its on-shelf date**
- If the book is out, use your judgement, if it came out the last couple of days by a major publisher, a good record is bound to turn up in the next few days. Can the book wait?
- If the book is out, only bad records exist, and your patrons are clamoring for it, bring in the bad record.
  - Add the page numbers
  - **Add a 590 field with the word “upgrade”**
  - Don't try to upgrade the record yourself unless you are trained in original cataloging.
    - Records with surface level fixes that don't address all the nuances in the MaRC record code that needed to make for a fully function bib record are confusing. Honestly, it's not helpful and a waste of your time. (I do recommend learning original cataloging if you are interested. Talk to your director or SLC staff to learn more about how to go about this.)

#### 10. Review the record you just imported in **Modify Title**

- **Delete ISBN's for different formats** (audiobook, e-book, large print). Paperback, library bound, and hardcover ISBN's can stay if they are all the same page count.
- Add page count if missing in 300 line. Sometimes the week a book is released you will see a very complete-looking record that's missing number of pages and cm. It's OK to capture these records and add this information from your copy.
- Add a 590 note if you are in doubt that the record is fully formed
- **Add |h[large print] to the title field for all large print books**

Call Number and Item Maintenance \* Item Search and Display \* SmartPort \* **Modify Title \***

Modify Title

Strength training for seniors : exercises to rewind the aging process and increase your balance, stability, and stamina / Waehner Paige,

Control Bibliographic MARC Holdings Call Number/Item Bound-with

☐ Shadow title

Rec_Status	c	Rec_Type	a	Bib_Lvl	m	TypeCtrl	
Enc_Lvl		Desc	i	Entrd	250314	Dat_Tp	t
Date1	2025	Date2	2025	Ctry	nyu	Illus	a
Audience		Repr	d	Cont	bf	GovtPub	
ConfPub	0	Festschr	0	Indx	0	Fiction	0
Biog		Lang	eng	Mod_Rec		Source	d

..	Tag	Ind.	Contents
	003		OCOLC
	005		20250815140927.0
	040		YDX beng erda cYDX dOCLCO dJBL dIG#
	020		1510784896 q(paperback ; qLarge-Print ISBN)
	020		9781510784895 q(paperback ; qLarge-Print ISBN)
	020		<del>z9781510758957 q(Original Print ISBN)</del>
	020		<del>z9781510758971 q(Ebook ISBN)</del>
	050	4	GV546.6.A35 bW342 2025b
	082	04	613.7/130846 223/eng/20250807
	100	1	Waehner, Paige, eauthor.
	245	10	Strength training for seniors.  h[large print]  bexercises to rewind the aging process and increase your balance, stability, and stamina / cPaige Waehner.
	250		Large print edition.
	264	1	New York, NY : bSkyhorse Publishing, c[2025]
	264	4	lc©2025

# 11. Add your Item information in Call Number and Item Maintenance

Call Number and Item Maintenance \* Item Search and Display \* SmartPort \* Modify Title \*

Call Number and Item Maintenance

Search for:

Index: Author

Library: ALL

**Current:** [Dailey, Janet, --- Calder strong --- F DAI --- ID:30291001691475 --- Ctrl#:i978149674...](#)

- o click the Current title-- it should match your item.
- o Click Add Item
- o Enter Item Information (see [How to Add an Item](#))
- o Click Save
- o Modify Call Number to your library's preferred system
- o Click Save