

## Copy Cataloging

# Importing OCLC Connexion Files Into Horizon

Information provided by Amy Matzke, Hanson Professional Services. Modified by Jo McLain, RPLS

1. Log in to Horizon with a username that has Cataloging permissions.
2. On the Navigation Bar choose, **Cataloging Folder** then **Import**
3. Next to **Import File** box, click on **“File”** button; choose the data file that you created with Connexion.

The screenshot shows the 'Multi-Format Import' dialog box with the following settings:

- Import File: C:\OCLC Import Exercise\
- Import Source: OCLCN (Import from OCLC - No Items)
- Overlay Bibs: Always
- Overlay Auths: Always
- Overlay if new auth Use Code validated: Never
- Overlay if auth Use Code invalidated: Never
- Create new bib if not overlaid:
- Create new auth if not overlaid:
- Overlay Items: Never
- Delete Items: Never
- New Bib Status: cc (Cataloging Complete)
- Bib Overlay Change Status:
- New Auth Status: cc (Complete)
- Auth Overlay Change Status:
- New Bib Staff Only:
- New Auth Staff Only:
- Selection: [empty]
- Owner: -1 (Unowned)
- Start process at: [empty] AM

4. Next to **Import source** box, click on **“Codes”** choose **“import from OCLC – no items”**
5. For **Overlay Bibs** and **Overlay Auth**, choose **Always** (These choices will remain as the defaults after you first set them up, unless you reinstall the software; **VERIFY** that **“Always”** is checked)
6. For **Overlay if new auth use code validated**, choose **Never**
7. For **Overlay if auth use code Invalidated**, choose **Never**
8. For **Create new bib if not overlaid**, check the box

9. For **Create new auth if not overlaid**, check the box
10. For **Overlay Items**, choose **Never**
11. For **Delete Items**, choose **Never**
12. Next to **New Bib Status** box, click on **“Codes” button**; choose **cc** for **cataloging complete**
13. Next to **New Auth Status** box, click on **“Codes” button**; choose **c** for **complete**
14. Do not check **“New Bib Staff Only”** and **“New Auth Staff only”** boxes
15. Next to **Owner** box, click on **“Codes” button**; choose **u (-1)** for **unowned**
16. Once you have everything filled in, click on **OK**
17. When the import process begins, Horizon displays a MARC Import Status window. A red bar near the top of the window will show the progress of the import process. Most of the records created will be new bibs; some may be overlaid.
18. If any errors display in the message area, contact Jo McLain.

When the import process is complete and you have no errors, you may bring up the Item List for each newly imported bib record and attach items for your library.