

How can I import a MARC 21 record from the Library of Congress website into PastPerfect?

Version 4.0

If your institution has purchased the ezMARC upgrade, you have the ability to import MARC records into PastPerfect. One of the ways you can get MARC records is to download them from the Library of Congress Online Catalog.

Use the following steps to download and import a MARC record into PastPerfect version 4.0:

1. Go to : <http://catalog.loc.gov/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=First>
2. Type the name of the book you are looking for in the field provided
3. Click on the Title of the item you want under Full Title
4. Click on the "MARC Tags" tab
5. Scroll down to the bottom of the page, under "Save, Print and Email" select "MARC (non-unicode/MARC 8)" and click the "Press to Save or Print" button
6. If a window comes up asking if you want to save anyway, click "Yes"
7. Click the "File" menu in the upper left
8. Choose "Save As"
9. Next to Save As Type choose the option for "Text file"
10. Next to Save In (at the top of the window), select "Desktop"
11. Click the "Save" button
12. Close the Internet windows
13. Open your PastPerfect program
14. Click the "Utilities" button on the main menu
15. Click "Import" on the Utilities menu
16. Click "Import MARC data" in the lower right corner of this window
17. Select the circle next to "Library" so that a dot appears
18. Browse for the text file on the desktop we downloaded
19. Click the "Open MARC file" button. It should bring up a window that tells you how many records this MARC file contains.
20. Click the "Ok" button
21. Click the "Import Now" button.
22. Click "Ok"

Please note, you must have the MARC fields mapped to the fields in PastPerfect, otherwise the import may not bring in all of the information. To modify the data map, click the "Modify Data Map" button after step 16 above.

If you have any questions, please contact our Support Office at (800)562-6080. Thank you for using PastPerfect!