

Using MARCEdit to: Create MARC Records from a Delimited Text File

Step 1.

Download and install the latest non-beta version of MARCEdit from:
<http://oregonstate.edu/~reese/marcedit/html/index.php>

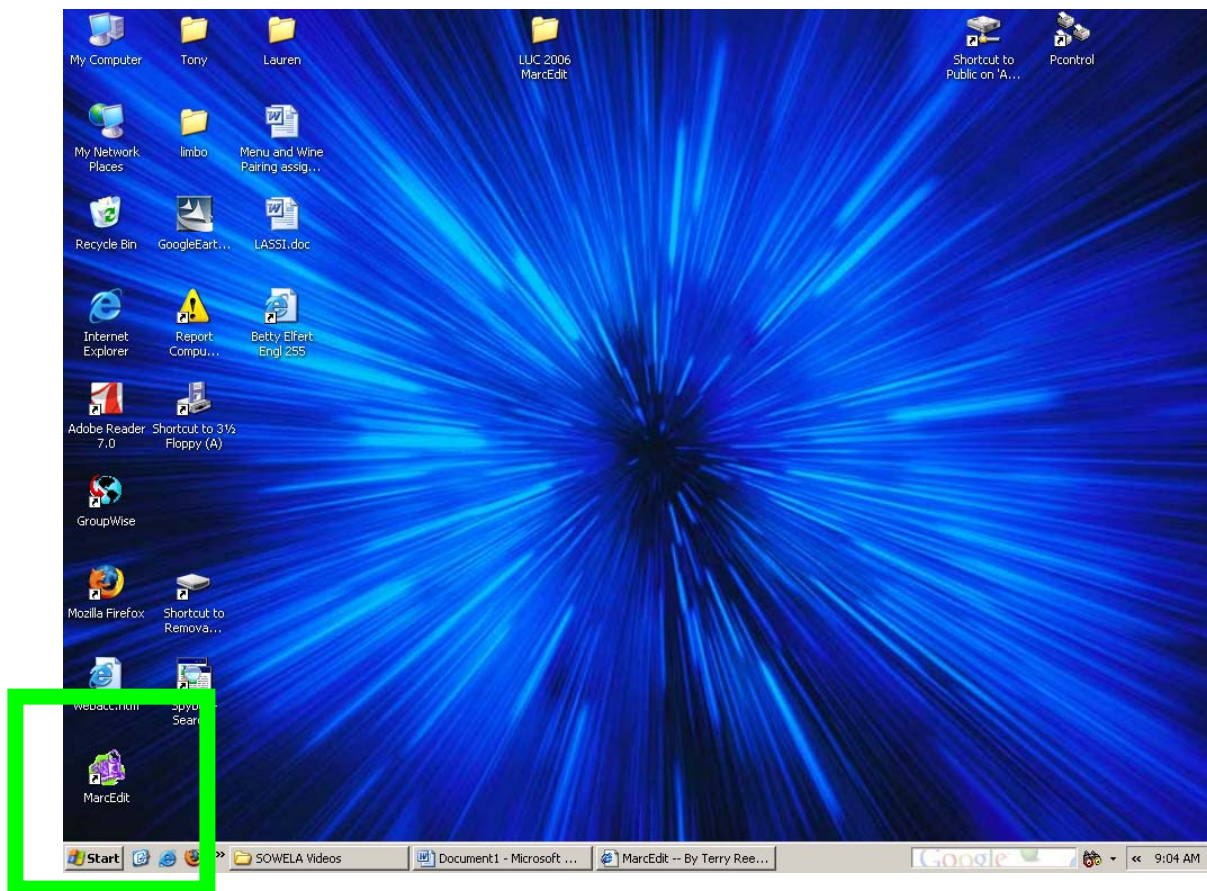
As of Sept. 22, 2006, that is 4.6.63

http://oregonstate.edu/~reese/marcedit/software/MarCEdit4_6a.exe

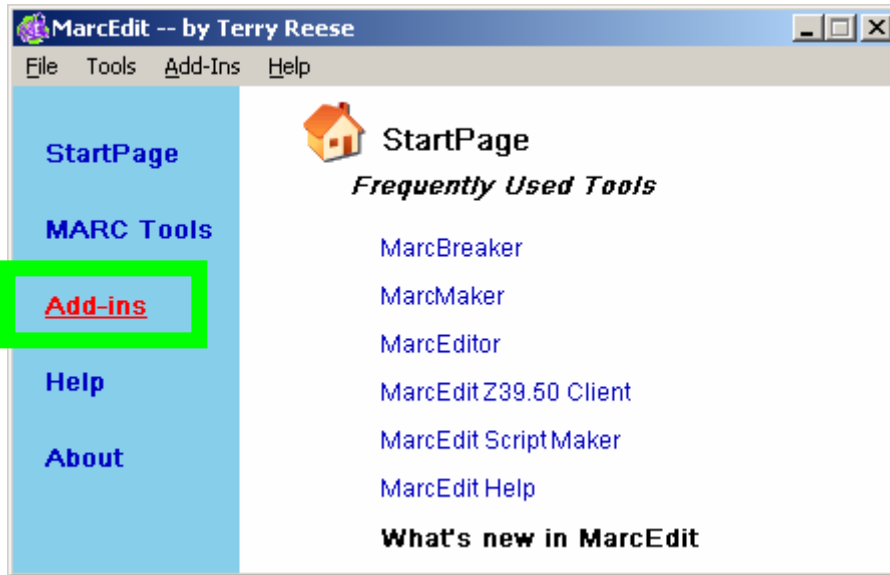
If you already have the latest non-beta version of MARCEdit installed, proceed to step 3.

Step 2.

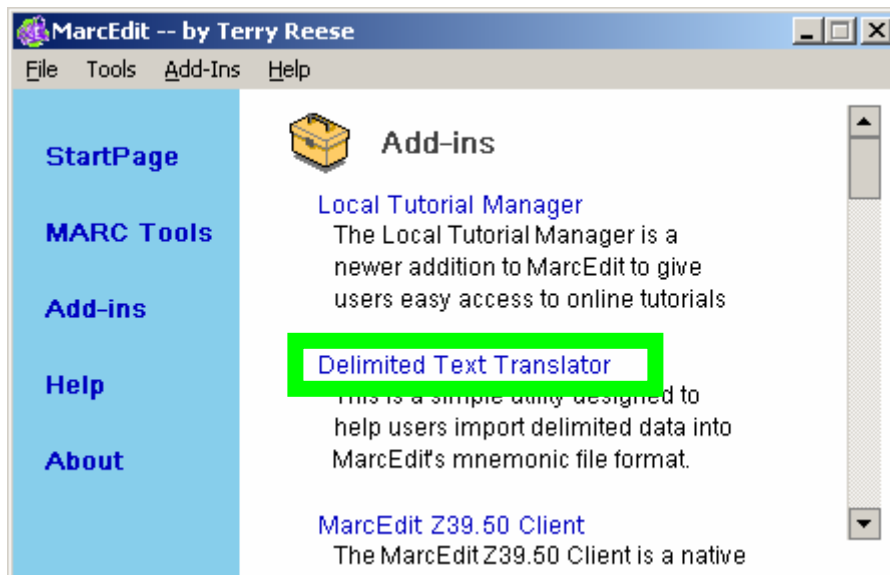
After installing the software and rebooting, click on the MARCEdit icon.



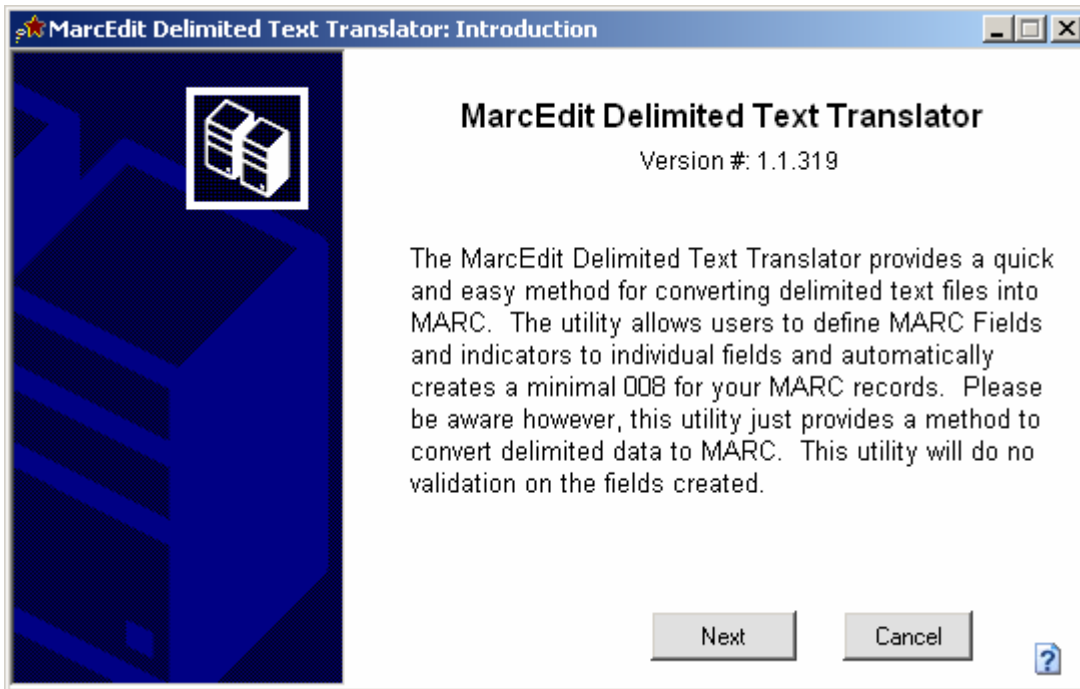
Step 3.
Select Add-ins from the side-menu.



Step 4.
Select Delimited Text Translator from the Add-ins Menu.

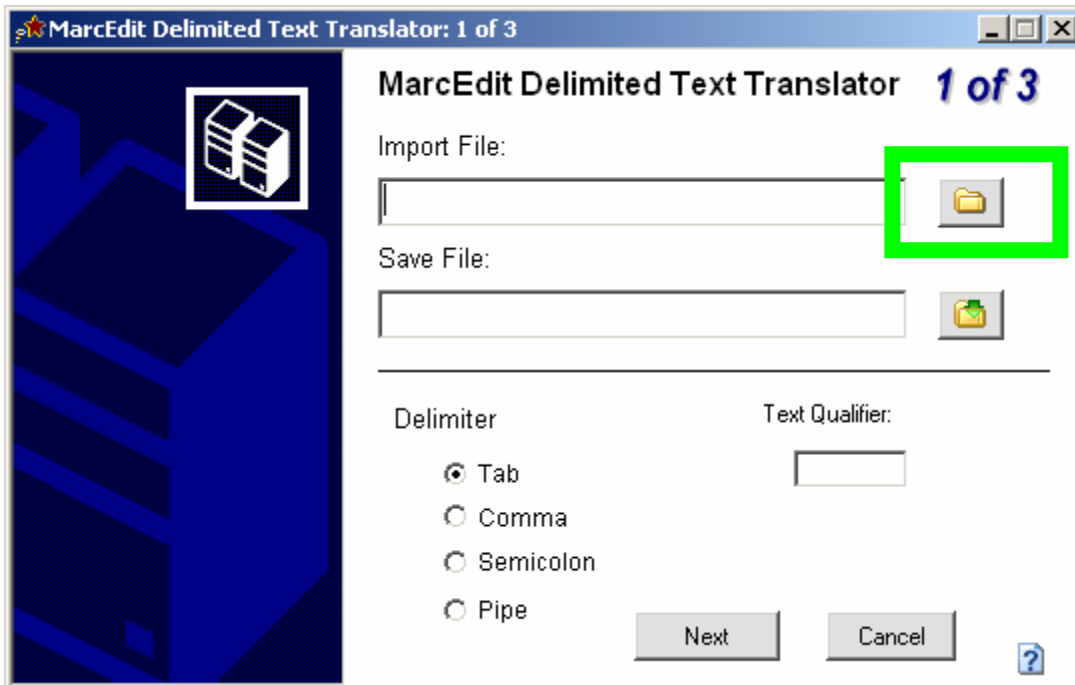


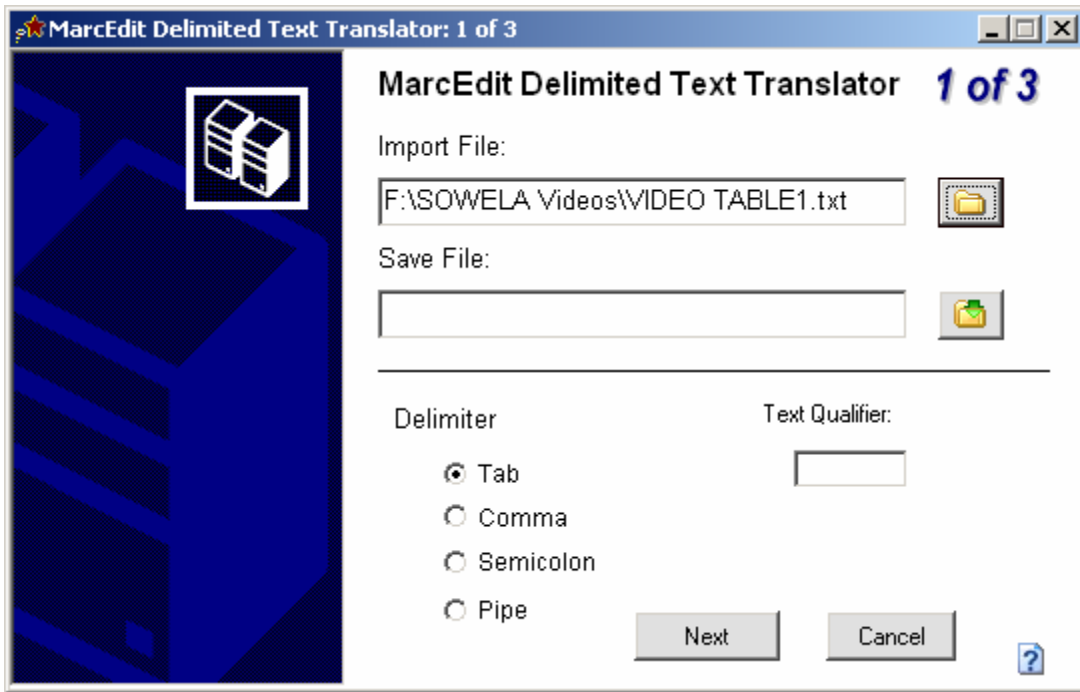
Step 5.
Read the Introduction. Then, click next.



Step 6.

Locate the Import File. You can use the folder next to the import file field to browse to the file location. (The location and name of your file will vary.)

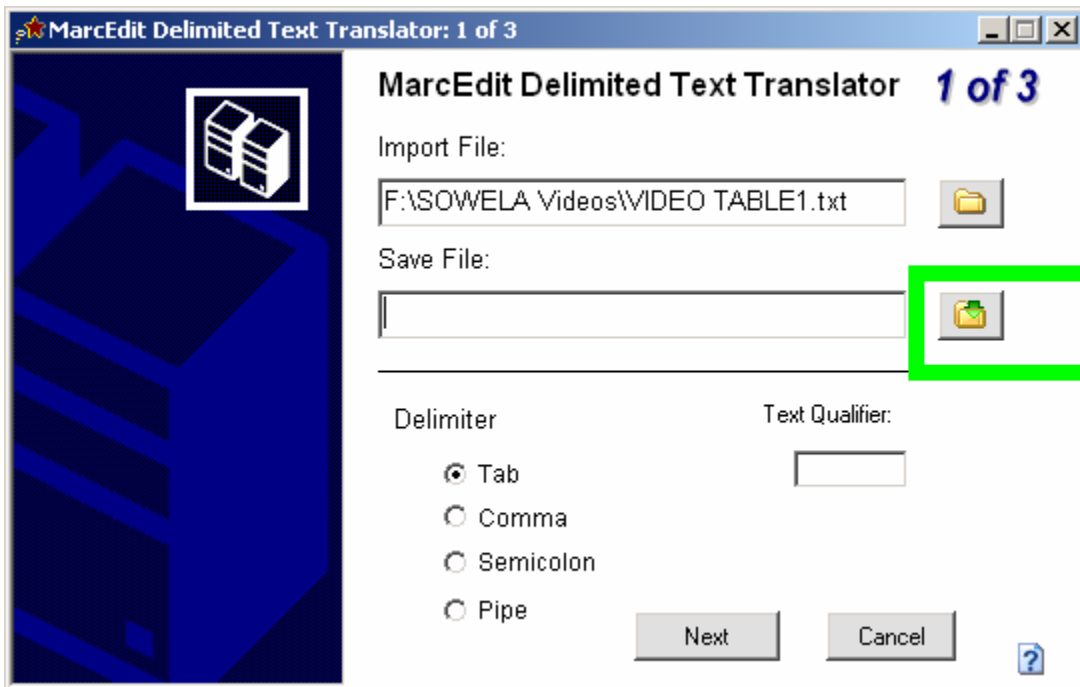


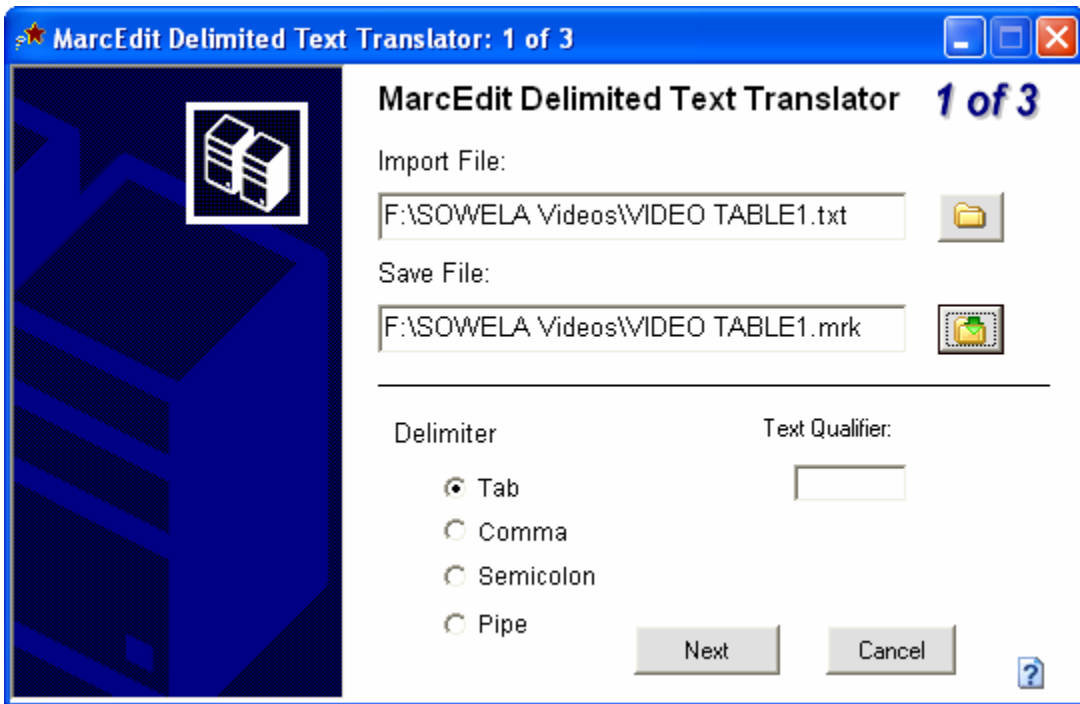


Step 7.

Specify a Location and filename for the new MARC text file. You can use the folder next to the import file field to browse to the file location.

NOTE: It is easier if you end this file with an extension of “.mrk”.



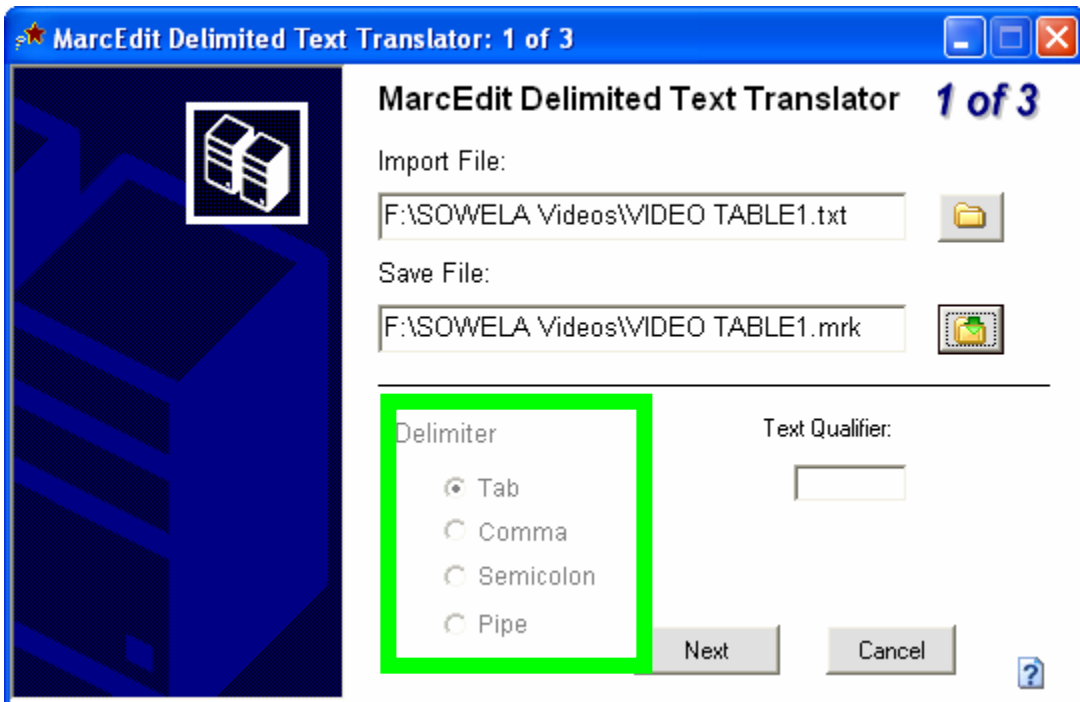


Step 8.

Select the file's delimiter. The most common are Tab, Comma, Semicolon and Pipe.

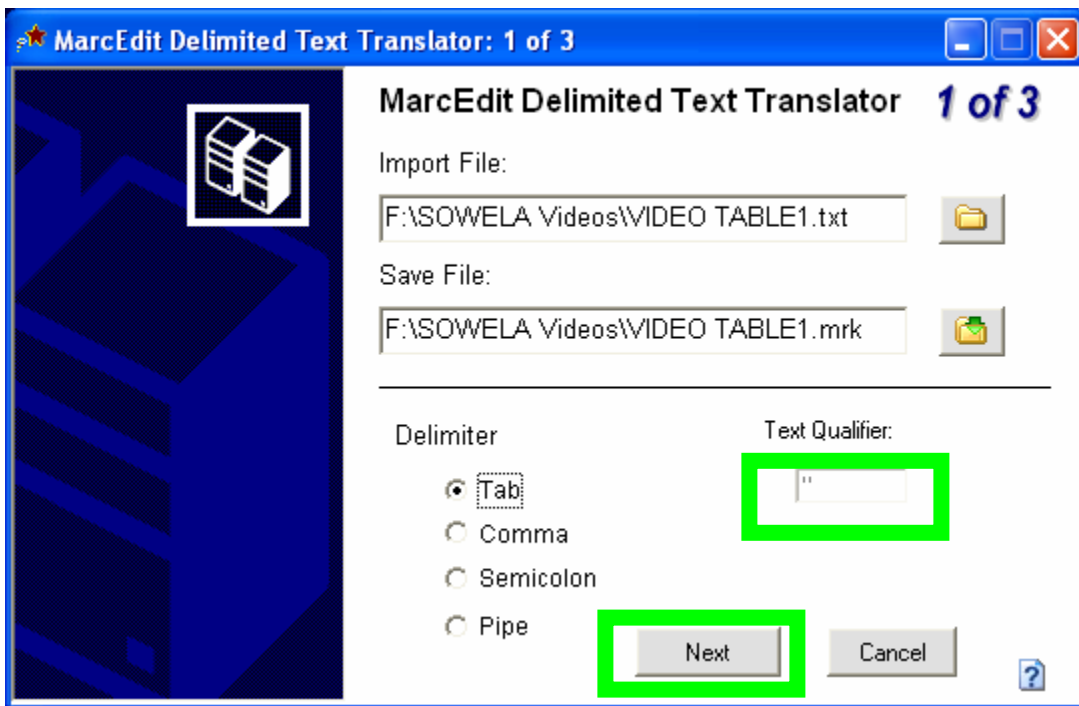
NOTE: Comma delimited files usually have an extension of ".csv".

Also, you can open your file in notepad to determine what separates the fields in your file, in other words, how your file is delimited.



Step 9.

Select a text qualifier if you have one. (Some spreadsheets use a double or a single quotation mark to signify if a field value should be treated as text.) Then, click Next.



Step 10.

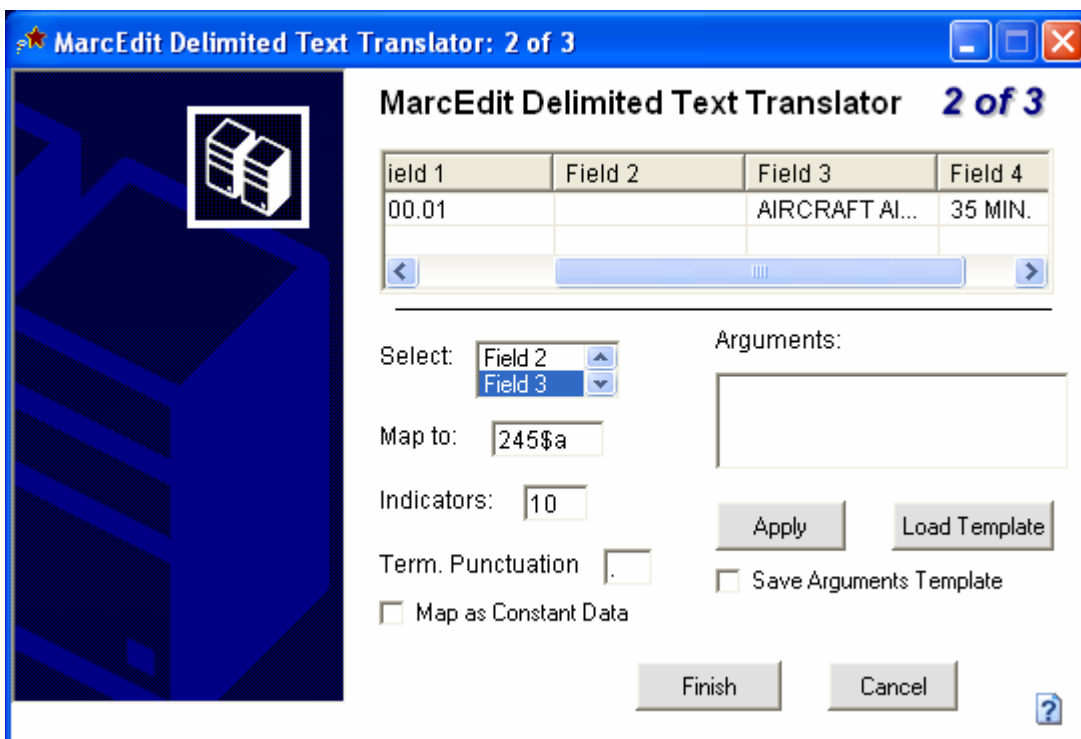
Specify what data should be imported into which MARC tags.

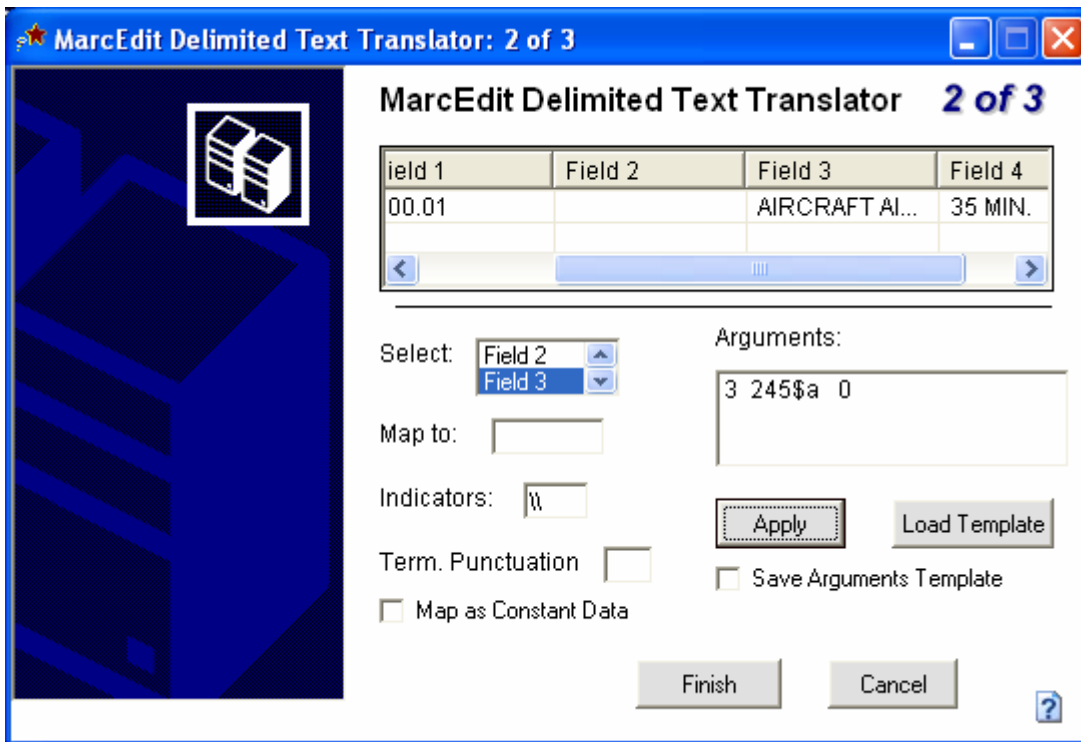
The specifics will vary greatly depending upon your data. See the examples below.

Example 1.

Creating a 245 (title) field.

In this example, Field3 of our delimited text file will be mapped to 245 subfield a. These 245 tags are being assigned and indicator 1 of 1 and an indicator 2 of 0. (The find and replace feature will be used to later to account for the non-filing characters.) Terminating punctuation is specified as a period. Click apply after completing the fields below.

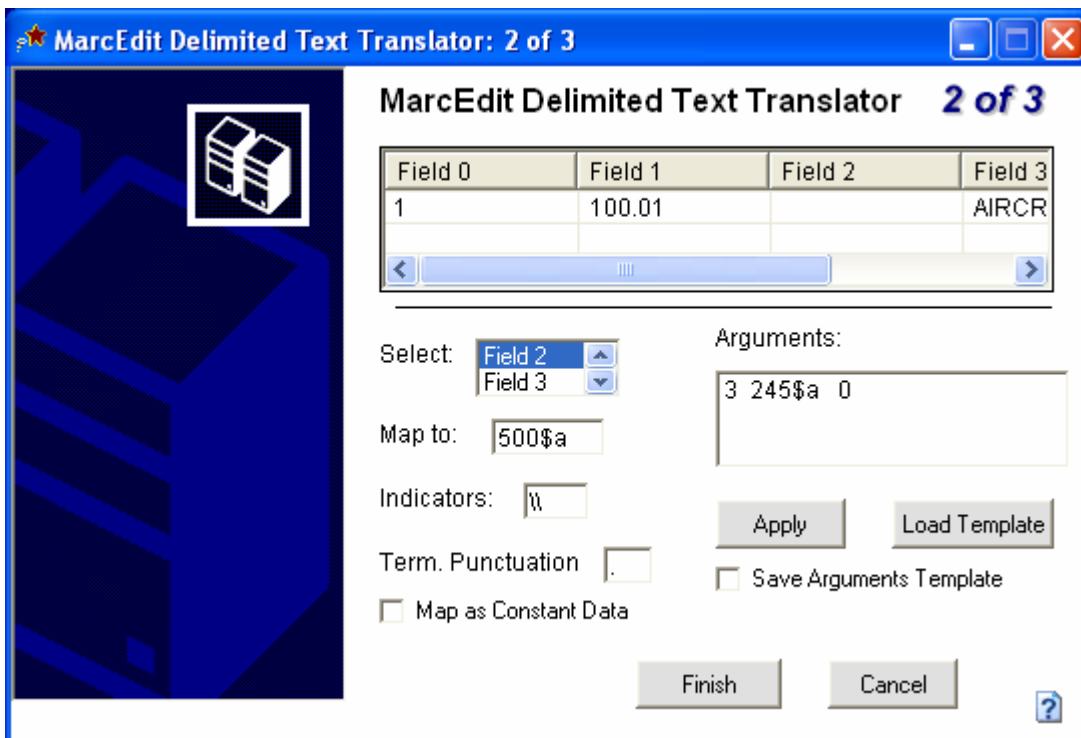


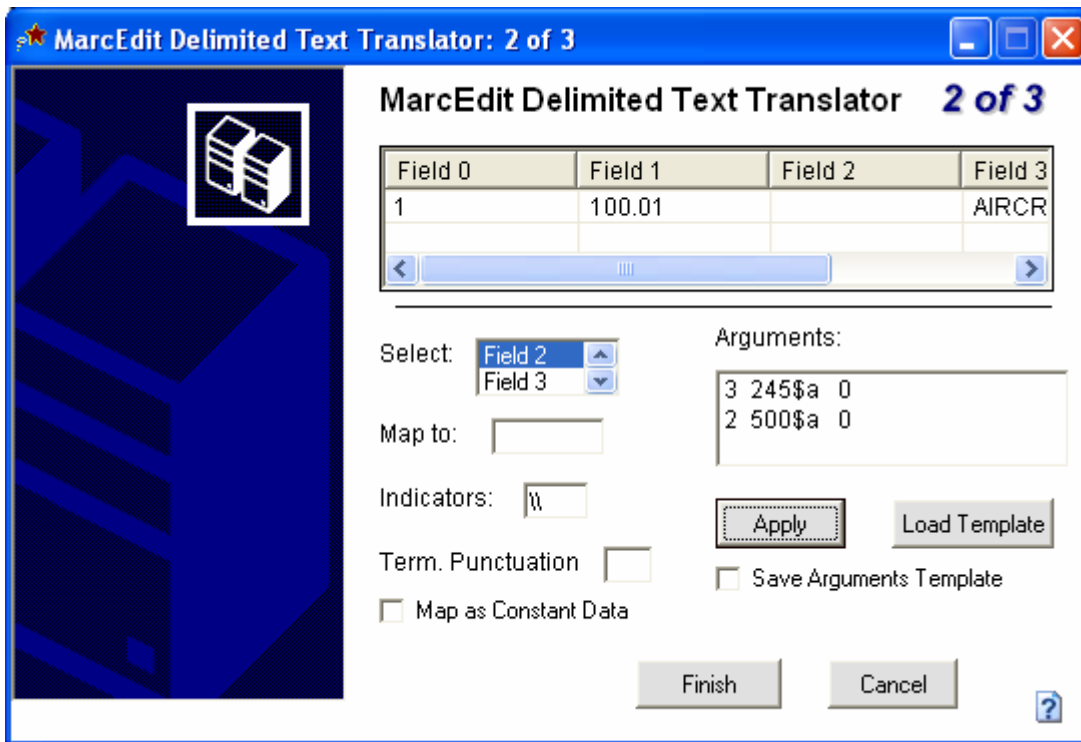


Example 2.

Creating a 500 (note) field.

In this example, the data in field 2 is being placed in a 500 subfield a. Not all records in this file have a field 2, therefore not all of our MARC record will have a 500 field. Terminating punctuation is specified as a period. Click apply after completing the fields below.





Example 3.

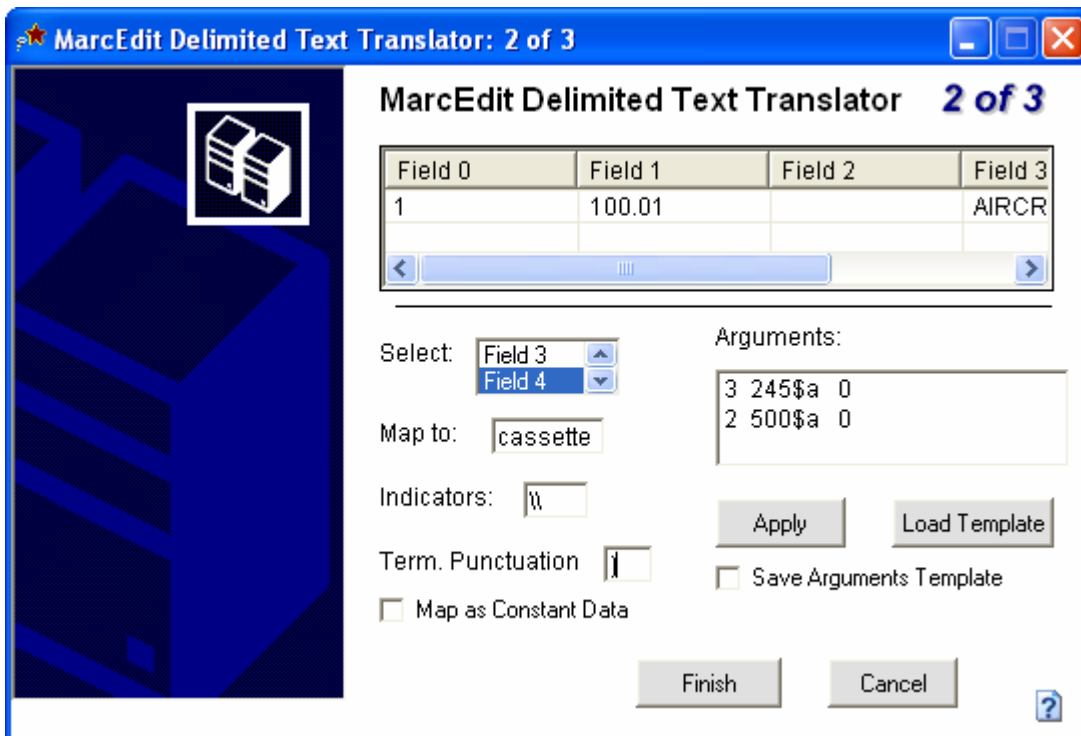
Creating a basic 300 field. (We will add additional data in MARCEdit later.)

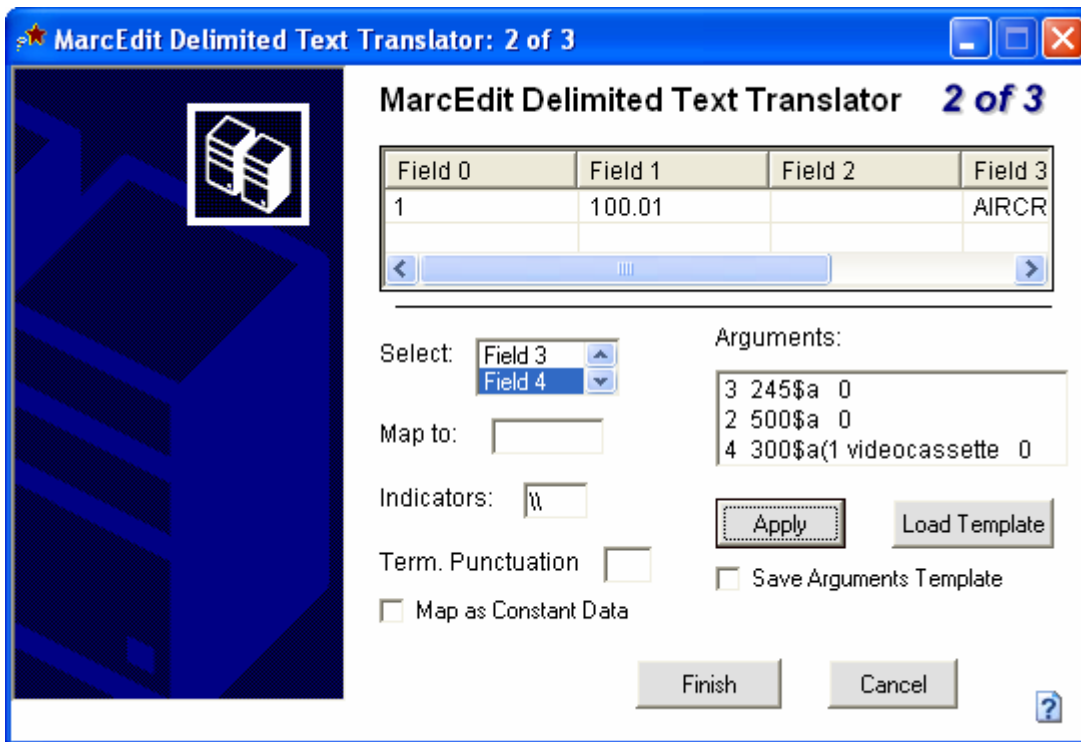
In this example, the data in field 4 is being placed in a 300 subfield a.

We are including part of the data for subfield a in the “Map to:” section following the subfield a.

Map to: 300\$a(1 videocassette

Terminating punctuation is specified as a close parenthesis. Click apply after completing the fields below.





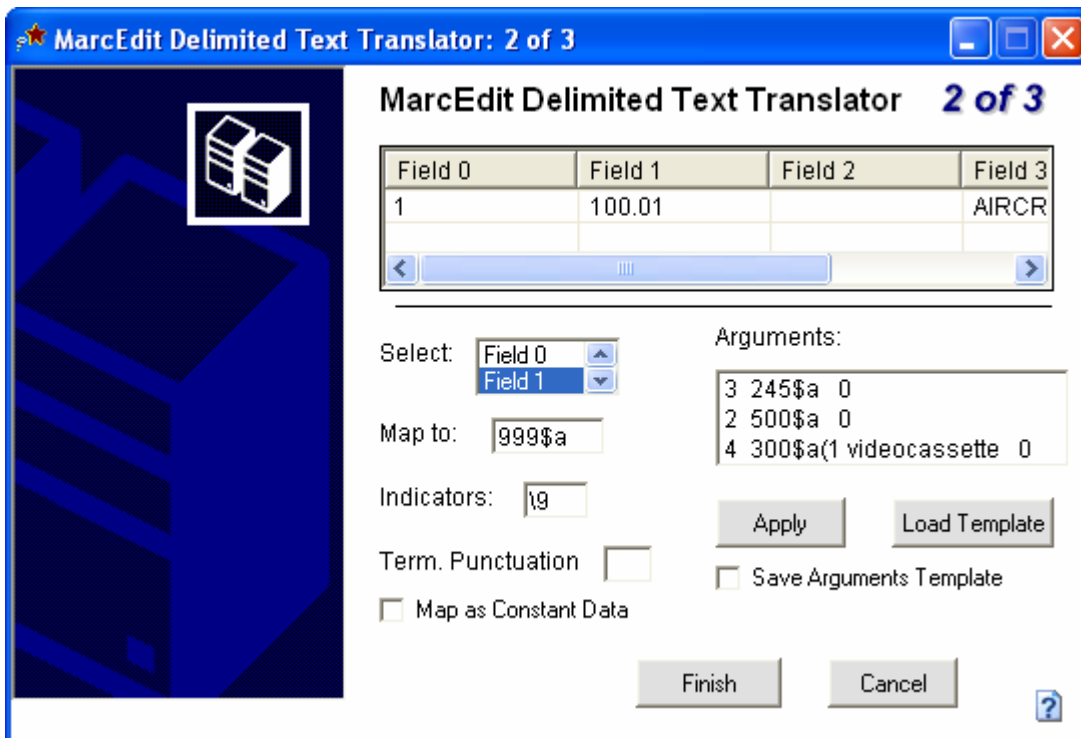
Example 4.

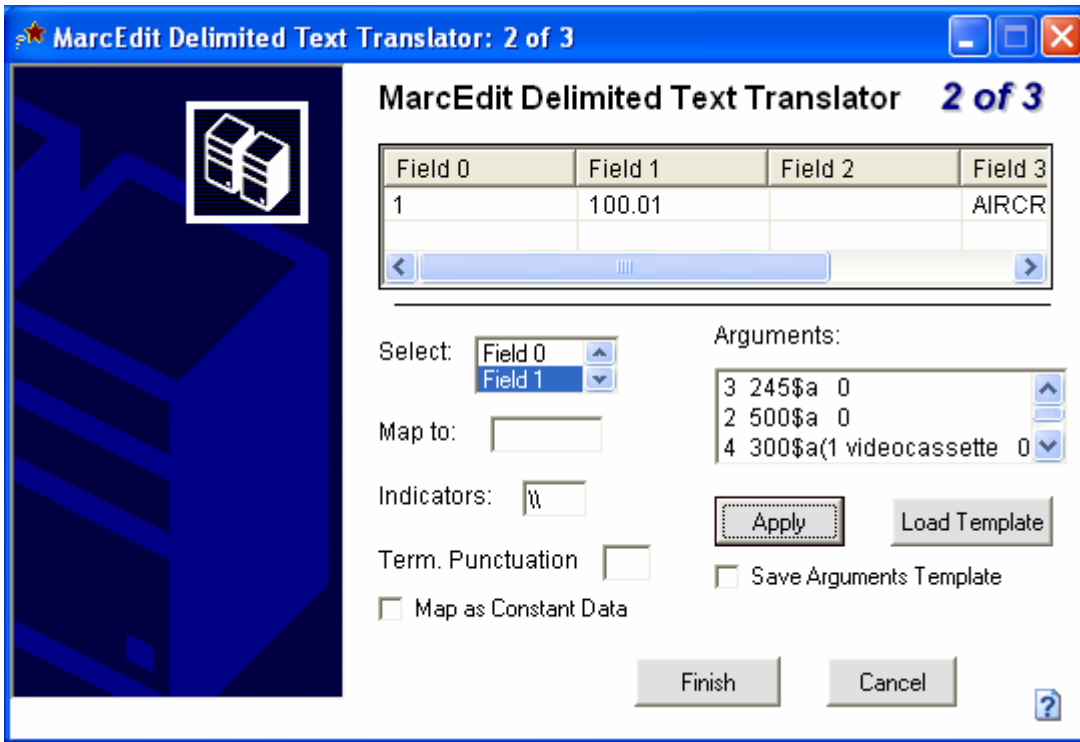
Creating a basic 999 field, with a subfield a only. (We will add additional data in MARCEdit later.)

In this example, the data in field 1 is being placed in a 999 subfield a.

We are using a second indicator of 9 because this is a local call number we are generating.

Click apply after completing the fields below.

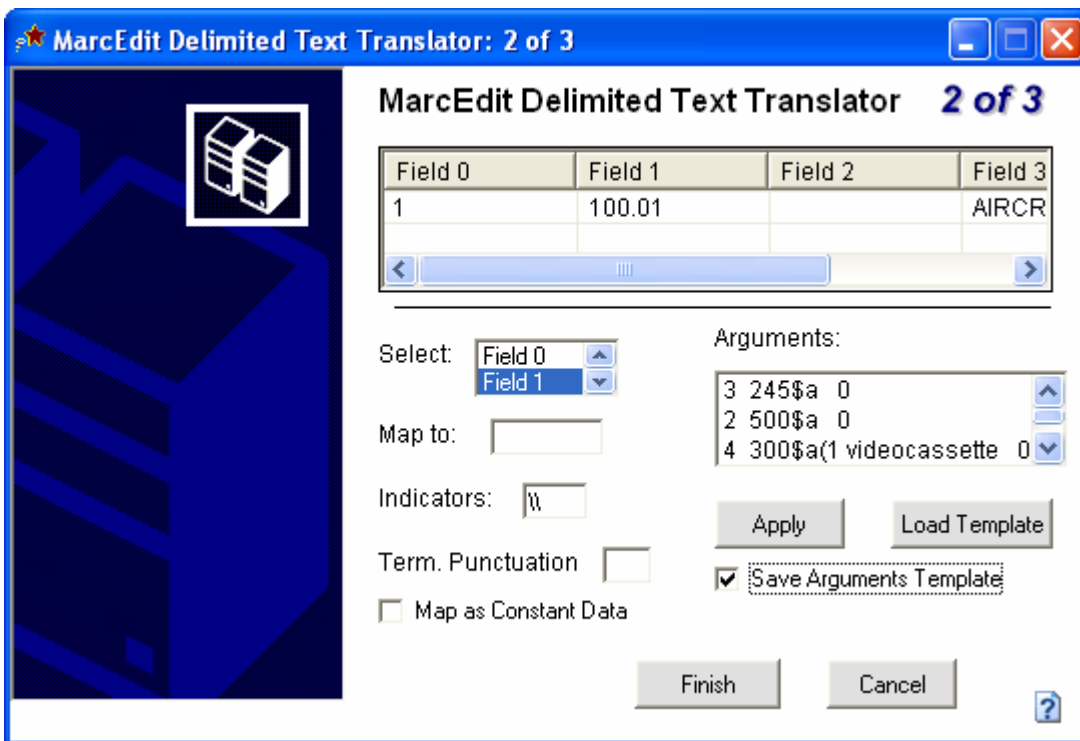




Step 11.

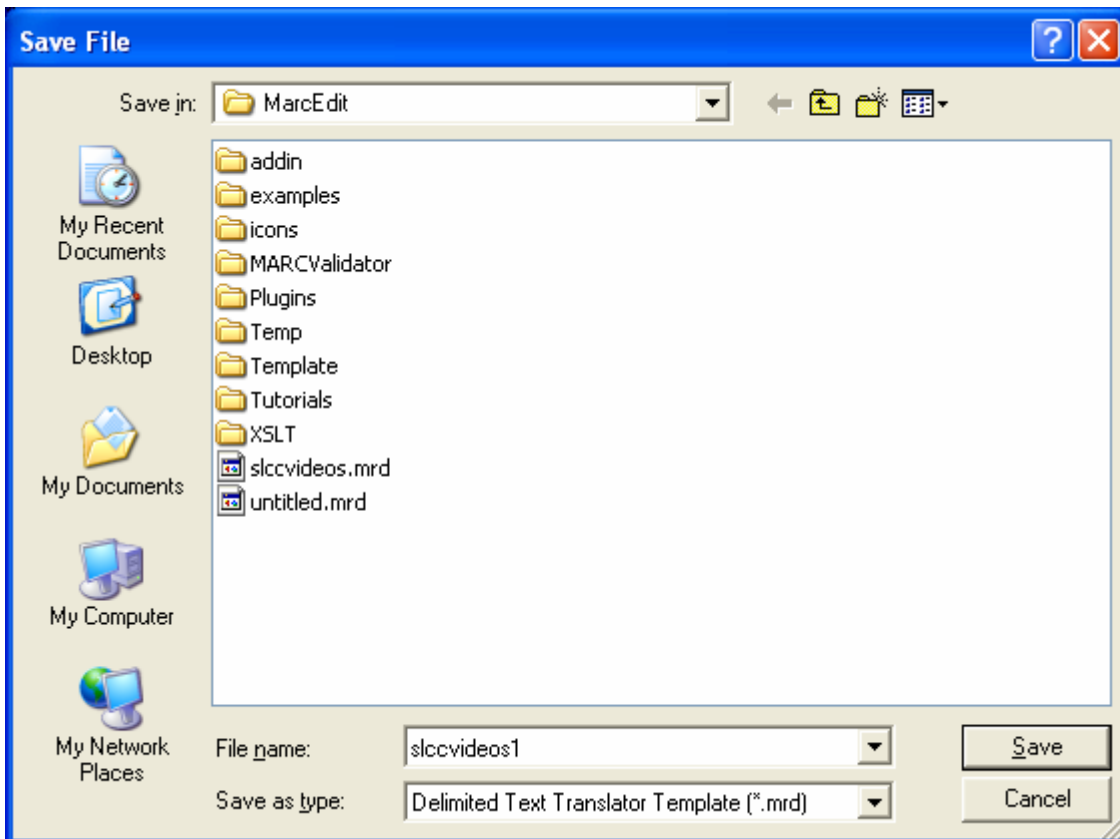
Saving Your Translation Arguments

If you wish to make the same edits to a similar file, check the Save Arguments Template option.



Step 12.

Click Finish. You will be prompted to save your arguments file, if you selected that option. Just give it a name and click Save.



After clicking save (or after clicking finish if you did not choose to save your arguments file), you'll see the finished prompt. This box reminds you where the translated file is saved. This is not the same as the arguments file.



Now that you have created a basic MARC record, you may edit it before you load it using MARCEdit.

**** If you choose to load this file now, remember that it is in an ASCII/Text format not MARC format when loading. ****