

# Importing records with Z39.50

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## Importing records from Z39.50

Import a record from Z39.50 when you are sure there is no record for your item already in Evergreen

1. Click *Cataloguing* in the menu bar at the top of the screen
2. Choose *Import record from Z39.50* from the drop-down menu
3. Select the Z39.50 targets by clicking in the checkboxes
4. Enter credentials for Libraries if desired (see below for credential info)
5. Click the *Save as Default* button to save your choices
6. Enter your search terms and click *Search*
7. Click on a title to select it and click *View MARC* to see the MARC record
8. Click *Import* to open the record in OPAC view
9. Edit the record as necessary. You can remove the following tags only from the record: 59X, 69X, 852 and 99X. Save.
10. Refresh the record and you can now add your volumes and copies.

## Z39.50 credentials

For the British Library:

Username- PARKSS1702

Password- CgNAtqR9

For AMICUS, create your own account here <https://www.collectionscanada.gc.ca/amicus/006002-400-e.html>