

**When you receive a new Follett book order, download the MARC records from Titlewave. Follett provides MARC records when you ask for processing.**

Download from Titlewave:

1. Go to Titlewave.com and log-in
2. Click on MARC Download (right-hand side)
3. Click on Download MARC
4. Open up Follett Destiny; in Library View, click on the Cataloging tab
5. Click on Import Titles
6. Browse and attach file to import MARC record file. Usually file will download in Downloads in the Documents folder or on the Desktop.
7. Can Preview before you import, or click Import.

When you have a book fair or receive books that need processing, look for records in the following order:

1. Add a title using Follett Destiny
  - Click on Catalog tab, then select Add Title from the left-hand navigation bar
  - Try to find your book using title, author or ISBN search
  - If you find the book, and there is a red house next to it, the record is already in the district system, and you only need to add a copy
  - If you find the book and it has an A+ next to it, click on the title then click on the Save Title button and add the copy.
  - Copy information that needs to be added includes barcode, call number, purchase price, and funding source
2. Use MARC Wizard MARC On Demand
  - Search for title
  - If title is not found, click on the Assisted Search button. Fill in additional requested information including email address
  - If the record is available, MARC Wizard will send the record to your email and it can be downloaded
  - If MARC Wizard cannot find the record (an email will tell you this), use Fast Cataloger.
3. Fast Cataloger
  - Type information into Fast Cataloger
  - Use Cataloging Tips, Examples, General Information, and Error Checking Tabs at the bottom of the page to help creating the record
  - Add the copy information
  - The USMARC organization code for Union is UtSaUMS
  - Consult Amazon, County Library, or Library of Congress records for book summaries and Dewey number
  - Librarian will check and import records into the catalog when you have completed the record