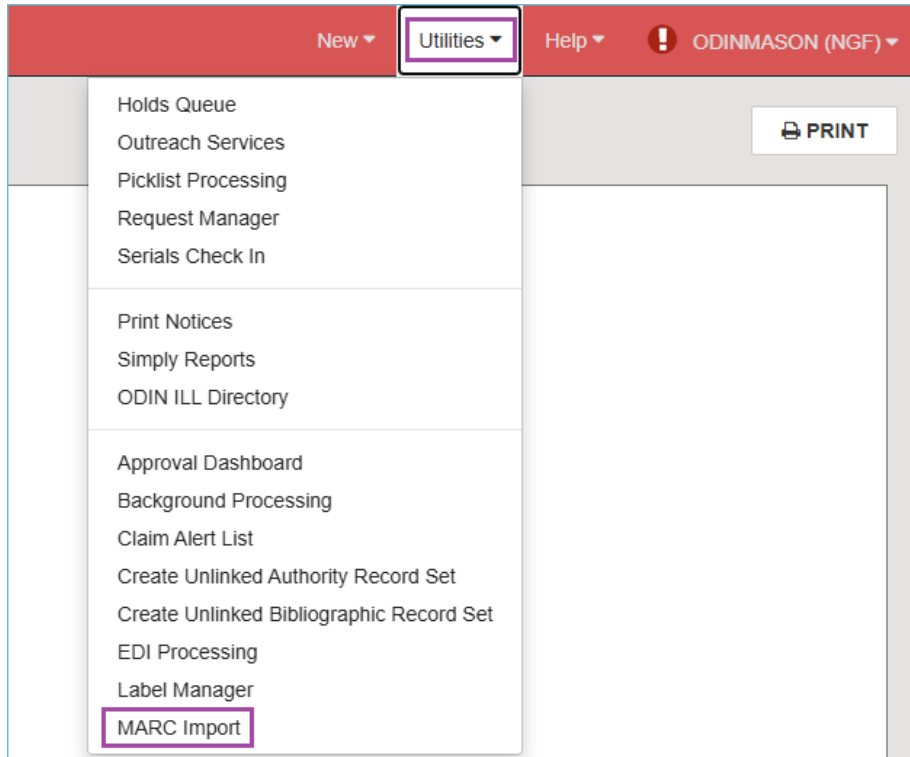


How to Use Import Profiles in Leap

To use import profiles in Leap, click the **Utilities** menu and select **MARC Import**.



On the **MARC Import Setup** screen, under the **Profile Setup** tab, there is a list of import profiles. To help you find the import profile you want, there is a filter search box.

New
Utilities
Help
ODINMASON (NGF)

MARC Import Setup

Profile Setup
Bibliographic Records
Item Records
Authority Records
Record Sets

Import Profile: Polaris default

PROFILE NAME	DESCRIPTION	CREATOR
NGFLon		NGFPARENT (Deleted)
NGFCatBobbi		NGFWOOD
NGF Kanopy.com no item creation	To import Kanopy bibliographic records	ODINMASON
NGF On Order Standard Print Book	For loading on order item records with material format Book for NGF	ODINALLBEE (Deleted)
NGF On Order Music CD	For loading on order item records with material format Music CD for NGF	ODINALLBEE (Deleted)
NGF On Order Audiobook	For loading on order item records with material format Audiobook for NGF	ODINALLBEE (Deleted)
NGF On Order DVD	For loading on order item records with material format DVD for NGF	ODINALLBEE (Deleted)
NGF On Order Bluray	For loading on order item records with material format Bluray for NGF	ODINALLBEE (Deleted)

Import Files: 0 files selected

Vendor Account

Select the import profile you want to use by clicking it. After the import profile is selected, you can click the other tabs to view the settings under each one.

Next, under the Profile setup tab, click the **Select File** button.

New ▾ Utilities ▾ Help ▾
! ODINMASON (NGF) ▾

MARC Import Setup

Import Profile: NGFLori

NGF

PROFILE NAME	DESCRIPTION	CREATOR
NGFLori		NGFPARENT (Deleted)
NGFCatBobbi		NGFWOOD
NGF Kanopy.com no item creation	To import Kanopy bibliographic records	ODINMASON
NGF On Order Standard Print Book	For loading on order item records with material format Book for NGF	ODINALLBEE (Deleted)
NGF On Order Music CD	For loading on order item records with material format Music CD for NGF	ODINALLBEE (Deleted)
NGF On Order Audiobook	For loading on order item records with material format Audiobook for NGF	ODINALLBEE (Deleted)
NGF On Order DVD	For loading on order item records with material format DVD for NGF	ODINALLBEE (Deleted)
NGF On Order Bluray	For loading on order item records with material format Bluray for NGF	ODINALLBEE (Deleted)

Import Files: 0 files selected

Click on **Browse** to select your files for importing. You can select multiple files to import at a time. Click **Continue**.

The MARC files will be listed on the screen. Files can be removed from the list by clicking the trash icon.

PROFILE NAME	DESCRIPTION	CREATOR
NGFLori		NGFPARENT (Deleted)
NGFCatBobbi		NGFWOOD
NGF Kanopy.com no item creation	To import Kanopy bibliographic records	ODINMASON
NGF On Order Standard Print Book	For loading on order item records with material format Book for NGF	ODINALLBEE (Deleted)
NGF On Order Music CD	For loading on order item records with material format Music CD for NGF	ODINALLBEE (Deleted)
NGF On Order Audiobook	For loading on order item records with material format Audiobook for NGF	ODINALLBEE (Deleted)
NGF On Order DVD	For loading on order item records with material format DVD for NGF	ODINALLBEE (Deleted)
NGF On Order Bluray	For loading on order item records with material format Bluray for NGF	ODINALLBEE (Deleted)

Import Files: 2 files selected

[SELECT FILE](#)

MARCset1.mrc

MARCset2.mrc

Press the **Import** button to begin importing the files.

polaris

New ▾ Utilities ▾ Help ▾
! ODINMASON (NGF) ▾

[CHECK IN](#)
[NEW PATRON](#)
[PRINT](#)

MARC Import Setup

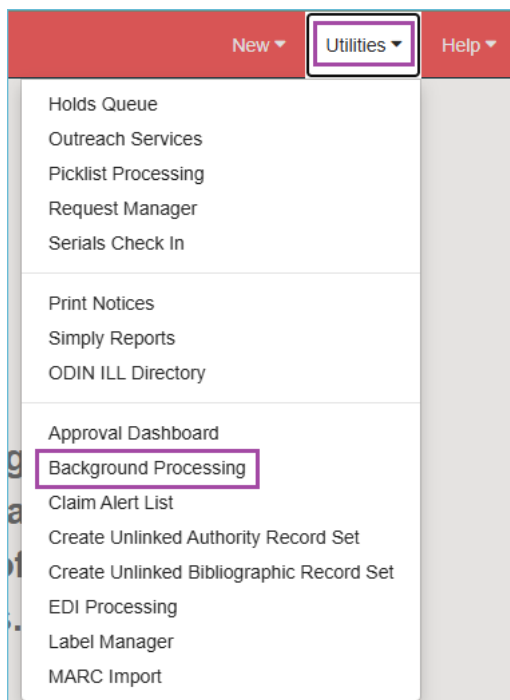
[IMPORT](#)
[CLOSE](#)

[Profile Setup](#)
[Bibliographic Records](#)
[Item Records](#)
[Authority Records](#)
[Record Sets](#)

Import Profile: NGFLori

PROFILE NAME	DESCRIPTION	CREATOR
NGFLori		NGFPARENT (Deleted)
NGFCatBobbi		NGFWOOD

To find the import report, click the **Utilities** menu and select **Background Processing**.



Click the tab called **MARC Import**. The reports for the most recent MARC imports appear at the top of the list. If the import job hasn't been completed, you can click the **Refresh** button to refresh the screen. When the job has completed, click on the name of the file to open the import report.

The screenshot shows the 'Background Processing' screen. At the top, there are buttons for 'CHECK IN', 'NEW PATRON', and 'PRINT'. Below these, the 'Background Processing' title is followed by a 'REFRESH' button and a 'CLOSE' button. A tab bar shows 'Bibliographic Bulk Change', 'Bulk Waive Fines', 'Item Bulk Change', **MARC Import** (highlighted), and 'Patron Bulk Change'. Below the tabs, there are 'Stop' and 'Delete' buttons, and a 'Filter' input field. A table of import jobs is displayed below.

<input type="checkbox"/>	FILE	USER	TYPE	STATUS	RECORDS READ	RECORDS CREATED	POSTED
<input type="checkbox"/>	MARCset2.mrc	ODINMASON	Bibliographic	Completed	4	4	7/9/2025 11:44:04 AM
<input type="checkbox"/>	MARCset1.mrc	ODINMASON	Bibliographic	Completed	4	6	7/9/2025 11:44:04 AM
<input type="checkbox"/>	2025_07KanopyNDSL.mrc	ODINMASON	Bibliographic	Completed	23	23	7/3/2025 4:18:43 PM
<input type="checkbox"/>	2025_07KanopyNGF.mrc	ODINMASON	Bibliographic	Completed	574	686	7/3/2025 2:46:40 PM

The import report includes:

- The name of the imported file
- The settings of the import profile

- The records that were imported and any errors that were encountered during the import
- The record sets created
- Import statistics with counts of imported records- this is the last page of the report

Import Report

File: MARCset2.mrc

Import type: Express Source: MARC File

Submitted date: 7/9/2025 11:44:04 AM Scheduled date:

Profile used: NGFLori

Branch: Grand Forks Public Library

User: ODINMASON Stopped by user: No

Workstation: NGF-LPARENT Stopped by system: No

Vendor account: (None)

Bibliographic save option: Save as final

Record owner: ODIN Search Display in PAC: Yes

Delete data: Yes Use system deletion rules: Yes

MARC validation: Perform validation. If errors are found, ignore and save record as final.

Authority control: Perform authority control. If an unlinked tag is found, save record as final and do not generate an authority record.

Duplicate detection: Perform duplicate detection. If errors are found, save record as provisional.

Use system duplicate rules: Yes

Deletion tag	Indicator one	Indicator two
29	blank,0,1,2,3,4,5,6,7,8,9	blank,0,1,2,3,4,5,6,7,8,9
263	blank,0,1,2,3,4,5,6,7,8,9	blank,0,1,2,3,4,5,6,7,8,9
938	blank,0,1,2,3,4,5,6,7,8,9	blank,0,1,2,3,4,5,6,7,8,9
948	blank,0,1,2,3,4,5,6,7,8,9	blank,0,1,2,3,4,5,6,7,8,9
994	blank,0,1,2,3,4,5,6,7,8,9	blank,0,1,2,3,4,5,6,7,8,9

Import Report

IMPORT STATISTICS

Begin time: 7/9/2025 11:45:00 AM End time: 7/9/2025 11:45:04 AM

Bibliographic records:

Final: 2	Provisional: 2	Deleted: 0	Rejected: 0
Updated records: 0		Resource entities created on new records: 0	
		Resource entities created on updated records: 0	

Authority records:

Final: 0	Provisional: 0	Deleted: 0	Rejected: 0
Remote authority control generated: 0		System generated: 0	

Item records:

Final: 0	Provisional: 0	Updated: 0	Rejected: 0
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Total records read from file: 4

Total records created: 4