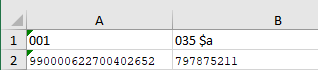
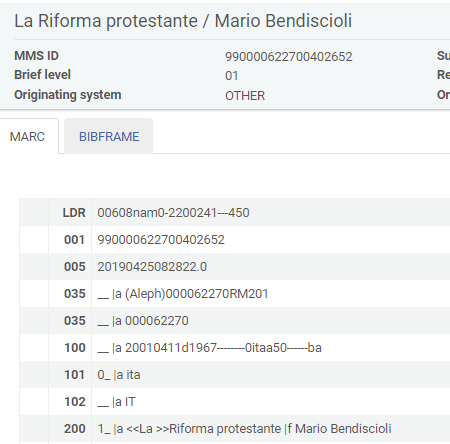
**How to create/import OCLC numbers from an Excel file into existing Alma records**

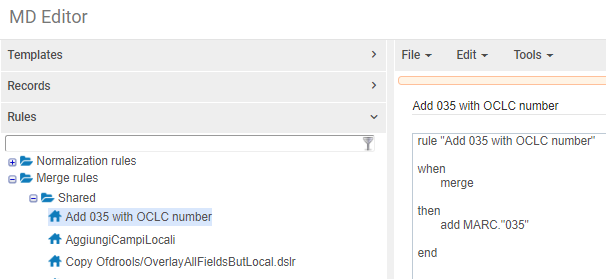
Create an import file in Excel containing the MMS ID (001) and the OCLC number (035). It should look like this



Existing record in Alma has 2 035 fields

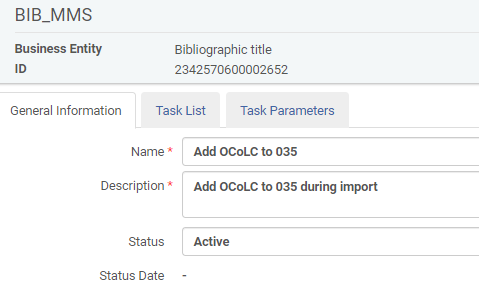


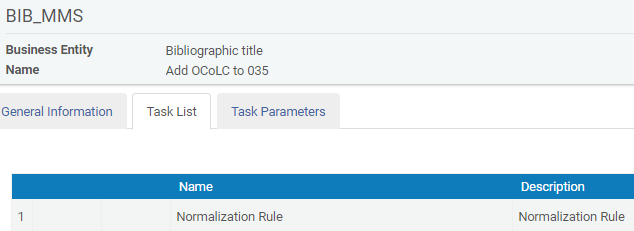
A merge rule is needed in order to add field 035 from the loading file to the existing record



A normalization process/rule is needed in order to add prefix (OCoLC) to the 035 field to load

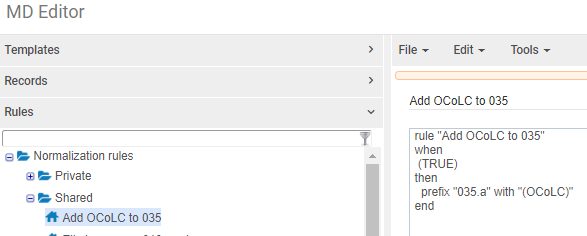
Normalization process >Configuration >Resources >Cataloging >Metadata Configuration >UNIMARC Bibliographic >Normalization Processes



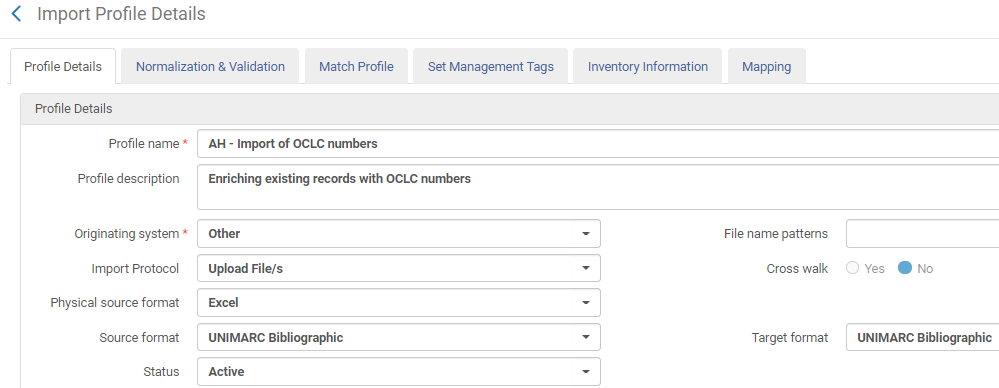


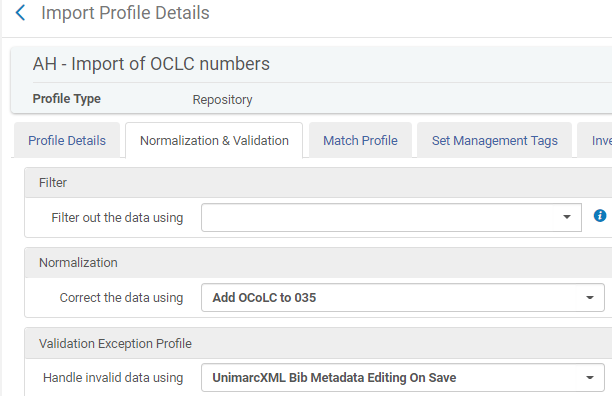


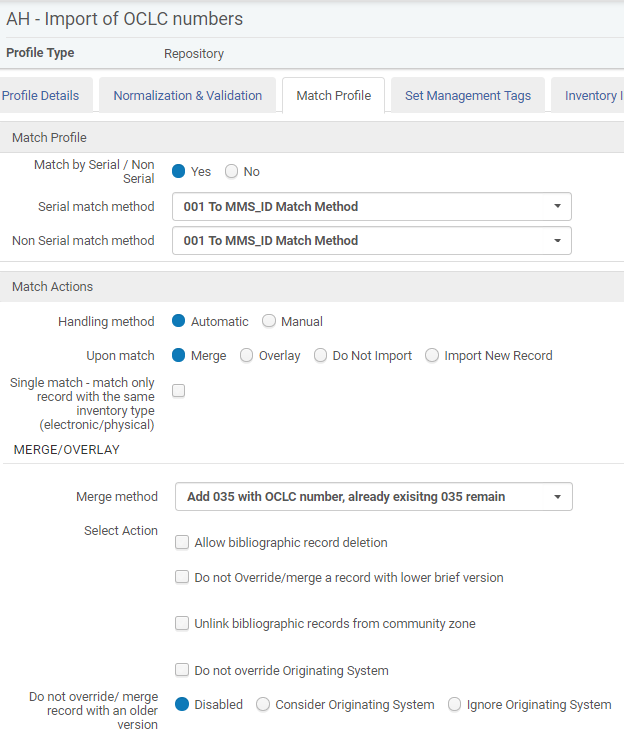
Normalization rule

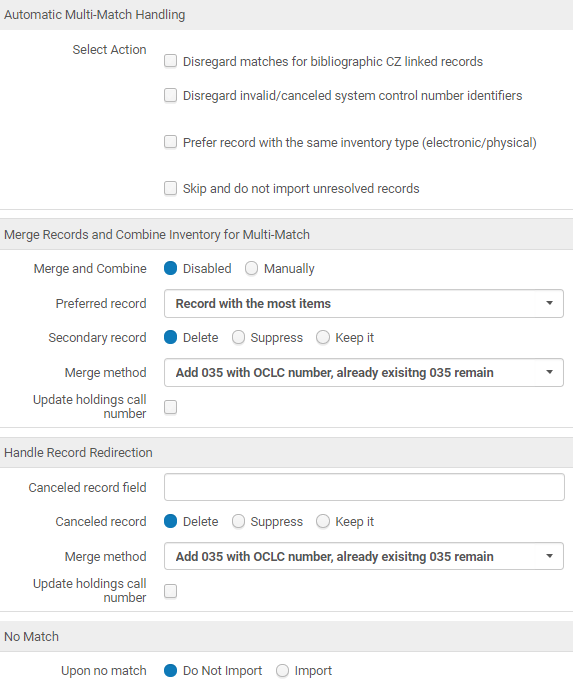


Import profile



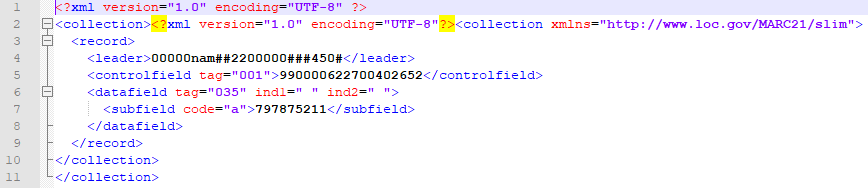






Run the import

During the import a XML file will be created



The record afterwards contains the 035 field with OCLC number. The existing 035 fields remain also in the record

