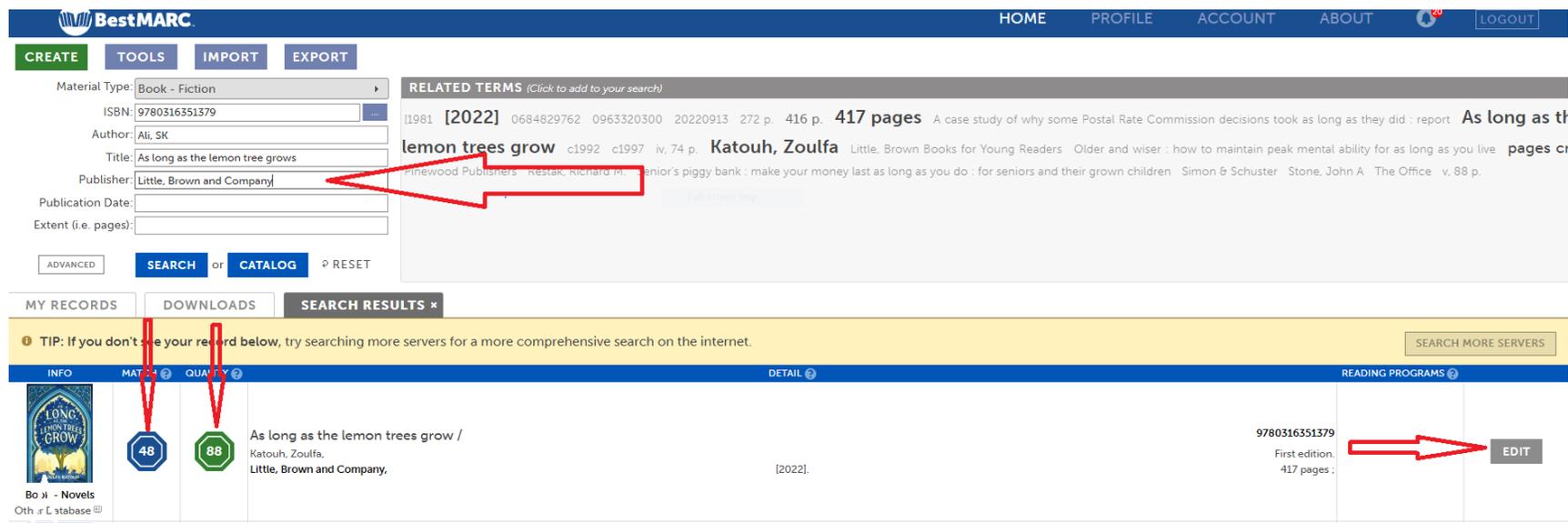


Unprocessed Records

Log in to BestMARC: www.best-marc.com

- Enter your username and password
- Search for the MARC records
 - Enter ISBN
 - Title
 - Author
 - Publisher
- Search
- Visually confirm the image of the material is correct
- Choose the record that has the best match and quality rating (blue or green)
- Edit



The screenshot shows the BestMARC search interface. At the top, there are navigation links: HOME, PROFILE, ACCOUNT, ABOUT, and LOGOUT. Below this is a header with 'CREATE', 'TOOLS', 'IMPORT', and 'EXPORT' buttons. The search form on the left includes fields for Material Type (Book - Fiction), ISBN (9780316351379), Author (Ali, SK), Title (As long as the lemon tree grows), and Publisher (Little, Brown and Company). A red arrow points to the 'SEARCH' button. To the right, there are 'RELATED TERMS' with a list of search suggestions, including 'lemon trees grow' and 'Katouh, Zoulfa'. Below the search form, there are tabs for 'MY RECORDS', 'DOWNLOADS', and 'SEARCH RESULTS *'. A yellow tip box says: 'TIP: If you don't see your record below, try searching more servers for a more comprehensive search on the internet.' Below the tip, there is a table of search results. The first result is for 'As long as the lemon trees grow / Katouh, Zoulfa, Little, Brown and Company, [2022]'. It has a quality rating of 88 (green) and a match score of 48 (blue). A red arrow points to the 'EDIT' button for this record.

INFO	MATCH	QUALITY	DETAIL	READING PROGRAMS
 Bo Ji - Novels Other Literature	48	88	As long as the lemon trees grow / Katouh, Zoulfa, Little, Brown and Company, [2022].	9780316351379 First edition. 417 pages : EDIT

All of the items you find and save will be held in the My Records Grid. Next, we want to run those records through the workflow created to enhance and update those records.

- Click on Tools
- Click on the Shared Folder
- Click on New York City School Library System
- Click on the workflow "NYCSLS Record Update and Enhancement"

The screenshot displays a software interface for managing library records. At the top, there are navigation buttons: CREATE, TOOLS (highlighted with a red box), IMPORT, and EXPORT. Below these are icons for New, Modify, Preview, Run, Copy, Rename, Delete, Share, and Help. A sidebar on the left shows a folder structure: Overview, Checkpoints, Enhancements, Private, Shared (highlighted with a red arrow), and Beerkircher Area. The main area contains a table with the following data:

Name	Type	Author	Share
NYCSLS Record Update and Enhancement	Workflow	Cindy Beerkircher	Private

To the right of the table is a panel titled "NYCSLS Record Update and Enhancement" containing a list of workflow steps:

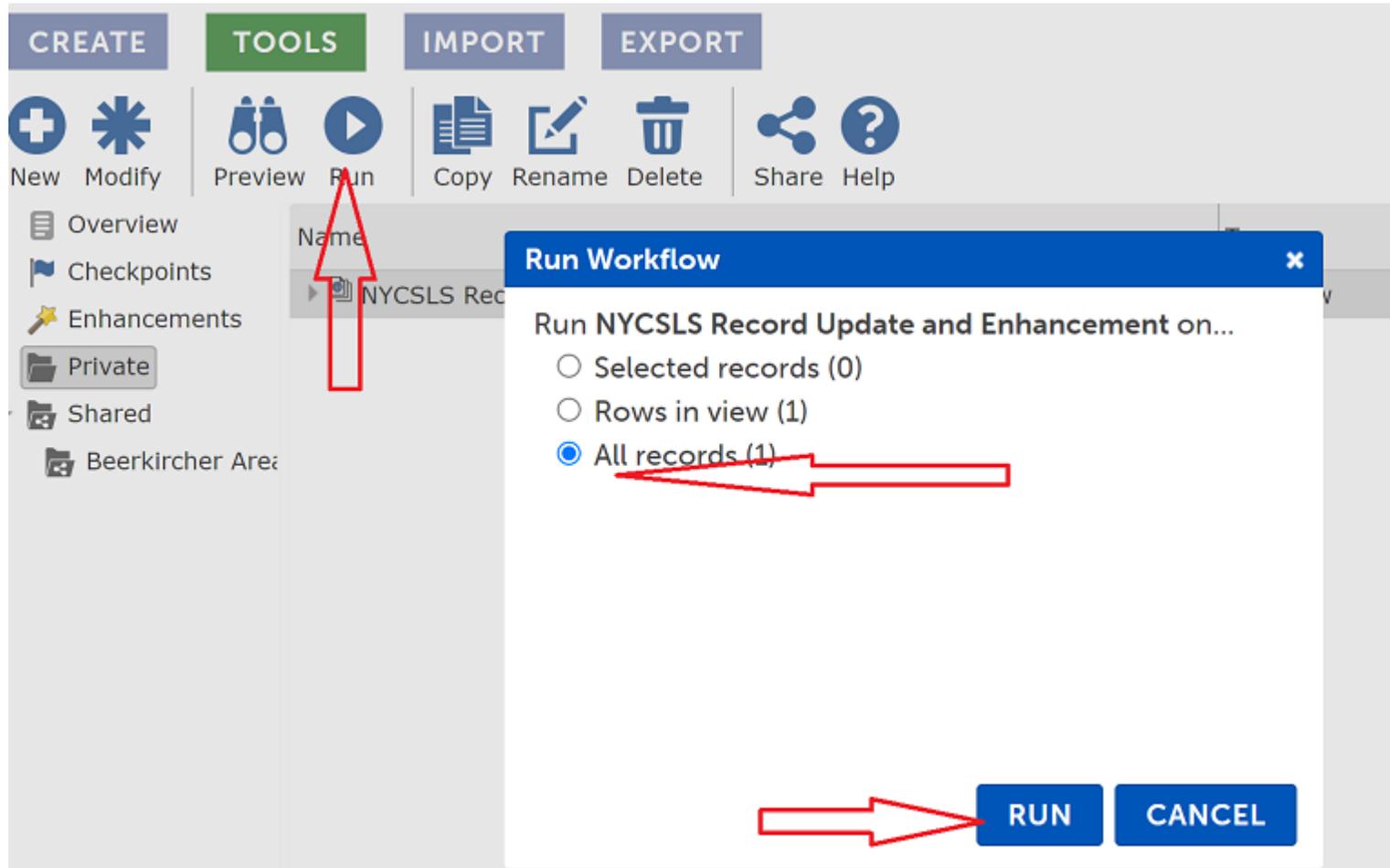
- Run Brief to Full Enhancement
- Run Award Notes Enhancement
- Run Reading Program Updates Enhancement
- Run Record Repair Enhancement
- Run Subject Heading Updates Enhancement
- Run '510 limit'
- Run '521 Limit'
- Run 'Delete 655'
- Run 'Remove Fiction as a Subject Heading'
- Run 'Remove Juvenile Nonfiction from Subject Headings'

At the bottom, there are two tabs: MY RECORDS and DOWNLOADS. The MY RECORDS tab is active, showing a table with columns: File, Records, Options, Filters, Checkpoints, Support, All Records, and Refresh. The table contains one record:

Status	ISBN	Title	Author	Publisher	999 (old 852h infc)	Date	Extent	Series	Edition
	978031635137...	As long as the lemon trees grow /	Katouh, Zouifa,	Little, Brown and Co...		c2022.	417 p. ;		1st ed.

Red arrows point to the TOOLS button, the Shared folder, the workflow row in the table, and the Status column in the MY RECORDS table.

- Click Run
- Choose All Records
- Click Run



Your files have been updated.

Now we can get those new records into Alexandria

- Click on Export
- Name the file
 - Make sure the **Import into Alexandria** box is checked
- Click Export

CREATE TOOLS IMPORT EXPORT

Creates a MARC file for you to download and import into your automation system.

Description: ?

Records: Export All Records ?

Output File: Default ?

After Export: Remove from My Records ?

Run Labels & Cards Enhancement ?

Import into Alexandria ?

EXPORT RECORDS

Those records will now be in your database.