# Chapter 13 -- Overlaying Records

Overlaying a record is the process of importing a new MARC record to replace a record currently in the system. This would be done if the existing record is insufficient in some way, needs updated, or to replace temporary records.

When a record is overlaid, any holdings that were attached to the original record will be attached to the replacement. Essentially the new record takes the place in the system of the record being overlaid.

The first step is to mark the record you wish to replace. Open the current record in the catalog.

Then, under **Actions for this Record (Alt + A)** select **Mark for Overlay (Alt + M).**
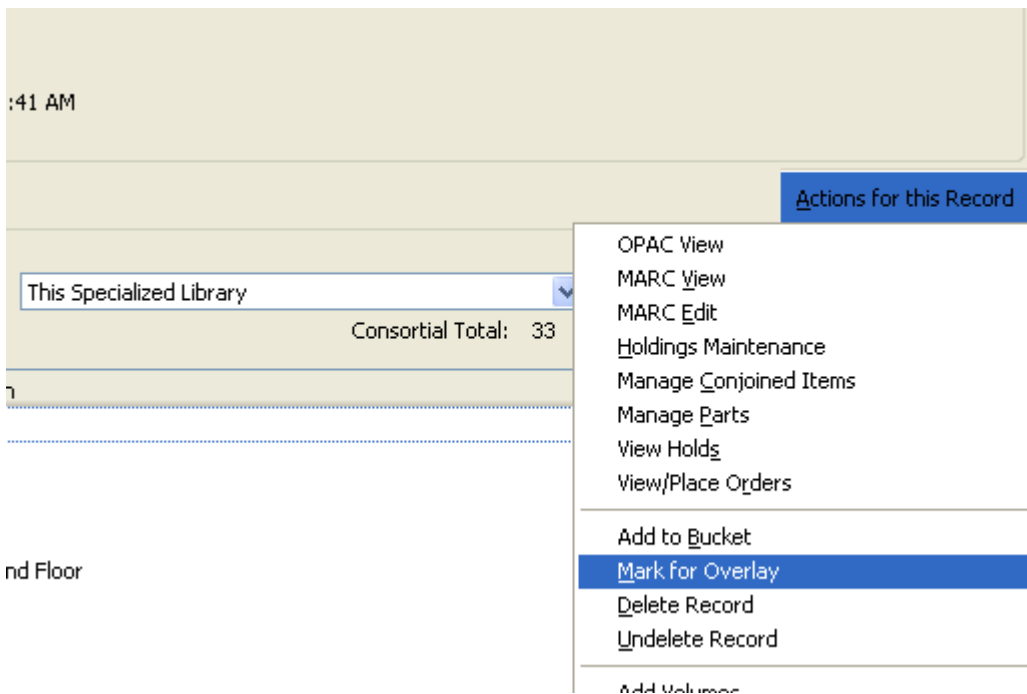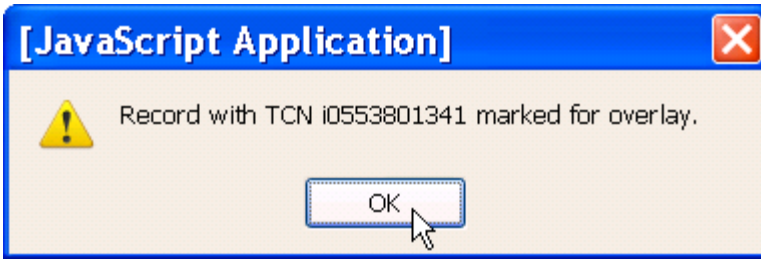

This can be done from any record view, such as MARC Edit, Holdings Maintenance, MARC view, or OPAC view screens, just make sure you examine the MARC record carefully to be certain you are overlaying it with a record for the same resource.
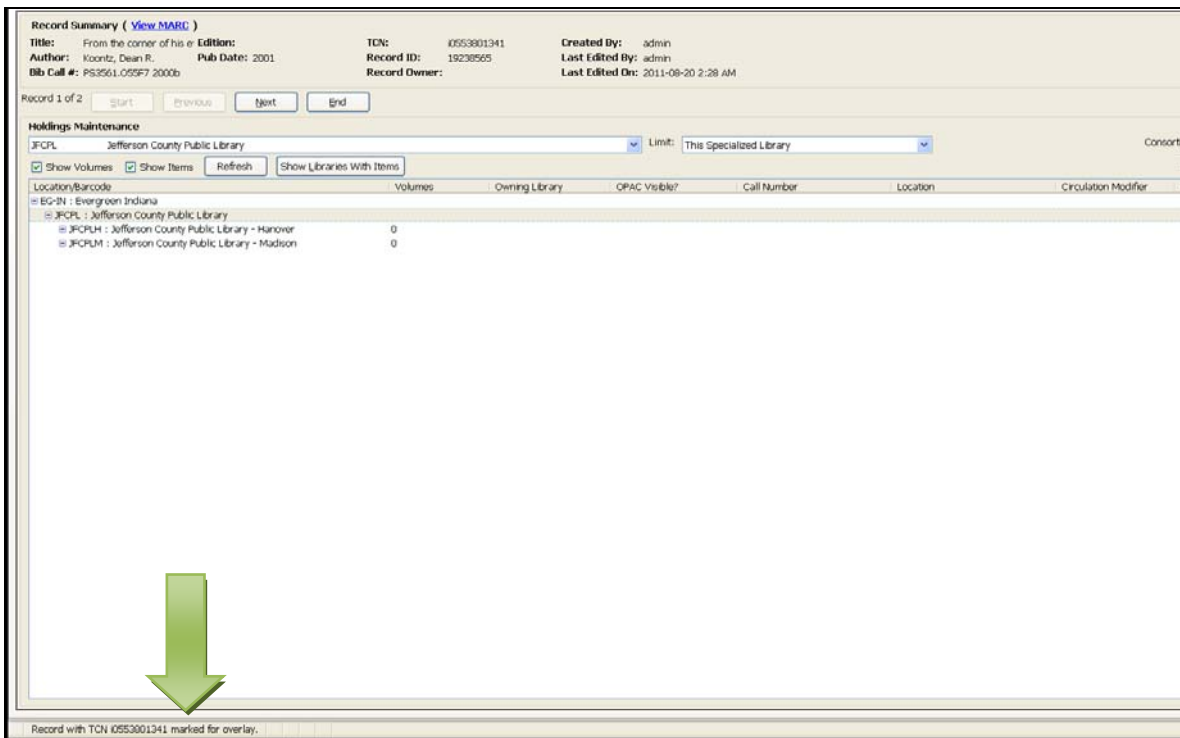
Click **OK** or press **Enter** when the confirmation window appears.

A message displaying the TCN for the marked record appears in the bottom left of the screen.

TIP: You can also mark a record for overlay from the Z39.50 screen when you have the local catalog selected as one of your search targets. Local search results are listed as "native-evergreen-catalog" in the Service column. If you've viewed the record and know you want to overlay it, highlight that line and click **Mark Local Result as Overlay Target***.*

After you have marked your overlay target, use Z39.50 to find the record that will replace your target record. See *Chapter 12 -- Adding New Records via Z39.50,* if needed. The same criteria used for matching records should be used for overlaying records. Do not overlay a record with a record for a different resource. See the Procedures Guide for more information on matching criteria.

After you have examined the record and determined you wish to use it, highlight the record and click the **Overlay (Alt + O)** button.

TIP: Be sure to click the Overlay button, not the Import button. If you choose Import, you will Import a duplicate record which you will need to merge.

If the Overlay button is grayed out, as below, and does not work, this means no record has been marked for overlay. When overlaying records, the record to be replaced must always be marked before the new record can be imported for overlay.
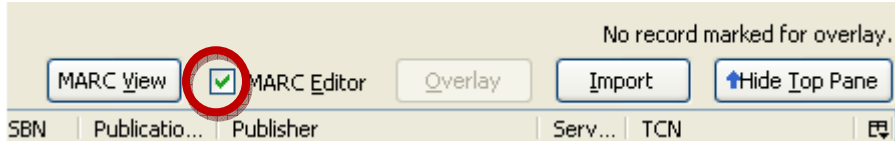
If the MARC Editor box is checked, as above, the Overlaid record will open in a MARC editor tab.

NOTE: If the box is not checked, the record will be overlaid automatically. You will not have a chance to cancel or edit the record first, and the record will not open. You will have to search the catalog to find it.

Do any edits necessary to make the record meet Evergreen Indiana standards. Then click the button labeled **Overlay Record (Alt + D)**.

A window will open showing the record you have marked to be overlaid, asking if you wish to overlay this record. **Check to make sure it's the correct record**! If you have forgotten to mark the record, the last record you have marked for overlay in this session will pop up.

If the record is correct, click the **Overlay (Alt + O)** button.
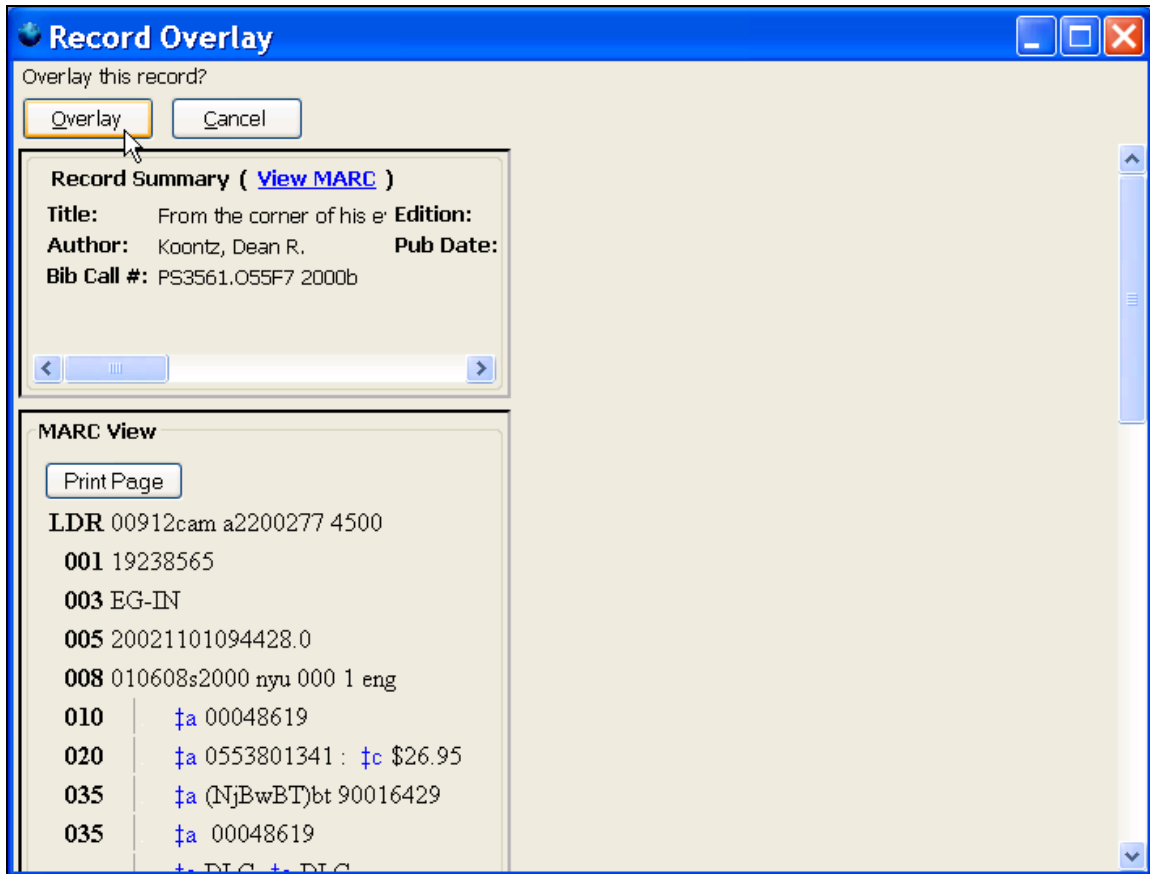
A dialog box will pop up telling you that the record has been overlaid.

Click **OK** or press **Enter**. When you click OK, the record will be displayed in the current tab in your default view.

If you have holdings to add at this point, see *Chapter 5 -- Adding Holdings.*