



# **MARC Wizard How-To: Magic REcon Overview**





**MARC Wizard**  
**How-To:**  
**Magic REcon**  
**Overview**

**MARC Wizard™ is a suite of software programs designed to help librarians manage their library MARC record database.**

**Magic REcon helps you convert many of the brief records in your database to full in a simple five step process.**

**We'll be reviewing those steps here.**

**This overview assumes you have already downloaded and installed MARC Wizard on your PC.**



**MARC Wizard**  
**How-To:**  
**Magic REcon**  
**Overview**

**Use Magic REcon as the first step in working with MARC Wizard products.**

**By converting brief records to full,  
you prepare your database for  
more, better matches with future  
database enhancements,  
such as...**

**Adding reading program measures**  
**Adding subject heading updates**



**Magic REcon identifies two types of brief to full matches.**

**Matches are those records which are clearly the same.**

**Possible matches are records that need some investigation.**

**Magic Recon makes it possible to fix all your brief records at once, or work in stages, by first importing definite matches and then working on possible matches as you have time.**



# **How to Use Magic REcon.**

**Step 1: Export your database.**

**Step 2: Select your options.**

**Step 3: Submit your database and let  
Mitinet find matches and  
possible matches.**

**Step 4: Review your results and enhance  
your possible matches.**

**Step 5: Import your database back into  
your automation system.**



## MARC Wizard How-To: Magic REcon Overview

Log into The MARC Wizard

The MARC Wizard™  
easy as 1, 2, 3

User ID / Serial Num:   
Password:   
☐ Remember Password

[Login](#) [Cancel](#)

[Advanced >>](#) [Forgot your password](#) [Change Password](#)

**NEW USERS!**  
Click here to Sign Up for the MARC Wizard

To get started, sign in to  
**MARC Wizard.**

Using the MARC  
Wizard product  
menu on the home  
page, click on  
**Magic REcon.**





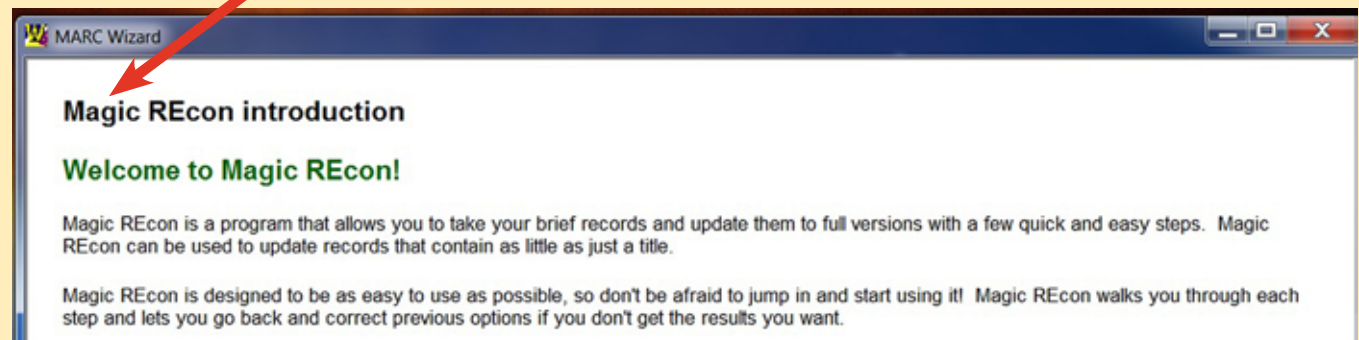
## MARC Wizard How-To: Magic REcon Overview

**The Magic Recon Home Page identifies where you are in the process. As with all MARC Wizard products, if you leave Magic REcon and return later, your work to date is saved.**



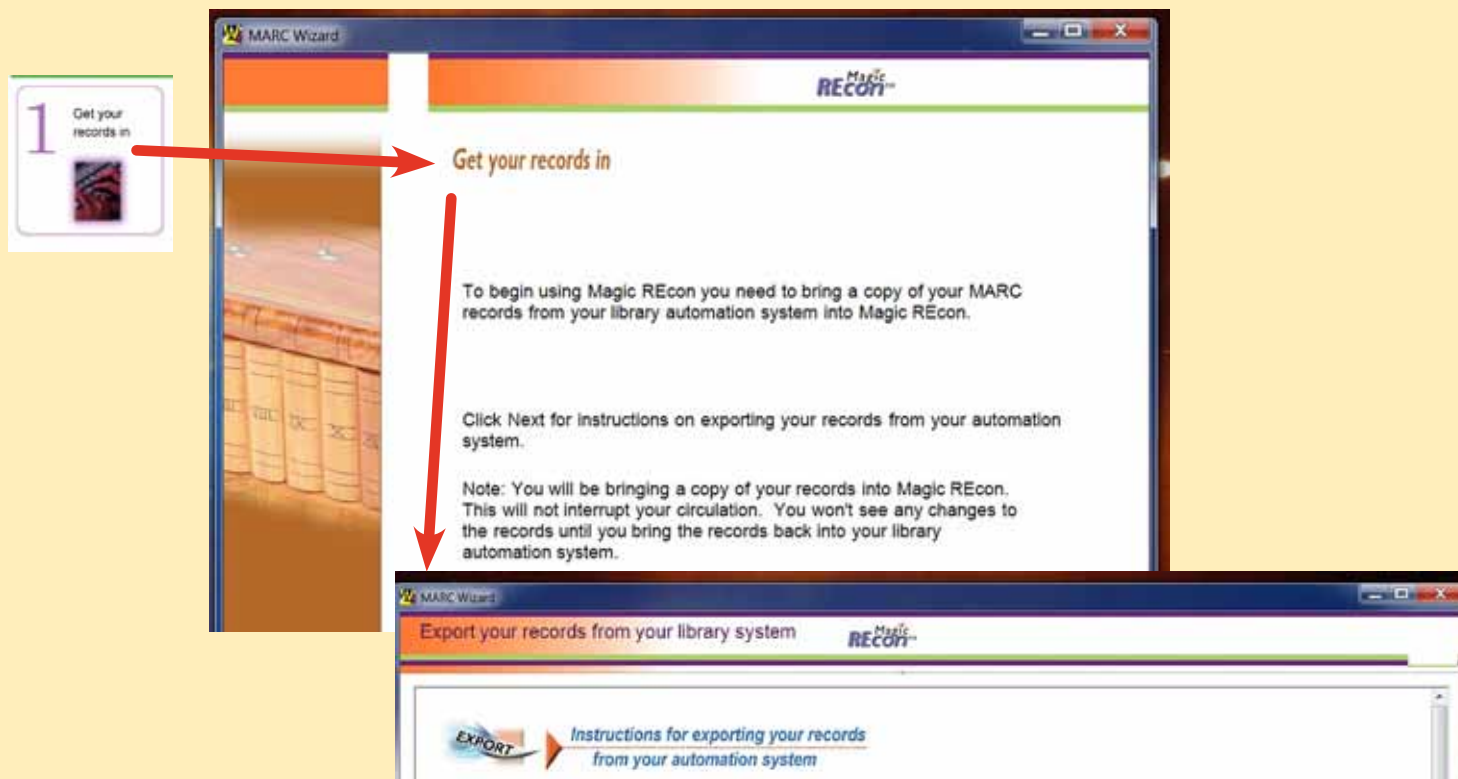
**Records being worked on are identified here.**

**Find introductory information for each program here, on the Home Page.**





## MARC Wizard How-To: Magic REcon Overview



The terms “import” and “export” as they are used here can be confusing. Just remember, even though you are *exporting* the records from your automation system you are *bringing them in* to Magic REcon.





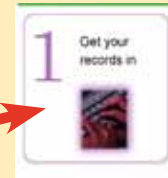
**Remember:**  
**Once you've started**  
**the Magic REcon**  
**process, don't add,**  
**change or delete**  
**records from your**  
**database until you've**  
**brought the updated**  
**records back in.**



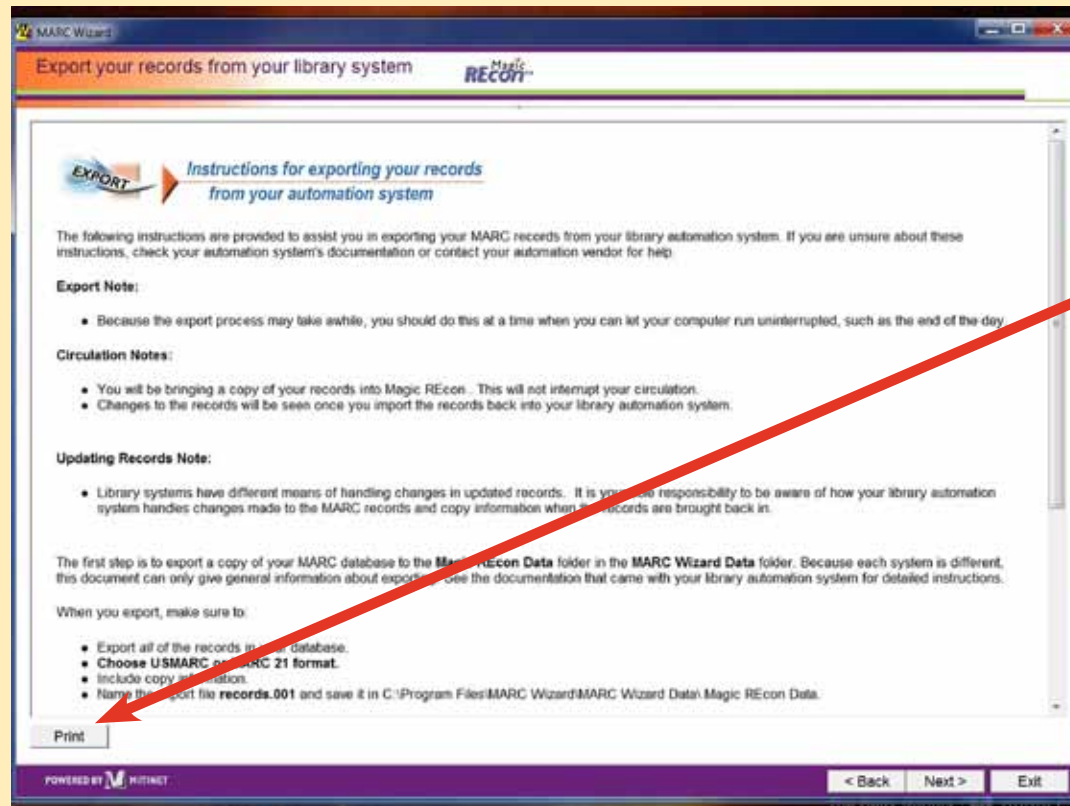
## MARC Wizard How-To: Magic REcon Overview

# Step 1: Export your database.

Click on the  
**Get Your Records In**  
button.



There will be a series of  
screens with instructions.



You may find it  
helpful to print  
the instructions,  
using the **Print**  
button in the  
lower left corner.

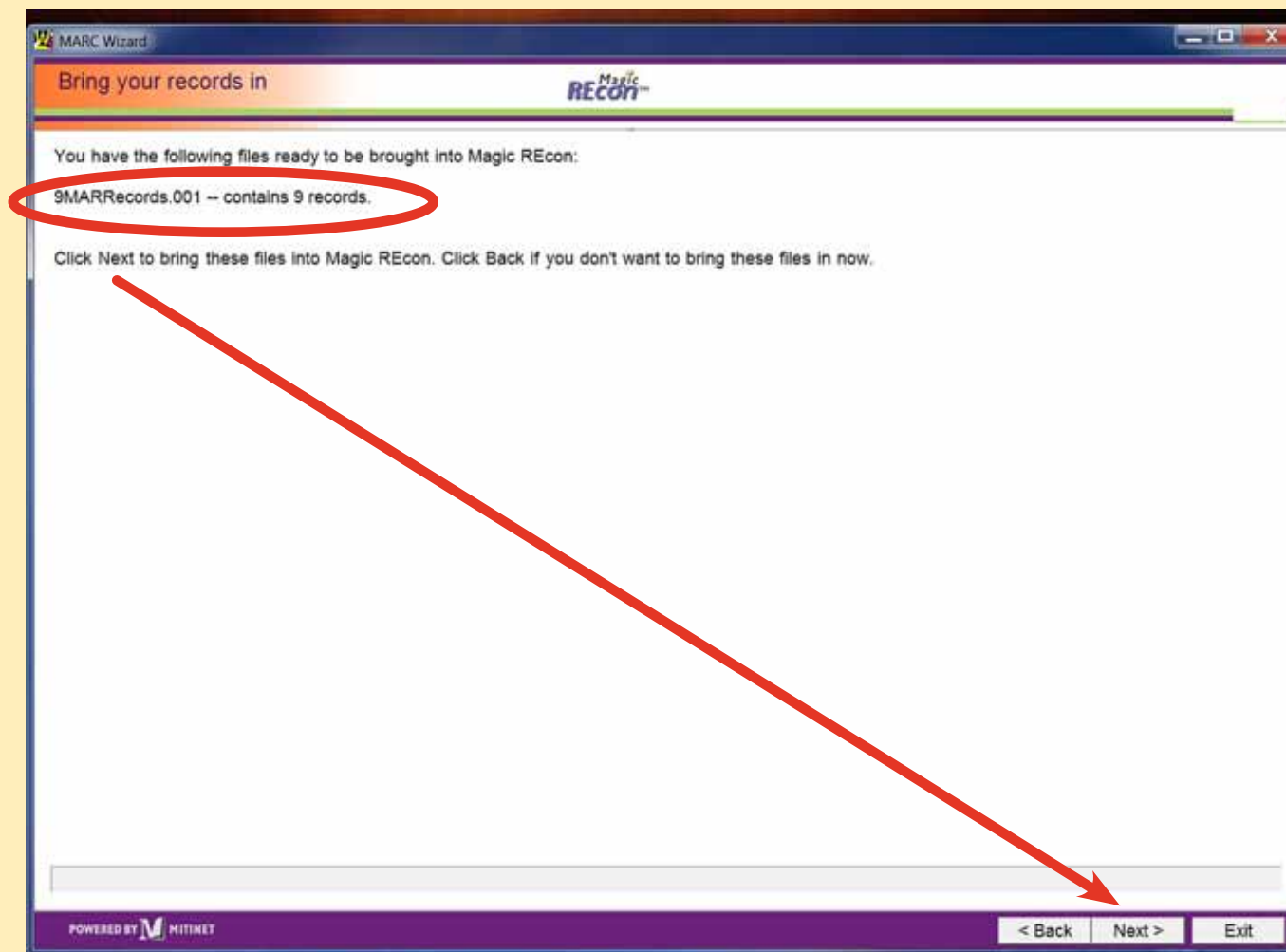
**NOTE:**  
Export instructions  
vary according to  
your automation  
system.



**MARC Wizard  
How-To:  
Magic REcon  
Overview**

# Step 1: Export your database.

**Name your file and save it to C:\Program Files\MARC Wizard\MARC Wizard Data\Magic REcon Data\  
Now it's time to bring it in to Magic REcon.**

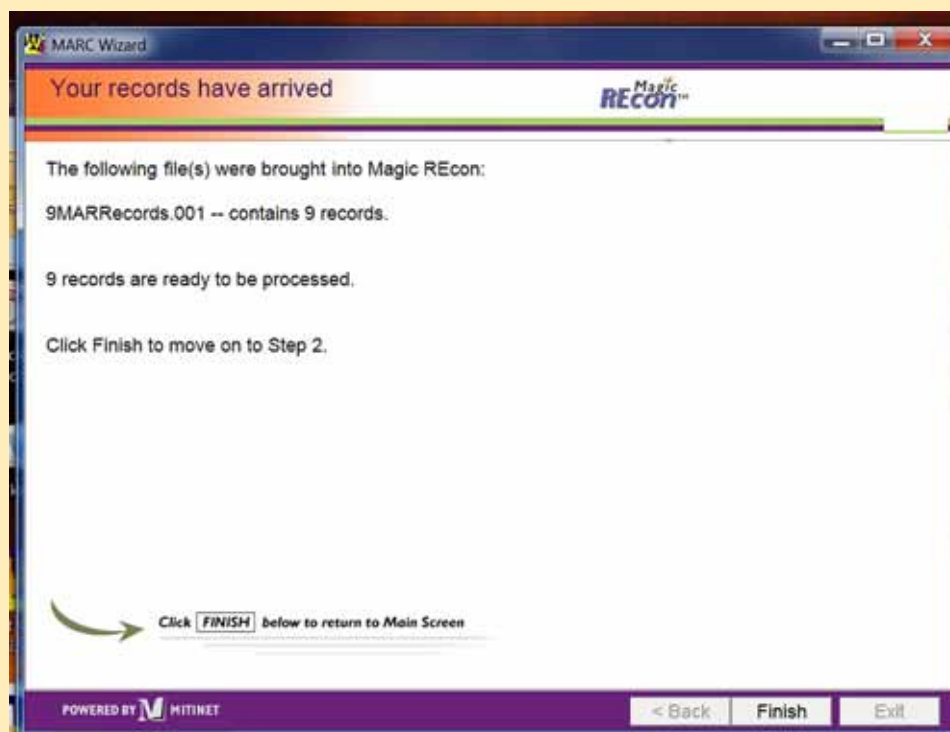




# Step 1: Export your database.

**Once the file is brought in to Magic REcon you can move on to Step 2. Depending on the size of your file, this process may take a few moments.**

**You'll see a blue gauge to indicate the progress.**





**MARC Wizard  
How-To:  
Magic REcon  
Overview**

## Step 2: Select your options.

**Before Magic REcon can review your database for matches, you need to tell us what you want done.**

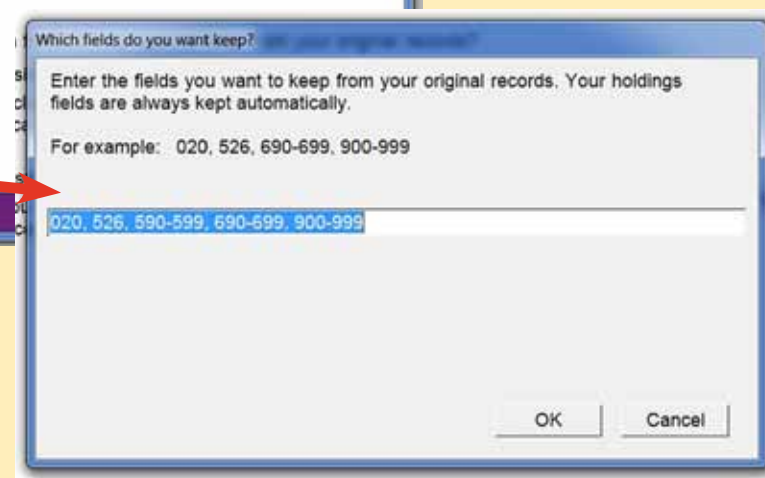
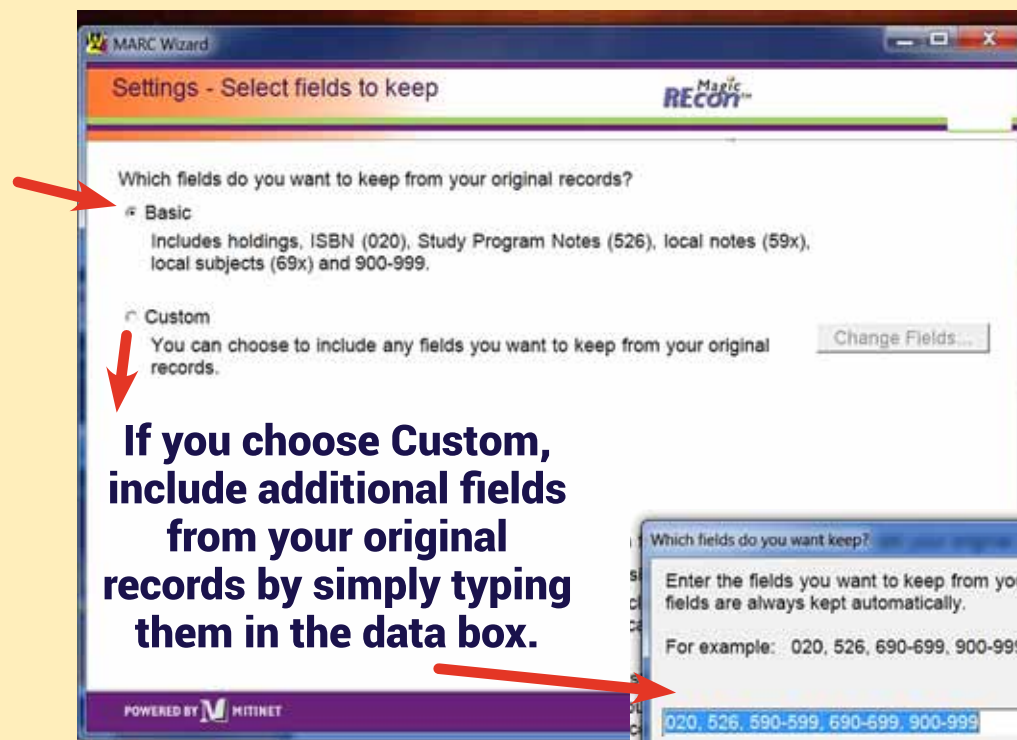




**MARC Wizard  
How-To:  
Magic REcon  
Overview**

## Step 2: Select your options.

**Your first option is to decide which fields in your existing database you want to keep. The default setting is to keep basic fields (listed).**





## Step 2: Select your options.

**Your next option is to decide which records you want to update. The default setting is to only update those records with problems (identified below)**

**Default**

**Deselect by  
clicking on  
the check  
to uncheck  
the box.**

Settings - Select records to update

Select the records you want to update.

☒ Update records with problems (RECOMMENDED)  
If a record fits any of the criteria checked below, Magic REcon will search our database for a matching record. If the record does not fit any of the criteria, Magic REcon skips the record.

<input checked="" type="checkbox"/> Title in all UPPER CASE (245 \$a and \$b)	<input checked="" type="checkbox"/> Missing Place of Publication (260 \$a)
<input checked="" type="checkbox"/> Author in all UPPER CASE (100 \$a)	<input checked="" type="checkbox"/> Missing Publisher Name (260 \$b)
<input checked="" type="checkbox"/> No Notes	<input checked="" type="checkbox"/> Missing Publication Date (260 \$c)
<input checked="" type="checkbox"/> No Subjects	<input checked="" type="checkbox"/> Missing Physical Description (300 \$a)
	<input checked="" type="checkbox"/> Missing ISBN (020 \$a)

☐ All Records (Only choose this option if you know all of your records are brief records)

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< Back   Next >   Exit

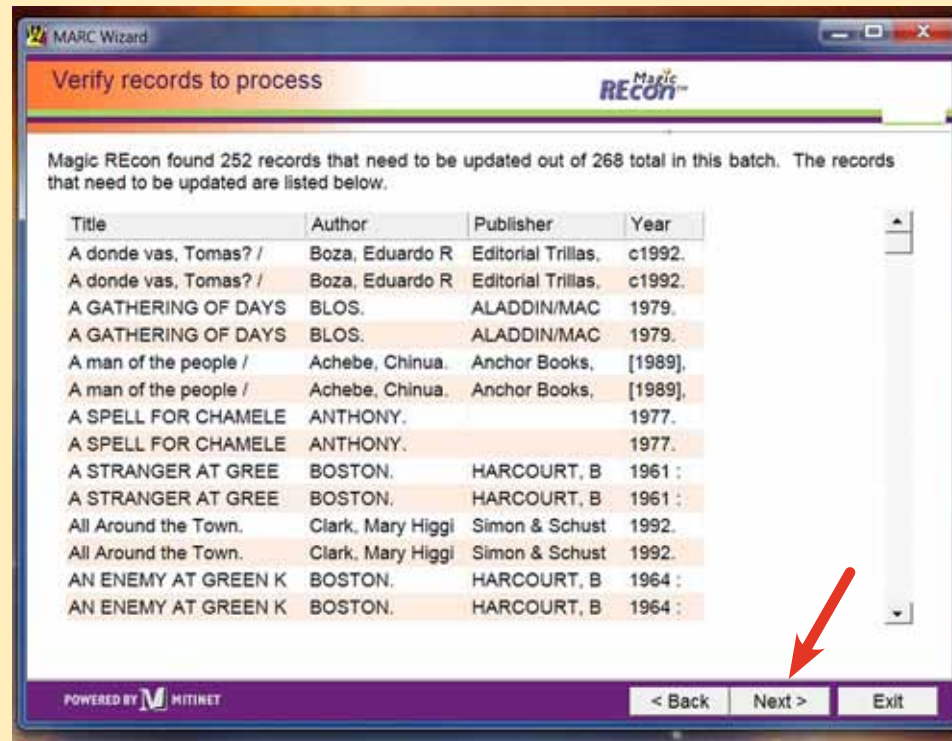
**Once you've selected your options, Magic REcon searches the database for records that fit your criteria.**





## Step 3: Submit your options.

**Once you've selected your options,  
Magic REcon creates a list of records  
to be updated according to your criteria.**



**You can review the records here,  
or go back and change your criteria  
if you don't see the records you want.**





**MARC Wizard  
How-To:  
Magic REcon  
Overview**

## **Step 3: Submit your options.**

**You will be asked to agree to have Mitinet process your records. If you have any questions at this point, you can exit out and call Mitinet Tech Support.**

MARC Wizard

Confirm options

Magic REcon

Notice: before we can process your records, you must read and agree to the following statement:

I have reviewed the Magic REcon options (shown on the previous page) in full and have found the settings to be correct and complete.

I authorize Mitinet, Inc. to proceed and make the changes to my records.

☐ I Agree ☐ I Do Not Agree

Clicking I Agree and Next starts the upload process.

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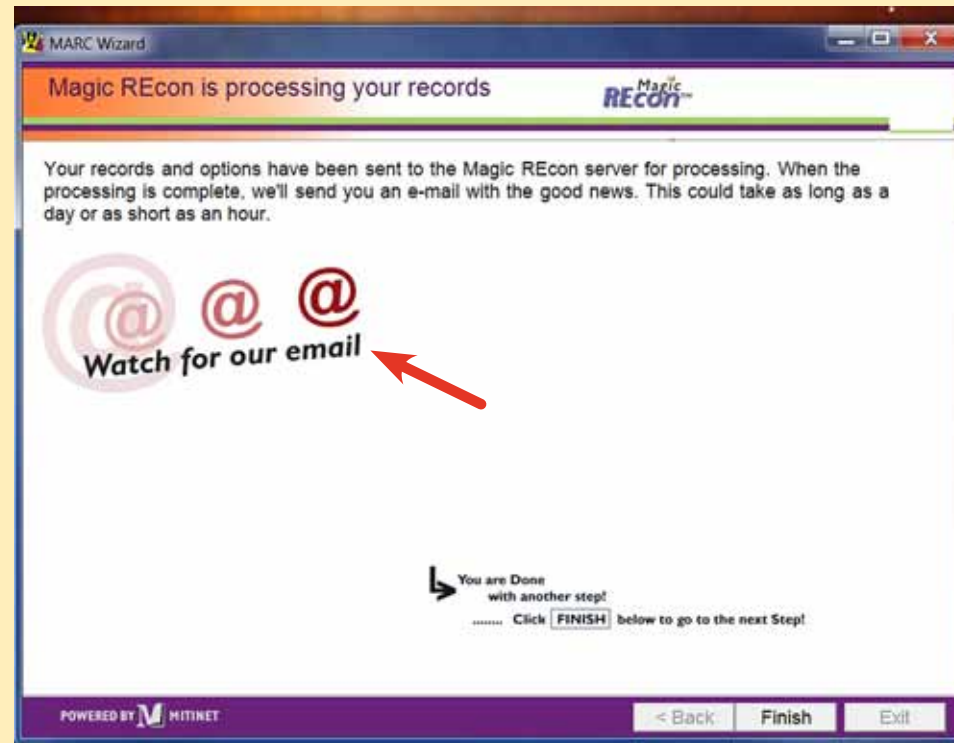
< Back Next > Exit

**Your place will be saved and no records will be processed until you agree to the procedure.**



## **Step 3: Submit your options.**

**Once you agree, your database is uploaded to the Mitinet server for processing. This can take a few minutes or quite some time, depending on the size of your database.**



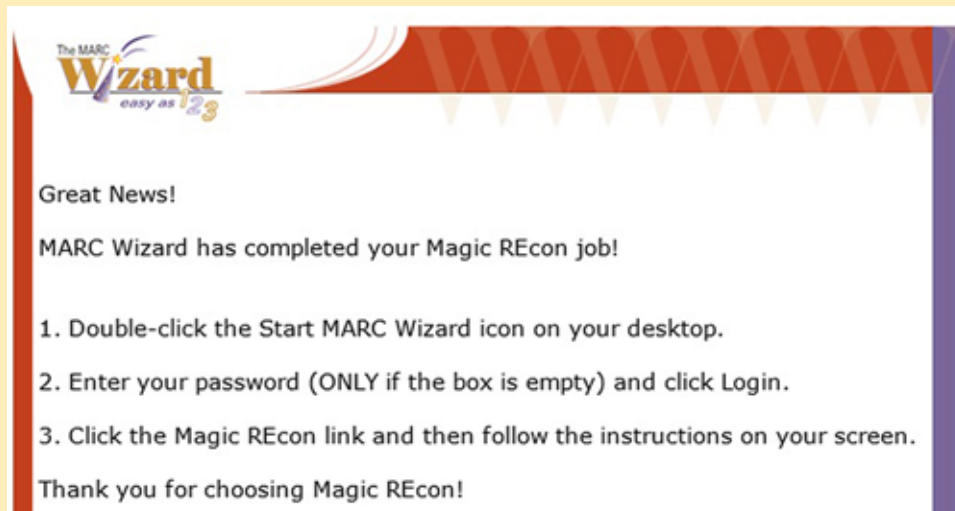
**You can close MARC Wizard at this point, and do other things while your database processes. We email you when it's done.**



**MARC Wizard  
How-To:  
Magic REcon  
Overview**

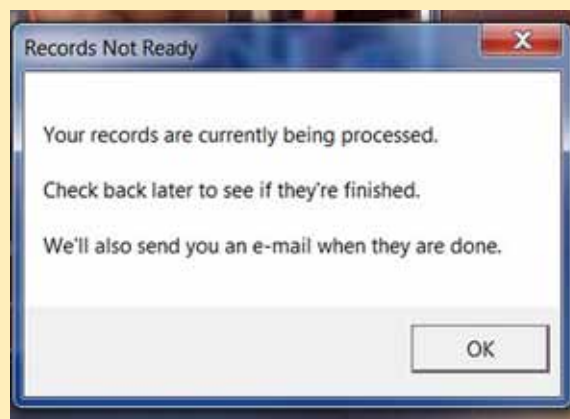
## **Step 3: Submit your options.**

**When you get the email, you can go back in to move on to the next step in the process.**



**If you left MARC Wizard open, just go back to the program to move to the next step.**

**If you go back into MARC Wizard before the process is done you'll get this message.**





**MARC Wizard  
How-To:  
Magic REcon  
Overview**

## **Step 4: Review & enhance your records.**

**When you get the email, you can go back in to move on to the next step in the process.**



**Once you've brought your records back into Magic REcon, you'll see three categories of records.**



## MARC Wizard How-To: Magic REcon Overview

# Step 4: Review & enhance your records.



**Get your Matches Out**

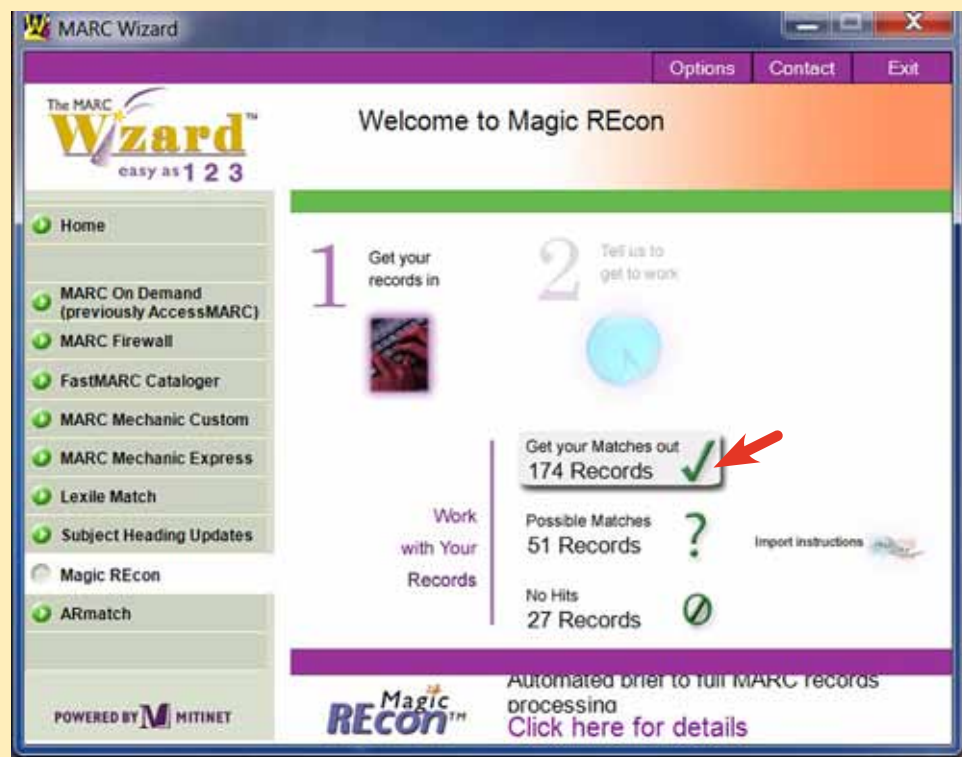
**Possible Matches**

**No Hits**



**MARC Wizard  
How-To:  
Magic REcon  
Overview**

# Step 4: Review & enhance your records. Get your Matches Out



**These are definite matches.**

**If you want to update your records in stages,  
the first stage is to download these records  
and import them back into your automation system.**



**MARC Wizard  
How-To:  
Magic REcon  
Overview**

## Step 4: Review & enhance your records.

### Possible Matches



**These are records where some of the criteria match your original record, but it's not possible to make a specific determination without either more information or the book in hand.**





**MARC Wizard  
How-To:  
Magic REcon  
Overview**

# Step 4: Review & enhance your records.

## No Hits



**These are the records for which Magic REcon could find no matching criteria at all.**

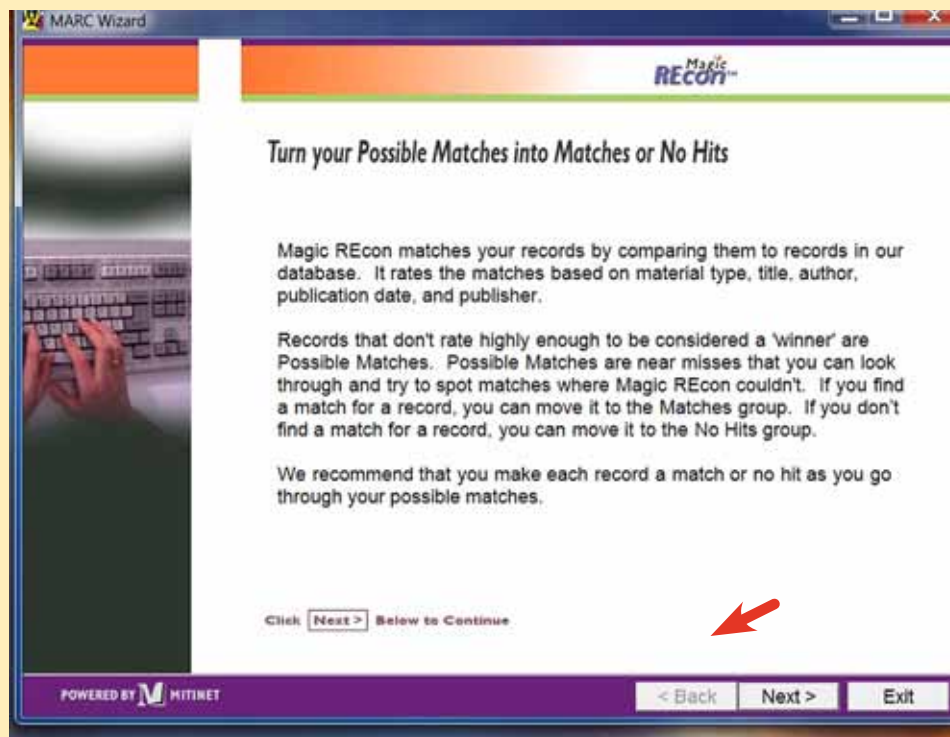
**You can view and print the report that lists these records, and there are things you can do to enhance them and bring them into your database.**





**MARC Wizard  
How-To:  
Magic REcon  
Overview**

## **Step 4: Review & enhance your records. How to Resolve Possible Matches**

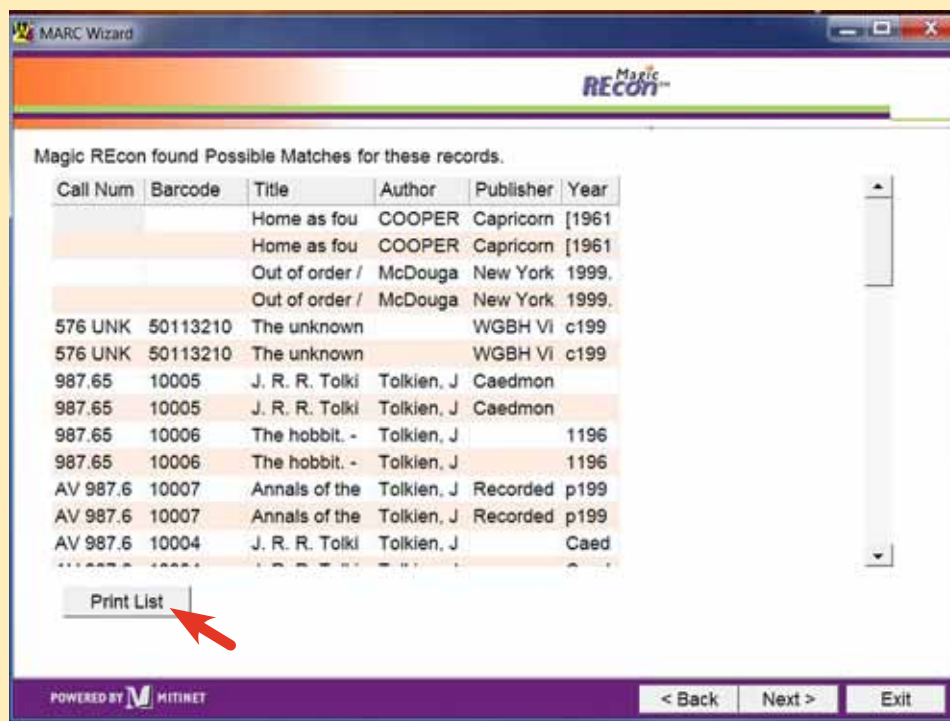


**If you have a lot of Possible Matches, you can work on them over time. Remember, however, that it isn't recommended to make changes to your database while you have a copy in Magic REcon. We recommend importing your matches each time you work in Magic REcon.**



**MARC Wizard  
How-To:  
Magic REcon  
Overview**

## **Step 4: Review & enhance your records. How to Resolve Possible Matches**



**It is possible to print out the list of Possible Matches.  
Use the list to pull materials to manually review them for  
missing details, or to make notes.  
To see the possible matches found by Magic REcon for a  
specific record, just click on the record.**



## MARC Wizard How-To: Magic REcon Overview

# Step 4: Review & enhance your records. How to Resolve Possible Matches

The screenshot shows the 'Review your Possible Matches' window in the MARC Wizard application. At the top, it says 'We recommend that you make each record a Match or No Hit as you proceed.' Below this, 'Record 17 of 51' is shown. The 'Original Record' section displays the following information: Title: BEEZUS AND RAMONA / by Beverly Cleary, Author: CLEARY, Call number: F CLE, Bar code: 3584, and Type: Book - Non-fiction. To the right of this information are two buttons: 'Get a Better Match' and 'No Match Found'. A red arrow points from the text 'The information on the top is the Original Record.' to the 'Get a Better Match' button. Below the original record is a 'Possible Matches' table with four entries, each showing a book cover and a 'Show Record' link. A 'Get a Better Match' dialog box is open in the foreground. It contains the text: 'Spelling errors, and missing or incorrect data can prevent Magic REcon from accurately matching your records. Change the author, title, publisher, or year of publication to correct any problems that you see and click OK to search for matches again. Changes made here are saved in your original record.' The dialog box has input fields for Author (with 'CLEARY' entered), Title (245a) (with 'BEEZUS AND RAMONA' entered), Title (245b), Publisher, and Year of publication. A red arrow points to the Author field. At the bottom of the dialog box are 'OK' and 'Cancel' buttons.

The information on the top is the Original Record.

Get a Better Match

No Match Found

Record 17 of 51

Original Record

Title: BEEZUS AND RAMONA / by Beverly Cleary.  
Author: CLEARY.  
Call number: F CLE Bar code: 3584  
Type Book - Non-fiction

Possible Matches

Book	1	2	3	4
Book	1	2	3	4
	<a href="#">Show Record</a>	<a href="#">Show Record</a>	<a href="#">Show Record</a>	<a href="#">Show Record</a>
	Beezus and Ramona / Cleary, Beverly.. Dell..	Beezus and Ramona / Cleary, Beverly.. Morrow Junior Books..	Beezus and Ramona / Dell Yearling Book. Cleary, Beverly.. Dell..	Beezus and Ramona / Cleary, Beverly.. Avon..

Get a Better Match

Spelling errors, and missing or incorrect data can prevent Magic REcon from accurately matching your records.

Change the author, title, publisher, or year of publication to correct any problems that you see and click OK to search for matches again.

Changes made here are saved in your original record.

Author CLEARY

Title (245a) BEEZUS AND RAMONA

Title (245b)

Publisher

Year of publication

OK Cancel

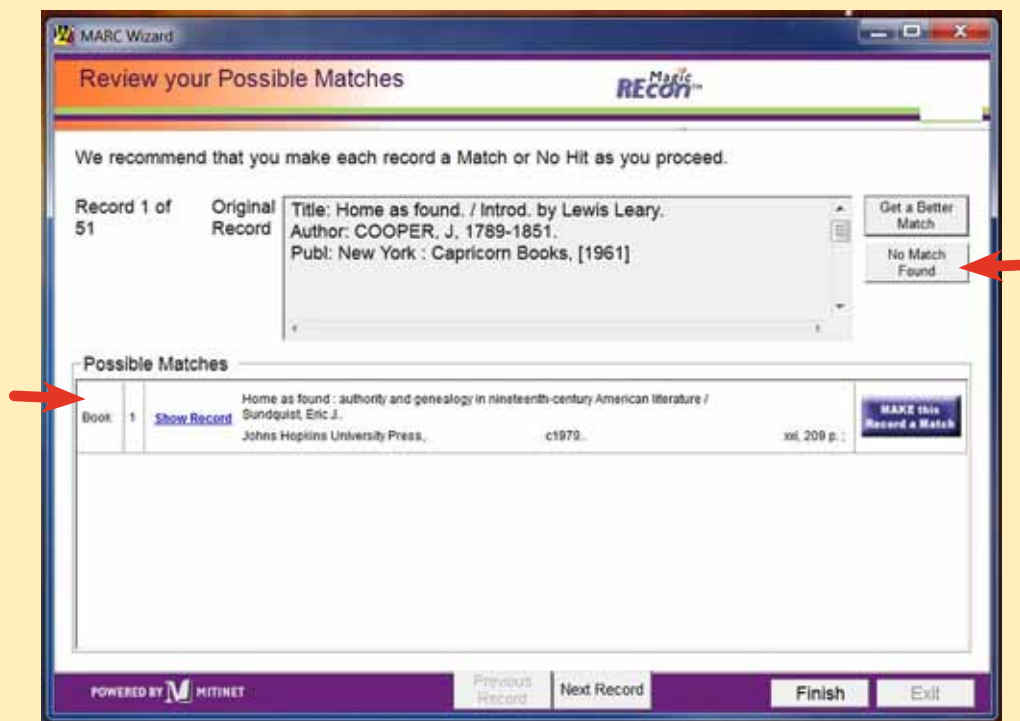
Use the **Get A Better Match** button to add, or correct information manually, to possibly create a better match. This might include, for example, adding the full author's name, the Publisher or Year of Publication for your copy of the material.

When you click **OK**, Magic REcon searches again for records matching your new criteria.



**MARC Wizard  
How-To:  
Magic REcon  
Overview**

## **Step 4: Review & enhance your records. How to Resolve Possible Matches**



**Use the **No Match Found** button, if the Possible Match provided clearly doesn't match the Original Record. This moves this Possible Match over to the No Hits list.**

**It's possible to fix this record once you move on to working with the No Hits list.**



## MARC Wizard How-To: Magic REcon Overview

# Step 4: Review & enhance your records. How to Resolve Possible Matches

**Original Record**

Title: Out of order / by Bonnie McDougal.  
Author: McDougal, Bonnie.  
Publ: Ballantine Books : New York, 1999.

**Possible Matches**

Book	Title	Author	Publisher	Year	Pages	Action
Book 1	Out of order / Jenkins, A. M.	HarperCollinsPublishers,	c2003.		247 p.	MAKE this Record a Match
Book 2	Out of order / Jenkins, A. M.	HarperTempest,	2005, c2003.		247 p.	MAKE this Record a Match
Book 3	Out of order / Patterson, Thomas E.	A. Knopf,	1993.		xi, 301 p.	MAKE this Record a Match
Book 4	Out of order / Patterson, Thomas E.	Vintage,	1994, c1993.		xi, 309 p.	MAKE this Record a Match
Book 5	Out of order / Hicks, Betty.	Roaring Brook Press,	2005.		169 p.	MAKE this Record a Match
Book 6	Out of order / Johnson, Frank,					MAKE this Record a Match

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Previous Record Next Record Finish Exit

Use the **Make This a Match** button, if one of the Possible Matches provided clearly matches the Original record. This moves the Possible Match to the Match list.

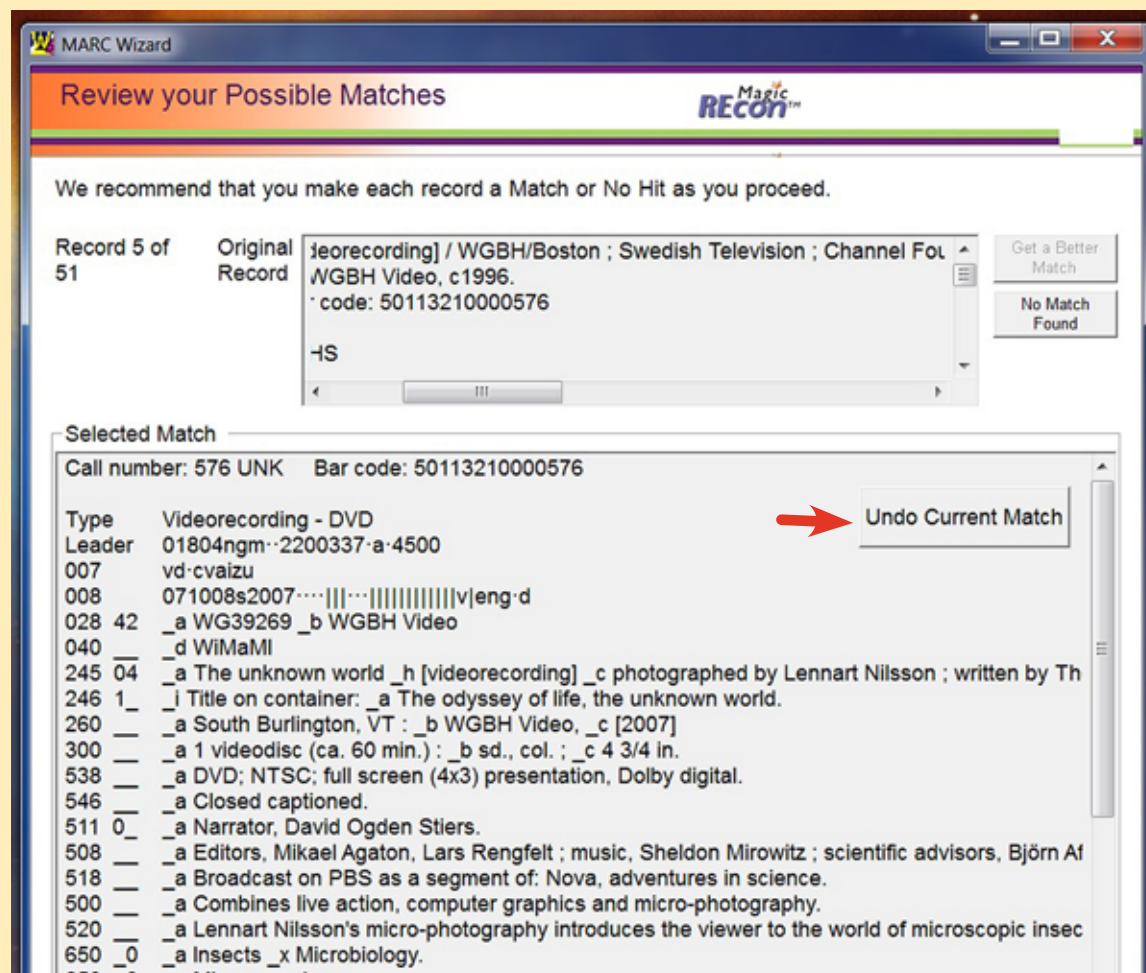
Click on **Show Record** for more details.





## MARC Wizard How-To: Magic REcon Overview

# Step 4: Review & enhance your records. How to Resolve Possible Matches

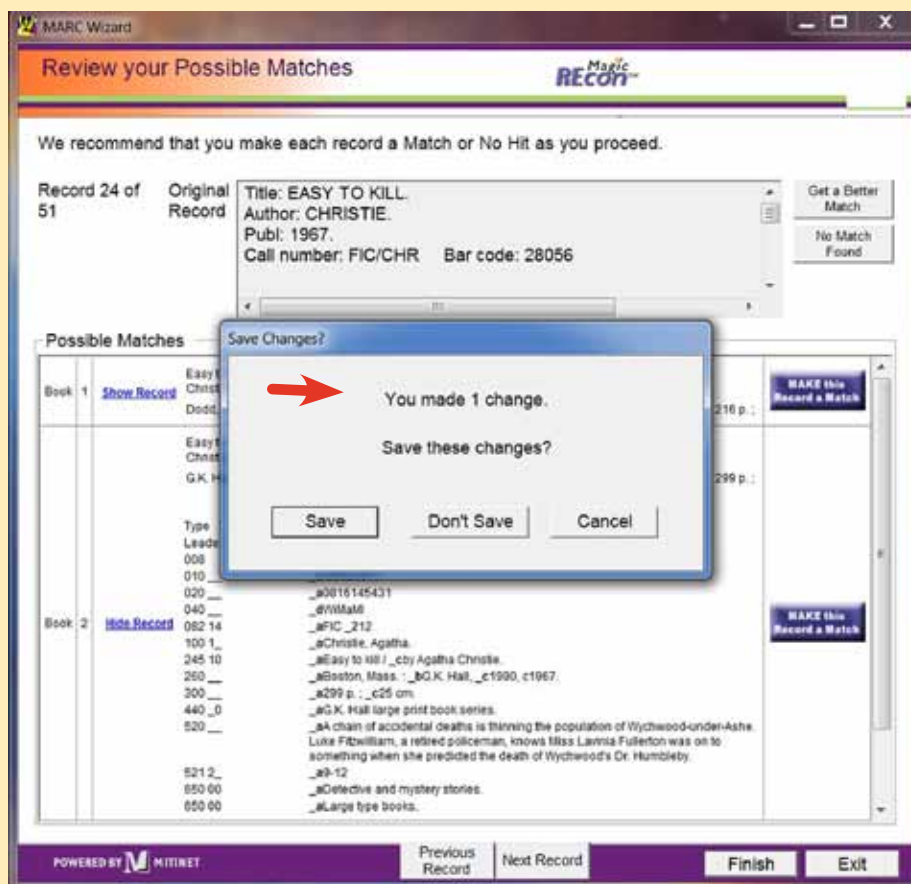


If you make a mistake, and select the wrong match you can always fix it by clicking **Undo Current Match**.



## MARC Wizard How-To: Magic REcon Overview

# Step 4: Review & enhance your records. How to Resolve Possible Matches



Once you've reviewed all of the Possible Matches (or as many as you have time for) you can click either **Finish** or **Exit**.

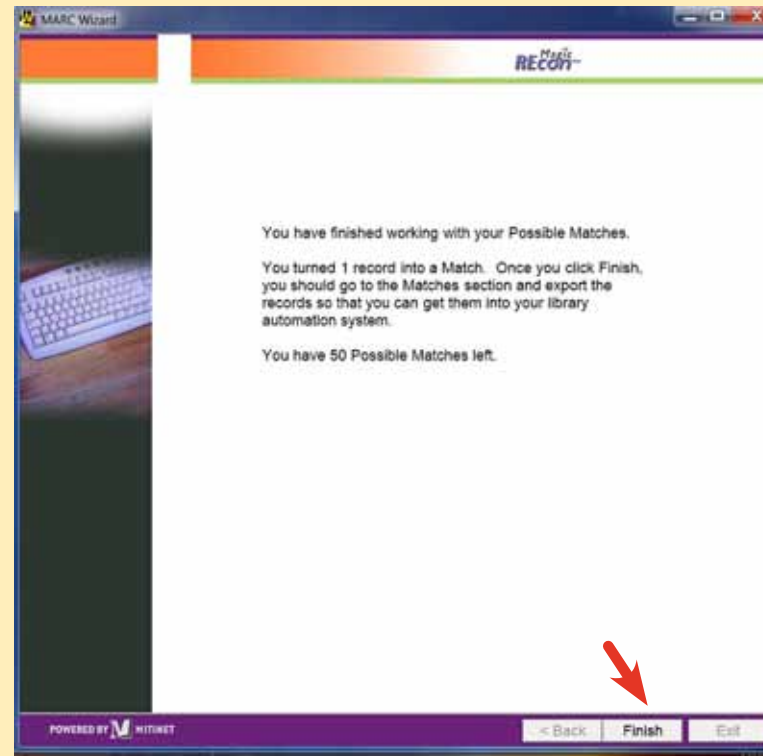
**Finish** saves your work and takes you to the next step.

**Exit** saves your work and closes Magic REcon.



**MARC Wizard  
How-To:  
Magic REcon  
Overview**

## **Step 4: Review & enhance your records. How to Resolve Possible Matches**



**If you selected **Finish** you'll see this screen.**

**Once you select the **Finish** button again you'll be back at the main screen to **export** your matched records from Magic REcon and **import** them into your automation system.**





**MARC Wizard  
How-To:  
Magic REcon  
Overview**

## Step 4: Review & enhance your records. How to Resolve No Hits

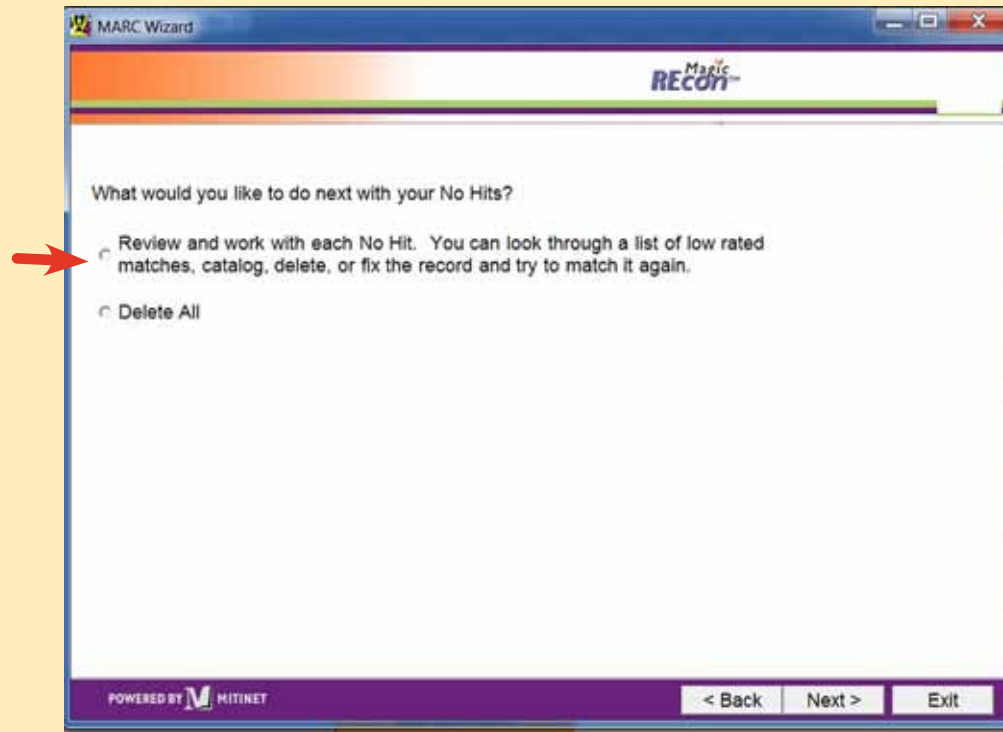


**When you're ready to work with your No Hit Records,  
click on the **No Hits** button on the Magic REcon home page.**



**MARC Wizard  
How-To:  
Magic REcon  
Overview**

## **Step 4: Review & enhance your records. How to Resolve No Hits**



**You have the choice to either delete all of the No Hits found or review them and try to improve them.**

**NOTE: If you delete them in Magic REcon, you are NOT deleting them from the database in your automation system.**

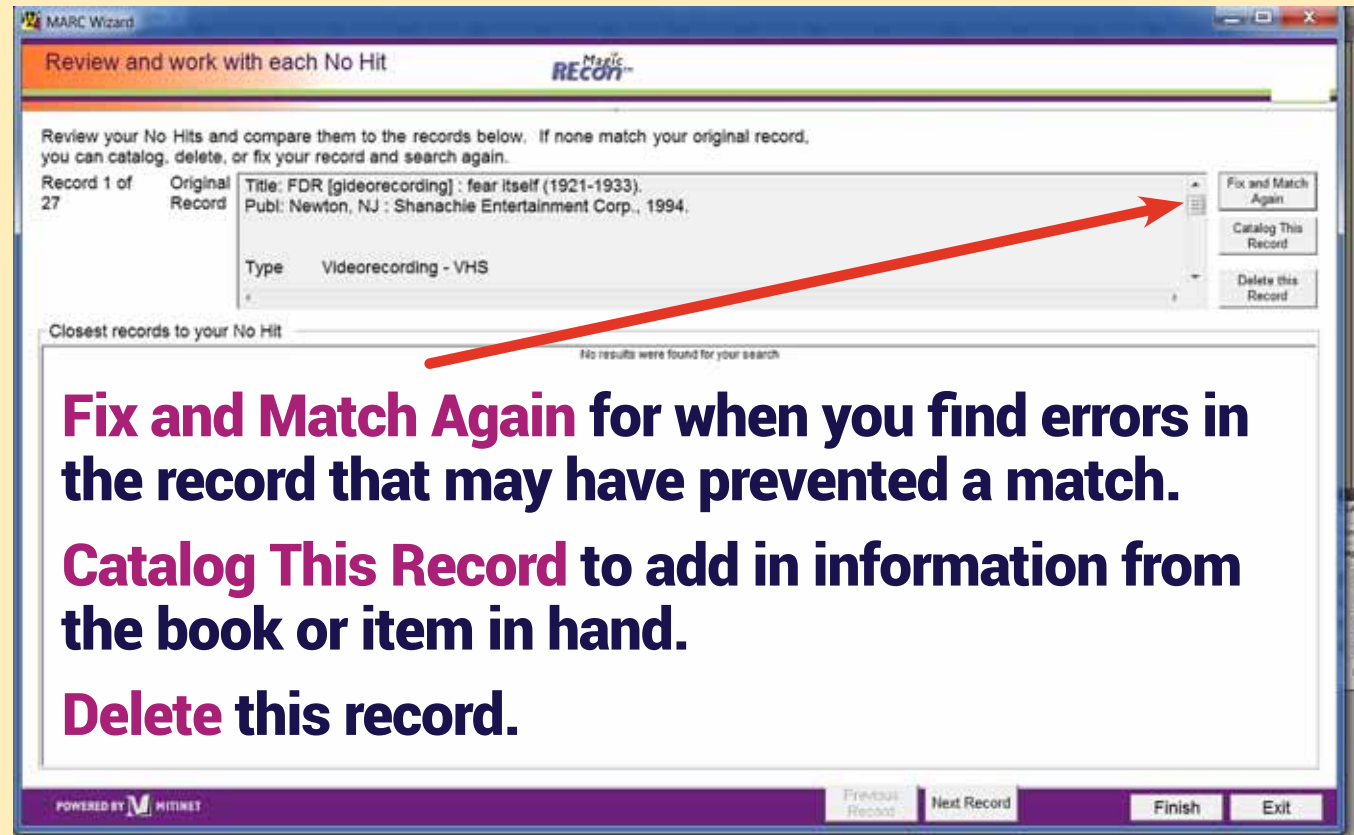


**MARC Wizard  
How-To:  
Magic REcon  
Overview**

# **Step 4: Review & enhance your records.**

## **How to Resolve No Hits**

**As with the Possible Matches, there are multiple options for working with each No Hit record.**



**Fix and Match Again** for when you find errors in the record that may have prevented a match.

**Catalog This Record** to add in information from the book or item in hand.

**Delete** this record.



## MARC Wizard How-To: Magic REcon Overview

# Step 4: Review & enhance your records. How to Resolve No Hits

Review and work with each No Hit

Review your No Hits and compare them to the records below. If none match your original record, you can catalog, delete, or fix your record and search again.

Record 1 of 27

Original Record

Title: FDR [gl  
Publ: Newton

Type Vid

Closest records to your No Hit

Fix and Match Again

Spelling errors, and missing or incorrect data can prevent Magic REcon from accurately matching your records.

Change the author, title, publisher, or year of publication to correct any problems that you see and click OK to search for matches again.

Changes made here are saved in your original record.

Author

Title (245a) FDR

Title (245b) fear itself (1921-1933)

Publisher Shanachie Entertainment Corp.

Year of publication 1994

OK Cancel

Fix and Match Again  
Catalog This Record  
Delete this Record

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Previous Record Next Record Finish Exit

Use the **Fix and Match Again** button to fix errors or missing data in the fields that Magic REcon uses specifically to make a match.

**OK** saves the changes,  
**Cancel** closes the window without action.



**MARC Wizard  
How-To:  
Magic REcon  
Overview**

## Step 4: Review & enhance your records. How to Resolve No Hits

The screenshot shows the 'FastMARC Cataloger' window with the 'Review' tab selected. The interface includes buttons for 'Add FIELD', 'Add SUBFIELD', 'Delete FIELD', 'Delete SUBFIELD', 'Material Type', 'Special Characters', and 'Copy / Holdings'. A list of MARC fields is displayed, including 020, 028, 245, 250, and 260. A red arrow points to the 'Copy / Holdings' button. Another red arrow points to the 'Cataloging Tips' section at the bottom, which contains instructions about ISBN entry. The bottom of the window has 'Save' and 'Cancel' buttons, and a footer with 'POWERED BY MITINET' and navigation buttons like 'Previous Record', 'Next Record', 'Finish', and 'Exit'.

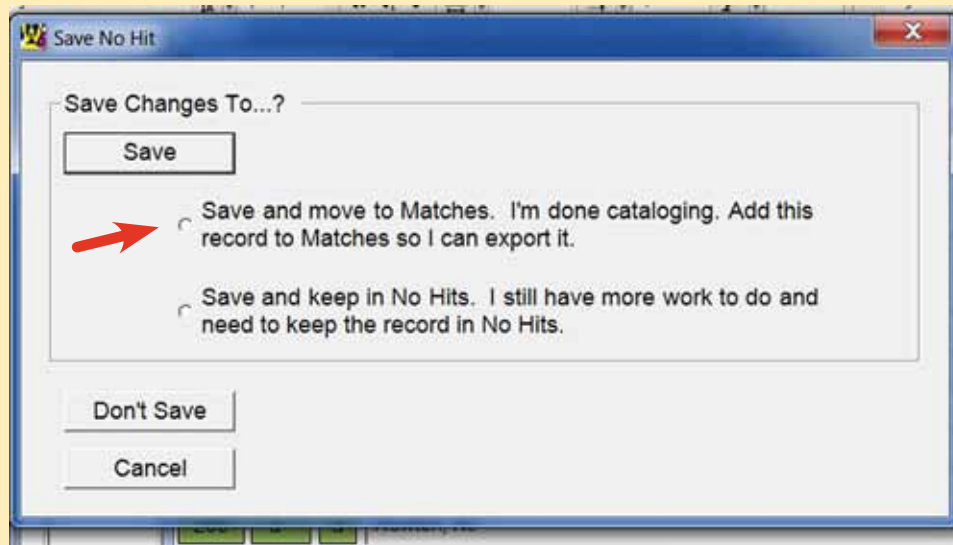
The **Catalog** button allows you to add enough information to create a full MARC record.

As with other Mitinet products, the cataloger contains field specific built-in tips and examples, error checking, and AACR2 rule review.



**MARC Wizard  
How-To:  
Magic REcon  
Overview**

## **Step 4: Review & enhance your records. How to Resolve No Hits**



**Once you're done reviewing and/or updating the No Hits,  
and you click **Finish**, you'll see this screen.**

**Under **Save** you must select which option you prefer.**

**Once you've saved and exited the No Hit screens,  
Magic REcon notifies you of your remaining  
No Hit records on a new screen.**



**MARC Wizard  
How-To:  
Magic REcon  
Overview**

## **Step 4: Review & enhance your records. Reviewing Matches**



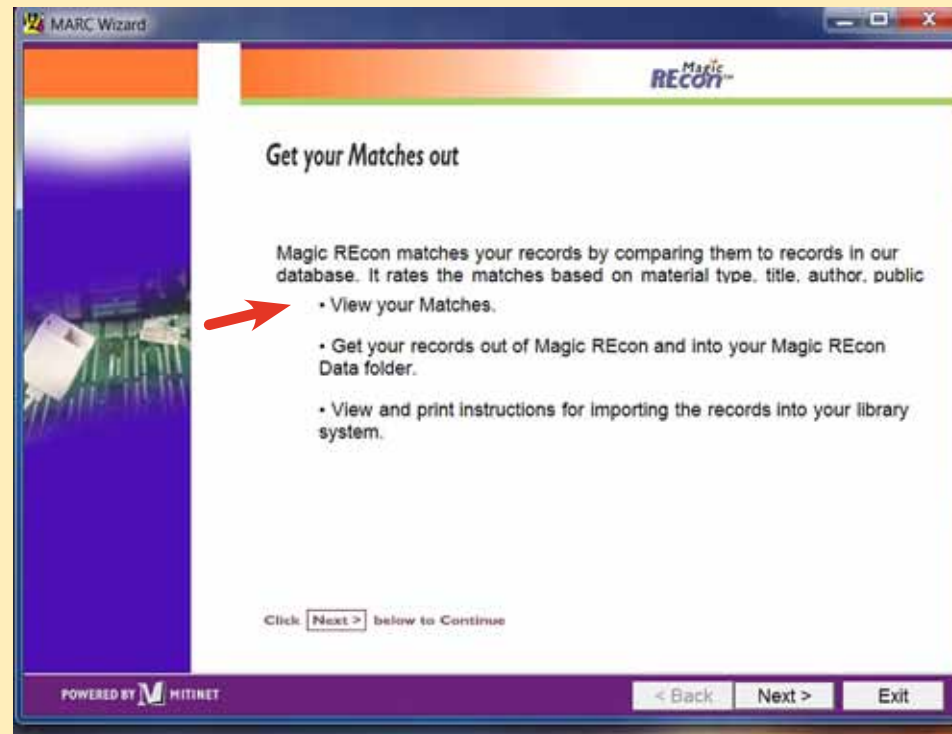
**After you've resolved Possible Matches and No Hits, it's time to bring the Matches back into your automation system.**





**MARC Wizard  
How-To:  
Magic REcon  
Overview**

## **Step 4: Review & enhance your records. Final Review of Matches**



**Before you get the matches out of Magic REcon and import them into your automation system, you may want to review them.**





**MARC Wizard  
How-To:  
Magic REcon  
Overview**

## Step 4: Review & enhance your records. Final Review of Matches

**MARC Wizard**

**Review your Matches**

It is not required, but if you'd like to review your matches, you can do so here.

**Original Record:**

Title: A man of the people / Chinua Achebe, Chinua.  
Author: Achebe, Chinua.  
Publ: New York : Anchor Books, [1989]

Type Book - Fiction  
Leader 00510cam--2200169-a-4500  
008 001003t19891966nyu.....  
043 a \_a f-nr--  
082 00 \_a 823 \_2 19  
100 1 \_a Achebe, Chinua.  
245 10 \_a A man of the people / \_c  
260 a \_a New York : \_b Anchor Books, c1989

**Matched Record:**

Title: A man of the people / Chinua Achebe, Chinua.  
Author: Achebe, Chinua.  
Publ: New York : Anchor Books, 1989, c1

Type Book - Fiction  
Leader 00694cam--2200193-a-4500  
008 010823t19891966nyu.....  
010 \_a 88022904 //r97  
020 \_a 0385086164 \_c \$9.95  
040 \_a DLC \_c DLC \_d WIMaMI  
043 \_a f-nr--  
050 00 \_a PR9387.9.A3 \_b M3 1989

Record 1 of 182

Previous Record

Next Record

Oops, This Is Not a Match

Fields kept from Original Record: 020, 526, 590-599, 690-699, 900-999

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< Back Next > Exit

Each match appears with the Original Record and the Matched record side by side. Use the **Previous Record** and **Next Record** buttons to move through the list.



## MARC Wizard How-To: Magic REcon Overview

# Step 4: Review & enhance your records. Final Review of Matches

**MARC Wizard**

**Review your Matches**

It is not required, but if you'd like to review your matches, you can do so here.

**Original Record:**

Title: THE MIRROR CRACK'D.  
Author: CHRISTIE.  
Publ: 1962.  
Call number: FIC/CHR Bar code: 3265

Type Book - Non-fiction  
Leader 00468nam::2200157u...4500  
008 001003s1962.....c  
020 a\_ \_a 0-671-55701-7  
100 1\_ \_a CHRISTIE.  
245 10\_ \_a THE MIRROR CRACK'D  
260 a\_ \_c 1962.  
500 a\_ \_a new accelerated reader

**Matched Record:**

Title: The mirror crack'd from side to side  
Author: Christie, Agatha, 1890-1976.  
Publ: Glasgow : Fontana/Collins, c1962.  
Call number: FIC/CHR Bar code: 3265

Type Book - Fiction  
Leader 00890nam::2200241...4500  
008 000918s1962.....stk...e.....00  
020 \_ \_a 0006169309  
020 a\_ \_a 0-671-55701-7  
040 \_ \_d WiMaMI  
082 14\_ \_a [Fic] \_2 13  
100 1\_ \_a Christie, Agatha, \_d 1890-1

Record 99 of 182

Previous Record

Next Record

Oops, This Is Not a Match

Fields kept from Original Record: 020, 526, 590-599, 690-699, 900-999

POWERED BY MITINET

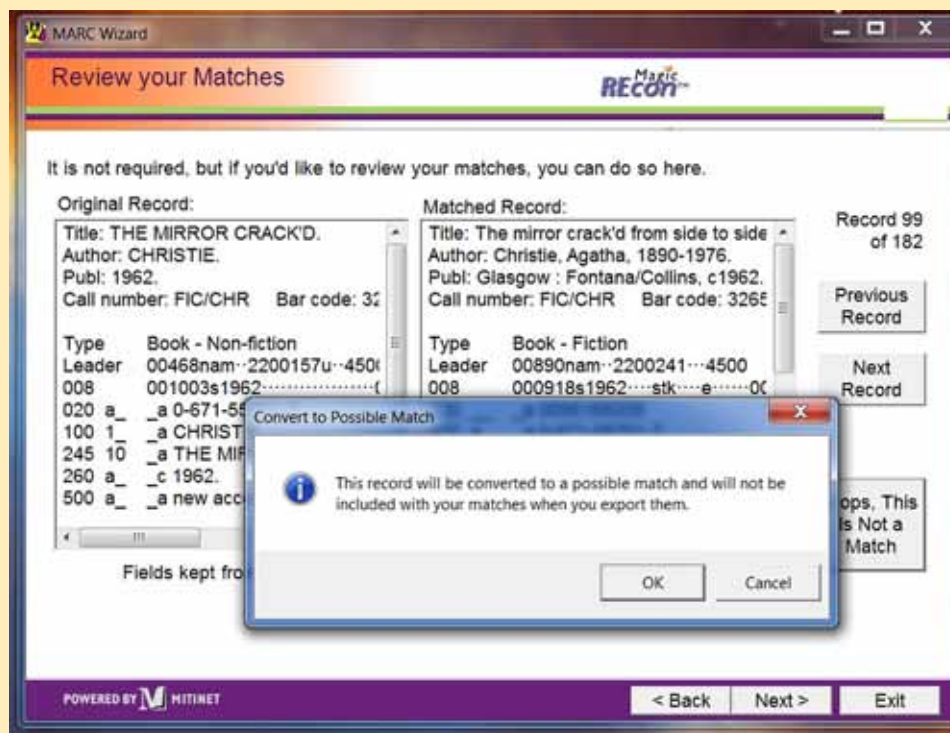
< Back Next > Exit

**You can also review those records that you've corrected, found a match for, or cataloged.**



**MARC Wizard  
How-To:  
Magic REcon  
Overview**

## Step 4: Review & enhance your records. Final Review of Matches

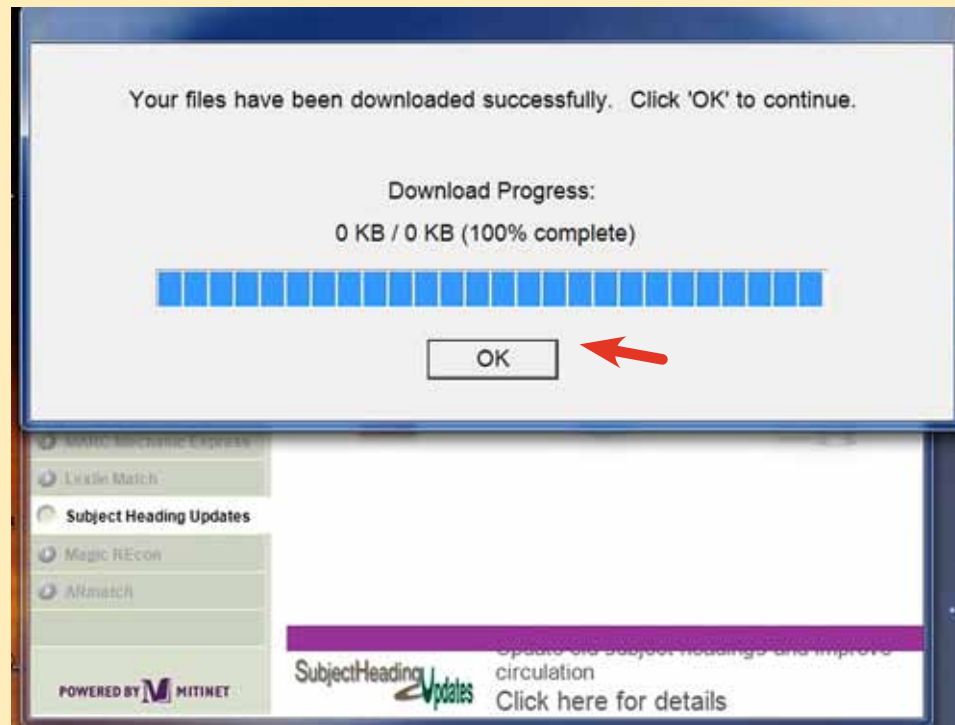


If the record is not a match, use the **Oops, This is Not a Match** button to remove the record from the Matches list.



**MARC Wizard  
How-To:  
Magic REcon  
Overview**

## **Step 5: Get Your Matches Out After You've Reviewed Your Matches**

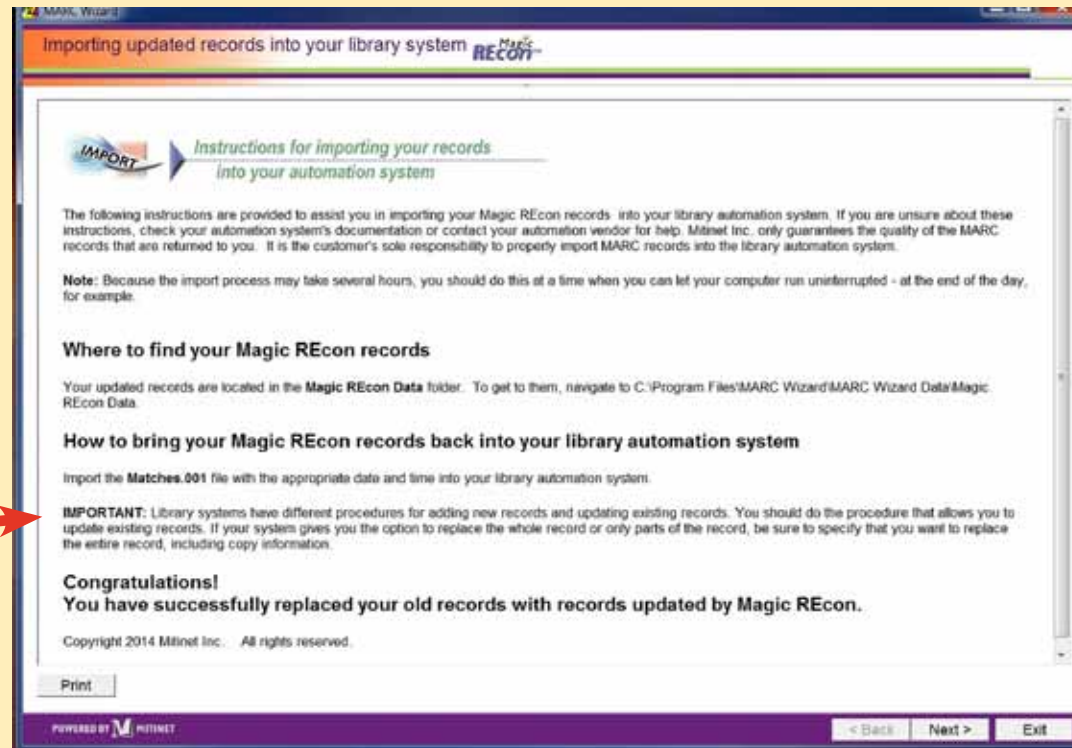


**Magic REcon downloads the matched files to the designated folder on your computer.**



## MARC Wizard How-To: Magic REcon Overview

# Step 5: Get Your Matches Out Import Instructions



**You will receive instructions on how to import your updated records back into your automation system.**

**Remember to select the import option that allows you to update existing records. This prevents record duplication.**



**MARC Wizard  
How-To:  
Magic REcon  
Overview**

## Step 5: Get Your Matches Out Import Instructions



**You may want to print the import instructions before you close MARC Wizard, but if you decide not to print and then decide later that you do want them, you can go back to the Magic REcon Home Page to find and print the instructions.**



**MARC Wizard  
How-To:  
Magic REcon  
Overview**

**This is the end of our MARC Wizard  
Magic REcon Overview.**

**To find out more about this or other  
Mitinet products:**

- Check out our other informational slideshows  
on the Mitinet or BestMARC websites.**
- Or contact our *Technical Support Department*  
at 800-824-6272 Option #3**

***Thank you!***