



## [Oregon State Library](#)

Instructions for Downloading OR Shipments from the Web into OCLC and then into III



1. Go to <http://library.state.or.us/ordocs/records/>



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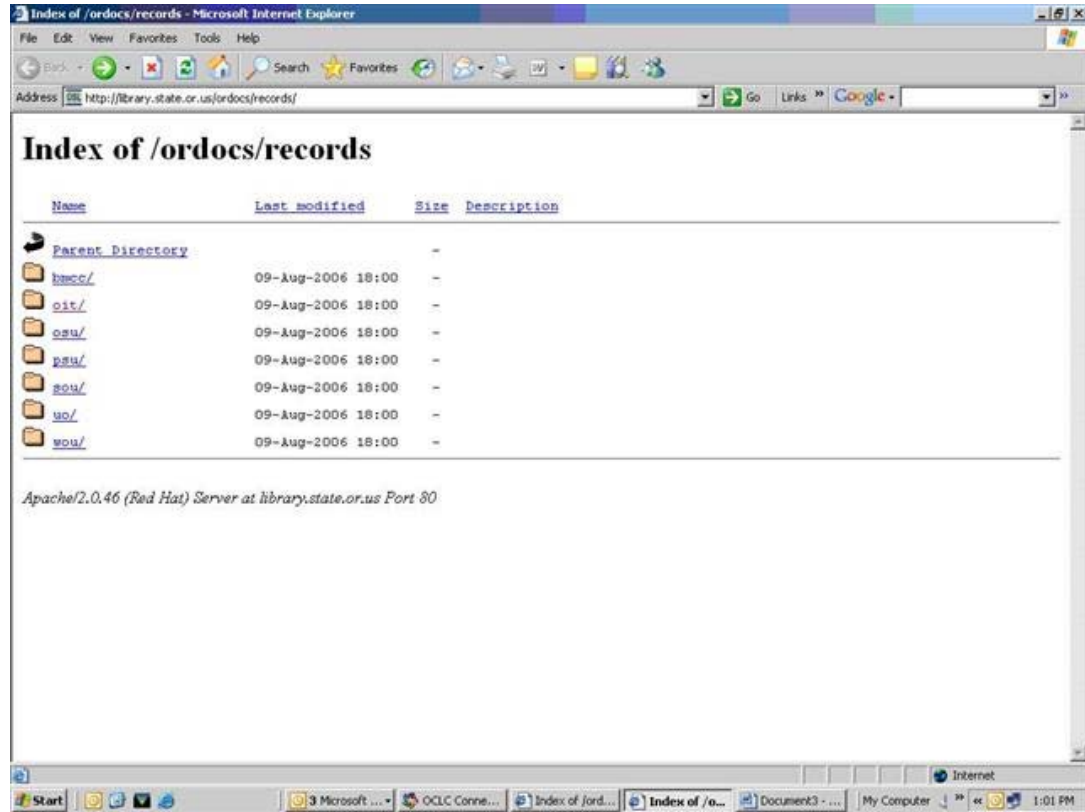
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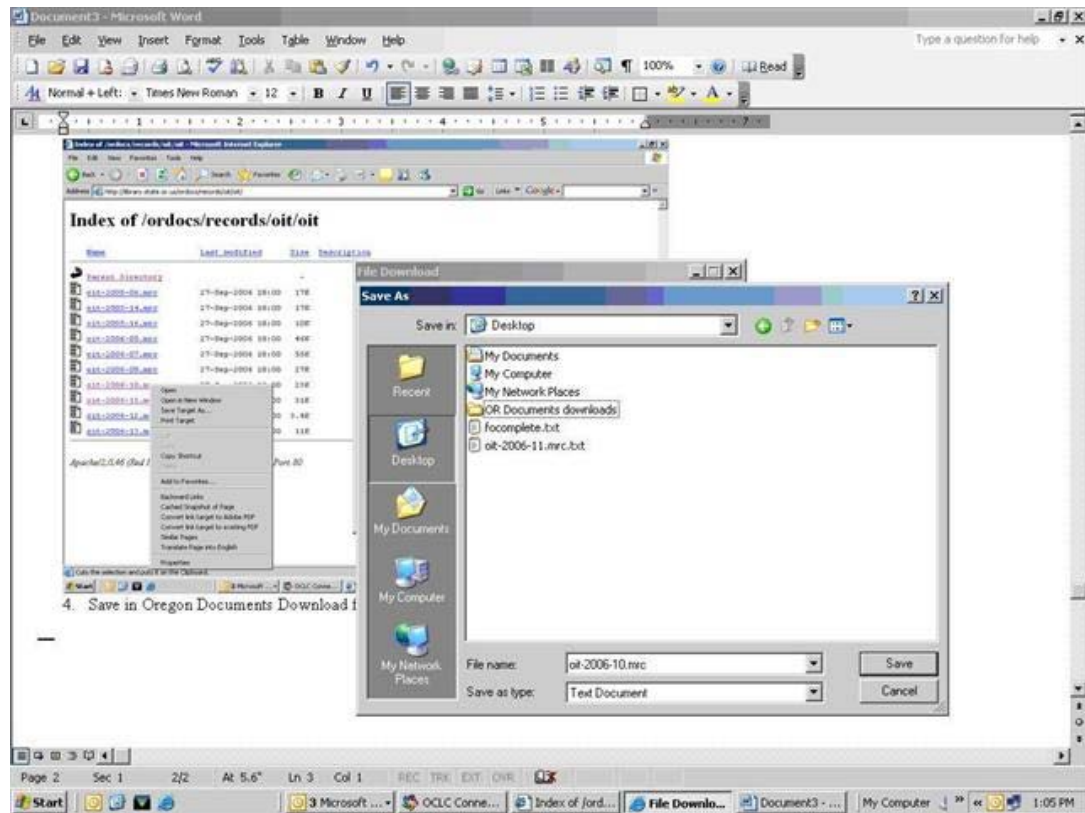
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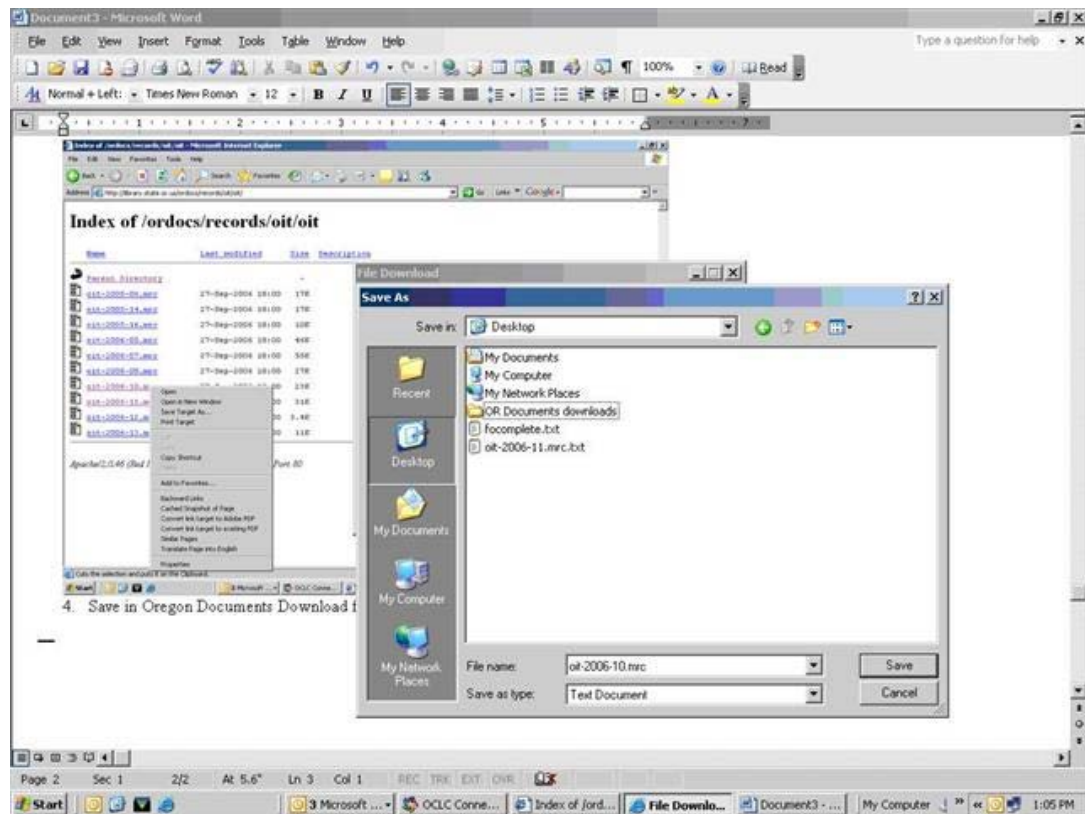
[Federal Information](#)



2. Click on your library
3. Right click on the file you wish to download



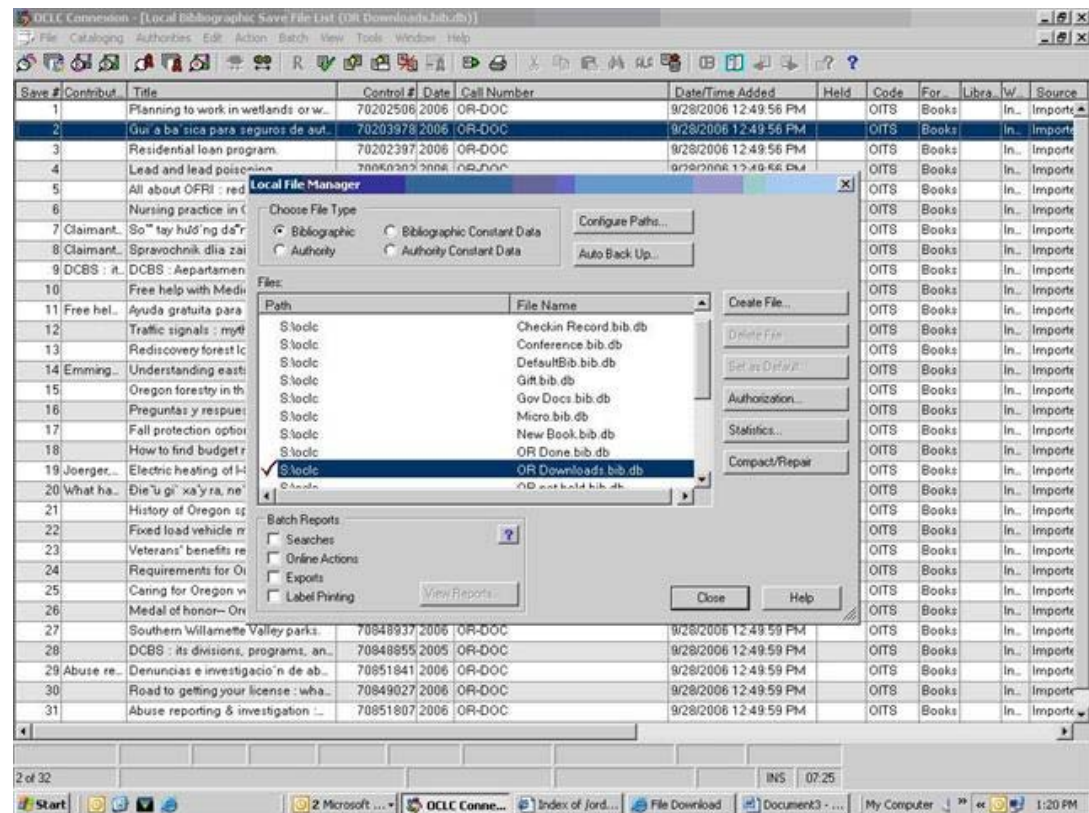
4. Select *Save Target As*
5. Save in as a text file in any folder you wish



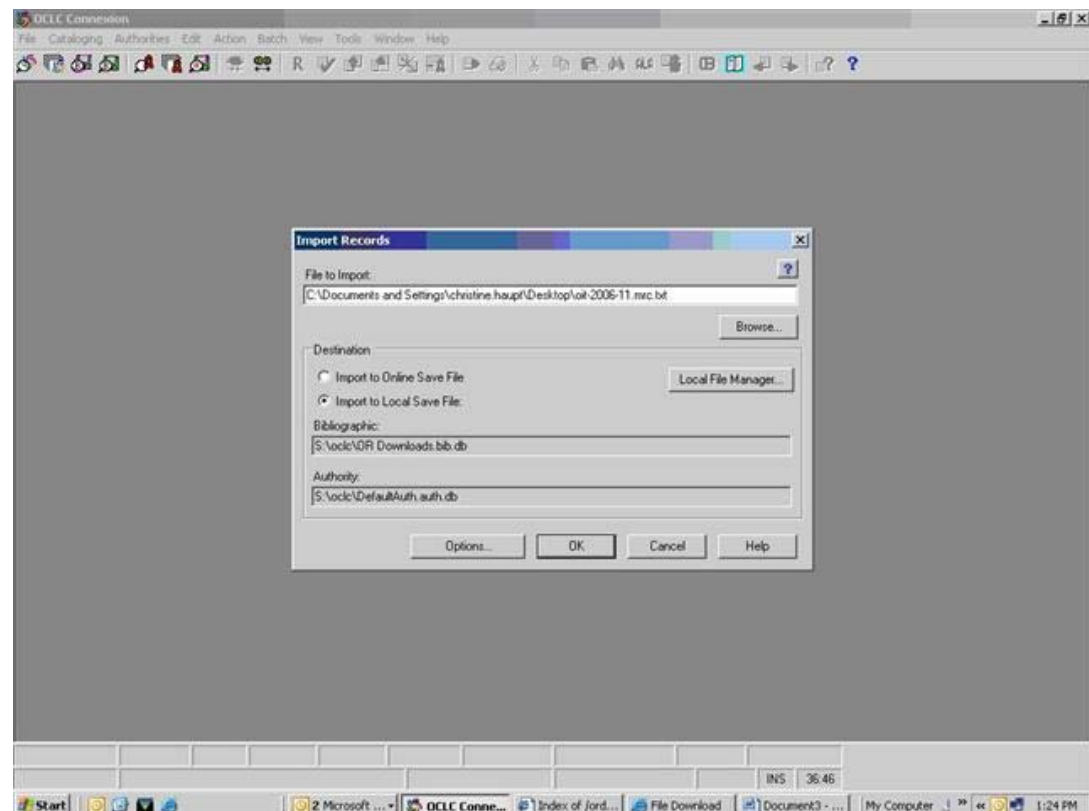
## Open OCLC connection

1. Click on file
2. Click on *Local File Manager* and *Create File* to put the OR Docs. If you make it the default after you have created it, you only have to do this once and then you can use the same file over and over as long as you delete the old imported file when you get the

new shipment.



3. Once you've created the file, *Close*
4. Click on *File*
5. Click on *Import Records*
6. Make sure *Import to Local Save File* is marked and that under the Bibliographic section you have the file you just created



7. Click *OK*
8. Choose whether you will delete the import file

This page adapted from instructions created by Hsiu-Ling Lin and Chris Haupt from the Oregon Institute of Technology Library

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