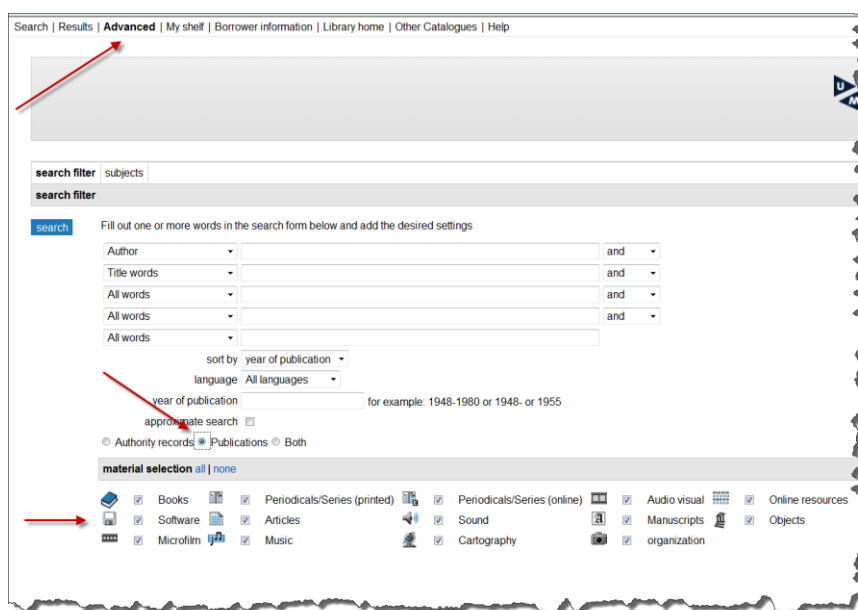
















Importing references from the UM Catalogue into Endnote®

The UM catalogue contains references to a couple different document types, such as books, online resources, journal titles, etc.. This diversity in document types hinders the creation of a single EndNote import filter able to handle all these different document types at the same time. To keep the correction of imported references to a minimum, and to make sure that the imported data correspond as much as possible to the reference types in EndNote, a couple of document type specific EndNote import filters for the UM Catalogue are created.

It is recommended to start in the **Advanced Search Mode**. Before downloading data make sure to limit the documents types in the catalogue with the material selection option in the advanced search mode and restrict the document references to 'publications' only.



The import filter in EndNote should correspond to the Catalogue's 'material code' according to the table below.

Material Code UM Catalogue	UM-PiCarta Filter Name
 Articles	NO filter created. Catalogue does not reference articles
 Books *	UM-Catalogue_Books_MOPC-ISO *
 Objects	NO filter created; insert reference manually
 Manuscripts	NO filter created; insert reference manually
 Sound	UM-Catalogue_Sound_and_Music_MOPC-ISO
 Pictures	NO filter created; insert reference manually
 Cartography	NO filter created; insert reference manually
 Music	UM-Catalogue_Sound_and_Music_MOPC-ISO
 Online resources	UM-Catalogue_Online_Resources_(i.e. Electronic Books)_MOPC-ISO
 Periodicals/Series (online)	NO filter created; insert reference manually
 Software	UM-Catalogue_Software_MOPC-ISO
 Periodicals/Series (printed)	NO filter created; insert reference manually
 Audio visual	UM-Catalogue_AudioVisual_MOPC-ISO
 Microfilm	NO filter created; insert reference manually

* The filter for importing references to 'books' does not discriminate between 'books' and 'edited books'. The EndNote reference type records referring to edited books need to be changed from 'book' to 'edited book', manually.

Download/Save the selection in the UM Catalogue in the MOPC / ISO-8859-1 format without word-wrapping, and choose 'save' or 'screen' and save the file in 'text' format.

The screenshot shows a 'download' form with the following elements:

- title:** Input fields for 'first' (value: 1) and 'last' (value: 10). Below this, an example shows 'first=1 last=10 for the first 10 hits of the result set' and 'first=3 last=3 for hit 3'. A note states 'You can download a maximum of 100 titles.'
- format:** A dropdown menu set to 'MOPC'. Below it are radio buttons for 'UTF-8' and 'ISO-8859-1' (which is selected). A checkbox for 'word wrapping' is present and unchecked.
- Buttons:** 'e-mail', 'save', and 'screen' buttons are on the left. The 'screen' button has a red arrow pointing to it.
- Text:** 'Separate multiple addresses with commas.' and 'Save the data to disk'. A note at the bottom says 'If you wish to view the data in a new window, for printing or saving, please click on **sc**'.

Red arrows in the image point to the 'MOPC' dropdown, the 'ISO-8859-1' radio button, the 'word wrapping' checkbox, and the 'screen' button.

When importing the txt-file into EndNote make sure to choose the correct document import-filter.

To download the import filters for home use: go to <http://onlinelibrary.maastrichtuniversity.nl/service/endnote/>.

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