Apollo Auto-Updates to SILO

Apollo can automatically update SILO for you! This will save you time as well as greatly reduce/eliminate loan requests for deleted items or items you do not want to lend.
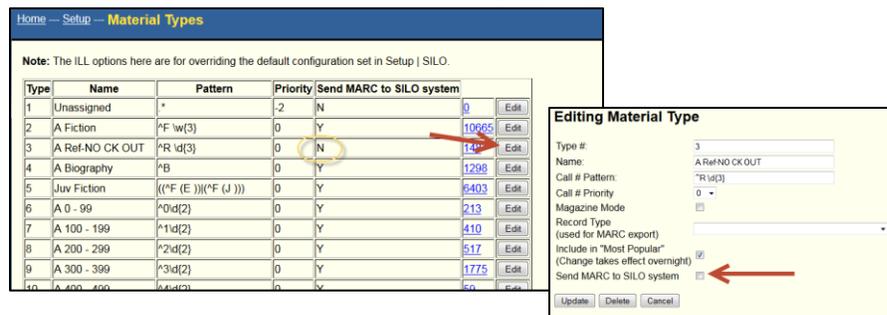
Apollo will send MARC for your added items as well as updates on deleted items! You won't have to do SILO updates any longer: just let Apollo do it! The updates are done on a monthly basis.

Another advantage and time-saver is that you can set limits on what MARC is sent.
- You can set how old an item must be (if you don't want to ILL your newest items).
- You can limit what Material Types are sent. For example, you may not want to send MARC for Reference items, Equipment, Cake pans, etc.

To enable this, there are only two steps:

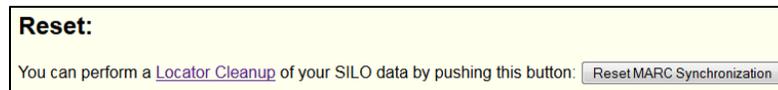1) Go to Setup | Material Types and use the Edit button for any types you don't want to ILL. And SAVE!

2) Please go the Setup | SILO page (where you likely found this document). You'll find some simple setup steps there.
And SAVE!
(When you click Save Changes, this process will be enabled)

RESET: If your SILO MARC is a bit stale and has, for example, many items that you don't own any more, you can completely reset it by conducting a Locator CleanUp. <u>This should only need to be done once</u>. After that the above Apollo updates will keep SILO current. Here's what to do:
1. At any time you may export and upload a file of MARC Records using the "Reset MARC Synchronization" button in Apollo in Setup | SILO. Apollo will send your complete MARC, subject to the above limits.

2. Then view and analyze the SILO "Feedback Report" which will be sent to your e-mail by SILO the next day
3. Figure the load rate: take the # of records that will be processed and divide it by # of records submitted (these numbers are on the Feedback Report)
4. If the result is 85% or higher, contact Marie Harms at the State Library (marie.harms@lib.state.ia.us or 800-248-4483) with the result and the date of the "Reset MARC Synchronization" (This date is found on the Feedback Report);
5. Marie will schedule the Locator CleanUp and send an e-mail verification that the Locator CleanUp is scheduled.

For questions or more info, please contact Marie Harms or visit this page:

(NOTE: Apollo will not send any titles that lack a Standard Number, like ISBN. This is to prevent hundreds/thousands of rejections due to items that lack such numbers, like old items, local items, etc).