

Voyager Export

Export records according to these guidelines:

- Export full bibliographic records in MARC format file with MARC8 encoding
- Exclude item level information in the export
- Place all copies together in the same MARC record
- Exclude "fast adds", or brief records, if possible
- Serial records may be included in the export as long as the records are flagged as serials. Locator processing will remove these records before the file is loaded into the Locator.

For specific instructions refer to the documentation for the "Bulk export of MARC records" in the Voyager Technical User's Guide, which you can access on the Ex Libris Documentation Center (a.k.a. the Doc Portal).

Documentation is revised with each version of Voyager, so choose the documentation that matches the version of software you are using. Additionally, as part of Voyager's Support Center (which is called eService), they provide "how to" information for our customers, often repackaging the information that is provided in the various user guides.

Check the "How to" documentation in eService. Specifically, you will want to find "How to export MARC records from the Voyager database", which is KB item # 16384-27745. This "how to" document summarizes the MARC export workflow described in the Technical User's Guide.

If customers experience any problems with exporting records from Voyager for the Iowa statewide union catalog, please open a support incident with Ex Libris and someone from our support team will help them with their workflow. Please don't hesitate to contact us if you have any questions or if you hear of customers having issues.

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Upload MARC Records to the Iowa Locator

1. Login to SILO Interlibrary Loan System
2. Select Manage MARC Files
3. Click the Submit Request button
4. Click Upload MARC Data Files of records to be added
5. Click the Submit Request button
6. Click on the Browse button to select a single MARC file from your computer. Navigate the file selector to the disk or folder on your computer to where you saved your exported MARC file
7. From the Choose File window, navigate to the file that contains the saved MARC records
8. Select the file then click the Open button
9. To receive feedback on the MARC records, type an e-mail address in the box. Feedback will be delivered to the recipient's e-mail the next weekday.
10. Click on the Upload Files button
11. A confirmation page will appear with the file name, and number of records.
12. To upload more files of MARC data records, click the Submit More MARC files link at the bottom.

If you need further assistance contact the SILO Help Desk:
E-mail: helpdesk@silolibia.us
Phone: 800-981-9131