

Library.Solution

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.

TLC Library Solution Extract process:

Perform the Extract process using Cataloging Utilities:

1. Click Start > Library.Solution >. Cataloging Utilities > Cataloging Utilities
2. Click Database > Login
3. Login as cat_admin
4. Click File > Extract Records
5. Select Enumerate and Copy to File
6. For File Name call the file FULLEXTRACT.RAW and select Append
7. For Record Class select Bibliographic
8. For Search Type select Time Stamp
9. For Initial Date Key and Final Date Key enter your daterange beginning date in the format YYYYMMDD and today's date (or the date-range ending date) in the same format (YYYYMMDD)
10. Click OK
11. Save the file where you can easily retrieve it (i.e. Desktop)

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

If you need further assistance contact the SILO Help Desk:

E-mail: [helpdesk@ silo.lib.ia.us](mailto:helpdesk@silolibia.us)

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