

Follett - Circulation Plus

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.

Exporting MARC Records from Follett's Circulation Plus/Catalog Plus

1. From Follett Cataloging, click on File -> MARC 21/852 Holdings Format.
2. Click on Acquisition Date
3. Change starting date to the date following last export
4. Change ending date to current date
5. Uncheck Include Copy Information
6. Click Export
7. Follow path to location at which you wish to save the file
8. Change file name to your LocatorCode.month (ex: A8OX787.10)
9. Click on Save
10. Click on Close

If you need further assistance contact Follett Technical Service:

Email: titlewave@flr.follett.com

Phone: 888.511.5114 ext. 1513

Monday through Friday

7:45 a.m. - 4:15 p.m. CST

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