

Run the Export process in Alexandria

1. Click on Tools from the Menu bar
2. Click on Export, then Copies
3. This export is set by default to export _all_ MARC records
4. Click Run
5. Download or Save the file to your computer
6. Follow the directions below to upload the file to the Locator

Note: Alexandria libraries can send all their MARC records every time they upload or submit records to the Locator. During SILO processing, if their holding is already attached to a record, it just skips over that one and moves on to the next record.

Vendor: Companion Corp
Address: 1831 Fort Union Blvd
Salt Lake City, Utah 84121-3041 (United States)
Phone: 801-943-7277
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Library Automation Systems: Alexandria

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.

File is processed by SILO overnight. Wait for the Feedback Report to be delivered the next day.

Analyze the Feedback Report; if the load rate is 85% or better, you are done.

If the load rate is below 85%, consult with Iowa Library Services Consultant, as to how to fix the problems or resolve the issues.

Contact District Office Library Resource Technician for support:

NW 866-642-7920|NC 866-642-7918|NE 866-642-7919|SE 866-642-7921|CE 866-642-7917|SW 866-642-7922