

Concourse

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 Concourse

1. From the Cataloging menu, select MARC Records | Export MARC Records.
2. The Export MARC Records dialog box opens.
3. Export to Drive A is specified by default. If you are not exporting to drive A, enter the letter designation of any local or mapped network drive.
4. The Description field and Location field are populated automatically:
5. Description contains the current information: {Day} {Month} {Date} {Time} {Year}.
6. Location contains your library name.
7. Change or append the Description and Location fields if necessary.
8. Use the Note field to enter any additional information about the records you are exporting to help you identify them.
9. Remove unwanted tags by selecting the Clean on Export check box. To specify the tags to be removed, select Cleaning Prefs.
10. Under Select Records, choose the appropriate option:
11. Select All Record to export all of the MARC records in your database.
12. Select Use Filter to use filter certain records from your database for exporting. See Building a Filter for more information.
13. Select OK.
14. Note: If you selected Use Filter, specify the filter criteria on the Build Filter dialog box and then select OK.
15. The Save As dialog box opens. The File name MICROLIF.001 is specified by default.
16. Enter a different File name, if desired, and select the folder in which you want to create the export file.
17. Select Save in the Save As dialog box.

Note: The amount of time it takes to export MARC records depends upon the size of the export and the records involved. Be aware that the process may take some time. A running count of the number of records exported appears just below the Export To Drive field.

If you are using a disk that already has an export file of the same name on it, you will get a warning message asking if you want to overwrite the existing file. To overwrite the existing file, select Yes. To return to the Save As dialog box and specify a different name for the new file, select No.

If you run out of disk space, the export process is suspended and a warning dialog box appears. Insert a new disk and select OK to continue.

If you want to stop the export before it finishes, press and hold the Esc key.

When the export process is complete, a confirmation dialog box appears, stating:
X Records have been exported from a total of Y records. Z Records were skipped.

Note: Unless there was a problem, X should be equal to Y and Z should be 0. To dismiss the dialog box, select OK.

If you need any further assistance contact Book Systems technical support:
E-mail: support@booksys.com
Phone: 1-888-289-1216.

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@ silo.lib.ia.us
Phone: 800-981-9131