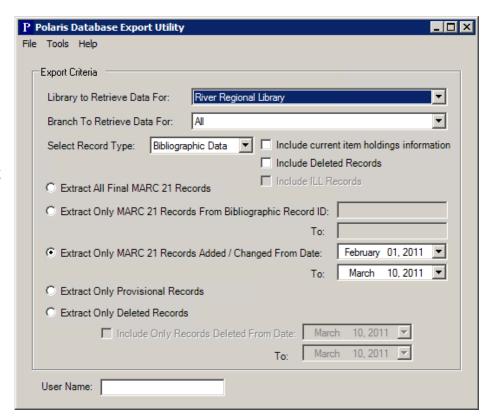
## **Exporting Records from Polaris**

- The path to the export is From the Polaris Shortcut Bar (main Polaris menu) --> Utilities --> Export
- 2. Set the date or other parameters.
- 3. The Save to File dialog box opens
- Navigate to a specific folder on your computer where you can save the exported bibs file(such as Desktop)
- Type a file name in the File Name: box (such as febexport)
- 6. Click on the Save button
- 7. The Batch Bibs Export Status dialog box opens and you can watch the progress of the export.
- 8. Click the OK button when it is finished.



## Upload File of Exported Records for Inclusion in the Locator

- 1. Login to SILO Interlibrary Loan System
- 2. Click on the File Upload tab
- 3. Click on Upload Files
- 4. Click on the Browse button or Choose Files button (depending on which browser you are using)
- Navigate the file selector to the disk or folder on your computer to where you saved your exported MARC file
- 6. From the Choose File window, navigate to the file that contains the saved MARC records
- 7. Select the file then click the Open button
- 8. 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.
- 9. Click on the Upload File button
- 10. A confirmation page will appear
- 11. To upload more files of MARC data records, click the Submit More MARC files link at the bottom.