

Athena 9.1 Instructions to Export MARC Records for WISCAT

You may submit your complete database to WISCAT for a strip and reload of holdings as frequently as you choose. It is recommended this be done at least semiannually.

Between the times of complete strip and reload, you may also send files of records to add or delete since the time of last contribution.

Additions and Complete Database Export

Access to the Internet is necessary to FTP your records to WISCAT staff, so choose a computer that can access Athena and the Internet.

1. Start **Athena**
2. Click on **Cataloging**
3. In the **Maintain Items in a Collection** choose **Export MARC records**
4. If you are doing a complete database download, go to **Step 6**. If only doing recent transactions, drop down to **Limit Export to: Date acquired** and **Enter the date range** since your last export (e.g. 07/01/2005 01/31/2006)
5. At **Export to file** enter the drive, folder, and file name for your intended export file (or use the ... box to choose the folder destination). It is helpful to name the file to include your library or shared catalog name, date, and type of file (example: VCat.042106.full or VCat.042106.adds). A good destination is your Desktop or a folder on the Desktop.
6. For titles with multiple copies choose **Export as a single MARC record**.
7. Click the Export button. The file is saved in the folder you specified.
8. Exit Athena.

Deletions

This procedure assumes you delete all items in Athena by “bibliography” (i.e. you compile a bibliography of all titles you are planning to delete before using the **Delete Titles/Copies** feature to delete them).

1. Use procedures #1 to 3 above.
2. Click on the **Load Bibliography** tab at the bottom of the screen.
3. Choose the bibliography of your intended deletions.
4. At **Export to file** enter the drive, folder, and file name for your intended export file (or use the ... box to choose the folder destination). Name the file to include your library or shared catalog name, date, and type of file (example: VCat.042106.dels). A good file destination is your Desktop or into a folder on the Desktop.
5. For titles with multiple copies choose **Export as a single MARC record**.
6. Click the Export button. The file is saved in the folder you specified.
7. Exit Athena.

FTP the exported file to WISCAT. For instructions and the WISCAT FTP server address and login information, contact Beth.Palmquist@dpi.state.wi.us.

These instructions have been adapted from the originals prepared by staff at the Connecticut Digital Library, Connecticut State Library for the statewide library catalog reQuest.