

Follett 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.

Export title and copy records:

From the Cataloging main window, choose File.
Then choose Export MARC 21/852 Holdings Format.

A. EXPORTING THE COMPLETE DATABASE:

To export the complete database (for example, if you are contributing all your records for the first time or annually), select **No Range**.

1. When the No Range option is chosen, a dialog box appears. Leave the options on this screen at their default settings.
2. Click Export. A standard Save As dialog appears; specify the target destination drive and filenames, and make note of these for the FTP process.

[These export instructions are available in greater detail in the Follett v5.0 User's Guide, on pages 306-310]

B. EXPORTING ONLY TITLES ADDED AND UPDATED:

To export records that were added or updated, select **Title Date Added/Updated**.

1. When the dialog box appears, enter the appropriate date range to export the data. Which dates are entered depends on your last date of export of either the complete database or latest transactions.

The program determines which records will be exported by checking the title record's 005 tag and the copy record for the starting and ending with dates you selected.

Leave all other options at their default settings.

2. Once you have made your selections, click **Export**. A standard Save As dialog appears; specify the target destination drive and filenames, and make note of these for the FTP process.

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 reQuest statewide library catalog.