

Softlink 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.

Exporting item records from Softlink to WISCAT:

1. Go to Cataloging/Biblios
2. Either do a search for the records you want to export, or if you want to do your whole catalog skip to step 3.
3. Click on the side Biblios menu and select Marc Export.
4. You will get a popup asking if you want to save the file or open it.
5. Click on Save and select where you want to save the file and you can rename it and give it an extension if you want to.

When the export is finished the Softlink screen will go away and you will get a message at the top of the biblios table saying "Exporting # records".

The only thing the export does not include is the local holdings information that is usually in the 852 tag. This means your holdings in WISCAT will be blank unless you add a call number directly on WISCAT or use a different field for the call number.

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.