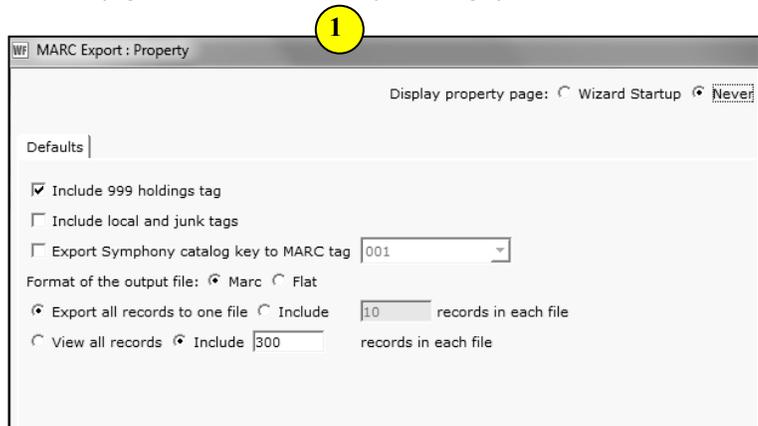# MARC Export

The MARC Export Utility wizard can be used to export catalog records from the Unicorn database and copy them to a file on the workstation or the Unicorn server. Catalog records may be exported for a number of reasons.

- To contribute to a state library catalog or union holdings list.
- To have authority processing done by a vendor.
- To maintain holdings at a book jobber/vendor to check orders for duplicates.

Do the following to review and export records:

1. ***Set Properties*** on the MARC Export wizard (right-click for property settings).

   a. Select **Include 999 holdings** tag, if this export file needs holdings included (ex – for collection analysis)

   b. ***If the records are being exported for enhancement***, and will be reloaded, please work with your ITC staff for details. Property settings will "include local and junk tags".

   c. Decide how many records you want to export to each file for viewing, and set the MARC Export wizard properties accordingly. ***If exporting for file analysis, it is best to select "Export all records to one file" – you will have one file for export.*** Or if 1000 records are being exported, and you want to put 300 records in each file, select the **Include N Records** export option in the wizard properties, and type **300** in the text box. You will have several files when completed.
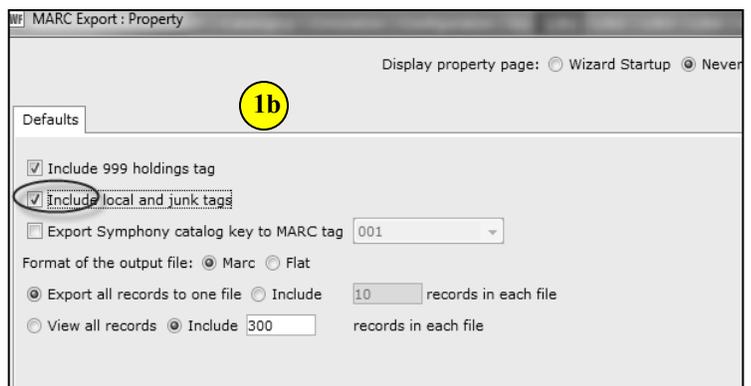
   d. If you want to preview the catalog records before exporting them, decide how many records to display in each preview file, and select the MARC Export wizard properties accordingly. ***It is best to not have more than 300 records per file, since viewing such a large document in Word will be difficult.*** For example, all records are being exported, and you want to put 300 records in each file for viewing. Select the **Include N Records** view option, and type **10** in the text box.

.

2. ***Run*** the *Extract Keys for MARC Export* report**.**

   a. ***Click*** on Schedule New Reports***.***

   b. ***Click*** on Bibliographic Tab.

   c. ***Select*** the *Extract Keys for MARC Export* report. ***Select*** the criteria to pull records. This report selects the catalog records that will be exported and saves the number of catalog records specified in the wizard properties to each file.   Select "Run Now".

3. ***Click*** on Cataloging Wizard.

4. ***Click*** MARC Export wizard.

   MARC Export

5. If property window displays, verify the wizard properties are set as you want (see above) and ***click*** OK.

6. If you want to preview the catalog records before exporting them:

   a. ***Click*** the Preview tab. If a File to View list displays, ***select*** the file of records you want to view.

   b. ***Click*** Preview button. Repeat this step for all the files you want to display.
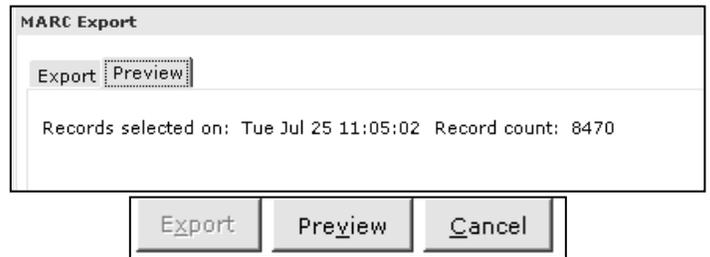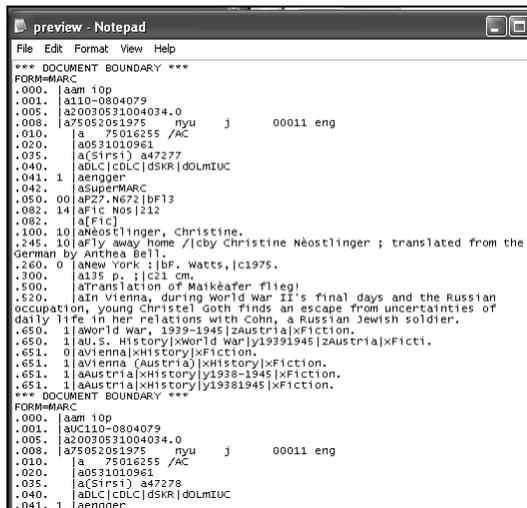
7. ***Click*** on the *Export* tab. The *Records Selected On* field shows the most recent run date and time of the *Extract Keys for MARC Export* report. The *Record Count* field displays the total number of catalog records to be exported.
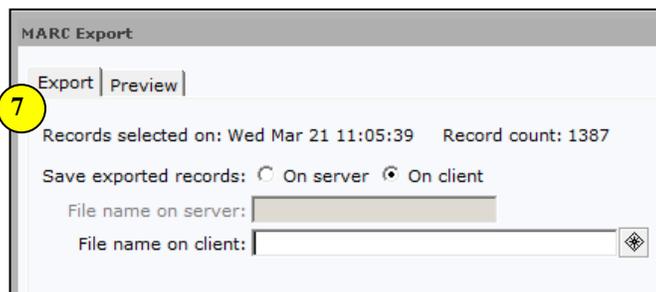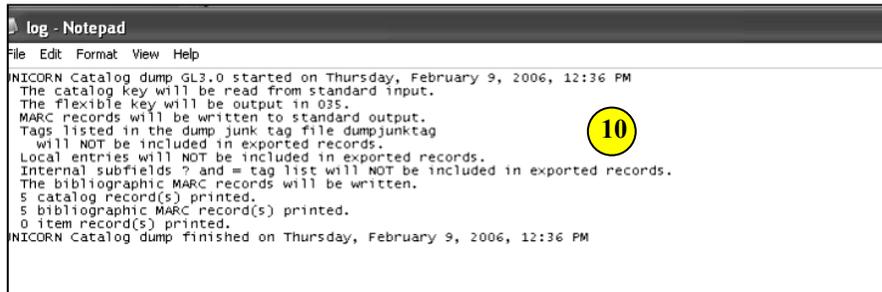
8. In the *File name on client* option, **use** the gadget to determine where the file will be saved on your computer, name your file (*exportdata.mrc* is suggested), **hit the OK button** to save your file on your computer.
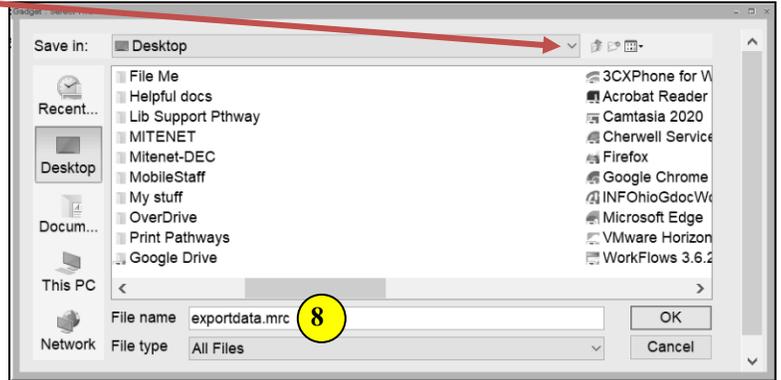
9. **Click** Export.

10. When the wizard finishes exporting the files, the *log.txt* file opens and displays the export log. **Review** the log file, and close the log file window.

11. **Click** OK to close the Completed dialog box.

The file is now in Marc format and saved on your computer ready to send as necessary.

NOTE*: If the report file does not exist in the Unicorn/Xfer directory when the MARC Export Utility wizard is used, a message appears and informs you to run the Extract Keys for MARC Export report before exporting records*.

**Exporting MARC records on MacOS (follow steps 1- 6 above)**

7. ***Click*** on the *Export* tab. The *Records Selected On* field shows the most recent run date and time of the *Extract Keys for MARC Export* report. The *Record Count* field displays the total number of catalog records to be exported. Click on the gadget.
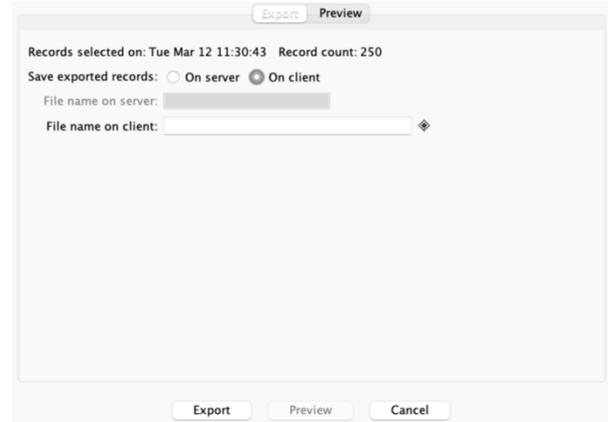
8. By default, the location that comes up is the JWF folder. We want to save the file to our Desktop to for easier locating. Click on the drop down that says "JWF" and select "Macintosh HD" or whatever your HD is named.
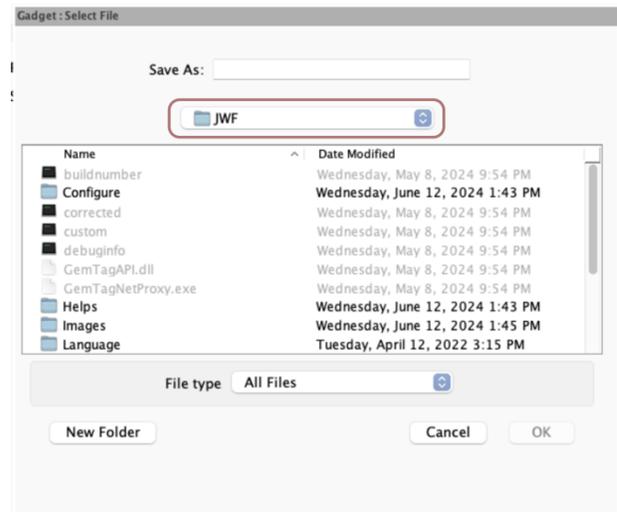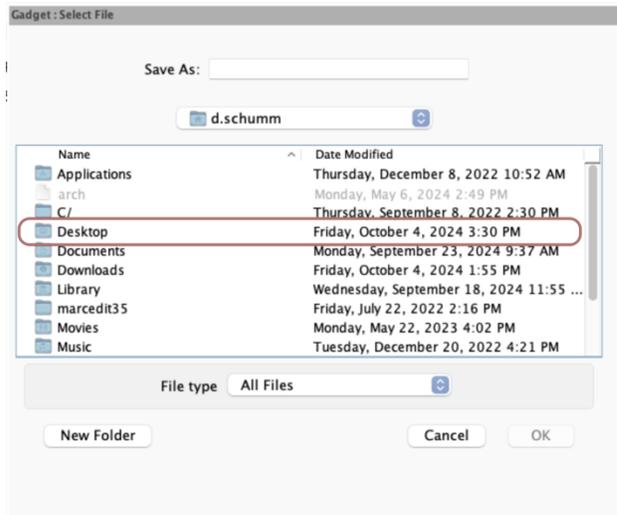
9. After you have "Macintosh HD" or your HD selected, scroll down and find the folder "Users" and double-click.
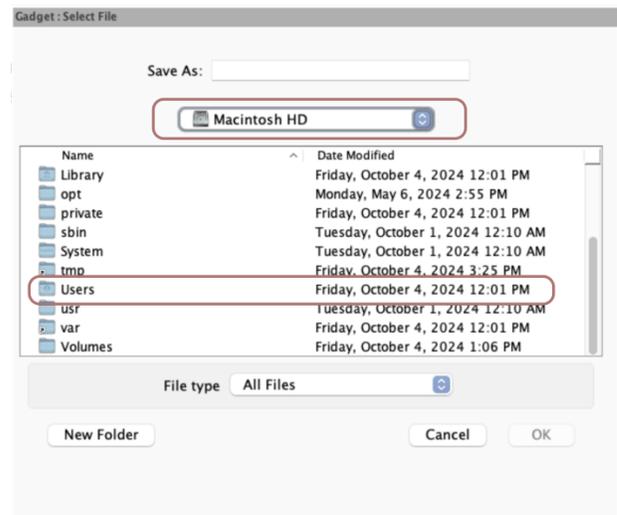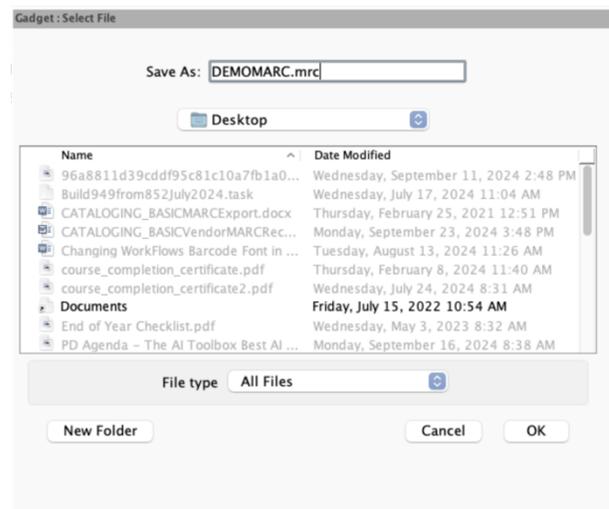
10. In the "User" folder, select the folder below that corresponds to the login you use on this computer. Double-click on that folder.
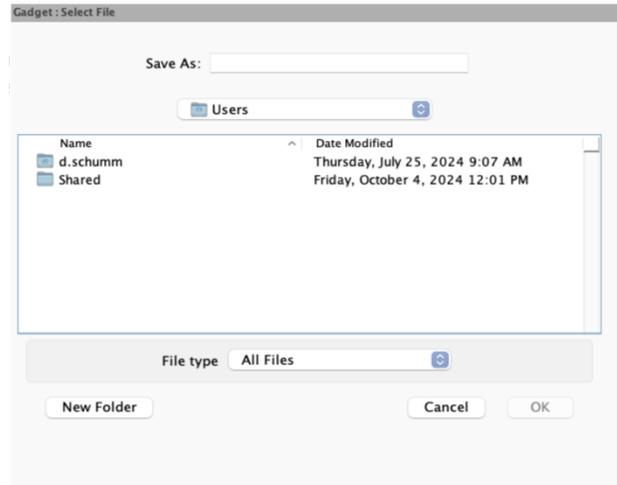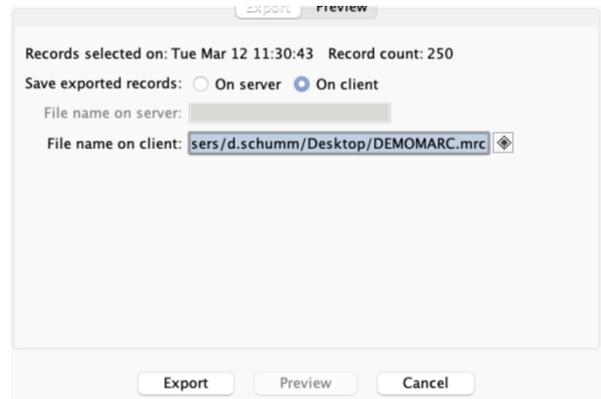
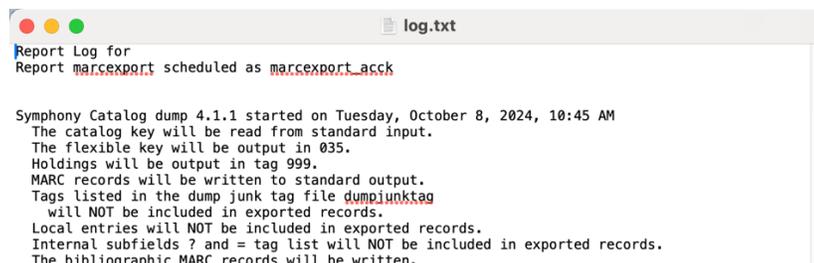11. Locate and double-click on the folder that says "Desktop".

12. Name your file (***exportdata.mrc*** or your library code (xx.mrc) is suggested). Click "OK" after you have entered the file name.
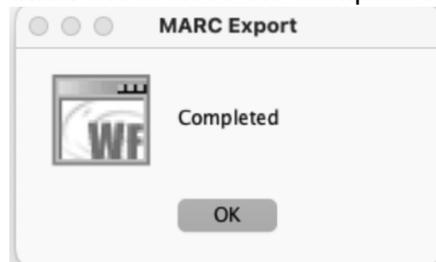
.

13. Click on the "Export" button.

Records selected on: Tue Mar 12 11:30:43   Record count: 250

Save exported records: ○ On server ● On client

File name on server: _____

File name on client: `sers/d.schumm/Desktop/DEMOMARC.mrc`

Export   Preview   Cancel

14. When the wizard finishes exporting the files, the *log.txt* file opens and displays the export log. **Review** the log file, and close the log file window.

```
Report Log for
Report marcexport scheduled as marcexport_acck

Symphony Catalog dump 4.1.1 started on Tuesday, October 8, 2024, 10:45 AM
  The catalog key will be read from standard input.
  The flexible key will be output in 035.
  Holdings will be output in tag 999.
  MARC records will be written to standard output.
  Tags listed in the dump junk tag file dumpjunktag
    will NOT be included in exported records.
  Local entries will NOT be included in exported records.
  Internal subfields ? and = tag list will NOT be included in exported records.
  The bibliographic MARC records will be written.
```

15. **Click** OK to close the Completed dialog box.

MARC Export

WF Completed

OK

The file is now in Marc format and saved on your computer ready to send as necessary.

Note: For more detailed information or specific questions, use HELP wizard.