

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.

MARC Export : Property	f
	Display property page: C Wizard Startup 📀 Never
Defaults	
▼ Include 999 holdings tag	
Include local and junk tags	
🗌 Export Symphony catalog key to MARC tag	001 -
Format of the output file: $\ensuremath{}$ Marc $\ensuremath{\bigcirc}$ Flat	
$ \widehat{\bullet} $ Export all records to one file $ \widehat{\cap} $ Include	10 records in each file
○ View all records ④ Include 300	records in each file

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	Display property page: 🔘 Wizard Startup 🔘 New
Defaults	
✓ Include 999 holdings tag	
Include local and junk tags	
Export Symphony catalog key to MARC tag	001 -
Format of the output file: 🔘 Marc 🔘 Flat	
Export all records to one file	10 records in each file
View all records Include 300	records in each file

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 <u>Extract Keys for MARC Export report</u>. **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.

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- 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.

preview - Notepad	MARC Export
File Edit Format Wew Help **** DOCUMENT BOUNDARY **** FORM-MARC 0001 alarn 10p 0011 alar 0011 Alar 00005034075 nyu j 00011 eng 0010 alar 75016255 yAC 00011 eng 0101. alar 2505 / AC 0200 a0531010961 00011 eng 025. a(251751) a47227	Export Preview Records selected on: Tue Jul 25 11:05:02 Record count: 8470
<pre>ioid: 1 laringper local products ioid: a lasupermark local la</pre>	Export Preview <u>C</u> ancel

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.

	MARC Export	
	Export Preview	
(T	Records selected on: Wed Mar 21 11:05:39 Record count: 1387	
	Save exported records: C On server 💿 On client	
	File name on server:	
	File name on client:	



 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.

log - Notepad	
File Edit Format View Help	
NICORN Catalog dump GL3.0 started on Thursday, February 9, 2006, 12:36 FM The catalog key will be read from standard input. The flexible key will be output in 035. 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. 5 catalog record(s) printed. 5 libliographic MARC record(s) printed. 5 libliographic MARC record(s) printed. 6 libliographic MARC necord(s) printed. 8 libliographic MARC necord(s) printed. 9 l	

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)

 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.

		Export Previe	w	
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:			*	
	Export	Preview	Cancel	

 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.

JWF	
Name	Date Modified
buildnumber	Wednesday, May 8, 2024 9:54 PM
Configure	Wednesday, June 12, 2024 1:43 PM
corrected	Wednesday, May 8, 2024 9:54 PM
custom	Wednesday, May 8, 2024 9:54 PM
debuginfo	Wednesday, May 8, 2024 9:54 PM
GemTagAPI.dll	Wednesday, May 8, 2024 9:54 PM
GemTagNetProxy.exe	Wednesday, May 8, 2024 9:54 PM
Helps	Wednesday, June 12, 2024 1:43 PM
Images	Wednesday, June 12, 2024 1:45 PM
Language	Tuesday, April 12, 2022 3:15 PM
File type Al	l Files
New Folder	Cancel

9. After you have "Macintosh HD" or your HD selected, scroll down and find the folder "Users" and double-click.

	Save As:	
	Macintosh H	HD 💿
Name		Date Modified
🛅 Library		Friday, October 4, 2024 12:01 PM
🚞 opt		Monday, May 6, 2024 2:55 PM
🚞 private		Friday, October 4, 2024 12:01 PM
🚞 sbin		Tuesday, October 1, 2024 12:10 AM
📄 System		Tuesday, October 1, 2024 12:10 AM
🗾 tmp		Friday. October 4. 2024 3:25 PM
🛅 Users		Friday, October 4, 2024 12:01 PM
usr		Tuesday, October 1, 2024 12:10 AM
🗊 var		Friday, October 4, 2024 12:01 PM
Volumes		Friday, October 4, 2024 1:06 PM
	File type All File	s 😒
New Folde	r	Cancel

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10. In the "User" folder, select the folder below that corresponds to the login you use on this computer. Doubleclick on that folder.

	Save As:	
	🛅 Users	0
Name d.schumm Shared	^	Date Modified Thursday, July 25, 2024 9:07 AM Friday, October 4, 2024 12:01 PM
	File type All Files	0

11. Locate and double-click on the folder that says "Desktop".

	Save As:		
	📄 d.s	chumm	0
Name		^	Date Modified
Applications			Thursday, December 8, 2022 10:52 AM
arch			Monday, May 6, 2024 2:49 PM
C/			Thursday, September 8, 2022 2:30 PM
Desktop			Friday, October 4, 2024 3:30 PM
Documents			Monday, September 23, 2024 9:37 AM
Downloads			Friday, October 4, 2024 1:55 PM
🛅 Library			Wednesday, September 18, 2024 11:55
i marcedit35			Friday, July 22, 2022 2:16 PM
Movies			Monday, May 22, 2023 4:02 PM
Music			Tuesday, December 20, 2022 4:21 PM
	File type	All Files	0
New Folder			Cancel OK

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

	🛅 De	sktop	\bigcirc
Na	ime	^	Date Modified
· 96	5a8811d39cddf95c81c1)a7fb1a0	Wednesday, September 11, 2024 2:48 Pl
📄 Bu	ild949from852July2024.	task	Wednesday, July 17, 2024 11:04 AM
🖭 C/	ATALOGING_BASICMARCE>	port.docx	Thursday, February 25, 2021 12:51 PM
1 C/	ATALOGING_BASICVendor	MARCRec	Monday, September 23, 2024 3:48 PM
🗈 Cl	Changing WorkFlows Barcode Font in		Tuesday, August 13, 2024 11:26 AM
= co	course_completion_certificate.pdf		Thursday, February 8, 2024 11:40 AM
 co 	urse_completion_certification_certification	te2.pdf	Wednesday, July 24, 2024 8:31 AM
Do	ocuments		Friday, July 15, 2022 10:54 AM
🛎 En	nd of Year Checklist.pdf		Wednesday, May 3, 2023 8:32 AM
B PC) Agenda – The Al Toolbo	x Best Al	Monday, September 16, 2024 8:38 AM
	File type	All Files	٢



13. Click on the "Export" button.	Export Fieview
·	Records selected on: Tue Mar 12 11:30:43 Record count: 250
	Save exported records: On server O 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.



15. Click OK to close the Completed dialog box.

MARC Export	
ŴF	Completed
	ОК

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.