

## Athena Export

Export records according to these guidelines:

- Export full bibliographic records in MARC format file with MARC8 encoding
- Exclude item level information in the export
- Place all copies together in the same MARC record
- Exclude "fast adds", or brief records, if possible

Serial records may be included in the export as long as the records are flagged as serials. Locator processing will remove these records before the file is loaded into the Locator.

### Exporting MARC Records from Athena

You can copy MARC records from Athena by exporting them to a file. The records can then be used by another program, such as Sagebrush's BenchMARC or EnrichMARC. Or, you may want to export material records to make them available to another library. Any data exported from Athena will be in the MARC 21 with 852 holdings format (also known as USMARC/852 Holdings Data protocol), which is the industry standard.

The following instructions will assist you with the export process.

Note: Exporting simply copies information from Athena to an outside file. It leaves the original Athena records intact.

From the Cataloging Menu, select EXPORT MARC RECORDS. You will see the Export Marc Records screen.

Ensure the desired collection is active, or click the CHANGE COLLECTION tab, select the desired collection, and click SELECT.

Select Barcode #, Call Number, or No Order from the Select and Sort by drop-down list. This will determine what order your records will be exported in.

If you are exporting your entire collection, do not enter anything in the Range From and To boxes. If you are exporting a specified range, enter the Barcode # or Call Number ranges in the Range From and To boxes.

If you want your exported records further limited by Format, Location, Date Acquired, or Date Last Modified, enter the desired format, location, or date value.

Tip: When entering dates, you can click on the date field, and press the F4 key. You can then select the desired date from the calendar, and click OK.

Enter your desired export file name (e.g., microlif.001) in the Export to File box. If you enter a file name only, Athena will create the file in your Athena folder. If you wish to create the file in another location (e.g., Desktop), click the Browse (...) button, and select the desired location. Enter the File name and click SAVE. Athena will entire your desired path in the Export to File box.

Select Export as a single MARC record if you want Athena to export one MARC record per title (including all copies). Select Export as multiple MARC records if you want Athena to export one MARC record for each copy.

Click the EXPORT button. The progress of the export will display on your screen.

Click OK once your export has completed.

For further assistance, contact Technical Support at 1-866-639-7610 or 1-800-661-4109, or via e-mail to [support@sagebrushcorp.com](mailto:support@sagebrushcorp.com).

#### Upload MARC Records to the Iowa Locator

1. Login to SILO Interlibrary Loan System
2. Select Manage MARC Files
3. Click the Submit Request button
4. Click Upload MARC Data Files of records to be added
5. Click the Submit Request button
6. Click on the Browse button to select a single MARC file from your computer.  
Navigate the file selector to the disk or folder on your computer to where you saved your exported MARC file
7. From the Choose File window, navigate to the file that contains the saved MARC records
8. Select the file then click the Open button
9. To receive feedback on the MARC records, type an e-mail address in the box.  
Feedback will be delivered to the recipient's e-mail the next weekday.
10. Click on the Upload Files button
11. A confirmation page will appear with the file name, and number of records.
12. To upload more files of MARC data records, click the Submit More MARC files link at the bottom.
13. Contact District Office Library Resource Technician for support:

NW 866-642-7920|NC 866-642-7918|NE 866-642-7919|SE 866-642-7921|CE 866-642-7917|SW 866-642-7922