**Atriuum**

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.

Run the Export process in Atriuum:

1. Click on Catalog.
2. Click on Export MARC File.
3. Click on Filter. [If you want to further specify what items to export, choose the correct options before the next step.]
4. Click on Generate List to export all the records.
5. Click on the box for Place copies together in same MARC record:
6. Click on Export Queued Records.
7. Click on Download This File.
8. Click on Save.
9. Save the file where its easily found, i.e. Desktop

Once you have clicked on Export Queued Records the process can take some time depending on how many items exporting. This process can slow Atriuum down if it is a lot of items so you may want to wait until no one is using Atriuum to do this.

If you need any further assistance contact Book Systems technical support:
E-mail:support@booksys.com
Phone: 1-888-289-1216.

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 confimation 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.