Exporting Records from Polaris

1. The path to the export is From the Polaris Shortcut Bar (main Polaris menu) --> Utilities --> Export
2. Set the date or other parameters.
3. The Save to File dialog box opens
4. Navigate to a specific folder on your computer where you can save the exported bibs file(such as Desktop)
5. Type a file name in the File Name: box (such as feb-export)
6. Click on the Save button
7. The Batch Bibs Export Status dialog box opens and you can watch the progress of the export.
8. Click the OK button when it is finished.

Upload File of Exported Records for Inclusion in the Locator

1. Login to SILO Interlibrary Loan System
2. Click on the File Upload tab
3. Click on Upload Files
4. Click on the Browse button or Choose Files button (depending on which browser you are using)
5. Navigate the file selector to the disk or folder on your computer to where you saved your exported MARC file
6. From the Choose File window, navigate to the file that contains the saved MARC records
7. Select the file then click the Open button
8. 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.
9. Click on the Upload File button
10. A confirmation page will appear
11. To upload more files of MARC data records, click the Submit More MARC files link at the bottom.