Spectrum 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.

The following instructions will assist you with the export process.

1. On the main Spectrum Circ/Cat screen, click the MATERIALS button and select EXPORT. The Material Export window will open.
2. In the Format field, select USMARC/852 Holdings Data.
3. In the Export field, choose Materials Within a Given Range from the drop-down menu. Note: If you want to export all materials, select All Materials (in MARC file order) and go to step 6.
4. In the Index field, select one of the following indexes for the materials you plan to export: material number, call number, material type, user-defined fields, or fund.
5. Type in the range of materials that you want to export in the Start at and End at fields.
6. Type the name microlif.001 into the Output file field and browse to the location where you wish to save the file.
7. Click the EXPORT button.
8. A window may open stating that the log file m_Export.log already exists. Click APPEND.
9. The records will export. When the process is complete, a window will open informing you of the number of records exported and the location of the export file. Click OK.
10. Close the Material Export window by clicking the X in the top right-hand corner (Windows) or the close box in the top left-hand corner (Mac).

For further assistance, contact Technical Support at 1-866-235-8592 or 1-800-661-4109, or via e-mail to 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 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.

If you need further assistance contact the SILO Help Desk:
E-mail: helpdesk@ silo.lib.ia.us
Phone: 800-981-9131