InfoCenter 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 Sagebrush InfoCentre(Windows)

You can copy material records from InfoCentre by exporting them to a file. The records can then be used by another program, such as Sagebrush's BenchMARC or EnrichMARC.  You may also want to export material records to make them available to another library.  Any data exported from Sagebrush InfoCentre will be in 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.

On the main InfoCentre screen, click Cataloging and select EXPORT.  The Export Marc Records window will open.

In the Select By field, choose Copy ID or Call Number from the drop-down menu. [You can either enter a desired range, or leave the range fields blank which will export all records from your collection].

In the Limit To field, select one of the indexes for exporting your records:  Note: If you are exporting out all of your records, these fields can be left blank. You can also choose to export copies information (852 tags).

Beside the Export File Name and Location field click on BROWSE. Next to Look In select where you would like to save your export file.  In the File Name box type microlif.001 or whatever you wish to call the export file and click on EXPORT TO FILE.

Click the EXPORT button.

A window will open stating that Export now in Progress.  The records will export, and when the export is complete, a window will open informing you of the number of Titles and Copies exported. Click on OK.

Important: After starting the export, do not shut down InfoCentre on this workstation until the export is complete.

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 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.