

Exporting titles and copies

Export Titles lets you export title and copy records in the MARC21/852 holdings format.

You may need to make copies of some or all of the title records in your collection. Perhaps you want to share records with other libraries or schools, or you have to divide your collection because of a change in the school district. Maybe you need to send your data to Follett Software or another vendor for enhancement. **Export Titles** in the **Catalog** allow you to do this.

To export your records

1. Open **Export Titles** in the **Catalog**.
2. If you are a district library materials manager, select the district or an individual site from the **From** list.

Please note that, if you choose the district, you cannot use a barcode file or choose to delete the records after export.

3. Select the method for identifying the records:
 - To export all the titles in your collection, select **All**.
 - If you have added the titles to be exported to a Resource List, select **from List** and then select the correct List.

To review the contents of the selected List, click

- If you have created a file of barcode numbers, select **by barcode** and click

to locate your file.

- If you are building a list of barcode numbers, select **by barcode**.

Place the cursor in the **Create a barcode list** box and scan the barcodes, or type them in and click .

To remove a barcode number from the list, highlight it and click .

4. Choose whether to export **All records**, **Full records only**, or **Brief records only**. Brief records are those that do not contain tags between 305 and 899.
5. Decide if you want to include the copy information with the exported title information. If so, an 852 tag is created for each holding from each site. The Short Site Name of the school is entered in the 852_a.

If you are exporting All or a List contents, all of the titles' copies are included.

If you are exporting by barcode file, only the copies scanned are included with the titles.

If you are a district library materials manager, and chose an individual site and selected to include copy information, only the copies belonging to that site are exported with the title records.

6. If you are exporting from a single site (and not the whole district), choose whether to delete the titles and copies after export. Use this option with caution. If you select this check box, the exported titles and copies are deleted from your collection at the end of the process.

Notes:


Copies that are currently checked out are not deleted.

If you are exporting from a library (and not the district), a title record is not actually deleted if any other sites in the district have copies attached to it. It is, however, removed from your collection.

7. Select the character set to be used for the export file.

For most records, ALA suffices. If your records contain characters or diacritics not supported in ALA, select UTF-8.

If you are sending your export file to Follett Software for enhancement, make sure to select ALA.

8. Once you have made your selections, click  .

9. When it is finished, open the **Job Manager** in the **Back Office** to view the job summary. It provides a link allowing you to download the export file.

For a district export, the export produces a single MARC21 file with titles and holdings for all schools in the district.

If you chose *not* to delete the titles and copies after the export, the job summary shows the number of records exported.

If you chose to delete the titles and copies after the export, the job summary includes the following information:

For each title: Title (complete 245 tag), author, standard number.

For each copy: Barcode number, call number.

Note: The export file includes all the copy fields except notes. These fields are actually text files that have no corresponding subfield in the 852 tag.