

Athena 9.1 Export MARC Records

Our contract with Auto-Graphics allows libraries to submit their complete database on a monthly basis (or as frequently as they choose) at no additional cost to ICONN. Processing your complete database each time, rather than processing transactions containing only additions and deletions since the time of last contribution, is the preferred (the most accurate and the least complex) method of updating your library's holdings in reQuest. However, instructions for submitting only transactions are presented here as well.

Additions and Complete Database Export

You need to have access to the Internet to FTP your records to Auto-Graphics so choose a computer that can access Athena and the Internet.

1. Start **Athena**
2. Click on **Cataloging**
3. In the **Maintain Items in a Collection** choose **Export MARC records**
4. If you are doing a complete database download, go to **Step 6**. If only doing recent transactions, drop down to **Limit Export to: Date acquired** and **Enter the date range** since your last export (e.g. 07/01/2003 07/31/2003)
5. At **Export to file** enter the drive, folder, and file name for your intended export file (or use the ... box to choose the folder destination). Use this file naming practice: library code.date.full (example: cldr.092104.full) for full database download, or library code.date.adds (example: cldr.092104.adds) for recent additions only. A good file destination is your Desktop or a folder on the Desktop.
6. For titles with multiple copies choose **Export as a single MARC record**.
7. Click the Export button. The file is saved in the folder you specified.
8. Exit Athena.
9. Find the file you just created, right-click and **Copy**.
10. Open Internet Explorer and connect to the following address:
<ftp://ftprqst:rqg09t@ftp.auto-graphics.com/>. It takes a few minutes for the connection. You may see several files in the FTP folder.
11. Place your cursor on a blank area of the screen and right click and **Paste**. This pastes the file you previously copied into memory into the Auto-Graphics ftp folder. The FTP process takes a few minutes based on the number of records being sent and the speed of the connection. When this is completed you will see your file name on the Auto-Graphics site. You can exit out by just going to another site or location or closing the browser.

Deletions

This procedure assumes you delete all items in Athena by "bibliography" (i.e. you compile a bibliography of all titles you are planning to delete before using the **Delete Titles/Copies** feature to delete them).

1. Use procedures #1 to 3 above.
2. Click on the **Load Bibliography** tab at the bottom of the screen.
3. Choose the bibliography of your intended deletions.
4. At **Export to file** enter the drive, folder, and file name for your intended export file (or use the ... box to choose the folder destination). Use this file naming

practice: library code.date.dels (Example: cldr.092104.dels). A good file destination is your Desktop or a folder on the Desktop.

5. Use procedures #6 to 11 above.

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For further assistance contact Gail Hurley, Statewide Library Catalog Coordinator
Telephone: (860) 704-2222 or toll free (888) 256-1222.