

Follett Instructions to Export MARC Records to Auto-Graphics

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.

Export title and copy records instructions, for single libraries:

From the Cataloging main window, choose File.
Then choose Export MARC 21/852 Holdings Format.

A. EXPORTING THE COMPLETE DATABASE:

To export the complete database (for example, if you are contributing all your records for the first time, or annually), select No Range.

1. When the No Range option is chosen, a dialog box appears. Leave the options on this screen at their default settings.
2. Click Export. A standard Save As dialog appears; specify the target destination drive and filenames, and make note of these for the FTP process.

These export instructions are available in greater detail in the Follett v5.0 User's Guide, on pages 306-310.

When you have finished this part of the export process, you can FTP the file to Auto-Graphics. The FTP instructions are available at <http://iconn.auto-graphics.com/staff/documents/FTPprocedure.pdf>

B. EXPORTING ONLY TITLES ADDED AND UPDATED:

To export records that were added or updated, select Title Date Added/Updated.

1. When the dialog box appears, enter the appropriate date range to export the data. Which dates are entered depends on your last date of export of either the complete database or latest transactions.

The program determines which records will be exported by checking the title record's 005 tag and the copy record for the starting and ending with dates you selected.

Leave all other options at their default settings.

2. Once you have made your selections, click Export. A standard Save As dialog appears; specify the target destination drive and filenames, and make note of these for the FTP process.

These export instructions are available in greater detail in the Follett v5.0 User's Guide, on pages 306-310.

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C. EXPORTING ONLY TITLES THAT WILL BE DELETED:

For users on Follett v5.10 and higher:

Send a copy of the Weeding.txt file found in the CC40\Temp folder. This file is created by the Follett program and all deletions are tracked in this report. You can get quick access to this file if you have the Exception Reports icon in your Follett Applications folder. After sending the file to Auto-Graphics, you might consider renaming the Weeding folder so that the next time you send it you won't be repeating deletions already sent.

For users on versions prior to 5.10:

Create a category called "Discarded <school year>."

1. Use your PHD (Portable Handheld Device) to scan all the barcodes of the items you are planning to delete in that session.
2. You can then go to Cataloging | Edit | Update Copies via PHD and assign those items to the Discarded <school year> category. If you do not have a PHD unit, you can use the Cataloging | Edit | Individual Update option to assign books to categories. You can scan the barcodes using your circulation scanner.
3. Once they have been assigned, you can go to Reports | Cataloging Reports | Titles by Category and print a list of the Discarded category. This report can be printed to a file for easier transfer.
4. Once the printout has been retrieved, you can use the PHD to delete the items from your database via Cataloging | Edit | Delete Copies via PHD. If you have no PHD, you will need to delete the items manually.

Updating to v5.10 will give you access to the Weeding Log that you can copy and manipulate to create a Weeding report.

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Instructions provided with help and support from Marianne K. Bessette, New London Public Schools, and Joan in Technical Support, Follett Software Company.
For further assistance contact Gail Hurley, Statewide Library Catalog Coordinator
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