

## Extract MARC Records From Library Solution

[Note: The following instructions extract records based on transaction date. The preferred method is to send the entire file of records each time.]

Part I: Enter the L.S Cataloging Utilities program (can have icon on desktop).

Click on File. Click on Extract Records. Type your Cataloging password in the Log-in screen.

At the screen called "Extract Records from Local Database" the following settings are used.

- Enumerate (buttoned)
- Copy to file (checked)
- Overwrite (buttoned)
- Bibliographic (checked)
- Exclude records created in CIRC (checked)
- Search type: Time stamp (buttoned)

Can create a folder named "Extract" into which the MARC records are placed at extraction. Named file c:\extract\xxxx(date).mrc. Your reQuest ID would be inserted instead of xxxx. Be sure to change the date on each new extraction. Your file name might look like this c:\extract\abcd040404.mrc. Each time you do an extract from L.S, this file name should be in the box with the only change being the date of the extract. When all your settings are correct, type in the Initial and Final date key by year, month and day. For example: 20030101 to 20030304. Then click OK. The extract will begin and you will see the number of records being processed into your file. When the extract is finished, close the program.

Part II: Double Click on My Computer (on desktop)

- Click on C drive
- Click on the Extract folder
- LEFT click on the file to highlight it
- RIGHT click on the file
- Click on COPY
- Make note of the file size to use later in an e-mail to Auto-Graphics
- Close program

Part III: Connect to Auto-Graphics' ftp address as supplied by reQuest

- LEFT click on the white area of the ftp screen
- Choose EDIT from the Toolbar
- Choose PASTE
- Your file will copy to Auto-Graphics and the file name shows up on the screen after ftp is finished
- Close program

Part IV: Send an e-mail to aeg@auto-graphics.com (Amalia Gonzalez) with the library name/ID, filename, and approximate number of records in file.