

## MARC Export

The MARC Export Utility wizard can be used to export catalog records from the Unicorn database and copy them to a file on the workstation or the Unicorn server. Catalog records may be exported for a number of reasons.

- To contribute to a state library catalog or union holdings list.
- To have authority processing done by a vendor.
- To maintain holdings at a book jobber/vendor to check orders for duplicates.

Do the following to review and export records:

- 1. Set Properties on the MARC Export wizard (right-click for property settings).
  - a. Select **Include 999 holdings** tag, if this export file needs holdings included (ex – for collection analysis)
  - b. If the records are being exported for enhancement, and will be reloaded, please work with your ITC staff for details. Property settings will "include local and junk tags".
  - c. Decide how many records you want to export to each file for viewing, and set the MARC Export wizard properties accordingly. *If exporting for file analysis, it is best to select "Export all records to one file" – you will have one file for export.* Or if 1000 records are being exported, and you want to put 300 records in each file, select the **Include N Records** export option in the wizard properties, and type **300** in the text box. You will have several files when completed.

MARC Export : Property	
	Display property page: 🗅 Wizard Startup 🌾 Never
Defaults	
▼ Include 999 holdings tag	
Include local and junk tags	
Export Symphony catalog key to MARC tag	001
Format of the output file: 🍳 Marc 🔿 Flat	
	10 records in each file
C View all records . Include 300	records in each file

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_	Display property page: 🔘 Wizard Startup 🔘 Neve
Defaults	
✓ Include 999 holdings tag	
Include local and junk tags	
Export Symphony catalog key to MARC tag	001 🔻
Format of the output file: 💿 Marc 🔘 Flat	
Export all records to one file	10 records in each file
○ View all records	records in each file

d. If you want to preview the catalog records before exporting them, decide how many records to display in each preview file, and select the MARC Export wizard properties accordingly. It is best to not have more than 300 records per file, since viewing such a large document in Word will be difficult. For example, all records are being exported, and you want to put 300 records in each file for viewing. Select the Include N Records view option, and type 10 in the text box.



- 2. Run the Extract Keys for MARC Export report.
  - a. Click on Schedule New Reports.
  - b. *Click* on Bibliographic Tab.
  - c. **Select** the <u>Extract Keys for MARC Export report</u>. **Select** the criteria to pull records. This report selects the catalog records that will be exported and saves the number of catalog records specified in the wizard properties to each file. Select "Run Now".
- 3. Click on Cataloging Wizard.
- 4. Click MARC Export wizard.



- 5. If property window displays, verify the wizard properties are set as you want (see above) and *click* OK.
- 6. If you want to preview the catalog records before exporting them:
  - a. *Click* the Preview tab. If a File to View list displays, *select* the file of records you want to view.
  - b. Click Preview button. Repeat this step for all the files you want to display.

preview - Notepad	MARC Export
File Edit Format View Help	
*** DOCUMENT BOUNDARY *** FORM=MARC	Export Preview
.000.  aam i0p .001.  a110-0804079	
.005. a20030531004034.0	Records selected on: Tue Jul 25 11:05:02 Record count: 8470
.008.  a750520s1975 nyu j 00011 eng .010.  a 75016255 /AC	Records selected on: Tue Jul 25 11:05:02 Record count: 6470
.020.   a0531010961 .035.   a(Sirsi) a47277	
.040.  aĎLC CDĹC dSKR dOLmIUC .041. 1  aengger	
.042. aSuperMARC .050. 00 aPZ7.N672 bF13	
.082. 14 aFic Nos 212	Export Preview Cancel
.100. 10 añèostlinger, Christine.	Export Pre <u>v</u> iew <u>C</u> ancel
.245. 10 aFly away home / cby Christine Nèostlinger ; translated from the German by Anthea Bell.	
.260. 0 aNew York : bF. Watts, c1975. .300.  a135 p. ; c21 cm.	
.500. [aTranslation of Maikèafer flieg]	
.520.  aIn Vienna, during world War II's final days and the Russian occupation, young Christel Goth finds an escape from uncertainties of daily life in her relations with Cohn, a Russian Jewish Soldier.	
.650. 1 aWorld War, 1939–1945 zAustria ×Fiction.	
.650. 1 aU.S. History xWorld War y19391945 zAustria xFicti. .651. 0 aVienna xHistory xFiction.	
.651. 1 aVienna (Austria) xHistory xFiction. .651. 1 aAustria xHistory y1938-1945 xFiction.	
.651. 1 aAustria ×Historý ý19381945 ×Fiction. *** DOCUMENT BOUNDARY ***	
FORM-MARC .000. laam i0p	
.001. aUC110-0804079	
.005. a20030531004034.0 .008. a75052051975 nyu j 00011 eng	
.010.  a 75016255 /AC .020.  a0531010961	
.035.   a(Sirsi) a47278 .040.   aDLC cDLC dSKR dDLmIUC	
.041. 1 Laengger	

7. **Click** on the *Export* tab. The *Records Selected On* field shows the most recent run date and time of the *Extract Keys for MARC Export* report. The *Record Count* field displays the total number of catalog records to be exported.

	MARC Export	
	Export Preview	
( T	Records selected on: Wed Mar 21 11:05:39 Record count: 1387	
	Save exported records: O On server . O On client	
	File name on server:	
	File name on client:	

pg 2



8. In the *File name on client* option, **use** the gadget to determine where the file will be saved on your computer, name your file (**exportdata.mrc** is suggested), **hit the OK button** to save your file on your computer.

	Gadget : Serect		- 🗆 ×
he	Save in:	🔳 Desktop 🔷 👘 🗇 🛄-	^
ter, is :o	Recent Desktop Docum	File Me   3CXPhone for W     Helpful docs   Acrobat Reader     Lib Support Pthway   Cartasia 2020     MITENET   Cherwell Service     Mitnet-DEC   Firefox     MobileStaff   Google Chrome     My stuff   Microsoft Edge     Print Pathways   VMware Horizon     Google Drive   WorkFlows 3.6.2	
	This PC	<  File name exportdata.mrc	*

9. Click Export.



10. When the wizard finishes exporting the files, the *log.txt* file opens and displays the export log. *Review* the log file, and close the log file window.

🖡 log - Notepad
File Edit Format View Help
NICORN Catalog dump GL3.0 started on Thursday, February 9, 2006, 12:36 PM The catalog key will be nead from standard input. The flexible key will be output in 035. MARC records will be written to standard output. Tags listed in the dump junk tag file dumpjunktag will NOT be included in exported records. Local entries will NOT be included in exported records. Internal subfields ? and = tag list will NOT be included in exported records. Internal subfields ? and = tag list will NOT be included in exported records. Is catalog record(s) printed. S bibliographic MARC record(s) printed. 0 item record(s) printed. NICORN Catalog dump finished on Thursday, February 9, 2006, 12:36 PM

11. Click OK to close the Completed dialog box.



The file is now in Marc format and saved on your computer ready to send as necessary.

**NOTE:** If the report file does not exist in the Unicorn/Xfer directory when the MARC Export Utility wizard is used, a message appears and informs you to run the Extract Keys for MARC Export report before exporting records.



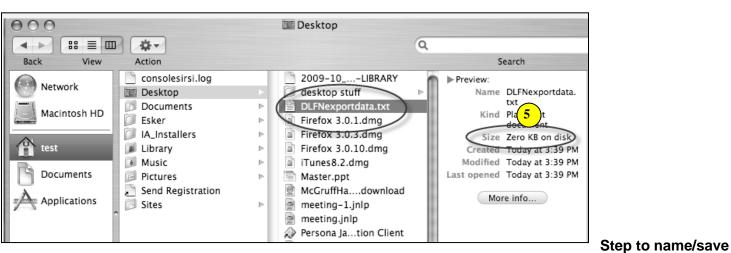
## MAC USERS - Workaround for saving file to computer desktop:

OHIO'S Prek-12 DIGITAL LIBRARY

(**NOTE** – no place to name this file in order to save it onto the desktop – compare to PC screenshot, where you can name the file and save it)

	Gadget : Select File				
	1 test				
	Name Date Modified		-		
	Consolesirsi log Thursday, August 17, 2006 4:25	PM			
adget : Sele		PM			
	Desktop ÷	м			
Name				What follows is a "workaround":	
1000	-10_DATABASE-LIBRARY Monday, August 31, 2009 10:51 AM Tuesday, October 9, 2007 1:11 PM			MAC Workaround:	
expor	rtdata2.doc Wednesday, November 4, 2009 1:50 PM	м		WAC WORKAROUNU.	
	rtdata3.txt Wednesday, November 4, 2009 2:01 PM x 3.0.1.dmg Thursday, July 3, 2008 11:55 AM	AM			
	x 3.0.10.dmg Wednesday, May 6, 2009 11:55 AM	АМ		Select TextEdit application, create an	
	x 3.0.3.dmg Tuesday, October 7, 2008 3:17 PM			empty document with name of exportdat	a:
iTune 🗟 i	s8.2.dmg Thursday, June 25, 2009 2:05 PM				
McGr	uffHallowe/iew Action			Search	
1110	ing-1.jnlp Applications iWork			▶ Preview:	
	naApplica DesktopDB 🔊 🔊 Mail.app			Name TextEd	
	HD Developer 🖻 🃁 Marble Blast	Gold	⊳	Kind Applic	
	🖉 Library 🕨 🕅 Microsoft Off	fice X	⊳	Size 8.8 ME	
	Picture 1.png 📁 Nanosaur 2		⊳	Created 5/17/( Modified 7/10/(	
	Picture 2.png 💮 Nvu.app			PM	
	Picture 3.png	Test Drive	⊳	Last opened Today	
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		_		About TextEdit	
	Save As: DLFNexportdata	J			
			1	Preferences ೫,	
		search	$\supset$	Services	
	Network				
	desktop stuff			Hide TextEdit %H	
	Filelox 5.0.1.ullig			Hide Others て第日	
	Firefox 3.0.3.dmg			Show All	
	A Prietox 5.0.10.ullig			Quit TextEdit #Q	
4)	test iTunes8.2.dmg			Applica	
	Documents			Network Deskto	
	Applications				
	Plain Text Encoding: Western (Mac OS Roman)	\$			
	If no extension is provided, us	se ".txt".			
	Hide Extension New Folder Cancel	Save			
		Sure	- 11.		

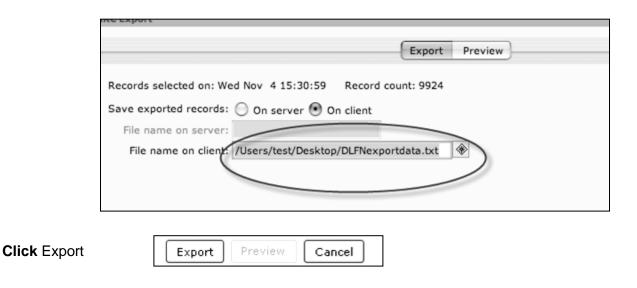




## file:

In the *File name on client* option, select the gadget, **SELECT** the empty *exportdata.txt* document, and **save your file to (as) that document** on your computer

Name	Date Modified	
2009-10_DATABASE-LIBRARY	Monday, August 31, 2009 10:51 AM	
desktop stuff	Tuesday, October 9, 2007 1:11 PM	_111
DLFNexportdata.txt	Wednesday, November 4, 2009 3:39 PM	
Firefox 3.0.1 dmg	Thursday, July 3, 2008 11:55 AM	
Firefox 3.0.10.dmg	Wednesday, May 6, 2009 10:42 AM	
Firefox 3.0.3.dmg	Tuesday, October 7, 2008 3:17 PM	U
iTunes8.2.dmg	Thursday, June 25, 2009 2:05 PM	
Master.ppt	Tuesday, February 10, 2009 2:55 PM	
McGruffHalloween-1.mpg.download	Friday, October 10, 2008 1:47 PM	
👮 meeting-1.jnlp	Wednesday, August 20, 2008 12:46 PM	
👮 meeting.jnlp	Wednesday, August 20, 2008 12:44 PM	
PersonaApplicationClient.app	Thursday, January 5, 2006 9:42 AM	Ă
Picture 1.png	Wednesday, November 4, 2009 3:34 PM	Ŧ
File type All Files	\$	





*Click* OK to close the Completed dialog box.

MARC Export			
<b>(j</b> )	Completed		
	ОК		

The file is now in Marc format and saved on your computer ready to send as necessary.

Note: For more detailed information or specific questions, use HELP wizard.