

Welcome to CollectionWiz™ from Capstone Publishers!

CollectionWiz is a fast, easy, and free way to help you with your collection development efforts of planning, weeding, and acquiring new library materials. CollectionWiz will help you identify your aged items and provide you with useful statistical information on each Dewey area. And, to assist you in those weaker areas of your collection, CollectionWiz provides you with lists of quality Capstone Publishers' product – all correlated to your state curriculum standards. In addition CollectionWiz will alert you to the titles you already own, helping you to avoid purchasing unintended duplicates! All you need to do is export your MARC records from your library automation system, and upload them to our service. No setup work is necessary!

Using CollectionWiz is easy!

1. Export your MARC records from your library automation system.
2. Upload the exported MARC record file to CollectionWiz.
3. Within minutes, you can access your analysis, aged lists, reports, graphs, and review suggested items.

Browser Requirements

For Windows™ users, CollectionWiz will work on Internet Explorer™, Safari™ and Firefox™. All reports preview in a second browser window, and may be saved and printed as a PDF or as a Microsoft Excel™ document. With Internet Explorer, you may also have the option of printing all reports directly from the report screen.

For Mac OS™ users, CollectionWiz will work on Safari and Firefox. All reports preview in a second window, and to print them, reports should be saved as an Adobe PDF or as a Microsoft Excel document.

Accessing CollectionWiz

You may access CollectionWiz from the home page on the following Capstone Publishers' company websites:

Capstone Press:	www.capstonepress.com
Compass Point Books:	www.compasspointbooks.com
Picture Window Books:	www.picturewindowbooks.com
Stone Arch Books:	www.stonearchbooks.com
Children's Library Resources:	www.clrlibrary.com

A Website Account is Needed

CollectionWiz requires a free online account, which you may create and use on any Capstone Publishers' company websites. Your online account lets you use CollectionWiz, alerts you to which titles you already have in your collection, allows you to save booklists, specify library processing requirements, and place orders online.

The "Create an Account" link found at the top of the home page will walk you through the process of establishing an account.



Exporting MARC Records

At the end of this document, we have furnished MARC record export instructions for various library automation systems commonly found in school library media centers. **Please note however, for the most detailed and up-to-date export instructions on the library automation system and version you are running, we highly encourage you to check your system's online help, your manual, your system administrator, or your vendor's technical support department, for assistance with exporting MARC records.**

Call Number Mapping

CollectionWiz does not require any setup work for you to begin using the service. CollectionWiz uses and interprets bibliographic and copy data as cataloged in your MARC records to determine which Dewey category a title should map to. For titles that have been cataloged and classified with a unique or non-standard call number, please be aware that they will likely be mapped to the "Other Call Numbers" totals. A listing of all titles mapped to "Other Call Numbers" is available.

Note: if you classify Fiction and Non-Fiction materials both with "E" only, CollectionWiz will load all items into Fiction.

To use CollectionWiz

1. Go to a Capstone Publishers company home page. In the address bar of your browser, type the following immediately following the **.com/** :

account/marcupload.aspx

For example:

<http://www.capstonepress.com/account/marcupload.aspx>

<http://www.clrlibrary.com/account/marcupload.aspx>

<http://www.compasspointbooks.com/account/marcupload.aspx>

<http://www.picturewindowbooks.com/account/marcupload.aspx>

<http://www.stonearchbooks.com/account/marcupload.aspx>

Note: accessing CollectionWiz this way is temporary until July 2008.

2. If you are not already signed into the website at this point, you will be prompted to sign in.
3. You will be taken to the **CollectionWiz – MARC Upload** screen. To upload your exported MARC file, click the **Select** button or the **Choose File** button (Safari browsers only) and browse to the location you saved the MARC file to and select it.
4. Click the **Submit** button. Your file will begin uploading to our website. During uploading, you will observe a box listing the percentage completed and estimated time remaining to upload the file. Once the MARC file is completely uploaded, the file will be processed. You will see various tasks occurring and their status in the Upload History area of the page. While the upload and processing usually only takes a few minutes, you may perform other activities on the website, and return to the CollectionWiz – MARC Upload screen to verify that your analysis is ready.
5. When **“Completed”** displays in the status column, you may click on the **“View** your CollectionWiz” link to take you to your completed analysis.

Note – CollectionWiz only uses the file you last uploaded to the website. Previous files are deleted.

[Your Account](#)

CollectionWiz - MARC Upload

CollectionWiz is a fast, easy, and free way to help you with your collection development efforts of planning, weeding, and acquiring new library materials. CollectionWiz will help you identify your aged items, provide you with statistical information on each Dewey area, and to assist you in those weaker areas of your collection, provides you with lists of quality Capstone Publishers' product correlated to your state curriculum standards. In addition, the service will alert you titles that you already own, eliminating undesired duplication! All you need to do is export your MARC records from your library automation system, and upload them to our service below. No setup work is necessary!

Using CollectionWiz, is very simple!

1. Export your MARC records from your library automation system.
2. Upload your exported MARC record file to our website using the Select and Submit feature below.
3. Within minutes, your analysis, aged lists, graphs, and links to suggested items will be ready, plus your product searches will indicate if you already own a copy of a particular title!
4. Additional Detailed Instructions

Click the Browse button to locate and load your exported MARC file, then click the Submit button to begin processing

Your MARC records were last updated on 5/19/2008



Click the **Select** button, to browse and locate your file, then click the **Submit** button.

[View](#) your CollectionWiz analysis!

Click the "[View](#)" link to access your CollectionWiz analysis!

Upload History

Date	Status
May 19, 2008 02:46 PM	Completed

↑ When the status says "**Completed**" your MARC record file has uploaded and is processed.

CollectionWiz Collection Analysis

The CollectionWiz Collection Analysis displays the Dewey Main Classes, Fiction, Biography and Other and includes the following information:

A. Expanding and Collapsing a Dewey Main Class

By default, CollectionWiz displays statistics on the Main Classes, Fiction, and Biography. To expand the Main Classes and view the analysis on the subclasses, click the at the Main Class. To collapse the view, click the sign.

B. Print Analysis

You have the ability to print the entire analysis. See the Print Analysis section for details.

C. Print Graphs

You have the ability to print age comparison graphs. See the Print Graphs section for details.

D. # of items

Displays the number of items mapped to a range.

E. Reset all Ages

You have the ability to adjust the suggested copyright date ages for all call number ranges. See the Reset all Ages section for details.

F. % of collection

Displays the percent of collection mapped to a range.

G. Average Age

*The Average Age column displays the calculated average age of items in a range. The average age will display in **red**, if the date is older than the suggested age.*

H. Suggested Age

By default, the suggested age setting for all Dewey ranges, Fiction and Biography are 5 years. This date can be adjusted for your library. See the Suggested Age section for details to adjust the age.

I. Lists

Includes various lists which preview in a second window. See the Aged Lists, Suggested Items, Submitted and Graphical Reports sections for details.

B

C

D

E

F

G

H

I

	<input type="button" value="Print Analysis"/>	<input type="button" value="Print Graphs"/>	<input type="button" value="Reset all Ages"/>				
A	<input type="checkbox"/>	Dewey Decimal Classification	# of items	% of collection	Average Age	Suggested Age	Lists
	<input type="checkbox"/>	000-099 - Computer Science, Information, and General Works	136	1%	1995	<input type="text" value="2003"/> <input type="button" value="Set"/>	Aged (80) Suggested Items Graph
	<input type="checkbox"/>	100-199 - Philosophy and Psychology	109	1%	1992	<input type="button" value="Reset Range"/>	Aged (83) Suggested Items Graph
	<input type="checkbox"/>	200-299 - Religion	63	0%	1990	<input type="text" value="2003"/> <input type="button" value="Set"/>	Aged (60) Suggested Items Graph
	<input type="checkbox"/>	300-399 - Social Science	1006	5%	1989	<input type="text" value="2003"/> <input type="button" value="Set"/>	Aged (916) Suggested Items Graph
	<input type="checkbox"/>	400-499 - Language	207	1%	1991	<input type="text" value="2003"/> <input type="button" value="Set"/>	Aged (199) Suggested Items Graph
	<input type="checkbox"/>	500-599 - Science	1659	8%	1993	<input type="button" value="Reset Range"/>	Aged (1445) Suggested Items Graph
	<input type="checkbox"/>	600-699 - Technology	552	3%	1993	<input type="text" value="2003"/> <input type="button" value="Set"/>	Aged (451) Suggested Items Graph
	<input type="checkbox"/>	700-799 - Arts and Recreation	436	2%	1993	<input type="text" value="2003"/> <input type="button" value="Set"/>	Aged (348) Suggested Items Graph
	<input type="checkbox"/>	800-899 - Literature	348	2%	1988	<input type="text" value="2003"/> <input type="button" value="Set"/>	Aged (335) Suggested Items Graph
	<input type="checkbox"/>	900-999 - Geography and History	1196	6%	1993	<input type="button" value="Reset Range"/>	Aged (1058) Suggested Items Graph
		Fiction	11425	56%	1989	<input type="text" value="2003"/> <input type="button" value="Set"/>	Aged (10514) Suggested Items
		Biography	2940	15%	1994	<input type="text" value="2003"/> <input type="button" value="Set"/>	Aged (2167) Suggested Items
		Other Call Numbers	182	1%			Submitted
		Totals	20259	100%	1992		Submitted
		<i>Dewey Decimal Classification is a registered trademark of OCLC™.</i>					

Suggested Age

The Suggested Age column is the copyright date that you would like your titles in that call number range to be more recent to. By default, the suggested age setting for all Dewey ranges, Fiction and Biography are 5 years. You can, however, easily adjust the suggested year for an entire Dewey Main Class or subclass.

- To change the year at the Dewey Main Class level, at its row in the Suggested Age column, type the new year you would like it to be, and click Set.
- To change the year at a Dewey subclass level, click the at the main class (which will expand and display the subclasses), type the new year at the appropriate row, and click . After changing a year at the subclass level, a button will populate in the Main Class row. Clicking this button will reset all years in the subclasses back to the default (5 years) setting. You will, however, be prompted to confirm your change, prior to it changing.
- The years chosen in the Suggested Age column will impact which titles display in the Aged list and various data used in the graphical reports.

<input type="checkbox"/>	Dewey Decimal Classification	# of items	% of collection	Average Age	Suggested Age	Lists
<input type="checkbox"/>	000-099 - Computer Science, Information, and General Works	136	1%	1995	2003 <input type="button" value="Set"/>	Aged (80) Suggested Items Graph
	- 000-009 - Computers	31	0%	1995	2003 <input type="button" value="Set"/>	Aged (24) Suggested Items

For either the Main Class or the subclass level, type your preferred year, and click **Set**.

Reset all Ages

Clicking the Reset All Ages button (located at the top of the analysis), will adjust the suggested ages for all Dewey ranges, Fiction, and Biography back to the default setting, which is 5 years. You will be prompted to confirm your change, prior to it changing.

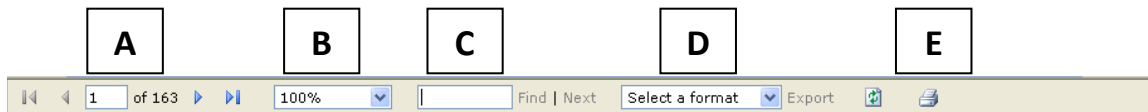
Navigating with the Reports Bar

When clicking the Print Analysis, Print Graphs, Aged link, Submitted link, or the Graph links, a second browser will open and display the information. Other navigational features on the top Reports Bar include:

- A. **Arrow buttons** allow you to browse through the report and access the First Page, Previous Page, Next Page, and Last Page. A box allows you to type in a page number, hit enter (or return on Mac OS) to view a specific page
- B. **Report resolution** may be adjusted with a dropdown (default is 100%)
- C. A **“Find”** text box allows you to type in text, click Find and Next, to locate items
- D. Using the **“Select a Format”** dropdown, reports may be exported and saved as a PDF or a Microsoft Excel document. For a PDF, select **“Acrobat PDF”**. For an Excel document, select **“Excel”**. After your selection, click the **Export** link directly to the right of your selection.

Note – for Firefox users on Windows: After choosing your export selection and clicking the Export link, you will need to click the **“OK”** button twice – once to activate the button, and second time to actually save and download the report.

- E. Note – Internet Explorer users on Windows: A printer icon on the report browser will allow you to print directly, however if you choose to click this icon, you will be required to do a one-time, quick install of Active X Control. Follow the instructions on the screen.




Print Analysis

Print Analysis

To print the analysis, click the Print Analysis button, and the report will open in a second window. Page one of the report is a snapshot of the CollectionWiz analysis and the Dewey Main Classes, Fiction, Biography, and Other. Clicking the right arrow button at the reports bar will allow you to browse through the subsequent pages of the report.

To save or print, see “Navigating with the Reports Bar” section.

Collection Analysis Report				
Jane Smith				
Capstone Library				
Today's date: May 30, 2008				
Data uploaded on May 28, 2008 at 3:43 PM				
Call Number	# of items	% of collection	Average Age	Suggested Age
000-099 - Computer Science, Information, and General Works	151	1.7%	2001	2003
100-199 - Philosophy and Psychology	45	0.5%	1995	2003
200-299 - Religion	1	0%	1991	2003
300-399 - Social Science	607	7%	1998	2003

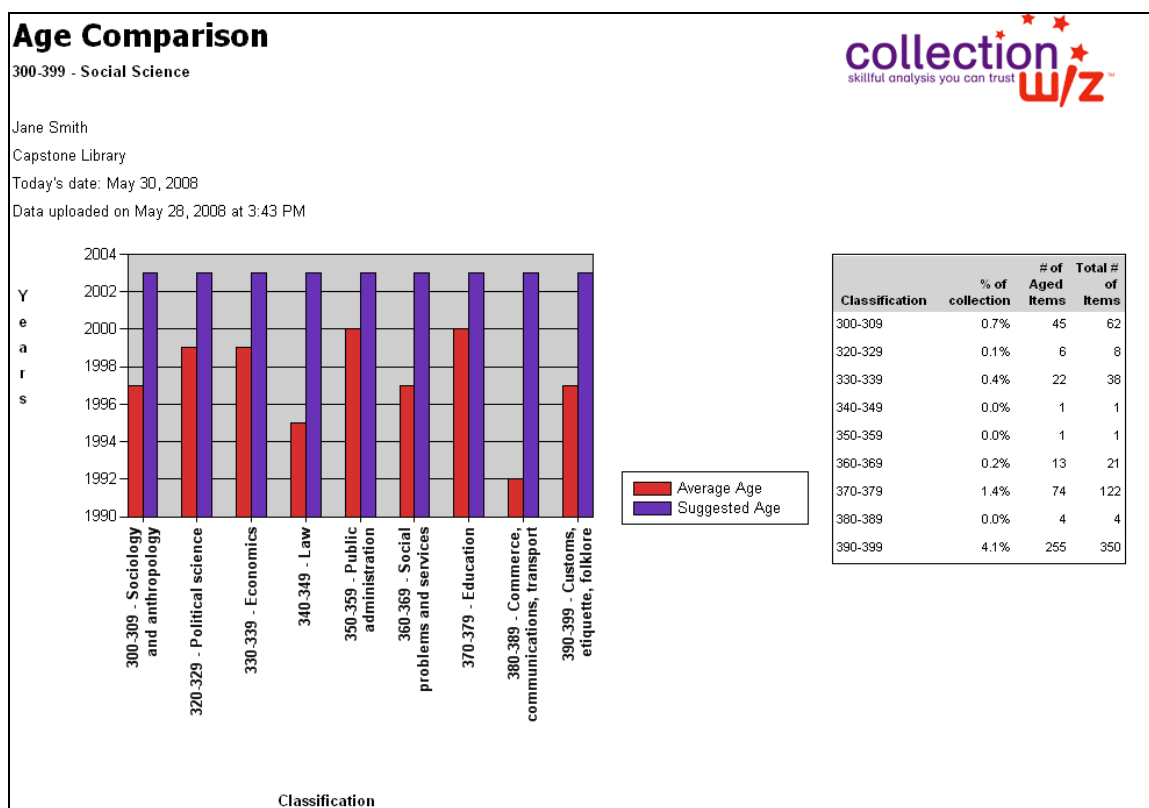
Print Graphs

Print Graphs button

The Print Graphs button includes a graphical representation that compares each range's suggested age to its average age. A table is also included on the report which details the percent of collection, the total number of aged items, and the total number of items. Clicking the right arrow button at the reports bar will allow you to browse through the subsequent pages of the report.

The graph report is also available at each Main Class Row, Fiction, and Biography by clicking on Graphs in the lists column.

To save or print, see "Navigating with the Reports Bar" section.



Aged Lists

[Aged \(17\)](#)

To assist you in identifying titles for potential weeding, CollectionWiz provides aged title reports, which are titles in a respective call number range that are older than the suggested age. Links to these reports are available by clicking the **Aged** link from the Lists column at the Main Class and Sub Class levels. The number to the right of this link indicates the number of titles (with a valid copyright date) that have been identified as older than the suggested age. Please note that titles that are missing a copyright date, or that have non-standard copyright data cataloged in the copyright tag of your MARC records, will also display in the aged list.

This list is a good starting point to show items to review when it's time to weed. Remember, there is other criteria to use beyond age to determine what to weed including reviewing your circulation statistics, examining the physical quality and appeal of the item, checking the content for accuracy, knowing your curriculum and community standards, and being aware of current trends and interests – just to mention a few.

The list displays in call number order.

To save or print, see “Navigating with the Reports Bar” section.

Collection Aging List					
620-629 - Engineering					
Jane Smith					
Capstone Library					
Today's date: May 30, 2008					
Data uploaded on May 28, 2008 at 3:43 PM					
ISBN	Call No.	Title	Author	Copyright	Publisher
0329143190	620 Be	Invention /	Bender, Lionel.	1991	Distributed by Random House,
1564582205	620 Gre	Great inventions.		1993	Distributed by Houghton Mifflin Co.,
0316347256	620 Ha	Imaginative inventions :	Harper, Charise Mericle.	2001	Little Brown,
0060249242	620 Sa	Inventors /	Sandler, Martin W.	1996	HarperCollins Publishers,
0394546911	621 Co	The universe :	Couper, Heather.	1985	Random House,
0805014101	621.8 Ro	Power machines /	Robbins, Ken.	1993	H. Holt,
1580860311	621.8 Yo	The usborne book of machines that work	Young, Caroline	1993	Usborne Publishing;

Submitted

[Submitted](#)

The Submitted lists identify titles that were loaded to CollectionWiz, and are available from the Other Call Numbers and Totals row.

Other Call Numbers

CollectionWiz examines multiple tags and subfields within your exported MARC records to assist with mapping to the correct category (Dewey, Fiction, or Biography). If CollectionWiz cannot detect the call number for a title, these titles will map to the “Other Call Numbers” category.

Totals

The Submitted list in the Totals row is a master list of all items uploaded to CollectionWiz. The list displays in Call Number order.

To save or print, see “Navigating with the Reports Bar” section.

Submitted - Other Items

Ellen Smith

Coughlan School

Today's date: May 27, 2008

Data uploaded on May 19, 2008 at 8:2 AM

ISBN	Call No.	Title	Author	Copyright	Publisher
		AMERICAN GIRL MAY/JUN 98			
0262011123		Beginning to read:	Adams, Marilyn Jager	1990	MIT Press,
0865930341		Chickens	Stone, Lynn M,	1990	Rourke Corporation
		Classical Relaxation Bach with Ocean Sounds		1998	Direct source
		Classical Relaxation Beethoven with Ocean Sounds		1998	direct source
		Classical Relaxation Mozart with Ocean Sounds		1998	Direct source

Suggested Items

To assist you in identifying some suggested titles that fill identified holes in your collection, CollectionWiz provides the ability to view a list Capstone Publishers titles by clicking the Suggested Items link. These lists are available at the Main Class and subclass call number levels.

By default, all suggested items that display use the following criteria:

- Have a Dewey Number in the range you select from
- Have a copyright date at or newer than the suggested age you specify
- Are correlated to your state’s curriculum standards

Product Search Results

You may adjust the list of product that display in your results in several ways

- Criteria:** Deselect a search parameter under “Criteria”. For example, if you want to remove the curriculum standards requirement, deselect the “Display only titles with Curriculum Standards” choice. This search applies automatically.
- Sort by:** In the sort by dropdown, you can select your preferred sort, then click the Apply button
- Display:** In the display dropdown, you can select to display all titles, only the titles you own, or only the titles you don’t own. Click the Apply button to activate your choice.

To add product to a booklist from the search results screen

- To add selected titles, click the box to the left of the title, then click the “Add Selected Items” button
- To add all titles in this page of the search results list, click the box in the Products/Publisher/Price header, then click the “Add Selected Items button

To add product to a booklist from the title information screen

- Click the “Add Item” button

To return to the CollectionWiz Collection Analysis

- Click the “CollectionWiz Analysis” link at the top of the search results page.

Titles Already Owned Alert

CollectionWiz will alert you to the titles already in your collection when you click the Suggested Items link, and when you perform other search types on the website.

[CollectionWiz Analysis](#)

Search Results

8 matching products were found

MARC records were last uploaded to our site on 2008-05-22. Consider uploading again if you have made changes to your collection.

A

Criteria:

- Dewey Decimal - 000-009
- Copyright Date - Greater Than 2003
- Display only titles with Curriculum Standards - Minnesota

C

B

Sort by: Display:

E

<input type="checkbox"/>	Products	Publisher	Price
<input type="checkbox"/>	 Alien Abductions Michael Martin 9780736843805 / 0-7368-4380-9 / Title / ©2006 / Dewey:001.942 / ATOS:4.7 / IL:3-9 / RL:3-4 / Language:English / Publisher:Capstone Press	 	\$17.95
<input type="checkbox"/>	 Bigfoot Michael Burgan 9780736827157 / 0-7368-2715-3 / Title / ©2005 / Dewey:001.944 / ATOS:4.8 / IL:3-9 / RL:3-4 / GL:3-9 / Language:English / Publisher:Capstone Press This title is already in your collection (1 copy)	 	\$17.95
<input type="checkbox"/>	 Computer, The Gayle Worland 9780736822152 / 0-7368-2215-1 / Title / ©2004 / Dewey:004 / ATOS:4.5 / IL:3-5 / RL:3-4 / GL:2-5 / Language:English / Publisher:Capstone Press	 	\$16.95
<input type="checkbox"/>	 Crop Circles Michael Martin 9780736843812 / 0-7368-4381-7 / Title / ©2006 / Dewey:001.94 / ATOS:5.1 / IL:3-9 / RL:3-4 / Language:English / Publisher:Capstone Press	 	\$17.95

D

Exporting MARC records

The following instructions briefly explain the process of exporting your MARC records from a variety of popular library automation systems. It is not intended as an authoritative, in-depth document for any single system. **For the most detailed and up-to-date export instructions for the version you are running, we highly encourage you to check your system’s online help, your manual, your system administrator, or your vendor’s technical support department, for assistance with exporting MARC records.**

The library automation systems detailed herein, include:

[Alexandria \(Mac\)](#)
[Alexandria V](#)
[Athena](#)
[Atrium](#)
[Concourse](#)
[Follett Circulation+ / Catalog +](#)
[Follett Destiny](#)
[InfoCentre](#)
[Library.Solution](#)
[LibraryWorld](#)
[Spectrum](#)
[Surpass Central](#)
[SirsiDynix Horizon](#)
[SirsiDynix Unicorn / Unicorn ecole](#)

Alexandria (Mac)

1. Select **FILE** in “cataloging”
2. Select **UTILITIES**
3. Select **EXPORT ITEM**
4. Select **FORMAT (MARC)**
5. Save the file to an accessible location (such as your desktop) and select **RUN**
6. **For the most detailed and up-to-date export instructions for the version you are running, we highly encourage you to check your system’s online help, your manual, your system administrator, or your vendor’s technical support department, for assistance with exporting MARC records.**

Alexandria V

1. Select **UTILITIES** from the “file” menu
2. Select **EXPORT ITEMS** from the “utility type” dropdown
3. Select **MARC** within “operation”
4. Select **ALL ITEMS** from the dropdown
5. Select **RUN** and save the file to an accessible location (such as your desktop)
6. **For the most detailed and up-to-date export instructions for the version you are running, we highly encourage you to check your system’s online help, your manual, your system administrator, or your vendor’s technical support department, for assistance with exporting MARC records.**

Athena

1. Select the “cataloging” tab
2. Select **EXPORT MARC RECORDS**
3. Verify the correct collection is active or change it in using the “change collection” tab
4. Select **NO ORDER** in the “select and sort by” dropdown
5. Name the file in the “export to” field and save the file to an accessible location (such as your desktop)
6. Select **EXPORT AS A MULTIPLE MARC RECORDS**
7. Select the **EXPORT** button
8. **For the most detailed and up-to-date export instructions for the version you are running, we highly encourage you to check your system’s online help, your manual, your system administrator, or your vendor’s technical support department, for assistance with exporting MARC records.**

Atrium

1. Click on **Catalog**
2. Click on **Export MARC records**
3. Click on **Filter** button
4. Click on **Generate List**
5. Click the check box next to “**Place copies together in same MARC record**”
6. Click on **Export Queued Records**
7. Once the progress bar gets to 100%, you should get a File Download screen. If you don’t, do a right click on the bar just below the address line of your browser.
8. Click **Save**
9. Type in a filename and select the location that you want the records to download
10. Click **OK**
11. **For the most detailed and up-to-date export instructions for the version you are running, we highly encourage you to check your system’s online help, your manual, your system**

administrator, or your vendor's technical support department, for assistance with exporting MARC records.

Concourse

1. Click on **Activities**
2. Click on **Cataloging**
3. Click on **MARC records**
4. Type in a filename and select the location that you want the records to download (select "C" as the export to drive choice)
5. **Click on the radio button** next to All Records
6. Click **Open**
7. Click **OK**
8. Click **Close**
9. **For the most detailed and up-to-date export instructions for the version you are running, we highly encourage you to check your system's online help, your manual, your system administrator, or your vendor's technical support department, for assistance with exporting MARC records.**

Follett Circulation + / Catalog +

1. Go to the "cataloging" application
2. Select **FILE**
3. Select **EXPORT MARC 21/852 HOLDINGS FORMAT**
4. Check **ALL RECORDS** and **INCLUDE COPY information** in the dialog box
5. Select **EXPORT**
6. Save the file to an accessible location (such as your desktop)
7. **For the most detailed and up-to-date export instructions for the version you are running, we highly encourage you to check your system's online help, your manual, your system administrator, or your vendor's technical support department, for assistance with exporting MARC records.**

Follett Destiny

1. Go to **CATALOG**. *The Export/Titles Copies option must be enabled in the Manage Catalog section of the user's access level.*
2. Select the **EXPORT TITLES** option
3. Select **ALL** to export all titles in your collection
4. Select the **ALL RECORDS** option
5. Select to **INCLUDE COPY INFORMATION** in the export
6. Do **NOT** select the option to delete the titles and copies after export
7. Select the **ALA** character set

8. Click **EXPORT**. The creation of the export file may be monitored in Job Manager. Job Manager provides you with the link that allows you to download the export file.
9. **For the most detailed and up-to-date export instructions for the version you are running, we highly encourage you to check your system's online help, your manual, your system administrator, or your vendor's technical support department, for assistance with exporting MARC records.**

InfoCentre

1. Select **CATALOGING**
2. Select **EXPORT**
3. Select **CALL NUMBER** from the dropdown menu and leave the fields blank
4. Leave the "limit to" fields blank
5. Select **BROWSE**, then name the file using the "file name" box and save to an accessible location (such as your desktop)
6. Select **EXPORT**. Do not shut down the InfoCentre client until the export is finished
7. **For the most detailed and up-to-date export instructions for the version you are running, we highly encourage you to check your system's online help, your manual, your system administrator, or your vendor's technical support department, for assistance with exporting MARC records.**

Library.Solution

1. Open **CATALOGING UTILITIES**
2. Select **EXTRACT RECORDS** from the "file" menu
3. Select **COPY TO FILE**
4. Enter you school or library name in the "file name" box
5. Select **OK**
6. **For the most detailed and up-to-date export instructions for the version you are running, we highly encourage you to check your system's online help, your manual, your system administrator, or your vendor's technical support department, for assistance with exporting MARC records.**

Library World

1. Select the records to export using the check boxes in the "list" window; to select all records, use the "Ctrl" (Windows) or "Option" (Macintosh) keys
2. Select **EXPORT** from the "file" menu
3. Select **MARC**
4. Save the file to an accessible location (such as your desktop)
5. Select **NO TRANSLATE**
6. Select **ALL COPIES** and click **OK**

7. **For the most detailed and up-to-date export instructions for the version you are running, we highly encourage you to check your system’s online help, your manual, your system administrator, or your vendor’s technical support department, for assistance with exporting MARC records.**

Spectrum

1. Select **MATERIALS**
2. Select **EXPORT**
3. In the “export” dropdown, select **ALL MATERIALS (IN MARC FILE ORDER)**
4. Select **US MARC/852 HOLDINGS DATA** in the “format” section
5. Select **BROWSE**
6. Name and save the file to an accessible location (such as your desktop)
7. **For the most detailed and up-to-date export instructions for the version you are running, we highly encourage you to check your system’s online help, your manual, your system administrator, or your vendor’s technical support department, for assistance with exporting MARC records.**

Surpass Central

1. Select **MATERIALS**
2. Select **EXPORT**
3. Leave “conditions” blank to export all of the records,
4. Select **SAVE RECORDS** and save the file to an accessible location (such as your desktop)
5. **For the most detailed and up-to-date export instructions for the version you are running, we highly encourage you to check your system’s online help, your manual, your system administrator, or your vendor’s technical support department, for assistance with exporting MARC records.**

Other automation systems including SirsiDynix Horizon, Unicorn, and Unicorn ecole

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