

## 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 maximum file size is 50 MB (which is approximately 50,000 MARC records). If your collection is larger, consider exporting a subset of your collection.

**The library automation systems detailed herein, include:**

[Alexandria \(Mac\)](#)  
[Alexandria V](#)  
[Athena](#)  
[Atrium](#)  
[Concourse](#)  
[Follett Circulation+ / Catalog +](#)  
[Follett Destiny](#)  
[InfoCentre](#)  
[Library.Solution](#)  
[LibraryWorld](#)  
[Mandarin M3](#)  
[Other](#)  
[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. Choose the **NO RANGE** export method from the submenu.
5. Check **ALL RECORDS** and **INCLUDE COPY information** in the dialog box
6. Select **EXPORT**
7. Save the file to an accessible location (such as your desktop)
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.**

#### **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.**

### **Mandarin M3**

1. Open CATALOGING
2. Click EDIT then SEARCH
3. Search for HOLDINGS
4. Anywhere type an \*
5. Click on SEARCH
6. Click on EDIT, then HOLDINGS, then select ALL RECORDS
7. Click on FILE then EXPORT. Name and save the file to an accessible location (such as your desktop)
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.**

### **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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