



Exporting Records from MassCat

To export records from MassCat, do the following:

Login to MassCat using your username and password:

Username:

Password:

Login »

Click on the “Tools” link on the top right column of the screen:

Home

News

Information for Filling Holds and ILL Requests

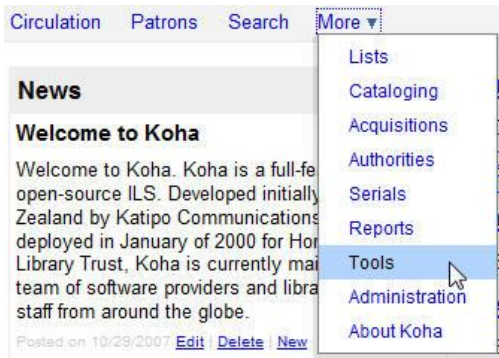
If you need information on whether or not a library is on the delivery system and how to address the delivery slip or if you need to contact another MassCat library regarding a request, use the following link to find a list of library names, contact names, email addresses, delivery system status and mailing addresses: <http://www.masscat.org/links/illinfo.htm>

Remember, not all MassCat members are on the statewide delivery system so please do not assume that an item you need to send to another library should be sent using delivery.

To determine whether another library is on the

- Circulation
- Serials
- Patrons
- Acquisitions
- Advanced search
- Reports
- Lists
- Tools**
- Cataloging
- About Koha

If you are already logged in to the system, click on the “More” link toward the top left corner of any screen and select “Tools” from the list:



You will be taken to a new screen. Click on the "Export Data" link:


Export data


Export bibliographic, holdings, and authority records

To export the records that you have recently added your holdings to, Go to the "Accession Date" area of the form and click on the calendar icon next to the "Start Date" box and select the starting date for the recent cataloging work you have done:

itemcallnumber:

Accession date (inclusive):

Start date: 

End date: 

A calendar will popup with the current date already active. Click on the date on the calendar that you wish to start your download with. (Note: you can navigate backward or forward to get to other months and years by clicking on the left and right-pointing arrows).

Click on the calendar icon next to the "End Date" box to select the ending date for the recent cataloging work you have done:

itemcallnumber:

Accession date (inclusive):

Start date: 

End date: 

A calendar will popup with the current date already active. Click on the date on the calendar that you wish to end your download with. (Note: you can navigate backward or forward to get to other months and years by clicking on the left and right-pointing arrows).

Scroll down to the section of the form, called "Options." Check off the box next to "Remove non local items." This will ensure that the holdings of the rest of the libraries in MassCat are stripped off of the record you are exporting, leaving just your holdings on the record:

Options

Don't export items

Remove non-local items

Don't export fields

Move to the next section called "Output." Leave the "File format" box selection set to "marc."

Give your file a name in the "File name" box. Be sure to name the file something that will make sense to you when you go searching for the file on your own computer. Then click the "Export" button to submit your choices and generate a file of MARC records:

Output format

File format:

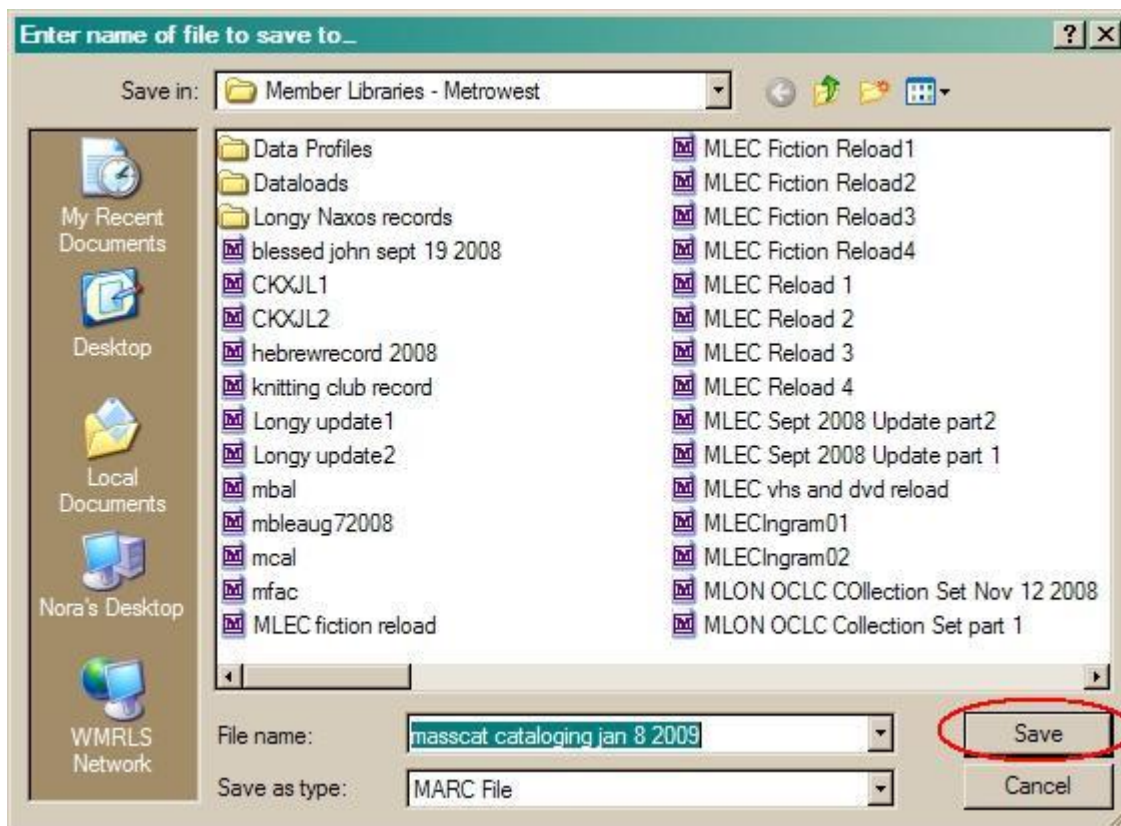
File name:

Export

Your computer will likely then present you with a warning window alerting you to the fact that you are trying to save a file. Choose the "Save file" option:



You will be taken to a "save dialog" box. Choose the location on your computer where you would like to save the file in and click the "Save" button:



Move on to another area of the system to do further work, or log out of the system.