

Access PA SHAREit Cat Admin: Downloading MARC Records

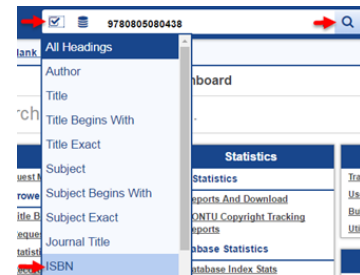
Records can be downloaded from the Access PA catalog and then uploaded to your local ILS.

- Single records can be downloaded, or you can download multiple records by adding them to a list and downloading the list.
- You must be logged into your library's Access PA SHAREit account to download records or create a list.

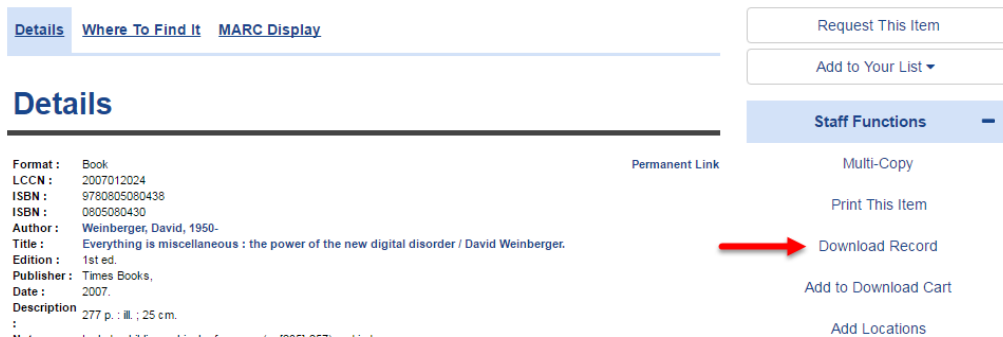
Downloading a Single MARC Record

1. Search for the needed record in the Access PA database. To search for a specific record to match one in hand, the best method is to search on ISBN (or other standard number):

- select the desired field by clicking on the checkbox to the left of the search box
- enter or scan the search term in the search box
- click the magnifying glass to submit the search



2. Click on the cover image to open the full record to view the **Details** or select **MARC Display**.
3. Select **Download Record** from the **Staff Functions** list on the right:



4. The record will download in “.mrc” format and will have a system-assigned name in this format: “Record1_2016-04-22.mrc”
5. The record can now be added to your local ILS.
 - The download process will depend upon your browser.
 - Adding records to your database will depend upon the ILS used at your library.

Downloading Multiple MARC Records

The process to download a group of MARC records consists of three steps:

Step 1: Creating a list in **Your List**

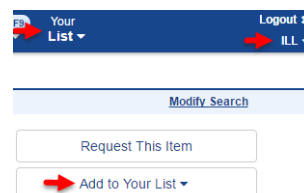
Step 2: Adding records to the list

Step 3: Downloading the list of records

Step 1: Creating a List

1. There are 3 methods to access **Your List**:

- From the **Your List** link in the header
- From the **ILL menu (My Account)** in the upper right
- By selecting the **Add to Your List** option, displayed to the right of the details when viewing a full record



2. Access your lists using one of the above methods and select **Create a List**.

3. Enter a name for the list in the dialog box that opens.

4. Click **Submit** then **OK** in the pop-up confirming that your list has been added.

- The list is ready for records to be added to it.

A screenshot of a dialog box titled 'New List Name'. It has a text input field labeled 'List name:' containing the text 'New Records'. At the bottom right, there are two buttons: 'Submit' and 'Cancel'.

Step 2: Adding Records to a List

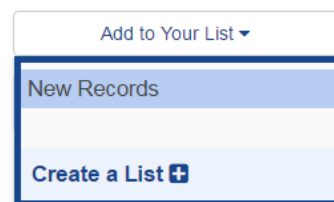
1. Search for the first record you wish to download.

- To search for a specific record to match one in hand, the best method is to search on ISBN (or other standard number).

2. There are two methods to add a record to a list, from the full record or from the results list.

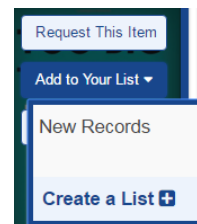
From the full record:

- Click on the cover image to open the full record to view the **Details** or the **MARC Display**.
- Select **Add to Your List** and select the list to which to add the record.
- Click **OK** in the pop-up confirming that your list has been added.



From the results list (in the default gallery view):

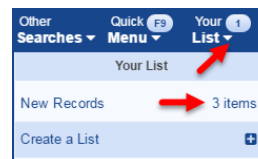
- Hover the cursor on the cover art
- Select Add to Your List from the available options and select the list to which to add the record.
- Click **OK** in the pop-up confirming that your list has been added.



3. Repeat for each record you wish to download.

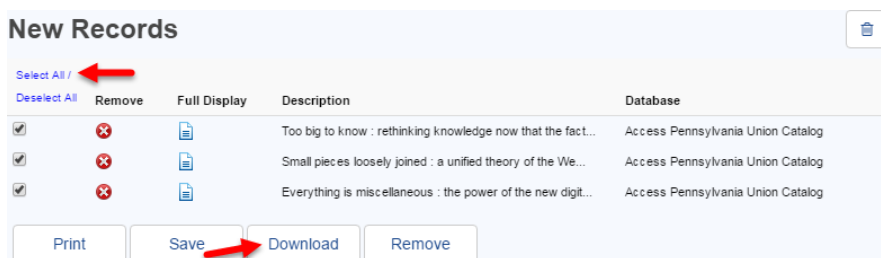
Step 3: Downloading a List

1. Select **Your List** in the header and select the list you wish to open.
 - The number of lists created is indicated in the Your List icon
 - The number of records in the list is indicated next to the list name.



Your List can also be opened using the From the **ILL menu (My Account)** in the upper right

2. To download all of the records in the list, click **Select All** and **Download**.



3. The list will download as a MARC file with a system-assigned name like “PartialListSave_261.mrc”
 - This is a default name with a system-assigned number.
4. The records can now be added to your ILS database.
 - The download process will depend upon your browser.
 - Adding records to your database will depend upon the ILS used at your library.
5. After the records are downloaded and you no longer need the titles in the list, select the trash can (in the upper right of the list window) to delete the list.
 - This step will help to prevent inadvertently downloading duplicate records.
 - Optionally, you may choose to select the titles you downloaded and click the **Remove** button. This will remove the titles from the list but will preserve the list name so it can be re-used.

Using My Lists

To **Remove** a record from the list, click the Remove icon  next to the title.

To view the **Full Record Display**, click the record icon  next to the title.

Select specific records by clicking the box next to the title or click **Select All** to:

Print: Uses your browser’s print function to print a simple list (title, author, and year).

Save: Allows you to save the list as a Text File, Tab Delimited File, or RIS Format File; or to Export for Refworks.

- Click a file type then **Save** to save the records in that format.
- The MARC Download option here performs the same function as the Download button.