

SAGE NOTE

Exporting MARC Records from Athena

You can copy MARC records from Athena by exporting them to a file. The records can then be used by another program, such as Sagebrush's BenchMARC or EnrichMARC. Or, you may want to export material records to make them available to another library. Any data exported from Athena will be in the MARC 21 with 852 holdings format (also known as USMARC/852 Holdings Data protocol), which is the industry standard.

The following instructions will assist you with the export process.

Note: Exporting simply copies information from Athena to an outside file. It leaves the original Athena records intact.

1. From the Cataloging Menu, select EXPORT MARC RECORDS. You will see the Export Marc Records screen.
2. Ensure the desired collection is active, or click the CHANGE COLLECTION tab, select the desired collection, and click SELECT.
3. Select *Barcode #*, *Call Number*, or *No Order* from the *Select and Sort by* drop-down list. This will determine what order your records will be exported in.
4. If you are exporting your entire collection, do not enter anything in the *Range From* and *To* boxes. If you are exporting a specified range, enter the Barcode # or Call Number ranges in the *Range From* and *To* boxes.
5. If you want your exported records further limited by *Format*, *Location*, *Date Acquired*, or *Date Last Modified*, enter the desired format, location, or date value.

Tip: When entering dates, you can click on the date field, and press the F4 key. You can then select the desired date from the calendar, and click OK.

6. Enter your desired export file name (e.g., *microlif.001*) in the *Export to File* box. If you enter a file name only, Athena will create the file in your Athena folder.

If you wish to create the file in another location (e.g., Desktop), click the Browse (...) button, and select the desired location. Enter the File name and click SAVE. Athena will entire your desired path in the *Export to File* box.

7. Select *Export as a single MARC record* if you want Athena to export one MARC record per title (including all copies). Select *Export as multiple MARC records* if you want Athena to export one MARC record for each copy.
8. Click the EXPORT button. The progress of the export will display on your screen.

Click OK once your export has completed.

***Note:** You can also create a bibliography of titles you wish to export. This bibliography could be loaded at the Export MARC Records screen by clicking the LOAD BIBLIOGRAPHY tab at the bottom. Once the bibliography is loaded, all copies for each title will be exported. For more information on creating bibliographies, refer to [Sage Note 466 - Creating a Bibliography in Athena](#).*

For further assistance, contact Technical Support at 1-866-639-7610 or 1-800-661-4109, or via e-mail to support@sagebrushcorp.com.