

Access PA SHAREit Cat Admin: Downloading MARC Records

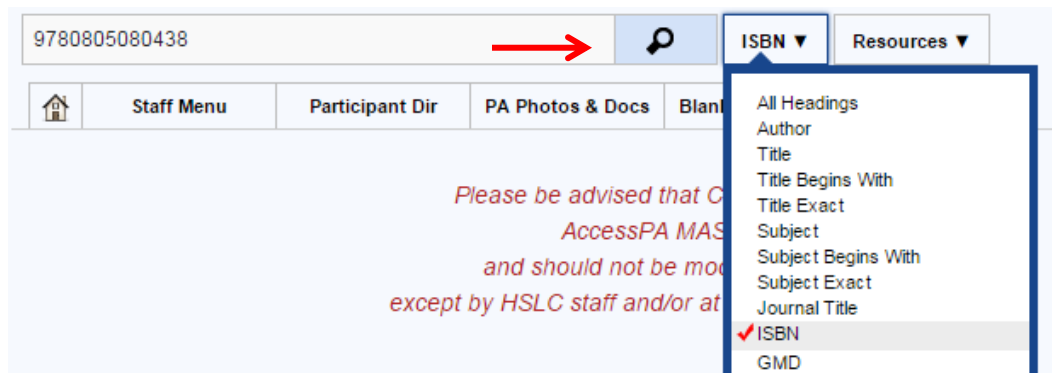
Records can be downloaded one at a time, or you can download multiple records by adding them to a list and downloading the list.

- 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.

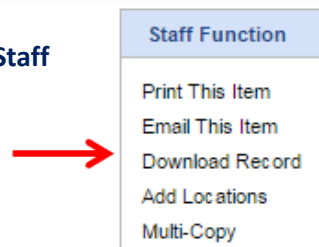
- To search for a specific record to match one in hand, the best method will be to search on ISBN: enter or scan the ISBN in the search box, select **ISBN** from the list of **All Headings** and click the magnifying glass to submit the search:



2. Click on the cover image to open the full record to view the **Details** or click the **MARC Display** tab:



3. Scroll down and select **Download Record** from the **Staff Functions** list on the left:



4. The record will download in “.mrc” format and will have a name like “Record1_2015-03-16.mrc”

5. The record can now be added to your ILS database.

- The download process will depend upon your browser and adding records to your database will depend upon the ILS used in your library.

Downloading Multiple MARC Records

The process to download a group of MARC records involves the initial step of adding the records to a list; the list of records can then be downloaded and added to your ILS databases.

1. To create a list, go to the **My Lists** box located on the left of any search results screen and select the plus sign in the green circle.



2. In the dialog box that opens, enter the name of the list and click **Submit**.

A screenshot of a dialog box titled "New List Name" with a close button (X) in the top right corner. It contains a text input field labeled "List name:" with the text "Large Pennies" entered. Below the input field are two buttons: "Submit" and "Cancel".

3. A confirmation box will open to confirm the list has been added; click **OK**. The list is ready for records to be added to it.

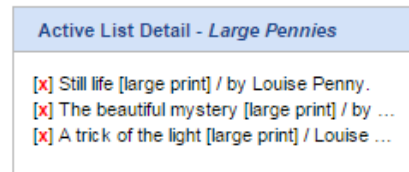
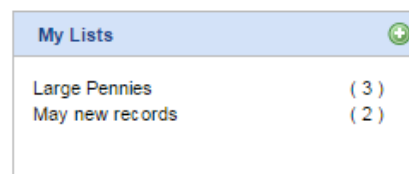
4. Search for the first record you wish to download.
 - To search for a specific record to match one in hand, the best method will be to search on ISBN: enter or scan the ISBN in the search box, select **ISBN** from the list of **All Headings** and click the magnifying glass to submit the search.

5. Click on the cover image to open the full record to view the **Details** or the **MARC Display**.

6. Add the record to the list by clicking the cover image and dragging it to the list in the **My Lists** box.
 - A confirmation box will open to confirm the item has been added to the list; click **OK**.
 - The number of records added to the list will be indicated next to the list name.
 - Records can be dragged and dropped to a list from either the search results screen or from the full record display.

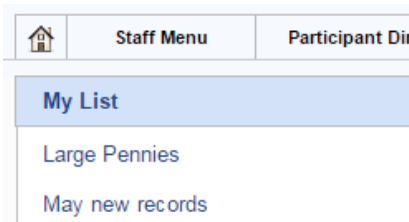
7. Repeat steps 4-6 (search, confirm correct record, add to list) for each record you wish to download.

- The titles in the list will appear in the **Active List Detail** box on the left, just under the **My Lists** box.
- Records can be removed from the list by clicking the red **X** next to the title; select **OK** or **Cancel** in the confirmation box.
- If you have more than one list, you can select them individually in the **My Lists** area of the search screen to display the contents in the **Active List Detail** box.



8. After you have finished adding records to the list, select **My Lists** in the upper right of the screen.

- In the **My Lists** window that opens in the upper left, select the list you wish to download to open it.



9. To download the list, click **Select All** then **Download** button.

10. The list will download as a MARC file with a name like “PartialListSave_9.mrc”
- This is a default name with a system-assigned number.
11. The records can now be added to your ILS database.
- The download process will depend upon your browser and adding records to your database will depend upon the ILS used in your library.
12. After the records are downloaded and you no longer need the titles in the list, select **Remove this list** (above the check boxes) 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 in case you use a list name like “New Records.”

Using My Lists

To **Remove** a record from the list, click  to the left of the title.

To view the **Full Record Display**, click  to the left of the title.

For the other options, select specific records by clicking the box next to the title or click **Select All**.

- **Print** opens a box listing the items in the list to be printed or saved as a PDF.
- **Email** opens a box to **Email this Session Clipboard**; enter “**To:**” and “**From:**” addresses to Send.
- **Save** opens a box with a selection of file types. Click a file type then **Save** to save the records in that format.
 - The **MARC Download** option here will result in the same file download as clicking the **Download** button.

These options provide a simple list of the records:

Record: 1 From: ACCESSPA
 Still life [large print] / by Louise Penny. Penny, Louise. 2012.
 Record: 2 From: ACCESSPA
 The beautiful mystery [large print] / by Louise Penny. Penny, Louise. 2012.
 Record: 3 From: ACCESSPA
 A trick of the light [large print] / Louise Penny. Penny, Louise. 2011.