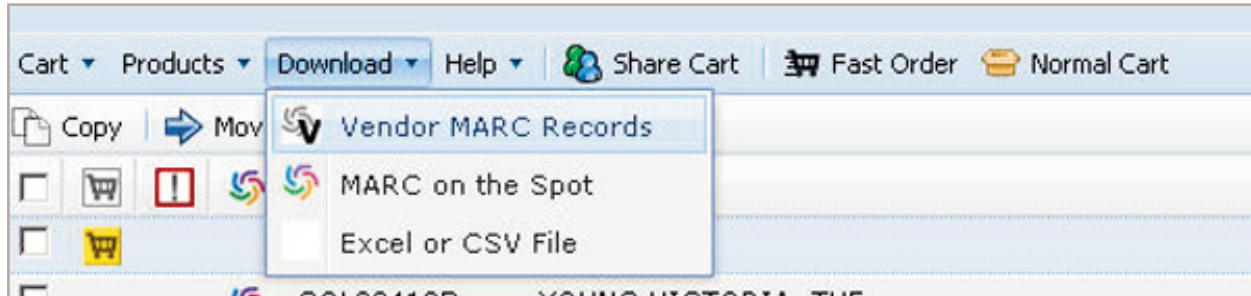


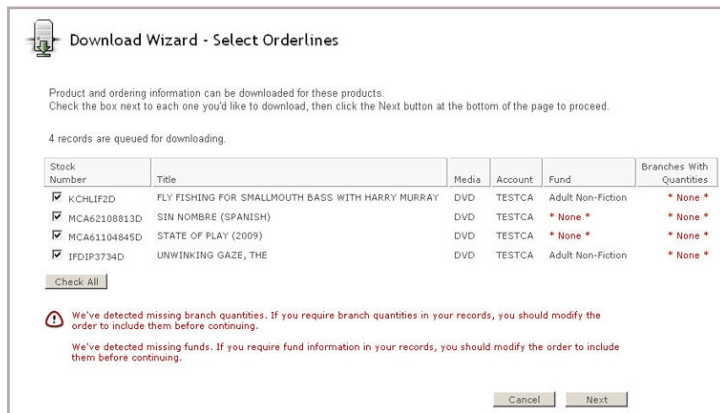
# Download Free Vendor MARC Records Anytime

## Smart Cart

1. Click "Download" in Smart Cart navigation bar, and select "Vendor MARC Records."



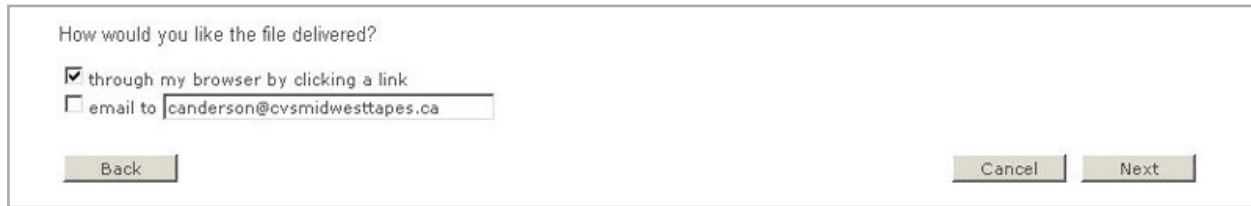
2. Mass select titles with "Check All," or individually select titles by clicking the checkboxes located next to each title.



3. After you have chosen the titles that need records, select "Next."
4. Select which file type you'd like. In this case, choose "a vendor MARC (vendor.mrc) file" to obtain Vendor Records.



5. Choose to either have your records downloaded via a link within your web browser or delivered via email, or choose both options if desired.
- a. If you choose to have your records delivered via email, enter your email address in the provided space.
- (Note: Separate multiple email addresses with semi-colons or commas.)



How would you like the file delivered?

through my browser by clicking a link

email to

Back Cancel Next

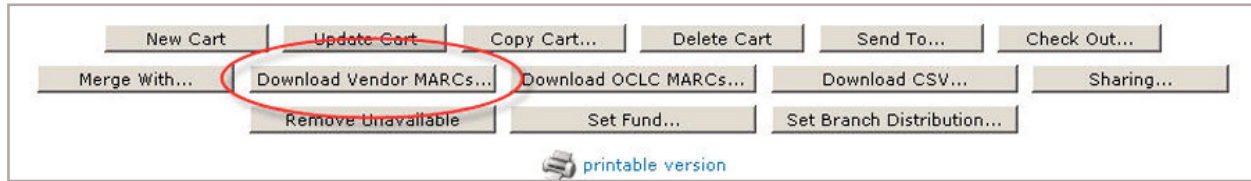
6. Click "Next."
- a. Emailed records will arrive in your inbox.
- b. If you select "through my browser by clicking a link," click the link that appears in the Download Wizard.



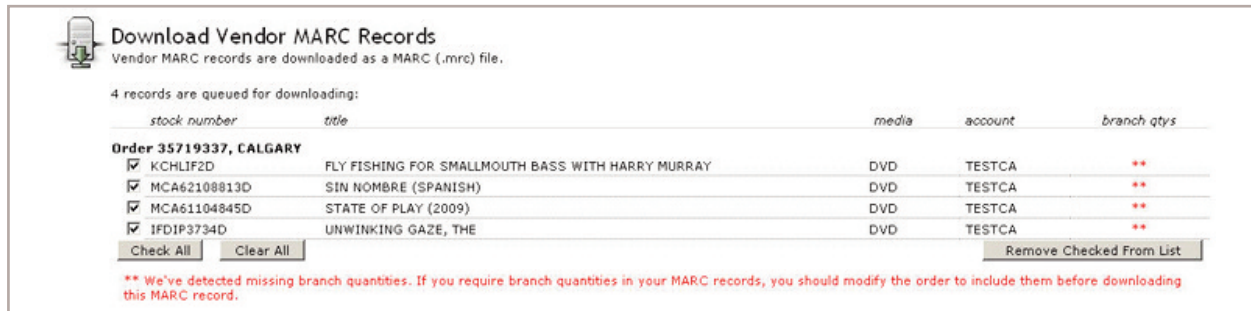
- c. Select where you'd like to save your file, or save the file to the location your library uses to import items into their ILS.  
(Note: If a save box does not appear, the file was saved to your default save location.)
- d. Once the download finished, click "Close" to close the Download Wizard and return to your cart.

## Normal Cart

1. Scroll down to the bottom of the cart, and click the "Download Vendor MARCs..." button.



2. Select the titles you want Vendor Records for, or click "Check All" to mass select titles.



3. After you have chosen the titles that need records, choose to either have your records downloaded via a link within your web browser or delivered via email, or choose both options if desired.
  - a. If you choose to have your records delivered via email, enter your email address in the provided space.  
(Note: Separate multiple email addresses with semi-colons or commas.)



4. Click "Download Now."
  - a. Emailed records will arrive in your inbox.
  - b. If you selected "browser," a save box will appear. Select where you'd like to save your file, or save the file to the location your library uses to import items into their ILS.  
(Note: If a save box does not appear, the file was saved to your default save location.)
  - d. Once the download finishes, a "download complete" box will appear.
  - e. Click "OK" to return to your cart.