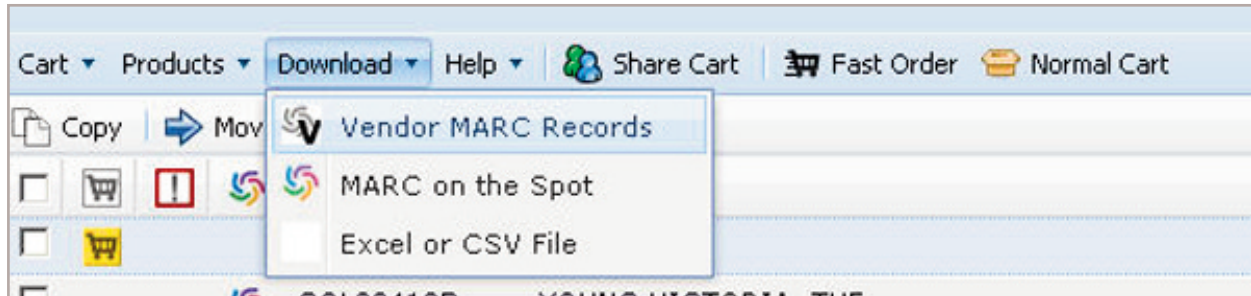


Download Free Vendor MARC Records Anytime

Smart Cart

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



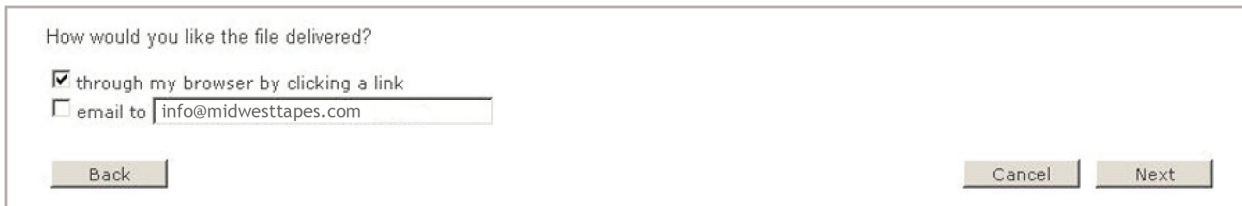
2. Mass select titles with "Check All," or individually select titles by clicking the checkboxes located next to each title.

A screenshot of the 'Download Wizard - Select Orderlines' dialog box. It shows a table with 3 records queued for downloading. The table has columns for Stock Number, Title, Media, Account, Fund, and Branches With Quantities. The first record is 'HARRY POTTER AND THE CHAMBER OF SECRETS' (CD, TEST2, AB GENERAL) with a checkbox checked. The second record is 'VARMINT' (CD, TEST2, CD's) with a checkbox unchecked. The third record is 'YOUNG VICTORIA, THE' (DVD, TEST2, Adult) with a checkbox checked. A 'Check All' button is at the bottom left. A warning message at the bottom states: 'We've detected missing branch quantities. If you require branch quantities in your records, you should modify the order to include them before continuing.' 'Cancel' and 'Next' buttons are at the bottom right.

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.

A screenshot of the 'Download Wizard - Delivery' dialog box. It asks 'What type of file would you like?' and provides three radio button options: 'a comma separated values (orderlines.csv) file', 'a Microsoft Excel (orderlines.xls) file', and 'a vendor MARC (vendor.mrc) file' (selected).

5. After selecting your file type, 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.)



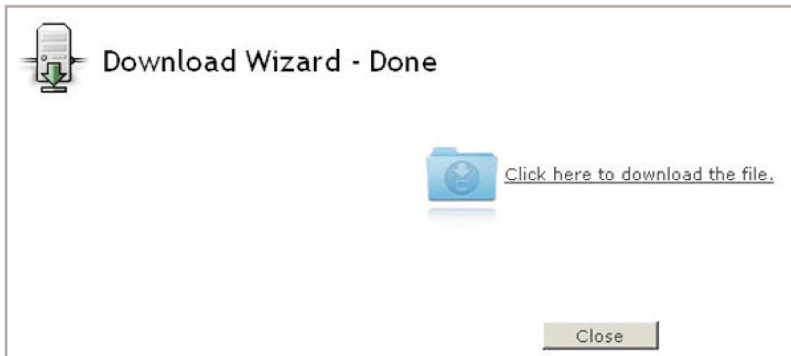
How would you like the file delivered?

☒ 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.



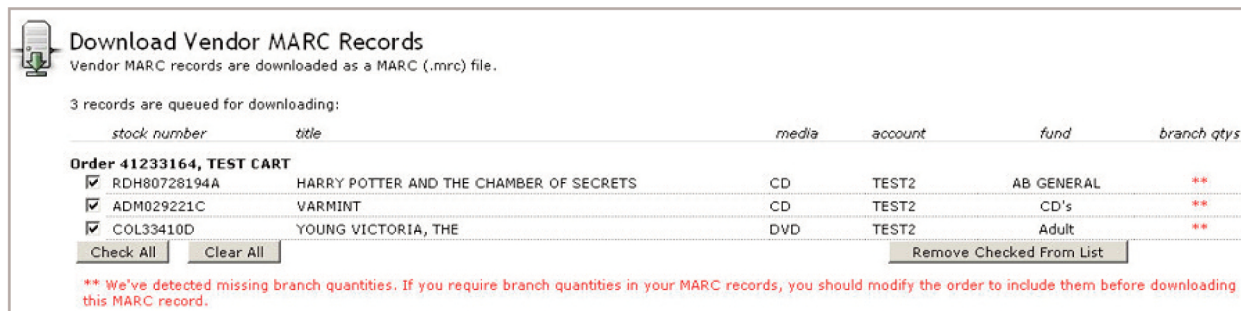
- c. Select where you'd like to save your file, or save the file to the location your library uses to import items into their ILS.
(Note: If a save box does not appear, the file was saved to your default save location.)
- d. Once the download finished, click "Close" to close the Download Wizard and return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

Please pick one or more delivery methods below

☒ browser

☐ email to

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.