Netlibrary MARC records for Millennium

Retrieving MARC Record and Uploading In Millennium
1. Connect to OCLC's Product Services page at http://psw.oclc.org/psw/.
2. Click on "Records and Reports" located under Records and their Associated Reports.
3. Click on "OCLC WorldCat Collection Sets
4. Enter OCLC authorization name and password as provided and click OK.
5. Choose the file you want and click on to download. Download file per you browser's procedures and save to local computer.
6. Open the cataloging module in Millennium.
7. Click on the "Data Exchange" icon on the applications taskbar on the left.
8. Make sure Select Process has "Load MARC BIB records from tape of FTS (bta)" or something similar to indicate you are loading bibliographic records.
9. Click on "Get PC" icon.
10. Find the file you downloaded on to your local computer, click on it to highlight it, and then click on upload.
11. Click on "OK."
12. Click on new file that has been created to highlight it. (Will probably end in .bfts)
13. Click on "Prep" in toolbar.
14. Click on "Start."
15. Click on "Close" to close window.
16. Click on new file that has been created to highlight it. (Second file will have same name but end in .marc)
17. Click on appropriate load table icon to load using appropriate load table.
18. Click on "Load" button.
19. Click on "Close" to close window.
Bibliographic files should now be in Millennium database.

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