

## Downloading MARC Records in WISCAT

Log into your library's WISCAT as staff

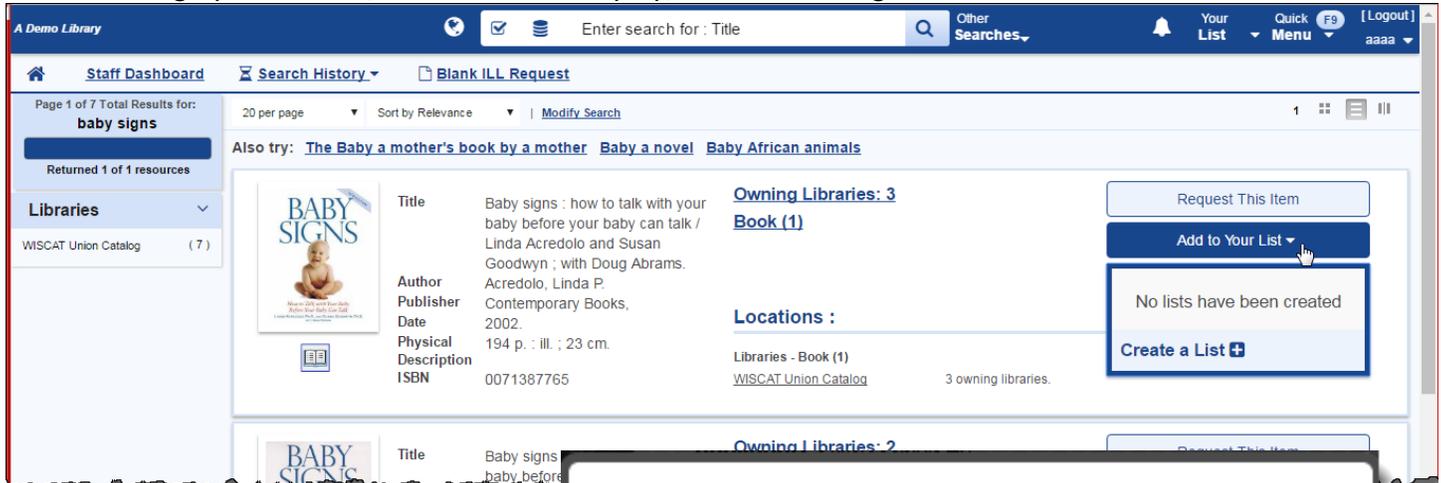
Library: **XXXX**

Username: **XXXX**

Password: [your staff password here]

Create a **List** to use as a download "cart" for MARC records [The List will remain available for future downloads]

- (1) Open the **Your List** near the upper right corner of the screen or select the **Add to Your List** in a bibliographic record (brief title or full display) after submitting a search. Select **Create a List**

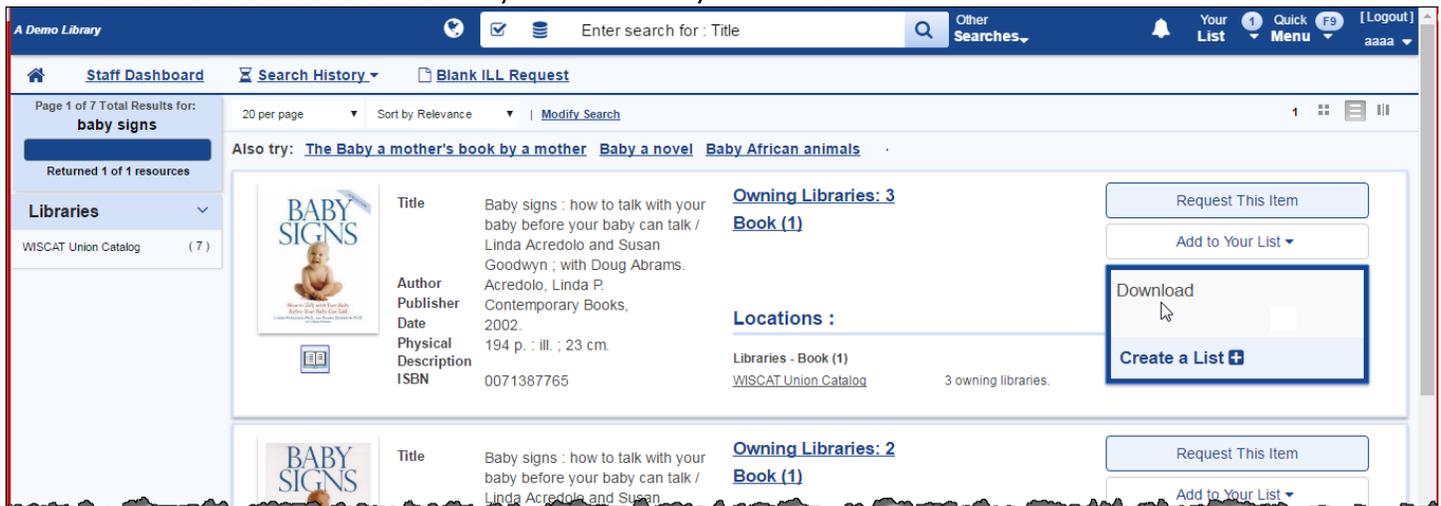


The screenshot shows the WISCAT interface with search results for 'baby signs'. The first result is 'Baby signs : how to talk with your baby before your baby can talk / Linda Acredolo and Susan Goodwyn ; with Doug Abrams. Acredolo, Linda P. Contemporary Books, 2002. 194 p. : ill. ; 23 cm. ISBN 0071387765'. The 'Add to Your List' button is highlighted with a mouse cursor. A pop-up window titled 'New List Name' is overlaid on the bottom right, showing a text input field with 'Download' and 'Submit' and 'Cancel' buttons.

- (2) Name the list and click Submit.

- (3) Another pop-up window will then appear, select **OK** to add the list.

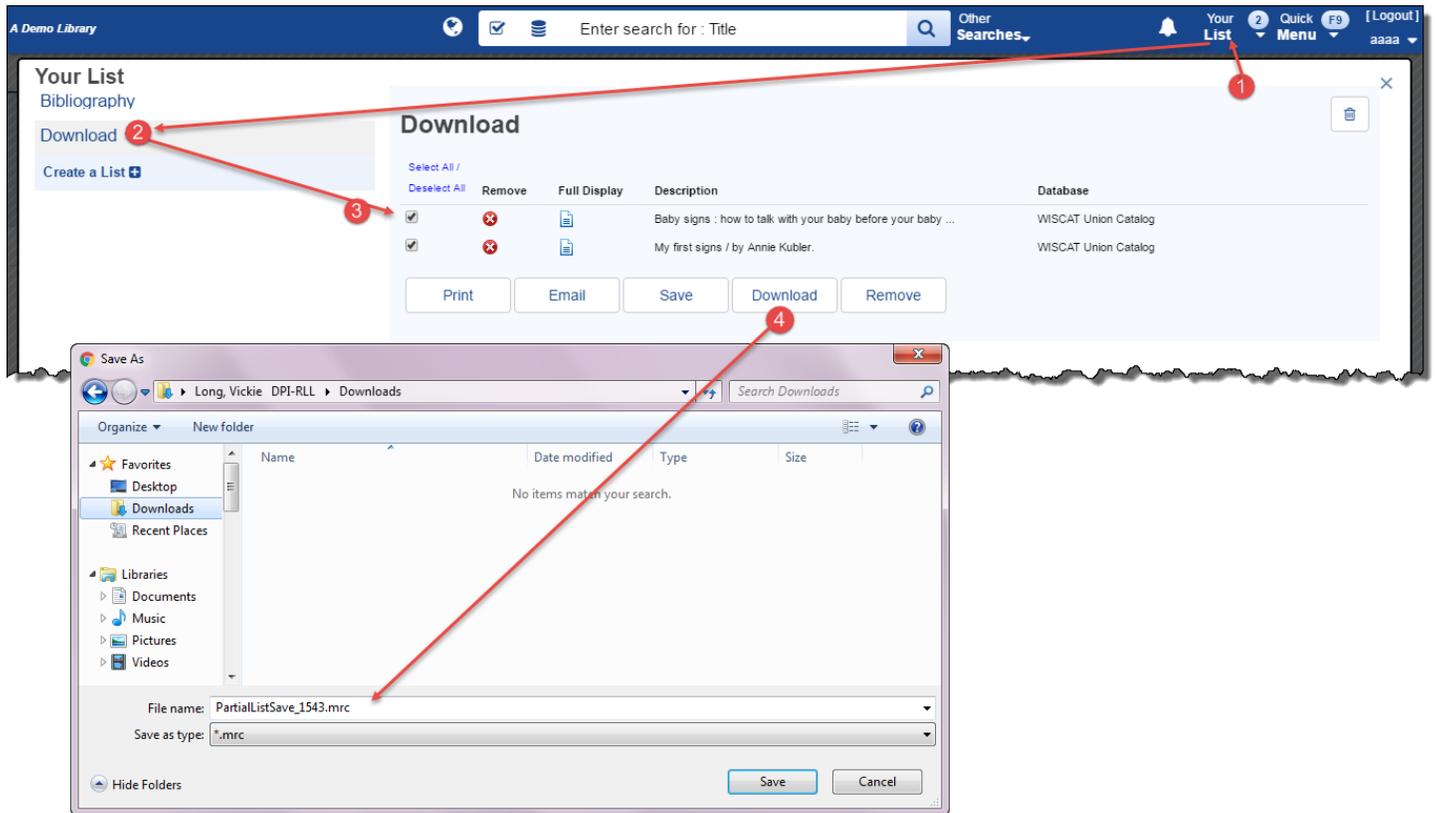
- (4) Now when you select **Add to Your List**, the new list will be available there to select when adding records to it to be downloaded. You may create as many lists as desired.



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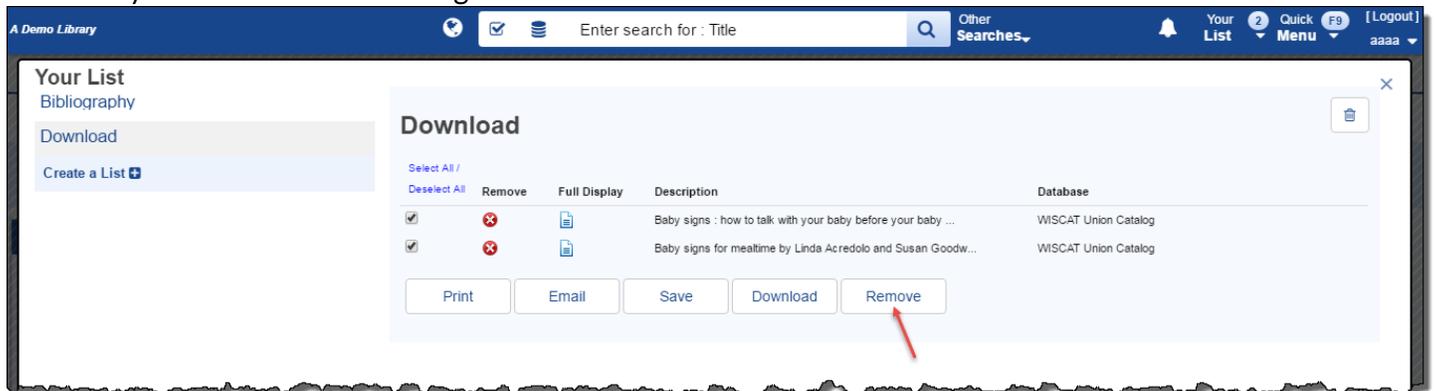
When ready to download the MARC record(s) in the list, go to the bar at the top of the WISCAT screen and

- (1) select **Your List**;
- (2) now select the list name (labeled *Download* in this example) to open the list;
- (3) select the check box associated with each record to be included in a single download file; then,



(4) select the **Download** button and where to save the MARC (.mrc) file. Each file will automatically be given the same name **PartialListSave\_1543.mrc**; therefore, if not wanting an earlier saved file to be replaced by the new file, change the file name before saving. Be sure the **.mrc** extension is at the end of every file name.

After downloading the MARC file, return to your list to clear the records from it by selecting **Remove**. The list is then ready for the next downloading session.



Deleting a List that's no longer useful is easy. Select the trash can icon, then OK in the pop-up window.

