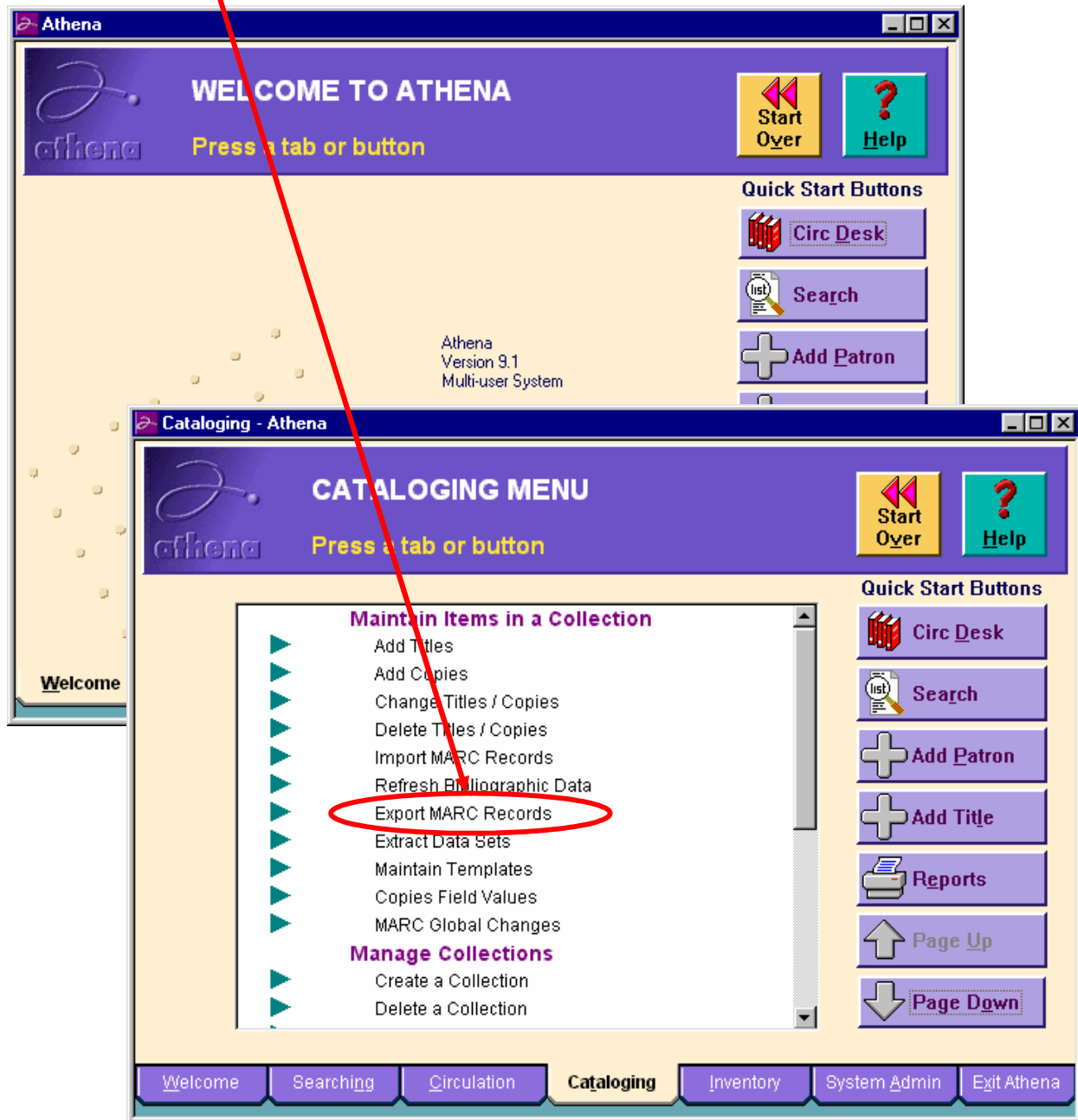
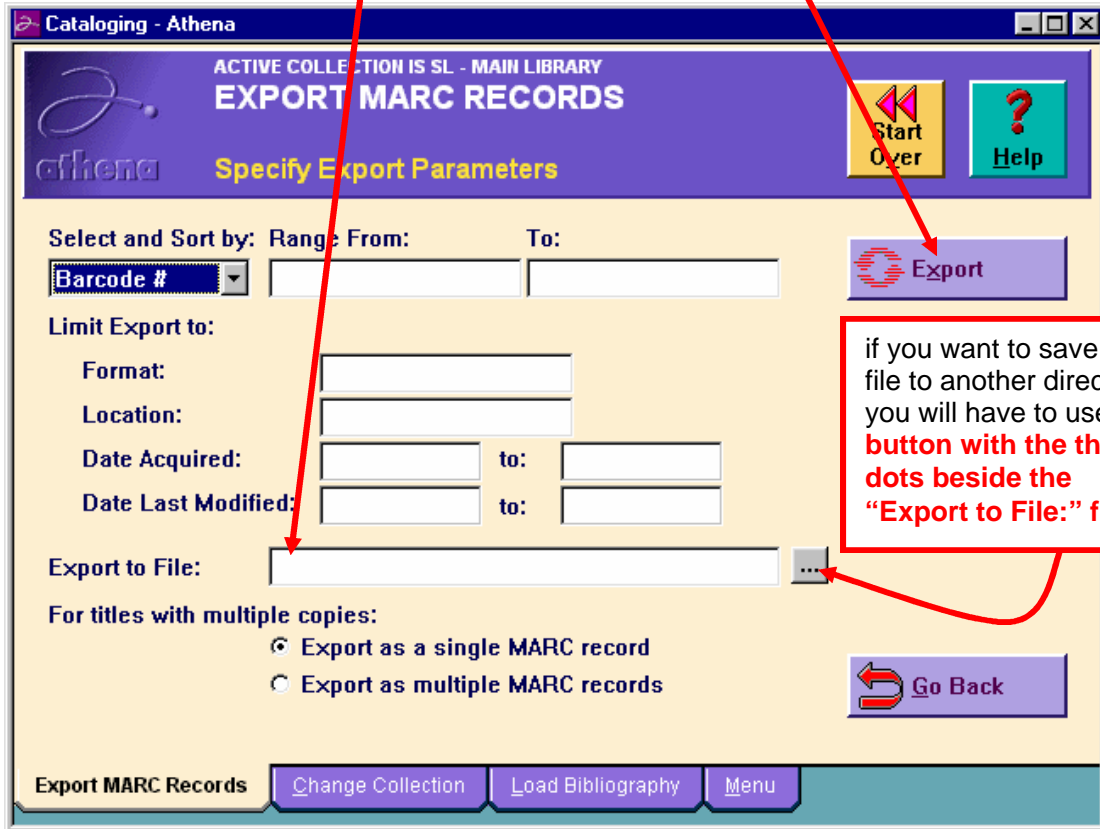


Instructions for Extracting MARC Records from Athena

From the Athena welcome screen, click on the Cataloging tab. Then click on **“Export MARC Records”**.

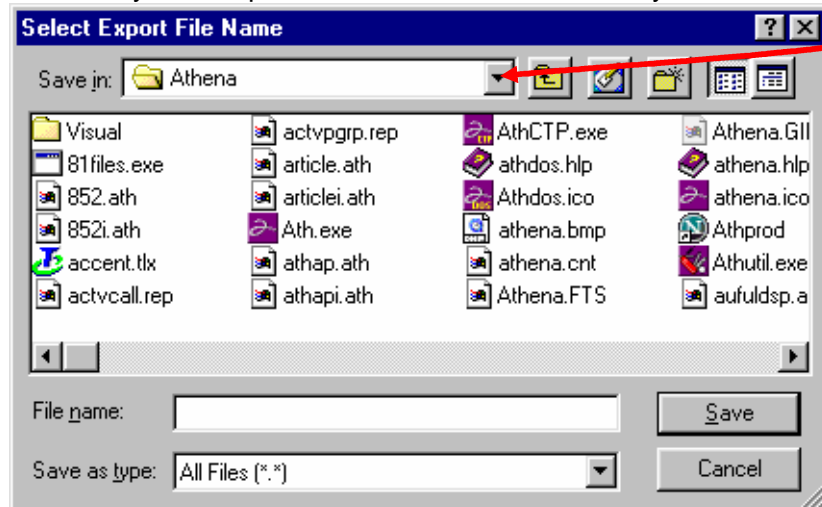


This will open the Export MARC Records screen. The only thing you need to do on this screen is to tell Athena the file name and where to put the file. Type the name of the file in the **“Export to File:”** field. Then click the **“Export”** button.



Athena defaults to its own folder on the server. Clicking the “Export” button will save it to that location with no further actions necessary.

When saving to another directory rather than the default, once the dialog box appears, click the **button next to the “Save in:”** field to browse your computer or network for the location you wish to use.



Make sure to name the file(s) using your library's 6-character Brodart code preceded by PV, as noted at the bottom of your cover letter from Brodart. An example would be PVxxxxxx.001 (where xxxxxx is your library's 6-character Brodart code. Use .001, .002., .003, etc. for sending multiple files.)

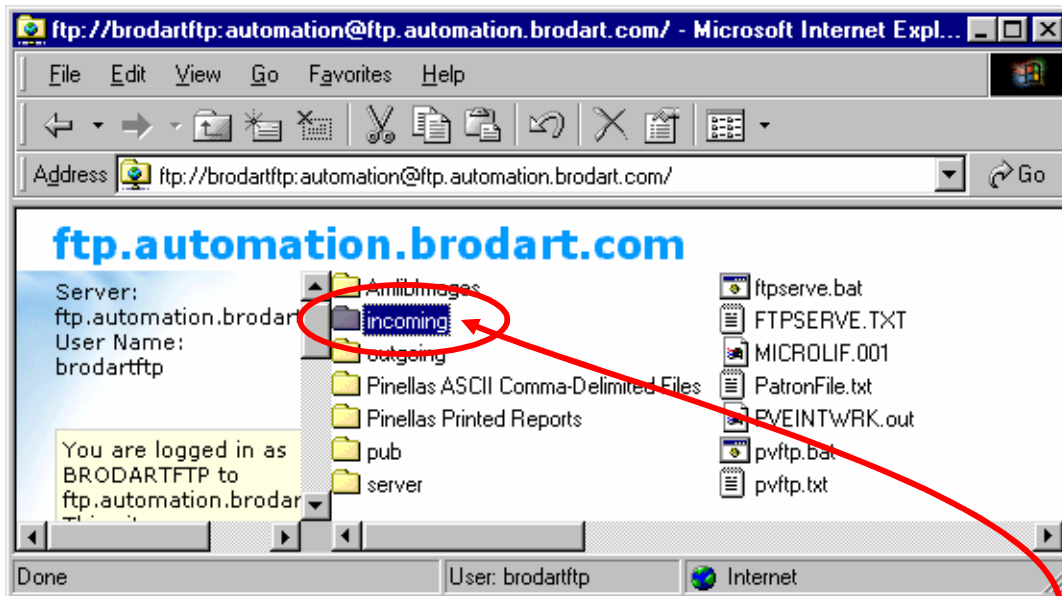
Instructions for using Internet Explorer to FTP your file(s) to Brodart

(Extrapolated from the AccessPA web site <http://www.accesspa.state.pa.us/> under the Information for Libraries page, FTP Instructions tab.)

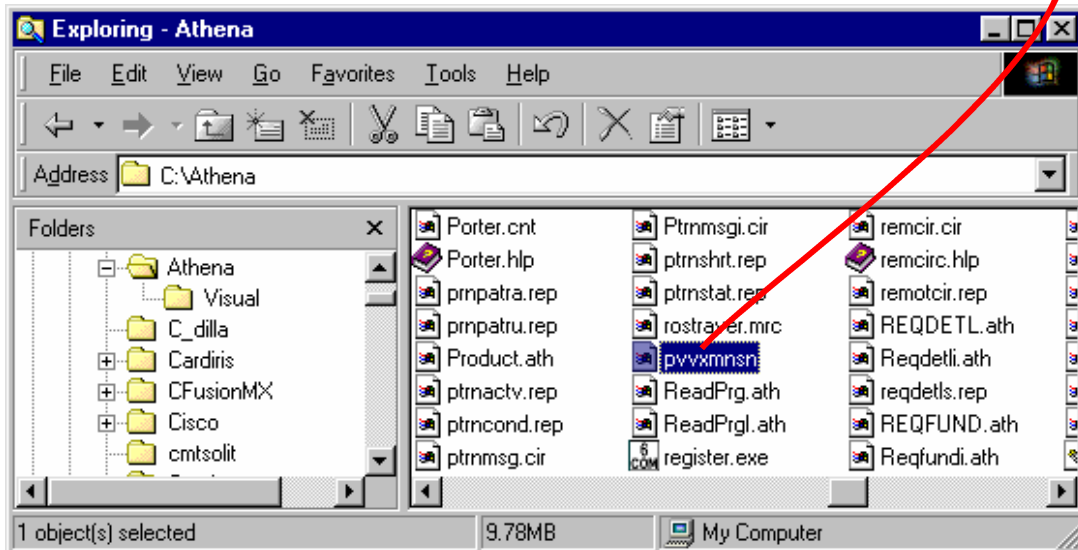
Please follow the instructions below to FTP your library's holdings to Brodart Automation. If you have any questions during the process, or need to know your library's 6-character Brodart code, call the Access Pennsylvania Database Support Center or send a message to support@accesspa.state.pa.us.

Internet Explorer

1. Click on Internet Explorer.
2. Enter <ftp://brodartftp:automation@ftp.automation.brodart.com/> in the Address: field.



3. Open Windows Explorer and find the file you saved during the extraction process.



4. Click on the file you want to send and drag it to the incoming folder.

5. After sending the data, you must send an email message to hilborn@brodart.com with a cc: to bowersny@brodart.com, and include the following information:
 - a. **Specify:** if sample file or live file
 - b. **Specify:** file name of each file (example: PVABCDEF.001).
 - c. **Specify:** file size in bytes for each file.
 - d. **Specify:** name of contact person for your library, along with contact information, including phone number and email address.
Note: All 4 pieces of information are extremely important!
6. The above email message provides notification to Brodart that files exist and need to be processed. Files received without adequate email documentation are not retained or processed. No additional backup copies of input are kept (once the file is processed it is deleted.) No additional or special edit listings are included.