

How to Export Bibliographic Records from Polaris

Create a Record Set

First create a record set containing the bibliographic records you want to export.

Using the Find tool, search for bibliographic records. Then select the records you want to add to the set using the Ctrl key and clicking to select the records.

Find Tool - Bibliographic Record

Bibliographic Record ▶ Basic Search ▶ All keyword fields ▶ Keyword (All) ▶

mary

#	Title	Author	Format	Lin...	Hol...	Publi...	Call Number	Control...
	Wide neighborhoods; a story of the Frontier Nursin...	Breckinridge, Mar...	Book	1	0	1952	926.1	2011
	Catherine of Aragon and her friends	Paul, John E., aut...	Book	1	0	1966	942.0520924	2606
<input checked="" type="checkbox"/>	The piano-forte; its history traced to the Great Exhi...	Harding, Rosamo...	Book	1	0	1973	786.2/1/09	2727
	The pioneer policewoman	Allen, Mary Sophia.	Book	1	0	1973	363.2	2736
	My captivity among the Sioux Indians	Kelly, Fanny, 184...	Book	1	0	1962		2755
	St. Anne, grandmother of Our Saviour.	Keyes, Frances P...	Book	1	0	1955		2779
<input checked="" type="checkbox"/>	Airs above the ground	Stewart, Mary, 19...	Book	3	0	1965	PR6069.T46 A...	2806
<input checked="" type="checkbox"/>	Origins of North Dakota place names	Williams, Mary An...	Book	27	0	1966		2843
	Aspire to the heavens; a portrait of George Washin...	Clark, Mary Higgi...	Book	1	0	1969	973.4/1/0924	2857
	The rising river	Sanford, Agnes M...	Book	1	0	1968		2897
	Sir Walter Raleigh : his family and private life	Rowse, A. L. (Alfr...	Book	1	0	1962	942.055092	2601

Ready 10,000+ result(s)

Count Only **ADD TO RECORD SET ▾** **OPEN** **CANCEL**

Then click **Add to Record Set**, select either **new** for a new set, or **existing** to add to a set that is already created.

Simply Reports Export Express

Next, go to Simply Reports and select the Bibs tab.

SimplyReports

Log out

Patrons Patron Account Holds Items **Bibs** Authorities Serials Funds Invoices Orders My Reports Admin Help

Bib list reports Bib count reports Bib statistical reports Export profiles

Select one column for output. Either MARC title or MARC bibliographic record ID are good choices because every bib must have a title or record ID.

Report output columns

- MARC sort OCLC number
- MARC sort publisher number
- MARC sort title
- MARC sort UPC
- MARC target audience
- MARC type of control
- MARC type of material

Columns selected for output

MARC title

Find **Export Express** in BOLD. Check the **MARC file** box. You can choose to include holdings information with your export if you need to. Update character encoding to UTF-8.

Export Express:

<input checked="" type="checkbox"/> MARC file	Holdings type	<input type="button" value="No holdings"/>
<input type="checkbox"/> MARC file - custom	Profile	<input type="button" value="Polaris default - with holdings limit"/>
<input type="checkbox"/> Other formats	Format	<input type="button" value="Dublin core (XML)"/>

Under Bibliographic record general filters, check the box **Bib record set** and select your record set, and click **Submit**.

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Maximum rows to return

Report output columns

- MARC author
- MARC bib level
- MARC bib type
- MARC bibliographic record ID
- MARC call number
- MARC char coding scheme
- MARC descriptive cataloging form

Columns selected for output

MARC title

Columns selected for sort

Export Express:

<input checked="" type="checkbox"/> MARC file	Holdings type	<input type="button" value="No holdings"/>
<input type="checkbox"/> MARC file - custom	Profile	<input type="button" value="Polaris default - with holdings limit"/>
<input type="checkbox"/> Other formats	Format	<input type="button" value="Dublin core (XML)"/>

Bibliographic record general filters

Bib record set

The report preview appears. Check the **Download report output** box. Then click the Download icon to download the MARC records to your computer.

Download report output



Download

Save report parameters for later use

Create bib record set from report results now

There were 10 results, to download the report use the checkbox (above).

BrowseTitle

River of doubt [Theodore Roosevelt's darkest journey]

The land of mango sunsets

Shutter Island

The secret garden : retold from the Frances Hodgeson Burnett original

Hot six

The escape

Web of evil

Three to get deadly

Lethal justice

Indelible