



How to Download MARC Records from SUNLINK

SUNLINK can be your FREE source for MARC records! If you are a SUNLINK school, you can download single MARC records or a lot of them at once (batch downloads). Here's how. . .


🌟 Search

Search the SUNLINK database to find the MARC records you need. Search the entire state for print records. Try limiting your search to Pasco (Region 4) for high quality AV records. Verify that you have the right match by carefully checking the title, publisher, publication date, physical description, and edition.

🌟 Name and password

Be prepared! Regardless of whether you are attempting to download a single record or a batch of records, the first time you click on a download button you will be asked for your 'Name' and 'Password.' This is easy! Your name is **your SUNLINK school name** (check how it appears on the SUNLINK search screen location bar for EXACT spacing and case). Your password is **MARC**.


🌟 Single MARC downloads



 When you have made your selection, click on *MARC Record*.

 At the MARC record display, click on *Download this MARC Record*.


🌟 Batch MARC downloads

 To make selections for your download, click on *MARC Record* at each record display.

 Then click on *Add to MARC Download List* for each record. When you have finished selecting records for your download, click on *View MARC Download List*.

 At this point, a listing will appear and you can delete any records you no longer wish to download. After the list is finalized, click on  *Download MARC Records*.

🌟 The download

After clicking on either of the download buttons, you will see a confirmation screen that allows you to select the destination on your computer for the downloaded record(s). We suggest having a disk in your 'A' drive and downloading to it. (After the batch download is completed you will be returned to the list, click on  *Clear All From Download List*.)

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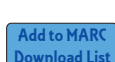
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