

## **Exporting item records from Horizon to request**

To Set Up Export Target:

1. Edit the Export target table to set up the export with item records.
2. BPL uses a 948 export with delimiter d for call number and delimiter n for location.

To Export Records:

Export records with the Batch Bib Export option. Each libraries SQL statement would be a little different depending on what records you want to exclude. The statement for BPL is select distinct bib# from bib\_control where bib# in (select bib# from item where itype not in ("pbk", "vf", "mag", "rmag")) order by bib#. This will give the bibs without the paperback, vertical file or magazine items.

To Save and FTP File:

Save the file to your desktop –360,000 bibs take about 12 hours.

Then ftp the file to Auto-graphics using the instructions found at <http://iconn.auto-graphics.com/staff/documents/FTPprocedure.pdf>

Instructions provided with help and support from Sylvia Boyd, Bridgeport Public Library.

For further assistance contact Gail Hurley, Statewide Library Catalog Coordinator  
Telephone: (860) 344-2652 or toll free (888) 256-1222.