

Obtaining KET Instructional Videos MARC Records

- First check the UNION through 'selected databases' to see if there is a complete record available for saving to your local database.
- 1.** IF there is not a record to you liking, you may save from KET Instruction Videos Web site (<http://www.ket.org/itvvideos/marc/>).
- 2.** Scroll down the screen selecting the videos you wish to download by checking/selecting each title with a checkmark. (NOTE: There is a Check All" AND "Uncheck All" option also)
- 3.** Once you have made all of your selections, click on the "START DOWNLOAD" button found at the TOP OR BOTTOM of the screen. (Found on the left side of the screen below the "Check All" AND "uncheck All" option)
- 4.** A "File Download" window will pop-up on your screen. It will state – "You are down loading the file: microlif_ket.001 from ket.org. You like to open the file or stave it to your computer?"
- 5.** Click the "**Save**" button
- 6.** A "Save As.." window will appear on the screen
- 7.** The window will prompt you to select where the record will be saved. Remember the location.
- 8.** Save the file.
- 9.** From the Cataloging module of Follett
 - a. File
 - b. Import Marc 21/852 holdings format
 - c. Select the file you saved
 - d. Choose to skip duplicate records and to skip duplicate copies
- 10.** Copy information will need to be added after records are imported into Follett Cataloging.
- 11.**The microlif_ket.001 file you saved now needs to be deleted for your computer.