

How to Download READS MARC records

Step 1:

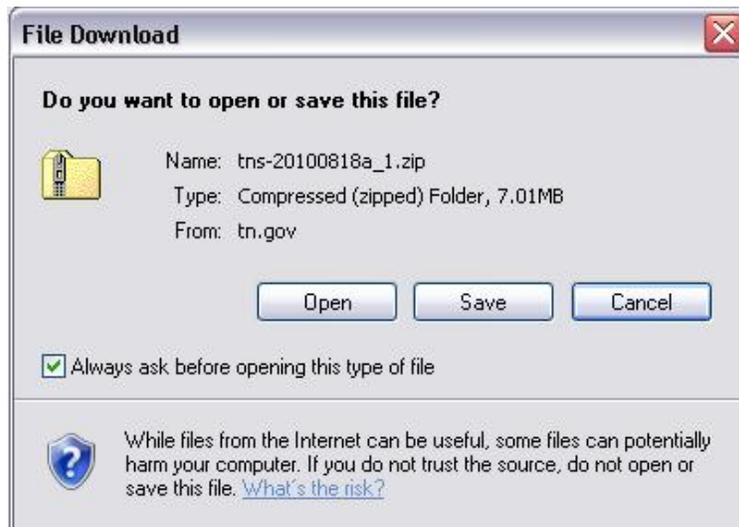
Go to <http://tn.gov/tsla/lps/READS/records.htm>

Step 2:

Click on the date that you need files for (August 18 – October 5, 2010 are the original files, and contain approximately 13,000 MARC records.

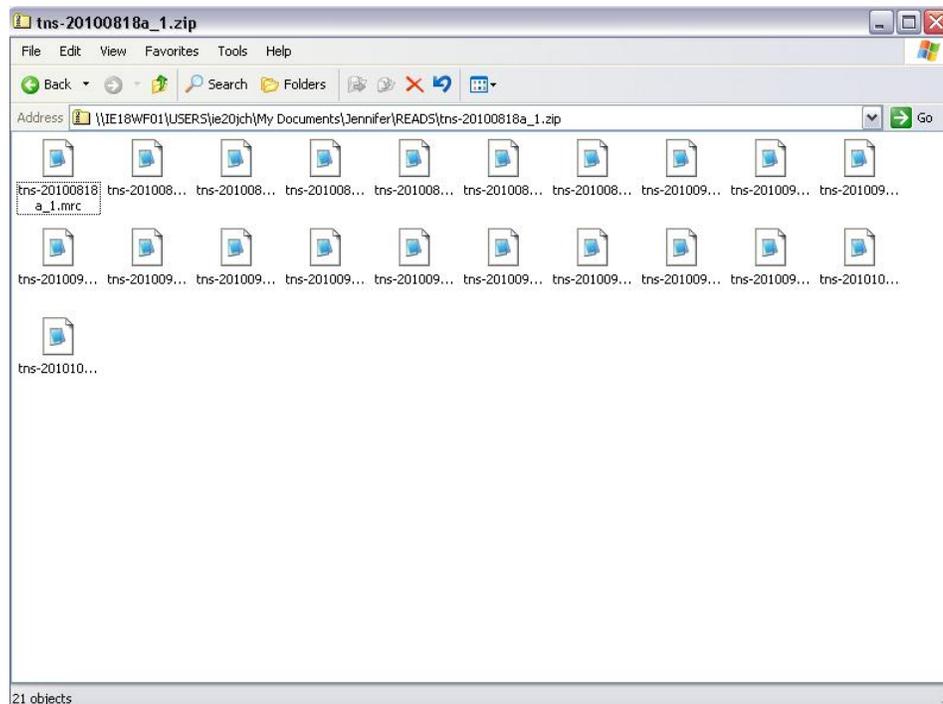
Step 3:

At this prompt, choose to Save, and choose where on your computer to save this file.



Step 4:

On your computer, where you saved the file, open the zip folder.



Step 5:

Click Edit | Select All then Edit | Copy

This will allow you to move all the files from the zip folder into a folder or other location of your choosing.

Step 6:

From this point, the records will be ready for you to upload into your automation system. Procedures for that vary from system to system.