Discover an introduction, examples, and the process for exporting records in OLSTF. OLIB can export the following records from its database:

- Title records - using Titles domain
- Local holdings (Copy) records - using the Copies domain
- Subject records - using Subject Headings domain
- User records - using Users domain
- Order/Order Items and Invoice/Invoice Items
- Reservations - using the Reservations domain

In one of the above domains you search for a set of records to export (or use a folder of records) and then select the output format you wish to use, to export the records.

In addition you can configure other types of output as required.

Export records

1. Go to the relevant domain, e.g. Titles.
2. Search for the records using the appropriate search type in Other Searches, alternatively select a Folder that contains the records for export.
3. If all the records are to be exported choose Select All; alternatively check the boxes for only those records that are required.
4. From Other Actions choose Export.
5. Select OLSTF from the list of Available Export Types, and click OK.
6. A message confirms the number of export records, and prompts you to start your export download (or click Close to cancel).
7. The Record Export file will then become available in your client Downloads folder, and can be renamed / opened with e.g. Notepad and such.

Examples

Example OLSTF Titles output

| TIPU1 Talbot Adair |
| AS Adair          |
| AF John           |
| AI J              |
| ATP PER           |
| AR AUTH           |
Example OLSTF Users output

SEC A21
BAR 47329
FN Anthony
SN ADAMS
CAT STAFF
*

SEC A21
HOUSE 19 Batham Road
ST Castleton
CITY Hope Valley
PC S33 8QT
ATP P
*

Example Systematic Thesaurus output

Fringe benefits
  <level1_term>Pensions
  <level2_term>Personal pensions
  <level3_term>retirement annuities</level3_term>
  <level3_term>Group personal pensions</level3_term>
  <level3_term>Self invested personal pensions</level3_term>
  <level3_term>Stakeholder pensions</level3_term>
  <level3_term>Personal retirement savings accounts</level3_term>
  <level3_term>Retirement annuity</level3_term>
</term>
</top term>
</systematic thesaurus>
Example Thesaurus output

Exports subject headings in this format:
Flotation
SOURCE : TEST SCOPE : Use more specific term if possible
BT Mineral Processing
Separation
NT Coarse Flotation
Daff
Pneumatic Flotation
RT Beneficiation
Backmixing
Agitation
UF Mineral Flotation
Froth Flotation
Microbubble Flotation
Mineral Flotation
US Flotation

Records that fail to export

The export process adds any records that fail to export to a folder with today’s date. If for example, some title records did not all export, go to the Saved Folders list in the Menu and open the folder with today’s date. (You may have to log out and log back in again to see this folder.) The records that failed to export will be listed in the relevant folder:

- Copy Export Issues
- Title Export Issues
- WorldCat Issues