

## Creating a .DAT file

**\*\* .DAT file** - in order to export records from OCLC, you must create a .DAT file. Exported OCLC records are placed in this file & imported into GIL.

- open **OCLC** & on the tool bar, click on **Tools/Options** & the **Export** tab
- for **Choose an export format**: select **Unicode**
- click **Create**
- in the **New Export Destination** box, the **Export Destination** default = **file**. Click **OK**
- in the **Export filename** box for **Look in**: choose the c drive.
- click on the **OCLC** folder
- in **File name**: type **yourname.dat**. Click **Open**
- the **Export Destination Name** box will display with your .dat file location & name highlighted. Click **OK**
- click on the **Field Export Options** box & enter the MARC fields to delete in exported records  
(as of 11/07 - enter **029, 035, 653, 654, 939**)
- click **Apply** & close **OCLC**

To **delete** the .dat file:

- open **OCLC** & click on **session/settings** & the **export/transfer** tab
- highlight your .dat file
- click **delete**
- a prompt will display asking for verification before deletion
- click **yes** & close
- close **OCLC**

**\*\*\*NOTE** - if you have duplicate records or records you do not need in your .dat file, you must delete the .dat file and recreate it or import the record(s) to GIL, save & give the BIB#(s) to the unit head to delete. *PLEASE CONFER WITH THE UNIT HEAD BEFORE IMPORTING ANY OF THESE RECORDS TO GIL FOR DELETION !!*

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