# Export Bibliographical, Patron and Circulation Data from Libsys

Libsys is proprietary software of under commercial license . We can export data from libsys to MARC/excel format. We have to follow many process to build data into marc/excel format and for this we have some requirement for exporting data from libsys.

- We need username and password to open libsys software .
- Range of accession series start to end
- Document type like book thesis journal etc.
- · Libsys client utility to connect with server to access libsys all module

## Export Data from Libsys to MARC format

#### **Develop File :**

- We open libsys client utility and use username, password to login into libsys software to access all module of libsys software.
- (II) We access the cataloging module go to setup button. you see there are many option, Data Import/Export is one of them.
- (III) Click button of develop file under Data Import/Export option. Give the new name of file which you want to develop for export data.
- (IV) Give the range of acc no. in third txt box start to end.
- (V) After that go to document list button select which document data you want to export from libsys. Click on ok button
- (VI) File will be developed in few minute of particular doc. type you have mentioned in the above step.

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### Export Develop file :

- (i) After developed file . we will export developed file to marc format.
- (ii) Go to Data Export option
- (iii) This will open a next page and many txt box are there
- (iv) Fill developed file name in the "input data file" option
- (v) Type of input file should be developed.
- (vi) Output format "Marc".



After Submitting, the exported file get reflected with a pop-up, Right click on the file name and click "save file as" option, And save the file as TXT file at your specified location.

## Export data from Libsys in excel format

#### Export Book Data

(I). Open libsys client software using username and password.
(II). Go to Acquisition module and select 'Reports' option and then Select accession register option
(III). It will open new window, there are many option
Accn Nos. Option - start to end (i.e. 1 to 999999)
Page width - 132 cols
Output option – ASCII file
(IV). Select other check box as per your requirement and give the name at the time of saving file.

(V). Data export in txt format from libsys.

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(VI). If you want to export data in excel for a selected document type:

- a). Go to cataloging module.
- b). Click title by acc no. option
- c). Give acc. no. range and select other check box as per your requirements.
- d). Select document type like (book, thesis) etc.
- e). Confirm to export the data.

(VII). You can also choose "My format" option to set each field size and to export your required fields at the time of generating report for "Accession Register", See the below screen-shot for more detail.

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The fields which you want to export in excel file, you need to assign Seq (it is column no./sequence, refer the above screen shot) and Size (It is expected maximum size of the character length, it will not accept more than 80). After selecting all the required fields, click on "Submit" button.

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(VIII). Open the saved file in a text-editor i.e. notepad/wordpad, you can see the output generated from libsys report module.

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(IX). Now, to change this text file into excel format. Open Excel software i.e. LibreOffice Spreadsheets, OpenOffice Spreadsheets or Microsoft Excel etc.

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b). At the time of browse file, Select the file format to "All files" and select libsys exported file to open.

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c). After clicking OPEN, you will see a pop-up window having two options **Delimited** or **Fixed width.** Choose "Fixed width" option and click Next.

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d). Now you need to review your data fields, each separated by a vertical line means to separate each of your data field in separate excel columns.

- To CREATE a break line, click at the desired position.
- To DELETE a break line, double click on the line.
- To MOVE a break line, click and drag it.

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## e). Click Next and then Finish.

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(v). Then select the range of accession no. from 1 to 999999 – To include all bound journals and the accession series i.e. J, P or BV (whatever you are using for your bound journals) and "Submit"

(vi). Press OK and give the name of file at time of saving.

(vii). You can open the file in text editor to see the output fields.

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(vii). To Convert the text file to excel format, Repeat the same step as given at the time of exporting book document records from libsys (Already explained above).

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3 Abstracts of Crop Research	Agricultural Research Information Centre	0000310000310000030000031505200615
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5 Abstracts of Crop Research	Agricultural Research Information Centre	00003100003100000100000107012006070
6 Abstracts of Crop Research	Agricultural Research Information Centre	0000290000290000030000031305200513
7 Abstracts of Crop Research	Agricultural Research Information Centre	0000290000290000020000021603200516
8 Abstracts of Crop Research	Agricultural Research Information Centre	00002900002900000100000123012005230
9 Abstracts of Crop Research	Agricultural Research Information Centre	00002800002800000100000321072004213
0 Abstracts of Crop Research	Agricultural Research Information Centre	000027000027000002000032605200426
1 Abstracts of Crop Research	Agricultural Research Information Centre	0000270000270000020000032604200426
12 Abstracts of Crop Research	Agricultural Research Information Centre	00002700002700000100000115012004150
3 Abstracts of Crop Research	Agricultural Research Information Centre	0000250000250000030000033105200331
4 Abstracts of Crop Research	Agricultural Research Information Centre	0000250000250000030000030805200308
5 Journal Institute of Landscape Architects	Potash & Phosphate Institute	0000880000880000010000021701200417
6 Journal Institute of Landscape Architects	Potash 🗧 Phosphate Institute	0000870000870000030000041709200317
.7 International Information Communication and Education	International Information, Communication and Education	0000250000250000010000010303200603
8 Rural Sociology	Rural Sociology Society	0000770000770000040000041212201212
9 Rural Sociology	Rural Sociology Society	0000770000770000030000031509201215
20 Rural Sociology	Rural Sociology Society	0000770000770000020000021506201215
21 Rural Sociology	Rural Sociology Society	0000770000770000010000011503201215
22 Rural Sociology	Rural Sociology Society	0000760000760000040000041512201115
23 Rural Sociology	Rural Sociology Society	000076000076000003000003150920111
24 Rural Sociology	Rural Sociology Society	0000760000760000020000020106201101
25 Rural Sociology	Rural Sociology Society	0000760000760000010000010103201101
26 Rural Sociology	Rural Sociology Society	000075000075000004000004011220100
27 Rural Sociology	Rural Sociology Society	00007500007500000300003010920100
28 Rural Sociology	Rural Sociology Society	000075000075000002000002020620100
29 Rural Sociology	Rural Sociology Society	000075000075000001000001010320100
80 Rural Sociology	Rural Sociology Society	000073000073000004000004161220081
1 Rural Sociology	Rural Sociology Society	000073000073000003000003160920081
2 Journal of Applied Communication Research	National Communication Association	00004000004000003000003150820121
3 Journal of Applied Communication Research	National Communication Association	00004000004000002000002150520121
34 Journal of Applied Communication Research	National Communication Association	000040000040000001000001150220121
5 Journal of Applied Communication Research	National Communication Association	0000390000390000300003010820110
6 Journal of Applied Communication Research	National Communication Association	000039000039000002000002010520110
7 Journal of Applied Communication Research	National Communication Association	000039000039000001000001010220110
3 Journal of Applied Communication Research	National Communication Association	000035000035000003000003010820070
9 Journal of Applied Communication Research	National Communication Association	000035000035000002000002100520071
0 Journal of Applied Communication Research	National Communication Association	000035000035000001000001100220071
Journal of Applied Communication Research	National Communication Association	000034000034000003000003150820061
2 Journal of Applied Communication Research	National Communication Association	000027000027000001000001280119992
3 Journal of Oilseeds Research	Indian Society of Oilseeds Research	000029000029000001000001150620121
Journal of Oilseeds Research	Indian Society of Oilseeds Research	000028000028000001000001010620110
5 Journal of Oilseeds Research	Indian Society of Oilseeds Research	000027000027000002000002011220100
5 Journal of Oilseeds Research	Indian Society of Oilseeds Research	000027000027000001000001010620100
Journal of Oilseeds Research	Indian Society of Oilseeds Research	000026000026000002000002151220091
Turwent of Oilagoda Baganaah	Todian Conictu of Ailanada Bassavah	000035000035000001000001150520001

Covert this file to excel with the same steps as explains in steps of exporting Books data from libsys.

# **Export Patron Data from Libsys**

- 1. Login into Libsys client.
- 2. Open Circulation Module.
- 3. Go to Circulation > Reports > On Members > List By Name

You will see the following screen, Check all available option, Select List option to "ASCII" and click "Submit" or "OK" Button.

4

Swelcome libadm					EQUQ Opac Admin Console Help Opac
Acquisition	LibSys Desktop				
Cataloguing	Catanan			6	S.
Circulation	Category -				t .
ØMember Records					
Collection Updates	Groups -				
Check-out					
Check-in					
Renewal	Period		-		
Reservation	Category 🗹 Group 🗹	Subject Rgstn Date	Expiry Date		
Recall/Follow-up	Summary by Category/	Group ? E-mail ID	Address		
CInter Library Loan	List Ontion ASCII File	ASCII Output Fixed Text	~	Categories	
Enquiries				Groups	
Reports	Telephone Z D.O.B Z	Level 🗹 🛛 Gender 🗹	Address-2		
On Members	Profession 🗹				
List by Name	Period ?	×.			
List by IDs					
Member Slip	Order by ?	Include Al	× .		
Registration Form	Mahila Na				
Cancelled Records	Mobile No. C Alt ID C				
Expiry List					
- Institutes List	v	Submit X Cancel			

The file will get generate, Right Click on the file and save the file with its extension i.e. pat.pb1

This is a text file which you can open in excel file and convert the data in proper excel format as shown above for biblio export.

# **Export Current Circulation Data from Libsys**

- 1. Login into Libsys client.
- 2. Open Circulation Module.
- 3. Go to Circulation > Reports > Circulation > Checks-out by Member

You will see the following screen, Check all available option, Select List option to "Accn No." and click "Confirm" or "OK" Button.

Swelcome libadm				📃 💟 🖂 🤣 Opac	Admin Console Help OLogout
Circulation	A LibSys Desktop Checks-out				
CMember Records				0	
Collection Updates	Period	. 06/09/2016		w la	
Check-out		Prir	tt File	×	
Check-in	List Option ? Accn No.				
Renewal			Output Sile Circ1 raw		
CReservation	Include Option All	×	Output File Circl Taw		
Recall/Follow-up			To be Printed ?		
CInter Library Loan	Only Reserved ?	Member Details			
CEnquiries	Books etc. ?	Journals(Bvs)	Save File ?		
CReports	Journals ?	ILL Items			
On Members			No. of copies 1		
ONtices	Late Fee Due ?		Man Ela 2		
Miscellaneous		_	view File r		
Circulation	Membership ? Al	×	LS-Web Report ?		
Checks-out	Price 2	% Increment			
Checks-out by Member	Print Alt ID ?	By Location			
Reserved Titles					
Hourly Statistics			Submit X Cancel		
Yearly Statistics					
Countam Catur	<b>*</b>	Confirm	Modity Kancel		1

The file will get generate, Save the file with its extension i.e. circ.raw

This is a text file which you can open in excel file and convert the data in proper excel format as shown above for biblio export.

**Note:-** 1. In old versions of libsys, the file is saved at path , C:/INFO/LIBSYS/USR/PRINT, by default.

2. In new version, you have option to right click on the file and saved it at your specified location.

3. If the file size is large, in both the above case (1 & 2), the file will only get generate at server side and you need to copy the file from libsys server itself, the file in this case is saved at path C:/usr2/libsys/pfilex, by default.