## FDM Tutorial: How to download catalog records based off your library's current item selection profile

## Process:

- 1) Log into <u>FDM</u>.
- 2) Click on MARC Records.
- 3) In the **FDL number** field, enter your library's FDL number.
- 4) In the **Catalog record dates** drop down box, select the time period of interest to your library and enter values where needed. (See note below.)
- 5) Click **Get MARC** to review the search results.

FDLP Data Manager	Admin	Home	About	Search	Help				
MARC Records Module									
OCLC number									
Item number				SuDoc					
Item entry requires exact spacing and punctuation. Truncated and wild card % searches are possible, ie, 0260% or 0619%08 Sudoc entry requires exact spacing and punctuatic searches are possible, ie, c 3% or D%23%									
Agency (MARC 1XX field)				Agency (by Sul	Doc)	All	~		
Title	All Last 15 days			Subject					
Shipping list	Last 45 days One Fiscal Year			FDL number	3				
Format type	One Calendar Year One Year/Month Between dates			Publication typ	e	Any	~		
Catalog record dates	All	× 4							
			•						
			Get MARC	Get MARC URI s	Reset				
				on as					

6) If the record set is acceptable for your needs, click **Download MARC**.

FD FD	FDLP Data Manager				About	Search	Help					
MARC Records Module												
Status	Marc lists for Parameter search + De			Rec count Marc records = 28 Export to Excel Export to CSV 6				Download MARC reco	ords			
	OCLC	ltem number	SuDoc	Title							URL count	Record date
Details Download	(OCoLC)1402287988	1008-C-02	Y 1.1/8:118-243	Action for Dental Health Act of 2023 :					0	1/16/2024 8:46:34 AM		
Details Download	(OCoLC)1414653632	1008-C-02	Y 1.1/8:118-314	Directing certain committees to continue their ongoing investigations as part of the existing House of Representatives inquiry into whether sufficient grounds exist for the House of Representatives to exercise its Constitutional power to impeach Joseph Biden, President of the United States of America, and for other :						0	1/12/2024 11:05:14 AM	

7) Import the record set into a catalog record utility (such as MarcEdit or your local catalog) for local customization or further review.

## Important information

- Search results may also be downloaded into a spreadsheet via the Export to Excel button. The data reported in the download mirrors the data in the search results display. This may be helpful when collaboratively reviewing resources with others, as a spreadsheet can more easily be shared, reviewed, and marked up when making decisions.
- FDM includes all records, both new as well as changed or updated records.
- FDM is only able to filter the MARC records to your current item selection profile. Libraries that have added item numbers to their selection profile over time may see records for material their library did not select back when the record was originally produced. Likewise, libraries that have deselected item numbers over time should note that they may miss records for material they received but which they do not currently select.
- To obtain records for material your library has, but is not currently profiled for, use alternate search strategies. For example:
  - **SuDoc:** using the % symbol to increase the search results. Example: C 3.2:% to return General Publications from the Census Bureau.
  - Agency (by SuDoc): to return records for an entire agency. Example: selecting Commerce Department will return records from the Census Bureau, NOAA, National Bureau of Standards, etc.
- Note when the MARC Records module was last updated with a monthly record load by looking at the bottom of the MARC Records module page for the statement "FDM's tables were last refreshed from official FDLP sources on: XXX." It typically takes two to three weeks for the previous month's record load to get created and uploaded into FDM.
- Catalog record dates and routinely downloading records on a cycle: The "Catalog record dates" field is populated by the MARC 005 field, which is the date and time of the record was created or updated. If your library is aiming to download records on a monthly cycle, it is recommended that you wait for the latest monthly record load, and then search for records in within specified date ranges. For example, searching "One Year/Month," where the Start Year = 2023 and the Start Month = December, will return records dating from December 1 thru December 31. Searching "Last 45 days" will yield differing results depending on when you perform the search, and it may also yield duplicates if your repeat the search later and the date range overlaps.