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

Process:

1) Log into FDM.
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.

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

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.