How to access your Overdrive MARC records

and upload them to LS2

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| To access MARC on the Overdrive FTP site:  1.  Log in to [http://ftp.overdrive.com](http://ftp.overdrive.com/) with your credentials and choose “Web Client.” If you need help to retrieve your credentials, email our Account Specialist Beau Livengood at [blivengood@overdrive.com](mailto:blivengood@overdrive.com). |  |
| Find and highlight the MARC file to be imported.  Right click on the file and select Download. |  |
| If you’re using the Chrome browser, you may find the “Download” at the bottom of the screen. |  |
| The system should default to Save File.  Depending on the browser you use, the prompt may say “Save as” or similar; choose the option that allows you to save the file to your computer. |  |
| Save the MARC file to your desktop. |  |
| Log in to LS2 Backroom using your 3-digit school code+admin  (\_ \_ \_admin) and your password. |  |
| Click on Start an Import |  |
| Click on choose a File. |  |
| Locate the MARC file on your desktop. Select it; click on Open at the bottom of the screen. Your file name will appear. |  |
| Select Locations:  The system will default to your school name, based on your login.  Please **always check** to make sure **only your school** is selected. |  |
| Scroll to the bottom and click on Import File |  |
| You will receive an Import Pending confirmation of receipt.  Note, if errors occur during the import process, download the file and the error report and submit them to TLC via a ticket for review. |  |