Directions for Accessing & Downloading MARC Records

Steps to Access MARC Records

1. **Click the Administrator link** located at the bottom of your LearningExpress Library homepage (in the gray footer).
2. **Click the MARC Records banner** at the bottom of the page.
3. **Enter your LearningExpress Library username and password** and click Login if you are an existing user. If you do not have a user account, click Create Account and follow the instructions provided.
4. **Copy and paste your MARC Access Key** into the box provided. It is the same alphanumeric sequence as your institution's Authentication Token. Copy and paste only the sequence with hyphens that follow "AuthToken=". Do not manually type in the key, as it may result in an entry error.
5. **Verify the Institution Name**. If this is not the institution for which you are administering MARC Records, click Change Your Institution and enter the MARC Access Key for the institution for which you are administering MARC.

Steps to Download MARC Records

<u>First Time Download</u>: If you are downloading our MARC Records for the first time, please follow these simple instructions:

1. In the "To Download MARC Records for the First Time" section, select the files for the Base Platform and Centers to which your institution subscribes.
2. Click Download.

<u>To Update Your MARC Records</u>: If you downloaded LearningExpress Library 3.0 MARC Records prior to November 15, 2014, you'll need to perform these three actions: (1) update your existing records with files that have the 856 field custom to the selected institution, (2) add new records, and (3) delete obsolete records. Please follow the instructions below:

1. In the "To Update Your MARC Records" section, select the files for the Base Platform and Centers to which your institution subscribes.
2. Select the "NEW Products" files for the Platform and Centers to which your institution subscribes.
3. Select "Deleted Products" to receive a list of obsolete records to delete.
4. Click Download.

If you need assistance, please contact Customer Service at Libraries@LearningExpressLLC.com.