

Instructions for Accessing & Downloading MARC Records

Accessing MARC Records

1. Click the “Administrators and Librarians” link, located at the bottom of any page of your resource platform.
2. Click **Sign-in** or **Register to Download** under the MARC Records section.
3. Enter your **username** and **password** and click **Login**. If you do not have a user account, click **Register** 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 follows “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 records.

Downloading MARC Records

From the **To Download MARC Records for the First Time** section:

1. Select the files based on your current subscription.
2. Click the **Download** button.

Updating MARC Records

From the **To Update Your MARC Records** section:

- % Check the list for your platform and centers that have new resources. (Note: Only those with new resources will be shown.)
- & Select the **NEW Resources** files based on your current subscription.
- ' " Select **Deleted Resources** (if shown) to receive a list of obsolete records to delete.
- (" Click the **Download** button.

Information on accessing, downloading, and updating MARC records can also be obtained at EBSCO Help, at https://help.ebsco.com/interfaces/LearningExpress/All_Products/Accessing%2C_Downloading_and_Updating_MARC_Records.

If you require assistance, please contact Customer Support at <http://support.ebscohost.com/contact/askus.php>. Customer Support is available 24 hours a day on Monday-Friday and 9 AM to 5 PM EST on Saturday and Sunday.

