

Instructions for Accessing & Downloading MARC Records

Steps to Access MARC Records

1. Click the “**Librarian Resources**” link located at the bottom of any page of your LearningExpress Library site.
2. Choose your product (LearningExpress Library, PrepSTEP for Colleges, PrepSTEP for High Schools).
3. Click the “**MARC Records**” button at the bottom of the page.
4. 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.
5. 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.
6. 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.

Steps to Download MARC Records

To Download MARC Records for the First Time: 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 based on your current subscription.
2. Click the “**Download**” button.

To Update Your MARC Records:

Note: If you downloaded LearningExpress Library 3.0 MARC records prior to November 15, 2014 and/or your current records do not contain an 856 field, please delete all records and follow the instructions above “To Download MARC Records for the First Time.”

To Update Records Downloaded After November 15, 2014: Please follow these instructions:

1. Go to the “To Update Your MARC Records” section.
2. Check the list for your platform and centers that have new resources (only those with new resources will be shown).
3. Select the “NEW Resources” files based on your current subscription.
4. Select “Deleted Resources” (if shown) to receive a list of obsolete records to delete.
5. Click the “**Download**” button.

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.

