



## How to

# Access

## Customized MARC Records Through Your Administrative Portal

The new MARC delivery system on the Administrative Portal provides up-to-date records for titles on our platform based on your institution's specific access, ensuring that the records you download include just those titles to which you have access. No more duplicate records or note files explaining territorial restrictions. As your sets generate each month, you can download comparison sets to see newly added, deleted, or updated records between months.

**Visit:** <http://adminportal.alexanderstreet.com>

Log in using your institution's statistics account username and password. If you are having trouble accessing your account, contact your Account Manager at [support@alexanderstreet.com](mailto:support@alexanderstreet.com).

Please sign in

**Alexander Street**  
Administrative Portal

Username \*

Your credentials into this admin portal are the same as those for the Alexander Street Press usage statistics sites. Enter your Alexander Street usage statistics username here.

Password \*

Enter your Alexander Street usage statistics password here.

Log in

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## How to

# Generate MARC Sets

After clicking Download MARC Records -> Download Monthly MARC Sets, there are two options available.

### 1. Download all available MARC records as of a certain month.

This is great for brand new MARC customers who have never loaded Alexander Street records. You will be able to download a file of all of your available MARC records. It presents a file that contains all of your institution's MARC records as of the 1st of that month.

### 2. Download MARC changes between a range of months.

This option is great for existing MARC customers as they can select additions, updates, or deletes specific to their institution. Customers who have downloaded our record sets in the past will find this option useful as will new customers after their initial month.

**Please note** that when first signing up for the service, all users will only have one month available. After the 1st of the next month, they will be able to select a range of months.

For further questions on how to access Alexander Street MARC records, please contact [support@alexanderstreet.com](mailto:support@alexanderstreet.com) or visit our FAQ page: <http://alexanderstreet.com/page/marc-records-faq>

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**Alexander Street**  
Administrative Portal

[Account Settings](#) | [Manage Collections and Titles](#) | [Download MARC Records](#) | [Contact Us](#)

**Download Monthly MARC Sets**

Download all available MARC records as of April 2016 [Download](#)

-OR-

Download [All changes](#) between March 2016 and April 2016 [Download](#)

Sign up here to see new MARC records are available

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