How to Access MARC Records

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 Customer Engagement Representative at support@alexanderstreet.com.

How to Generate MARC Sets

**OPTION 1: ALL AVAILABLE RECORDS**
All Available Records provides a snapshot of every single MARC record to which an institution has access as of the 1st of the selected month.

**Example:** An institution activating Counseling and Therapy in Video: Volume IV on January 20, 2017 will have those MARC records in their “February 2017” set, but not their “January 2017” set.

**OPTION 2: MONTHLY CHANGES**
Monthly changes are based on the 1st of each month

First dropdown options: All Changes, Additions, Deletes, or Updates.
Second dropdown options: Select the two months between which changes occurred.

- **Additions**
  - Example: November 2016 – February 2017 = Any new MARC records added between November 1, 2016 and February 1, 2017.

- **Deletes**
  - Example: November 2016 – February 2017 = Any MARC records for titles which the institution lost access to between November 1, 2016 and February 1, 2017.

- **Updates**
  - Example: November 2016 – February 2017 = Any MARC records with metadata fixes (typos, subjects, etc.) between November 1, 2016 and February 1, 2017.

**OPTION 3: CUSTOM SETS**
- First, log into the system and select Continue under Custom Sets.
- Several searches are available with this option: title, collection, publisher, date range.
- Only collections to which you subscribe will be listed in the dropdown.
- Selecting a date range will show you the titles added within that date range for any search parameter supplied.
- The MARC Edit Date shows you when the records were added.
- Functionality of the real-time abilities of this feature is on-going as we uncover use and test cases.

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