

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.

