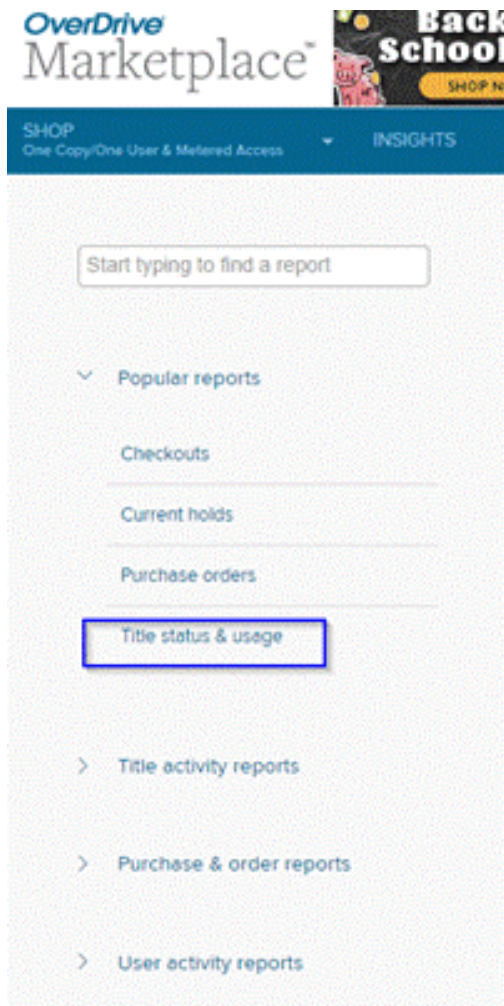
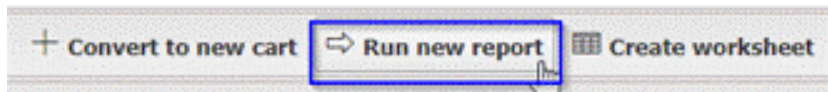


# How to Separate MARC Record Files by Content Access Level

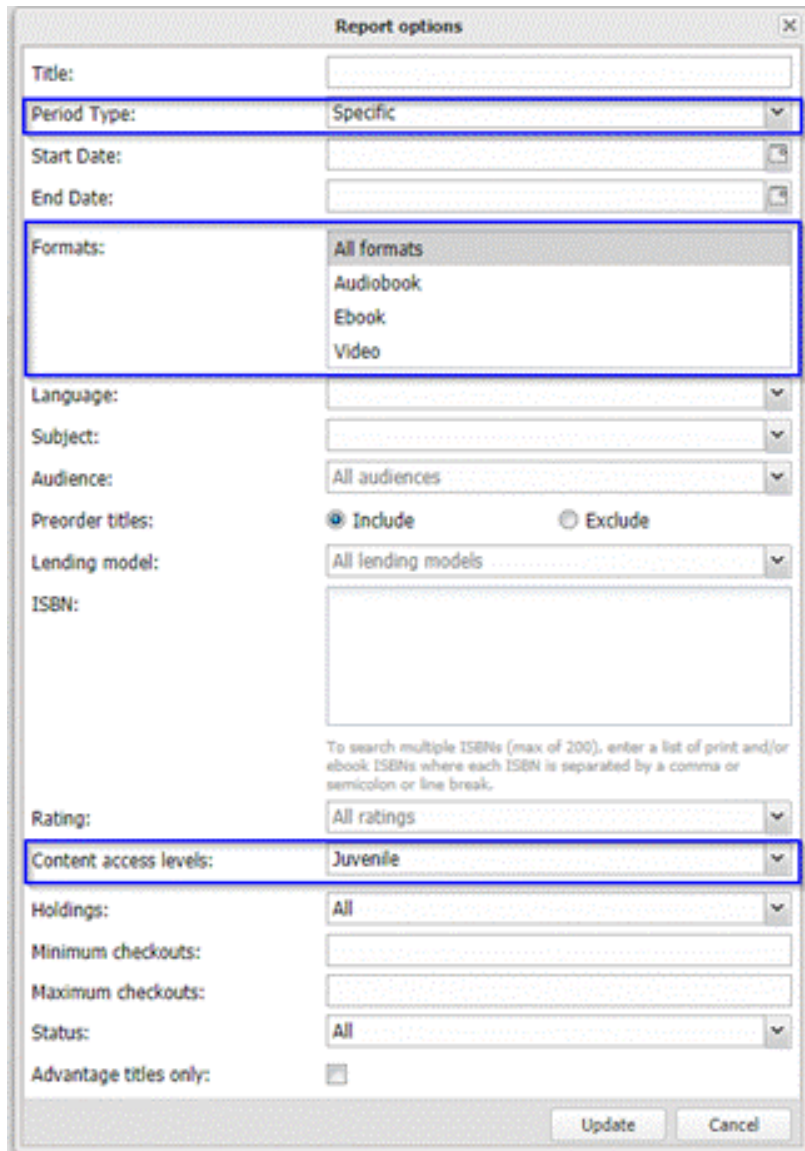
1. Log into [Marketplace](#) and go to the Insights tab> Title Status and Usage.



2. Click the **Run New Report** button towards the bottom-right



Make sure the Period Type is left at "Specific", All Formats is selected, and select the Content Access level you'd like to search for. Then click **Update**.



**Report options**

Title:

Period Type: **Specific**

Start Date:

End Date:

Formats: **All formats**  
Audiobook  
Ebook  
Video

Language:

Subject:

Audience: **All audiences**

Preorder titles:  Include  Exclude

Lending model: **All lending models**

ISBN:

To search multiple ISBNs (max of 200), enter a list of print and/or ebook ISBNs where each ISBN is separated by a comma or semicolon or line break.

Rating: **All ratings**

Content access levels: **Juvenile**

Holdings: **All**

Minimum checkouts:

Maximum checkouts:

Status: **All**

Advantage titles only:

**Update** **Cancel**

The report will populate. Then, scroll down and click the Create Worksheet button. A spreadsheet will download. Open the spreadsheet.



3. The spreadsheet will contain LOTS of information, but you will only need the information in **Column B** - "Reserve ID". Expand Column B to the right and copy all the numbers under the column heading in the whole sheet.

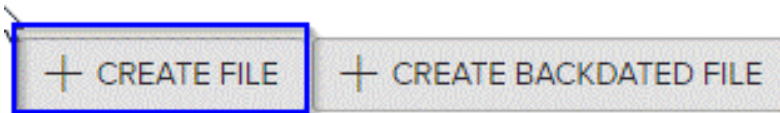
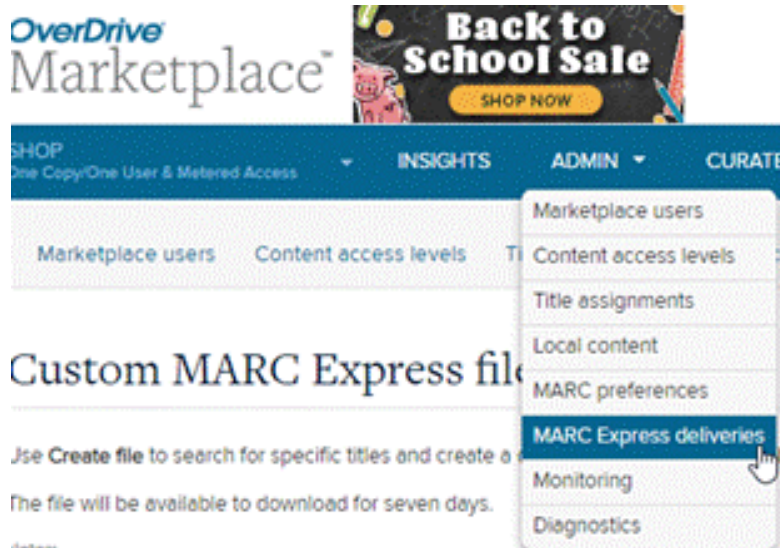
Clipboard Font Alignment Nu

**POSSIBLE DATA LOSS** Some features might be lost if you save this workbook in the comma-delimited (.csv) format. To preserve all data, use the Save As command to save the workbook in the current format.

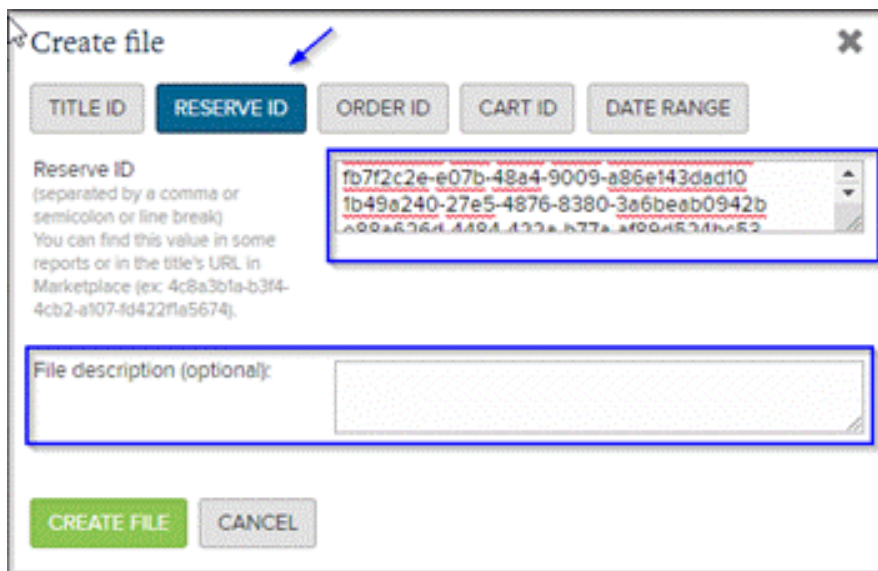
B1

	A	B	C	D	E	F	
1	CrossRefID	ReserveID	Title	Edition	Series	Creator	ISE
2	2461772	4086be5d-faf8-4b8f-93ea-c94938d4c38a	1 Big Salad: A Delicious Countir			Medina, J	9.
3	2582581	b8d59f4b-2be0-4b7e-a04c-caeff6c34fee	5 Little Ducks			Fleming, E	9.
4	158462	fa2fbab6-fca8-4213-a390-6bd235615ad1	The 7 Hab Unabridged			Covey, Se	9.
5	4261780	5551c374-ddc9-4e7f-b1d5-f90bfc99b5bc	101 Small Ways to Change the			Kids, Lone	9.
6	2665562	939dff11-53b4-4387-98c8-634151552279	101 Things Every Girl			Faithgirlz From the	9.
7	1688741	073b2b86-124d-4ea8-b1fd-e2beccd4a8f9	The 13-Story Treeho			Treehouse Griffiths, J	9.
8	1771261	6694ae80-1c31-4d67-ad75-25e864da50f8	365 Days of Wonder: Wonder			Palacio, R	9.
9	1093551	fb7fc2e-e07b-48a4-9009-a86e143dad10	50 Below Zero			Munsch, R	9.
10	1453887	1b49a240-27e5-4876-8380-3a6beab0942b	The 823rd Hit: Topps			Topps Lea Scaletta, K	9.
11	3085601	e88a626d-4484-422a-b77a-af89d524bc53	Aaron Roc Unabridge			Amazing / Savage, Je	9.
12	597908	380be8ec-8905-4e8f-a09d-e6dc8cc234db	Abe Lincoln at Last!			Magic Trei Osborne, J	9.
13	1214824	e7844604-f059-4a71-954a-1d5baf4dc53e	Abe Lincoln's Hat			Step into Brenner, M	9.
14	993557	86172442-4b71-4e85-8999-787cbf091015	About Average			Clements, J	9.
15	679971	1be886ae-ce27-4d7b-985a-9aba9c6b90dc	Abraham Lincoln: A			Magic Trei Osborne, J	9.
16	3690007	8cea1200-2013-4da5-87d1-0fb91d09ea98	Accessorize Yourself			Craft It Yo Kachiduria	9.
17	3412449	60d2f325-91e6-4653-a1c0-ab9417a32846	Achilles and the Troj			Graphic M Jeffrey, G	9.
18	3696554	c342df9a-8d5e-4a82-92cc-e97746dee31d	Ada Lovelace and Co			21st Centi Labrecque	9.
19	2237101	3f682bda-b7e1-4e2d-93e3-55948f2be90d	Ada Lovelace, Poet of Science:			Stanley, D	9.
20	2877546	ed61f079-fb0a-4883-aff6-390c56176b73	Ada Twist, Scientist			Beaty, An	9.
21	4006281	aa08bc06-f81b-4e07-a9e4-9611cac37c84	The Adver Unabridge			Captain U Pilkey, Da	9.
22	240700	dfb8fa48-5fca-42b5-b5dc-4453a5f3a5a	Afternoon on the Ar			Magic Trei Osborn	9.

4. Back in Marketplace, go to the Admin tab > MARC Express Deliveries, and click the **Create Custom File** button, then click the **+ Create File** button.

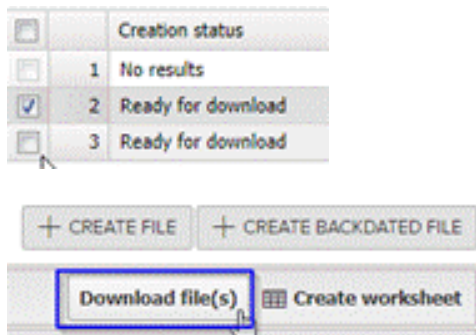


In the Create File window, select **Reserve ID** and paste all of the Reserve IDs you copied from the spreadsheet:



Also, add a file description such as “All Juvenile titles”, and click the **Create File** button. Confirm you would like to continue if asked.

6. In the data table (scroll down to see it), the Creation Status column will read “Ready for Download” once the file is ready to be downloaded. You may have to reload the page for it to update once the file is ready. Click the button to the left of the file and select click the **Download Files** button.



7. This file will download as a ZIP file to your computer. Click on the file to unzip it. Click on the Folder inside the file, and the MARC Records will be inside the folder. They should all be named with “ME-“ at the beginning of the file name. These files can be uploaded into your catalog.

8. Repeat these steps 3-8 if you need to create MARC Record files for Young Adult and Adult Level titles.