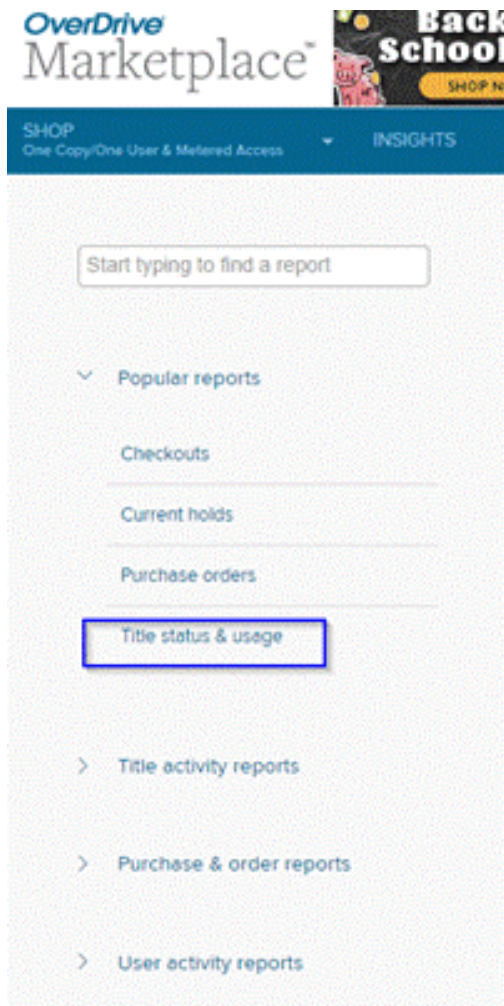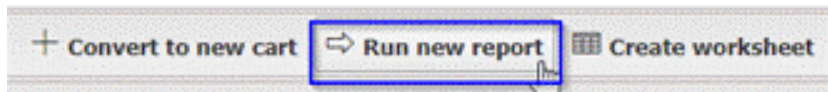# How to Separate MARC Record Files by Content Access Level
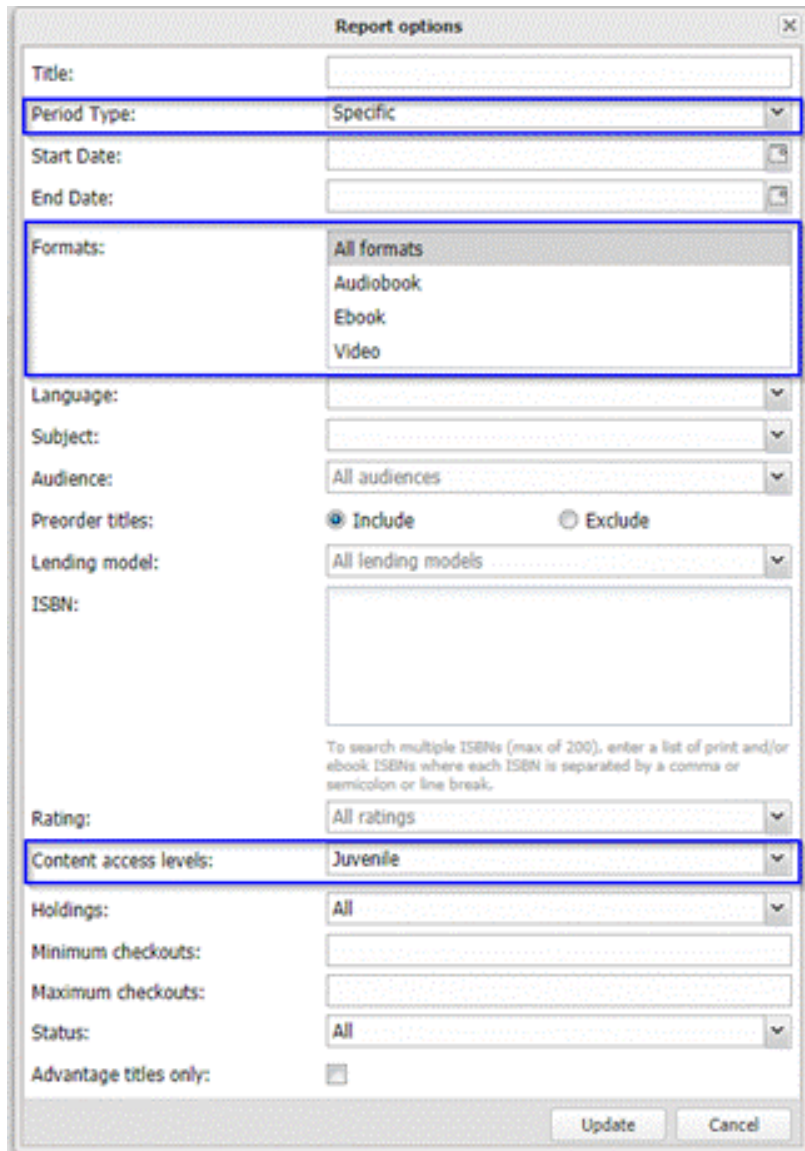
1. Log into [Marketplace](#) and go to the Insights tab> Title Status and Usage.

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. The click **Update.**

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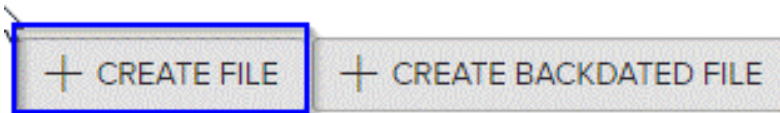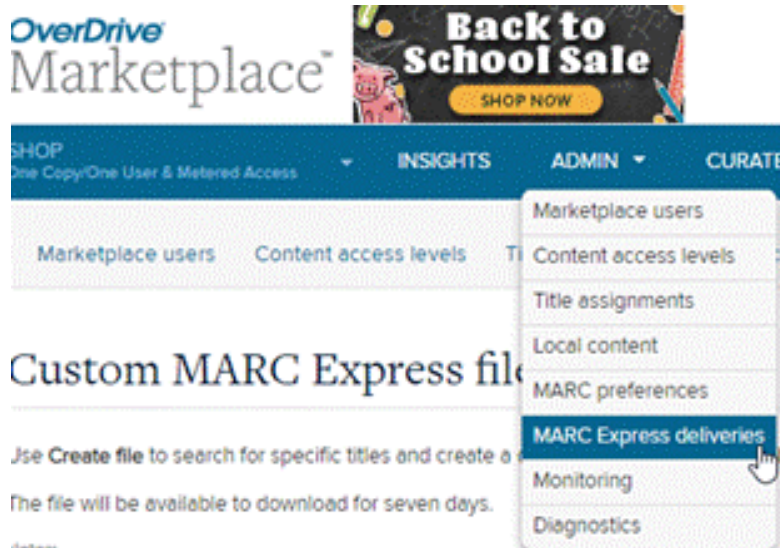
4. Back in Marketplace, go to the Admin tab > MARC Express Deliveries, and click the **Create Custom File** button, then click the **+ Create File** button.


In the Create File window, select **Reserve ID** and paste all of the Reserve IDs you copied from the spreadsheet:
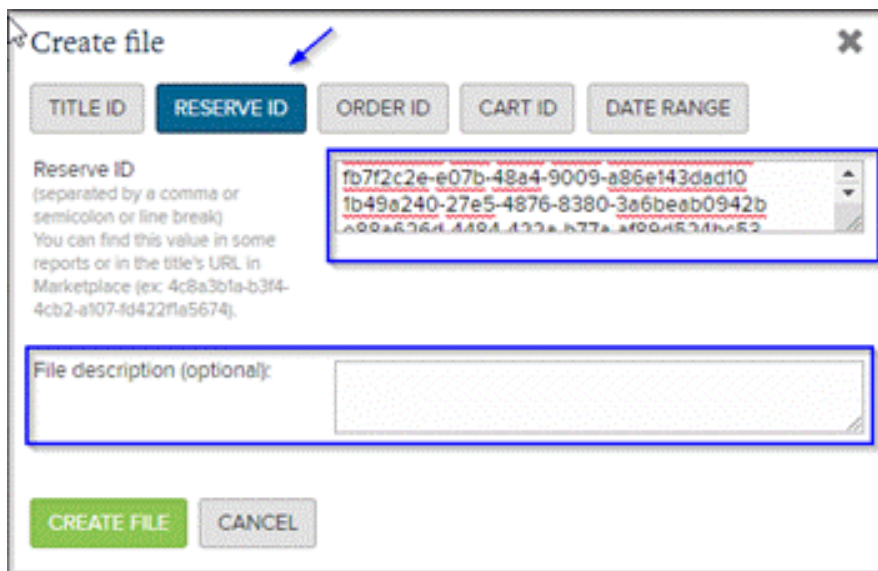
Also, add a file description such as "All Juvenile titles", and click the **Create File** button. Confirm you would like to continue if asked.

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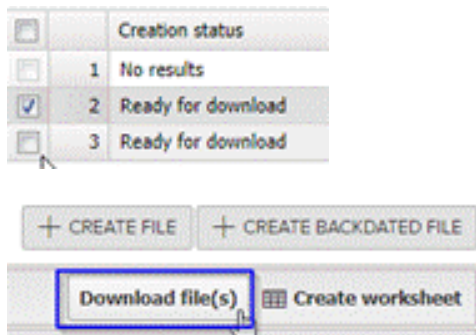
7. This file will download as a ZIP file to your computer. Click on the file to unzip it. Click on the Folder inside the file, and the MARC Records will be inside the folder. They should all be named with "ME-" at the beginning of the file name. These files can be uploaded into your catalog.

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