

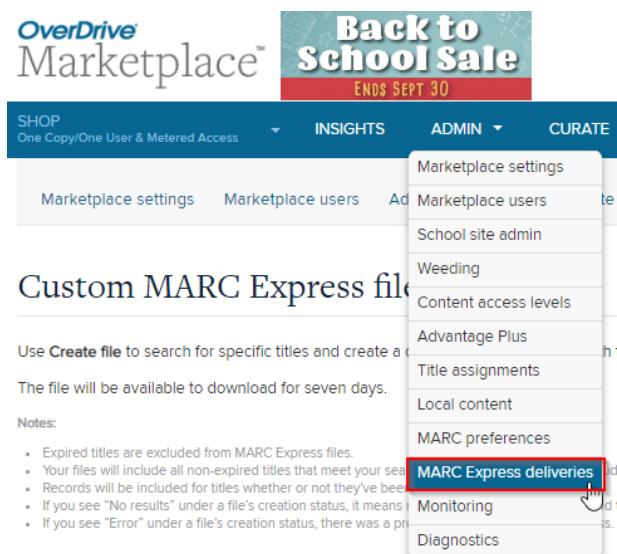
How to Access and Download MARC Records

Please note. You will need to have the **MARC Express Deliveries permission under the Admin tab to access MARC Records. If you do not see this permission, please contact Amanda Lawman at aizuka-lawman@overdrive.com*

Accessing MARC records is different depending if you are looking for records for titles that have been added to the collection {what's the time period??} ("current records") or records for titles added prior to that period ("past records")

Current records

1. Log into [Marketplace](#) with your login ID.
2. Go to the Admin tab > MARC Express Deliveries.



Any new deliveries from the consortium or from your Advantage account will appear in the table towards the bottom of the page:

MARC Express deliveries

Use **Search deliveries** to find and select MARC Express deliveries, then click **Download deliveries** to download them. You'll receive one delivery per day. When you can also select **Create custom file** to search for specific titles and download their records, or create a backdated file to download all records in your collection. If you'd like to see all the titles in an order, click on its delivery date.

Notes:

- MARC Express deliveries include those created on 1/1/2017 or later.
- Records will be delivered for titles whether or not they've been weeded from your collection.

Summary	
Account	Wisconsin Schools Digital Library Consortium (WI)
Date	Last 60 days

	Delivery date	Account
1	08/21/2019	Wisconsin Schools Digital Library Consortium (WI)
2	08/09/2019	Wisconsin Schools Digital Library Consortium (WI)
3	07/27/2019	Wisconsin Schools Digital Library Consortium (WI)

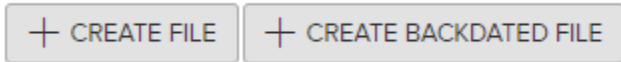
{How do they get these? }

Past records

1. Log into [Marketplace](#) with your login ID.
2. Go to the Admin tab > MARC Express Deliveries.

The screenshot shows the OverDrive Marketplace Admin interface. At the top, there's a navigation bar with 'SHOP', 'INSIGHTS', 'ADMIN', and 'CURATE'. Below this, there's a 'Marketplace settings' dropdown menu. The 'ADMIN' dropdown menu is open, showing various options: Marketplace settings, Marketplace users, School site admin, Weeding, Content access levels, Advantage Plus, Title assignments, Local content, MARC preferences, **MARC Express deliveries** (highlighted with a red box), Monitoring, and Diagnostics. The background shows the 'Custom MARC Express file' page with instructions and notes.

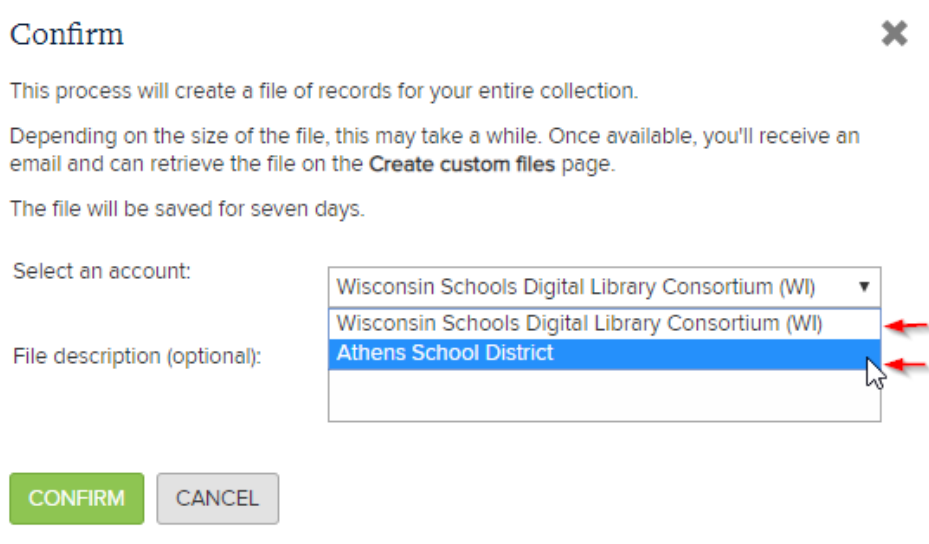
3. To search for past deliveries, you can either click the **Search deliveries** button and enter search criteria such as a date range, or you can click the **CREATE CUSTOM FILE** button. If you click this button, you will have two additional search options: **+ Create File** or **+ Create Backdated File**



*If you would like to receive MARC Records from a specific order number or date range, click **+ Create File**. A search window will appear with search options. You can select **Date Range** and enter the date range you'd like to search for. You can select **Cart ID** if you know the particular cart ID number for the order you'd like to receive MARC Records for, or you can select **Order ID**, if you have the Order ID for that purchase handy. Once you have added this information, click "Create File"*

*If you would like to access ALL MARC Records for all titles in the consortium, or for your Advantage account, click **+ Create Backdated File**.*

4. A Confirm window will pop up. Please select which account you'd like to receive the MARC Records for. If you would to receive the MARC Records for all titles in both the consortium and from your Advantage account, you will need to run this report 2 times.



Enter a File Description name such as "All WSDLC Titles" or "All [Advantage account name] Titles" and click **Confirm**.

5. The file will then start being created and will display in the table. During this time, the status will read "In Progress":

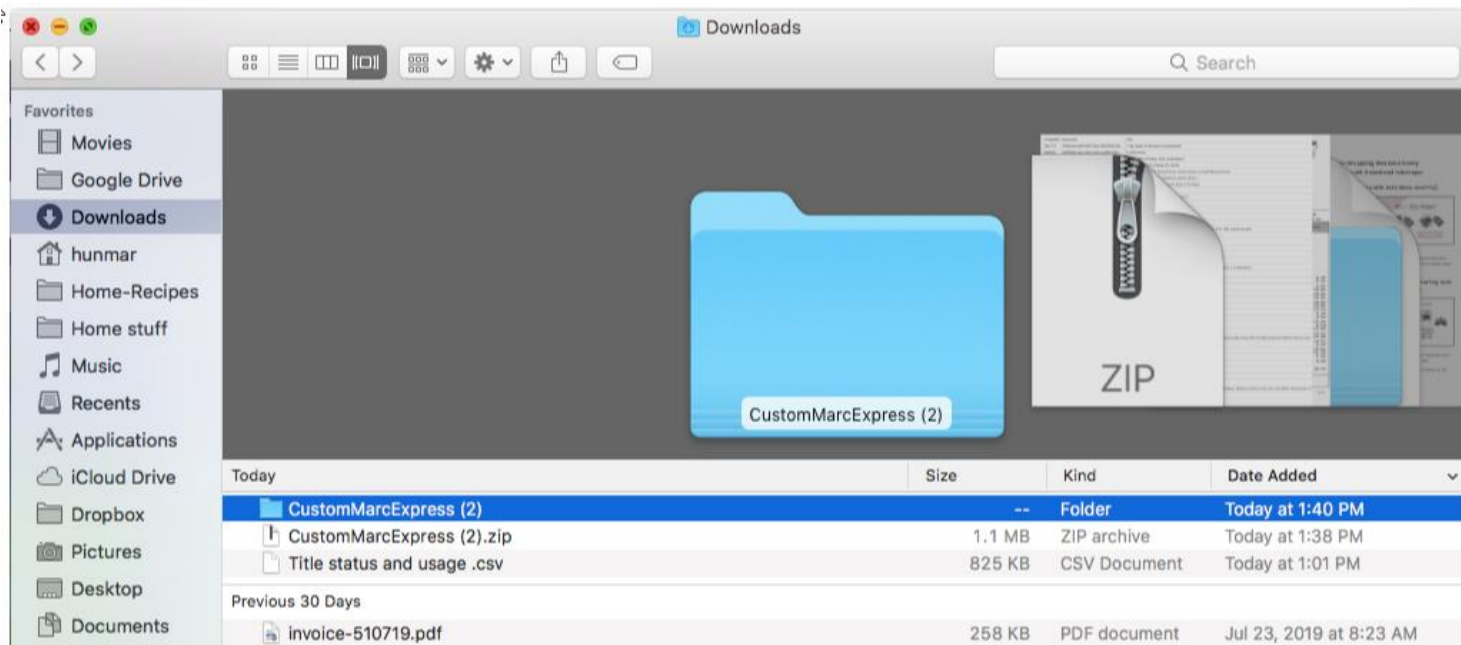
**Note, you may need to click Refresh from time to time to get updated on the Creation Status. This may take a while if you are creating a file with all WSDLC MARC Records.*

<input type="checkbox"/>	Creation status	File description	Creat
<input type="checkbox"/>	1 In progress	All WSDLC Titles	Unkn

6. Once the file is finished being created, the status will read “Ready to Download”. Check the box next to “Ready to Download”. At this point, the Download Files button will become active. Click this button, and the file will download to your Downloads folder as a ZIP file.

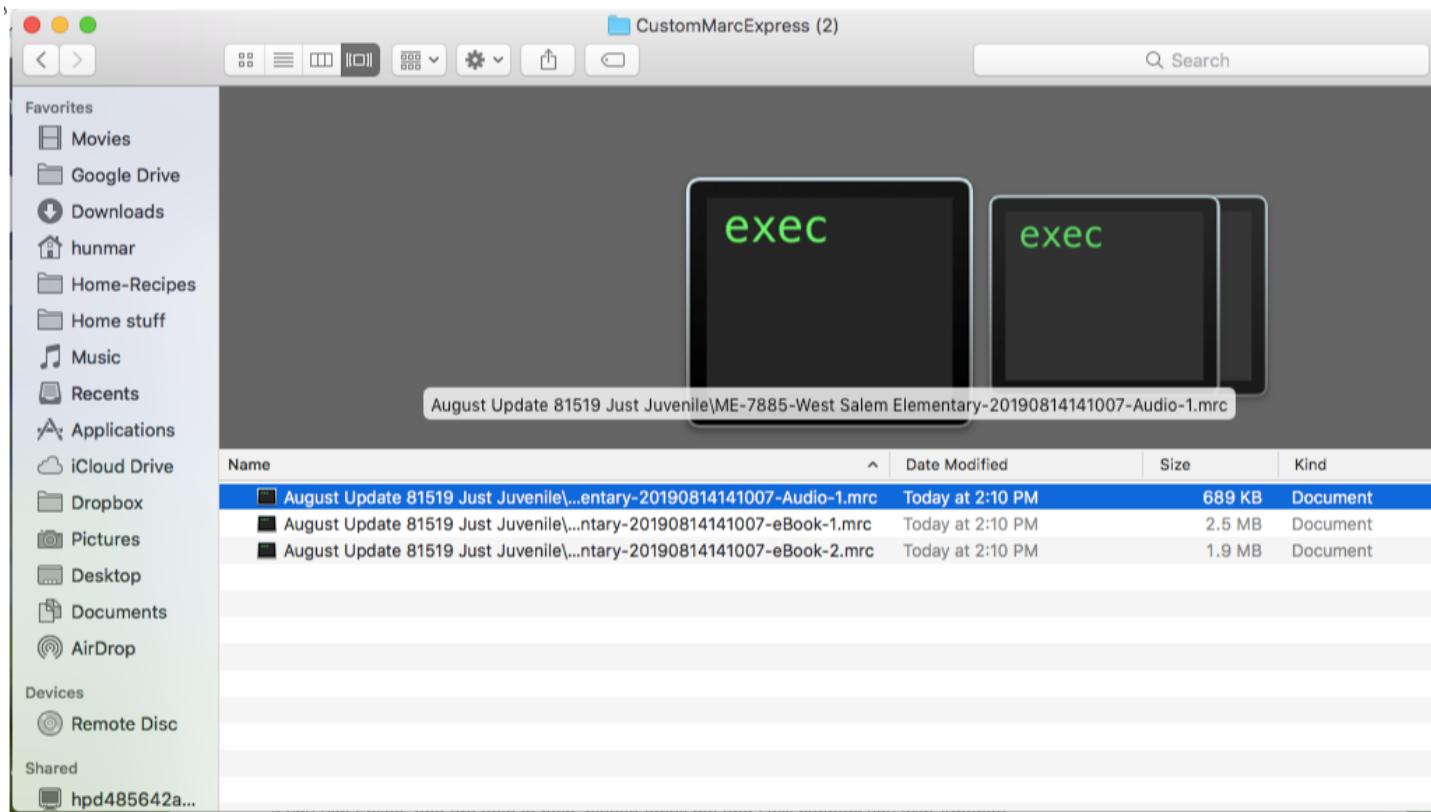
<input type="checkbox"/>	Creation status	File description	Created on	Account
<input checked="" type="checkbox"/>	1 Ready for download	All WSDLC Titles	9/25/2019	Wisconsin Sci

7. Go to Downloads on your computer and find locate the ZIP file with the file description name you created.



8. Open the ZIP file.

9. Open the folders inside the ZIP file.



The files labeled .mrc will be the files you will upload into your catalog.