

MARC Records for the eBook Consortium's Holdings Are Now Available in Your Institution's LibCentral

Where to Find Your Records

Log in to LibCentral. Navigate to Collections (in the primary navigation header) > MARC Updates. Open the "Subscribed and/or Owned" record set. Each delivery will appear with its own date stamp and "Download" link. If you require assistance logging in to LibCentral, please contact the vendor's tech support at ebooksupport@proquest.com.

Initial Delivery & Update Schedule

The first delivery of records includes a complete set of your consortial holdings. This initial update will have a date stamp of either 2018-01-26 (if you did not request that your proxy server URL prefix be included in the 856 field) or 2018-02-01 (if you did request that your proxy server URL prefix be included in the 856 field). If you already have College Complete in your OPAC and you have been receiving update files by email, then you can ignore this initial delivery, but note that you will no longer receive your updates by email.

Monthly update files (additions and deletions) are made available on the 28th of each month.

856 Field & Your Proxy Server Prefix

If you have asked for your proxy server prefix is included in the 856 field of your records, then they will be; otherwise, they will not be. Note, however that this only applies to "Full" records – apparently, proxy server prefixes cannot be included in "Express" records. See below for more about Full vs. Express. If you would like to make any changes to your URL settings, please contact the vendor's tech support at ebooksupport@proquest.com.

Full vs. Express Records

ProQuest purchases MARC records for their titles from third-party vendors. These are called "Full" records. When they have not received a given record, they provide a machine-generated "Express" record in the meantime.

By default, you will only receive Full records in your monthly update, which means that your MARC records will not necessarily represent a complete set of all of your holdings. Your initial delivery and each subsequent monthly update delivery will include a CSV file called "All Full MARC Not Available" which lists the titles that only have Express records available.

If you would like to include Express records in your OPAC, you have two options: to ask that they be included in your monthly updates, or to find and download them manually. Note, however, that proxy server prefixes cannot be included in "Express" records, so you will have to add these to the 856 fields manually if you want them to be included.

Adding Express Records to your OPAC Manually

1. Open the "All Full MARC Not Available" CSV file provided in your MARC update download.
2. One by one, open the item record in LibCentral for each title on the list, either by searching LibCentral by Document ID, or simply by adding the Document ID to the URL below (after first replacing "SiteID" with your institution's Site ID).

<https://SiteID.ebookcentral.proquest.com/libCentral/FullRecord.aspx?p=DocID>

3. Click on the "Export MARC" link in the item record to download the Express MARC record.

4. Load the record into your catalogue. Once the Full record is available, it will appear in a monthly update, and you will have to handle the resulting duplication per your standard local processes. If duplication presents a problem for you, consider opting to receive Express records in your monthly updates instead, as detailed below.

Receiving Express Records in Your Monthly Updates

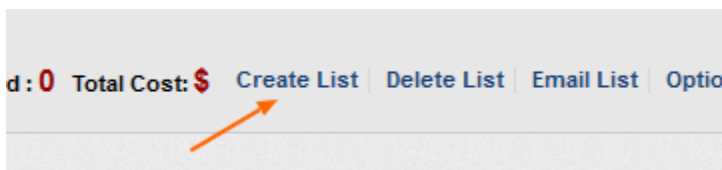
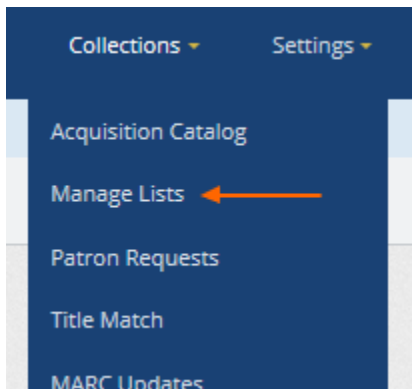
If you would like to receive Express records in your monthly updates, please contact the vendor's tech support (ebooksupport@proquest.com) to turn this functionality on.

Note, however, that once you receive an Express record in your monthly updates, you will never receive the Full record. If you would like to replace your Express records with your Full records once they are available, you will have to do so manually. Our rep suggests using the Lists function in LibCentral. Please see the "[Using the Lists Function](#)" section below for details.

Using the Lists Function in LibCentral to Replace Your OPAC's Express Records with Full Ones

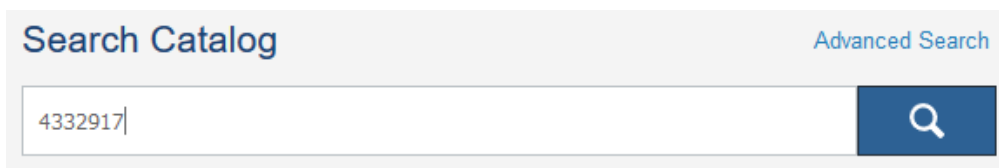
1. Create a List.

Create a list for tracking the Express records you have loaded into your OPAC by navigating to Collections (in the primary navigation menu in the site header) > Manage Lists, and clicking on "Create List" to open the Create List pop-up window.



2. Add Records to Your List.

Search the LibCentral catalogue for each item in your Express records file. For example, enter the Document ID into the simple search bar on the home page.



Click on "Add to List" in the item record to open the Add To List pop-up window.

Subscribed: College Complete
Not currently for sale.
Fund Code: [Modify](#)
Visibility: On
[Add to List](#)
Select:

3. Check for Updates.

Navigate to the Manage Lists page, and select your list from the "Currently Viewing" drop-down menu.

Manage Lists
Title, Author, Keyword, ISBN, Document ID
Currently Viewing: Choose a list...
Total Books in List: 0 Total Owned: 0 Total Subscribed: 0

Click on "Export Results" to open the File Export pop-up window.

Currently Viewing: Express MARCs (2) | Total Books in List: 3 Total Owned: 0 Total Subscribed: 3 (Remove)
of 3 titles within list.
Date Added: [dropdown] Display: 10 Results [dropdown] [Select Page](#) [Select All](#) [Update All](#) [Export Results](#)

Select the "FULL MARC" File Type for your export. If only Express records are delivered, that means the Full records are still not available.

File Export
3 EBooks
File Type: Full MARC (MARC8)
(Express MARC8 supplied when Full MARC not available.)
 Express MARC (UTF-8)
 Express MARC (MARC8)
 Express MARC (XML)
 .CSV
Delivery: Download Email nmorgan@ocls.ca
Export