Admin User Guide: MARC Records



Information

MARC records are available with your subscription to the Aspen Learning Library through OCLC WorldShare Collection Manager. Changes in the subscription configuration (e.g., new titles available, out-of-print titles removed, or metadata updates) are pushed to your institution when they are available, based on your settings. We typically make updates every 1-2 months. We send an email to let you know when records are updated.

If you already have access to OCLC WorldShare Collection Manager, go to your unique customer URL and login.

OCLC MEMBER LIBRARIES

Select EACH ONE in which your institution has subscribed.

Aspen Learning Library: Study Aids

Aspen Learning Library: Academic Success (Specialty Collection)

Aspen Learning Library: Treatise (Specialty Collection)
Aspen Learning Library: Bar (Specialty Collection)

Aspen Learning Library: NITA Reference (Specialty Collection)

Aspen Learning Library Flashcards: SpacedRepetition — Law in a Flash (Specialty Collection)

You should receive the MARC records within 48 hours of selecting the collection and enabling MARC delivery in Collection Manager.

You may retrieve files via the MyFiles feature in the WorldShare platform or via SFTP, based on your institution's settings. See <u>detailed documentation</u> for both methods of downloading on the OCLC site.

LIBRARIES WITHOUT A COLLECTION MANAGER ACCOUNT

<u>Request a Collection Manager</u> account through the OCLC form. OCLC does not charge a fee for getting an account to access these MARC records. Once you have received your account information, follow the instructions above.

For further assistance with WorldShare Collection Manager, please <u>contact OCLC Customer</u> <u>Support.</u>