

Downloading and customizing your Archives Unbound Marc records

How to download

- Go to http://www.gale.cengage.com/marc_records/au.htm
- Right-click on the [Marc] link for the title you wish to download
- Choose “Save Target As” and save the file to your computer

Once you download the records, they will require modification to ensure the 856 URL links to your organization’s account. These modifications require adding your location ID to the URLs. For assistance in finding your location ID:

- Call our Technical Support team at (800) 877-4253, option 4
- Email us at gale.technicalsupport@cengage.com

Customizing your MARC records

A MARC editing tool is necessary to customize your Archives Unbound MARC records. If you do not already have access to MARC Editing software, please consider downloading MarcEdit free of charge courtesy of Oregon State University:

<http://people.oregonstate.edu/~reerset/marcedit/html/downloads.html>

Once you have the file open within MarcEdit, you can begin adding the location ID to the 856 field:

- Open the .mrc file that you downloaded using your MARC record editor (If you are using MARC Edit this will create a .mrk file for editing that you will need to convert back to a .mrc file before importing into your catalog)
- Within the records, locate the 856 field
- Highlight [LOCATIONID], right-click and choose “Copy”
- Using the Control-F keys, perform a “Find & Replace”
- Click the Replace Tab
- Paste: [LOCATIONID] into the “Find What” box
- Enter your location ID into the “Replace With” box
- Select the “Replace All” button
- Go to the File menu and choose “Compile File Into MARC” (this will convert your file back to a .mrc file for importing into your catalog)

Your Archives Unbound MARC Records have now been customized for your specific location and you can import them into your online catalog.

Need help?

Contact Gale Technical Support at (800) 877-4253, option 4 or via e-mail at gale.technicalsupport@cengage.com with any questions.