

MARC Records FAQ

1. For which materials are MARC records provided?
 - For products published before 2016, each title should contain an umbrella record. It may also contain collection records, monograph records and serial records, depending on the material published in this product.
 - For products published after 2016, each title should contain an umbrella record and a combination of collection, monograph and serial records depending on the material published in this product. It will also contain a set of automated records which provide a catalogue record for every other document based on the indexing data published in the product.
 - We are in the process of reviewing and revising the MARC records for products published pre-2016. Keep an eye on the MARC Records product list for updates.
2. What do the different MARC record file names mean?
 - Umbrella – this is an overarching record for the product. It provides a summary of the archive collections, key themes, a product description and date range. Manually catalogued.
 - Collection – this is usually a record per archive collection within a product. It provides a general summary of the material available from this archive collection. Manually catalogued.
 - Monograph – for most products, the printed, published books/monographs will have a monograph record. Manually catalogued.
 - Serial – for most products, runs of magazines, newspapers and periodicals will have a serial record. Manually catalogued.
 - Automated – all material that is not classified as a monograph or a serial will have an automated record. This might comprise ephemera, manuscript material, or archive folders of multiple document types. These records are based on the indexing data, which is a combination of archive catalogue data and AMD controlled vocabularies. Automated process.
 - Automated video – records for all video types. Record content is based on indexing data, which is a combination of archive catalogue data and AMD controlled vocabularies. Automated process.
 - Automated audio – records for audio files. Record content is based on indexing data, which is a combination of archive catalogue data and AMD controlled vocabularies. Automated process.
3. Can I sort the product list on the corporate website?
 - The product list is alphabetical by product title and cannot currently be sorted or filtered.
4. How do I retrieve the records?
 - Click on the collection below, which will take you automatically into your computer's zip program.
 - Click on the "extract all" key and the Windows menu will appear, asking you which program you wish to view the MARC record in.
 - At this point you can move the chosen MARC record into the cataloguing program your library uses by selecting it and then clicking "extract". It should then be ready to use.
5. How do I know when new records are available?
 - MARC records for a newly published product are usually available within a few weeks of publication. You can keep checking the MARC Records page on the corporate site or [contact Support](#).

6. How do I know when records have been updated?
 - Occasionally we make updates to existing MARC records to fix errors, amend data, or enhance the existing records.
 - Products with updated records (i.e. updated since the initial release) will include an update date in the title. The zipped folder will contain the updated records.
 - For updates made after May 2019, the zipped folder will contain the updated records as well as an Update Notes text file detailing the changes.
7. What is the “Update Note” included in the zip file for certain products?
 - This was introduced in May 2019 following customer feedback, and will detail any record fixes or other changes to the records initially released for a product.
 - It will explain whether the update was universal or specific to individual records (and which ones were amended).
8. Can I find these MARC records via any “discovery services”?
 - Yes, we provide the MARC records to the following discovery services:
 - Ex Libris (Primo Central, Metalib, SFX Knowledge Base)
 - ProQuest (Summon)
 - Ebsco (EbscoHost)
 - OCLC (WorldCat Local and WorldCat)
 - NB: Whilst we send the MARC records to these services as soon as they are completed by our supplier, we do not control when they are made available by the service itself.
9. Do the MARC records contain OCLC control numbers?
 - No, the MARC on our website do not contain OCLC numbers, however if you require OCLC numbers for any of our MARC sets please [contact Support](#).
10. Why do some records contain controlled subject headings and others do not?
 - a. Our supplier creates different kinds of MARC records depending on the original material type (see question 2 above)
 - b. Records relating to monographs, serials, and umbrella/collection level records are manually reviewed by professional cataloguers, and AMD controlled vocabularies are converted to LOCSH
 - c. Records produced through the automated processes contain indexing terms based on AMD controlled vocabularies. These are retained to assist in the discoverability of records, and are found in field 653.
11. How do I obtain KBART records?
 - We do not produce KBART records simultaneously with our MARC records. If you would like any more information please [contact Support](#).