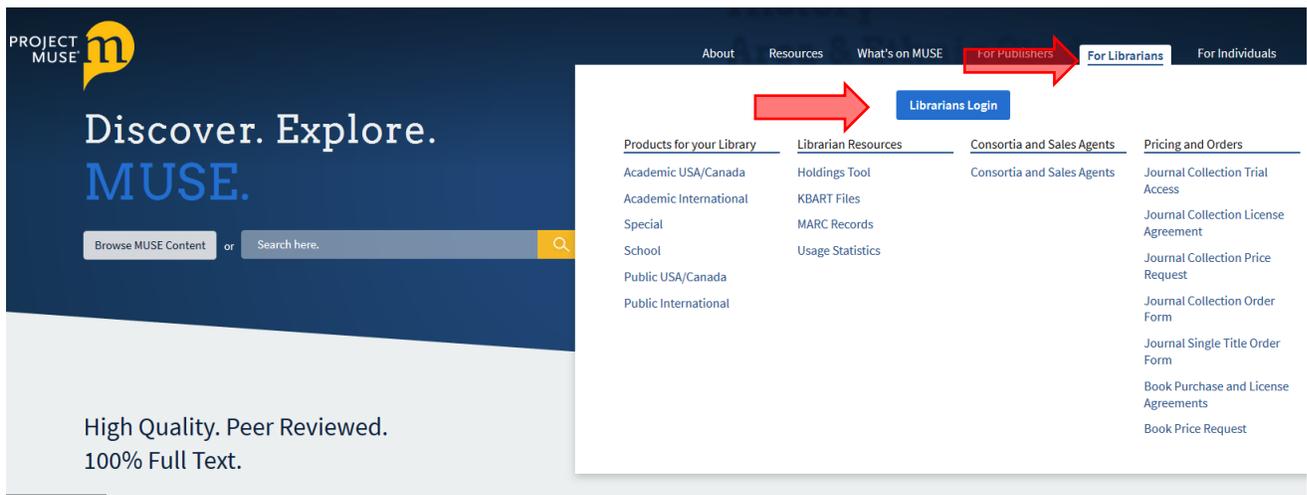


# Project MUSE MARC Record Instructions

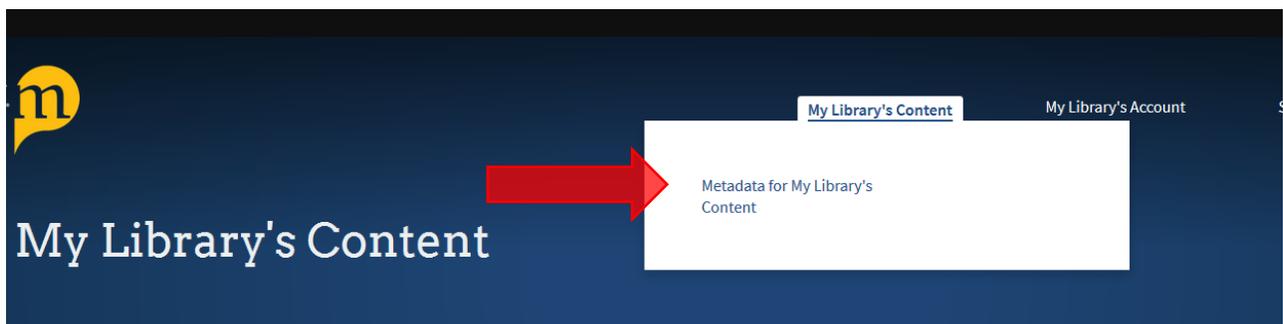
## Loading MARC Records Full Load:

To load MARC Records for a full load (i.e.: first time loading all of MARC records for purchased or subscribed items)

1. Go to Project MUSE web page: <https://muse.jhu.edu/>
2. Go to the “For Librarians” (upper right):



3. After logging in, go to “My Library’s Content” and then Metadata for My Library’s Content”



4. Select your institution and other criteria (for full load – under Time select “As of Today”)

See all the content subscribed to or purchased by your libraries. Download MARC and KBART files customized to the holdings of all of your institutions or select a specific institution:

Johns Hopkins University

Select a format, content type, and time frame for your metadata, and download it using the "Generate" button below.

### Format

MARC  KBART  Title List

### Include

All Purchased Holdings  
 Open Access

#### Single Title Purchases

GOBI  
 EBA

#### Book Collections Purchases

2017 Russian and East European Studies  
 2017 Middle Eastern Studies  
 2017 Latin American and Caribbean Studies  
 2017 Jewish Studies

### Content

Book  Journal  Both

### Time

As of today  
 Launched between

*Not applied to single title purchases*

and

5. Click the Generate Button, then .mrc file will be created. Save where needed

## Loading MARC Records for Updates and Deletes

For loading MARC Records not as a full load but rather as Updates and Deletes (however if there is a significant metadata change such as title or ISBN – it will not appear in updates but rather in a full load)

1. Do the above steps 1-3
2. When selecting criteria, under TIME - select "Launched between" and then set the date range (recommended monthly range)

See all the content subscribed to or purchased by your libraries. Download MARC and KBART files customized to the holdings of all of your institutions or select a spe

Johns Hopkins University

Select a format, content type, and time frame for your metadata, and download it using the "Generate" button below.

### Format

MARC  KBART  Title List

### Include

All Purchased Holdings  
 Open Access

#### Single Title Purchases

GOBI  
 EBA

#### Book Collections Purchases

### Content

Book  Journal  Both

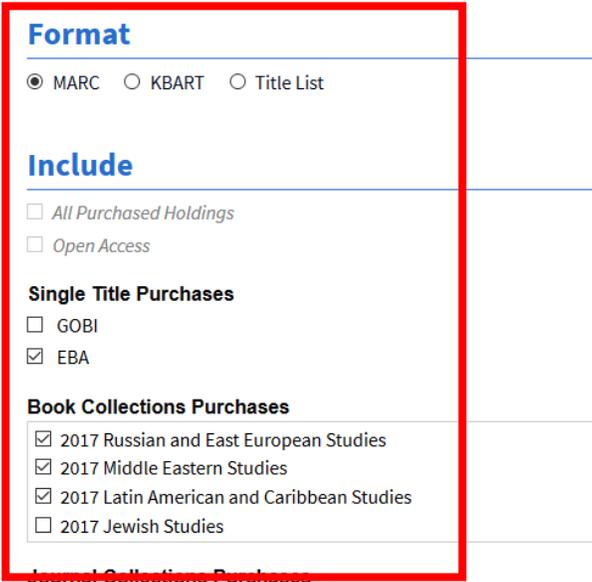
### Time

As of today  
 Launched between

*Not applied to single title purchases*

and

3. Selecting Book Collection Purchases or EBA, GOBI – unselect “All Purchased Holdings”, and then select desired collections



**Format**

MARC  KBART  Title List

---

**Include**

All Purchased Holdings  
 Open Access

**Single Title Purchases**

GOBI  
 EBA

**Book Collections Purchases**

2017 Russian and East European Studies  
 2017 Middle Eastern Studies  
 2017 Latin American and Caribbean Studies  
 2017 Jewish Studies

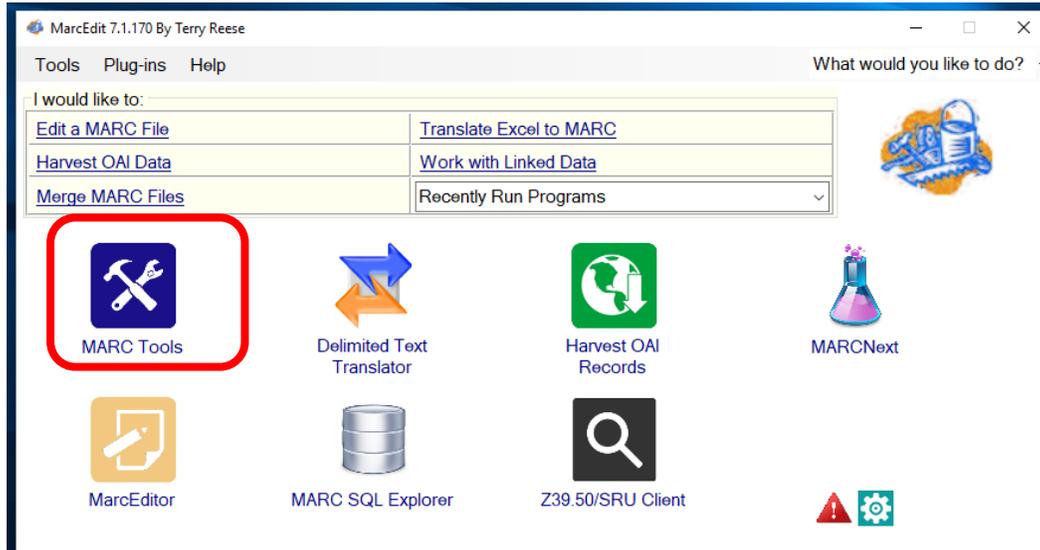
**Journal Collections Purchases**

Premium Collection  
 Standard Collection

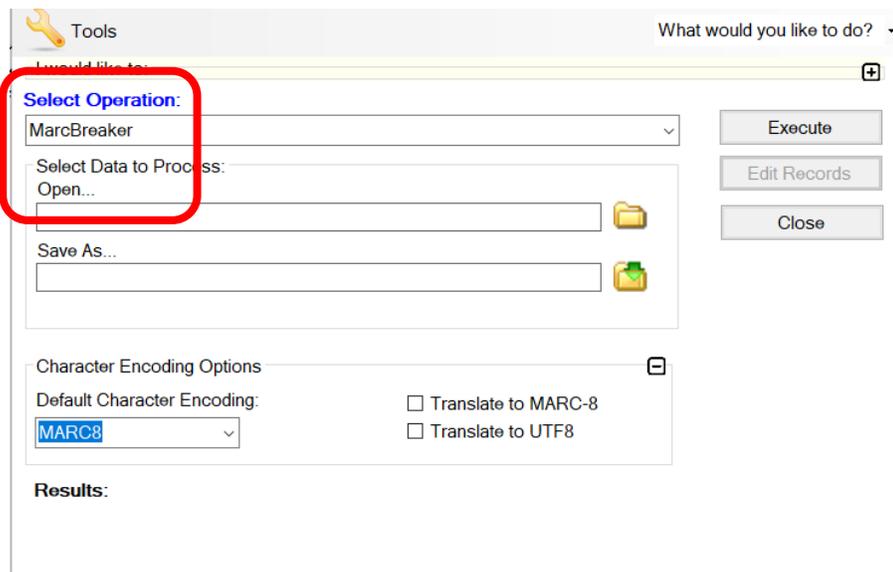
4. Click the Generate Button, then .mrc file will be created. Save where needed

## What to do with the .mrc file > MARCEdit

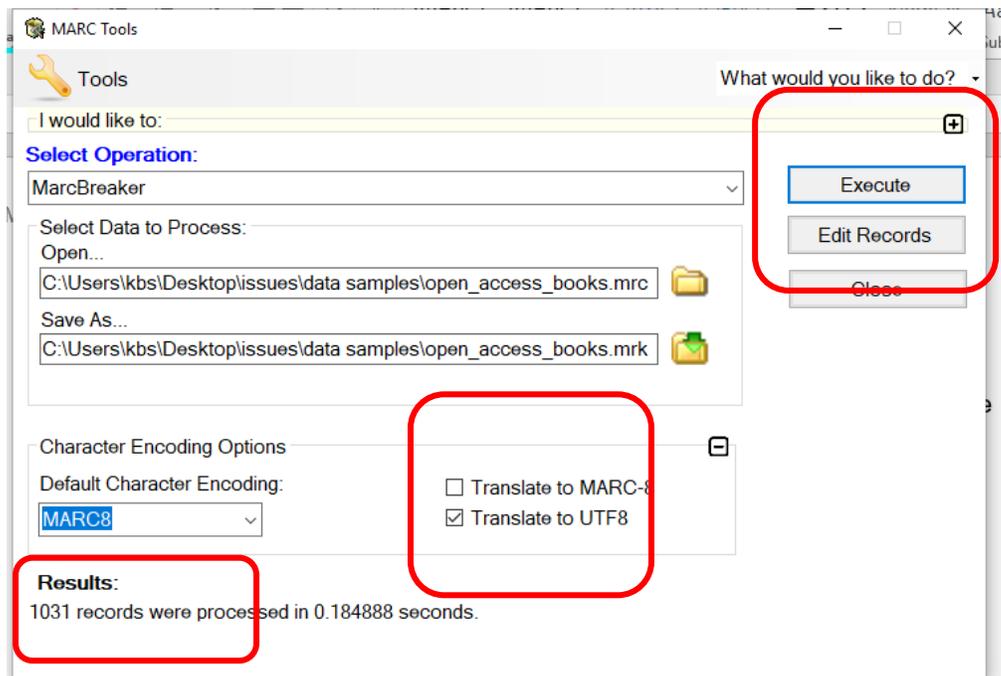
1. Download MARCEdit: <https://marcedit.reeset.net/downloads>
2. Here are tutorials: <https://marcedit.reeset.net/tutorials>
3. Their knowledge base: [https://marcedit.reeset.net/archives/category/knowledge\\_base](https://marcedit.reeset.net/archives/category/knowledge_base)
4. Easy first steps:
  - a. Open MARCEdit
  - b. Click on MARC Tools



Set menu to MARC Breaker



- c. Enter saved .mrc file in Selected Data to Process in the Open
- d. Save As: create a file which will be .mrk which is the file you will be working in
- e. Click on Translate to MARC-8 if that is your system or click on Translate to UTF8 if that is your need
- f. Click on Execute



- g. After it runs, you will see a number of records in the file
- h. Click on Edit Records to start editing the file. Use the MARCEdit Tutorials to learn more about functions and tasks.