

Collection Information

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Collection Information

Title List MARC Records

View a Title List

To view title lists, follow these steps:

- 1 Make sure you are on the **Collection Information, Title List** page:
 - Click the **Collection Information** tab, and make sure the **Title List** tab is selected.
 - Or, select **View/download ProQuest title lists** from the Quick Picks pull-down menu.
- 2 If you have access to multiple Accounts or clients, select the desired **Account** from the pull-down menu located above the tabs. (If there is only one client available, the Account is static text, rather than a pull-down).
- 3 Select the desired database(s) from which you want to retrieve titles.
To select multiple databases, Windows users should hold down the Ctrl key while clicking on databases. Macintosh users should hold down the Apple/Command key while clicking on databases.
- 4 Check **Full text titles only** if you want to limit the results to publications available in full text format.
- 5 Select the information you want to view for each publication. You can use the **Select/Clear all fields** links to quickly select or clear all fields.
- 6 Select the **Delivery Format** you want.
- 7 Click **Create Title List**.
The Title List will display in a new window.

Make a Title List available to patrons

To make your title list available to your patrons, follow these steps:

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- 5 Select the information you want to view for each publication. You can use the **Select/Clear all fields** links to quickly select or clear all fields.
- 6 In the **Delivery Format** section, click **URL**.
- 7 Click **Create Title List**.
A new window will open, displaying the summary information for the current Title List, and a URL to the Title List.
- 8 Copy the URL (in the yellow area) and paste it into the Address bar of your Browser window.
- 9 Then, either save the link or drag the address bar contents to your desktop to create a shortcut to the title list.

Download a Title List

To download your title list, follow these steps:

- 1 Make sure you are on the **Collection Information, Title List** page:
 - Click the **Collection Information** tab, and make sure the **Title List** tab is selected.
 - Or, select **View/download ProQuest title lists** from the Quick Picks pull-down menu.
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- 4 Check **Full text titles only** if you want to limit the results to publications available in full text format.
- 5 Select the information you want to view for each publication. You can use the **Select/Clear all fields** links to quickly select or clear all fields.
- 6 Select the **Delivery Format** you want.
 - **HTML** to download an HTML page.
 - **Microsoft Excel** to download and use in Microsoft Excel.
 - **Text-only ASCII** to download a text file.
 - **ProQuest** to download the title list in the format used to upload to ProQuest Library Holdings.
- 7 Click **Create Title List**.

How you proceed next depends on the format you selected:

HTML

- 1 You see the list onscreen.
- 2 Select **Save As** from the File menu.
- 3 Navigate to where you want to save the file.
- 4 Click **Save**.

The file is now ready to edit or add to your site.

Microsoft Excel

- 1 You see a spreadsheet in the browser window.
- 2 Select **Save As** from the File menu.
- 3 Change the **Save as type**: option:

If you have Excel installed on your computer, save as an Excel worksheet.

If you don't have Excel on your computer, save the file as a comma delimited text file and follow the directions below to import the information into Excel.

- 4 Click **Save**.

The file is now ready to edit.

Text-only ASCII

- 1 You see the text file on your screen.
- 2 Select **Save As** from the File menu.
- 3 Navigate to where you want to save the file.
- 4 Change the **Save as Type** option to **Text**.
- 5 Click **Save**.

The file is now ready to edit.

ProQuest

- 1 You see the title list in your browser.
- 2 Select **Save As** from the File menu.
- 3 Navigate to where you want to save the file.
- 4 Change the **Save as Type** option to **Text**.
- 5 Click **Save**.

The file is now ready to upload to ProQuest Library Holdings.

Importing Data into an Excel Spreadsheet

Follow these steps to import the CSV file into Excel:

- 1 Download the desired title list.
- 2 Close your browser and open Excel.
- 3 Choose **Open** from the File Menu and select the comma delimited file you saved.
- 4 The Excel Wizard will ask a few questions for formatting. Choose these settings:
 - Data type: delimited
 - Delimiters: comma (deselect any other settings)
 - Column data format: general
- 5 Click **Finish**.

The spreadsheet will open in the Excel window. Adjust your column widths, fonts, etc., as necessary.

You can now sort titles by date, ISSN, title, or any other column by using the Sort function under the Data Menu.

About MARC Records

MARC Records are machine readable cataloging records that let you quickly and easily update your electronic catalog. ProQuest provides updates as more information becomes available through their library. You can use these updates to update your catalog, making it more useful to your patrons.

To simplify the process, you can subscribe (for free) to ProQuest MARC Records. Please contact Customer Service (within the United States, call 800/521-0600, ext. 2971. For inquiries outside of the United States and Canada call + 1-734-761-4700 ext. 2971). Or by email at customer_service@il.proquest.com.) You can then control how often you receive ProQuest MARC Records updates.

Once you are set up to receive ProQuest Marc Records, updates are sent for all of ProQuest Databases that you currently subscribe to.

MARC Record Links

LAD generates MARC records with Open URL links. These don't use an IP address, and will incorporate a base url if you have entered one on the MARC Record Delivery Setup page.

For example:

If you haven't entered a base URL, the link will look like this:

```
http://gateway.proquest.com/openurl?url_ver=Z39.88-2004&res_dat=xri:pqd&rft_val_fmt=info:ofi/fmt:kev:mtx:journal&genre=journal&req_dat=xri:pqil:pq_clntid=47684&svc_dat=xri:pqil:context=title&rft_dat=xri:pqd:PMID=31483
```

If you have entered the base URL

```
http://myownurl.com, the link will look like this:  
http://myownurl.com?url_ver=Z39.88-2004&res_dat=xri:pqd&rft_val_fmt=info:ofi/fmt:kev:mtx:journal&genre=journal&req_dat=xri:pqil:pq_clntid=47684&svc_dat=xri:pqil:context=title&rft_dat=xri:pqd:PMID=31483
```

Request a full set of MARC Records Immediately

Follow these steps to request a complete set of ProQuest MARC Records:

- 1 Make sure you are on the **Collection Information, MARC Records** page:
 - Click the **Collection Information** tab, and make sure the **MARC Records** tab is selected.
 - Or, select **Get MARC records for ProQuest databases** from the Quick Picks pull-down menu.
- 2 If you have access to multiple Accounts or clients, select the desired **Account** from the pull-down menu located above the tabs. (If there is only one client available, the Account is static text, rather than a pull-down).
- 3 Make sure the email address is correct (you may need to scroll down to see this).
- 4 Click **Request Complete Set Now**.

You will receive a message providing instructions on where to go to download a set of up-to-date MARC records in your email within 24 hours.

Set up ProQuest MARC Records Delivery

Follow these steps to set up regular delivery of ProQuest MARC Records delivery:

- 1 Make sure you are on the **Collection Information, MARC Records** page:
 - Click the **Collection Information** tab, and the **MARC Records** tab.
 - Or, select **Get MARC records for ProQuest databases** from the Quick Picks pull-down menu.
- 2 If you have access to multiple Accounts or clients, select the desired **Account** from the pull-down menu located above the tabs. (If there is only one client available, the Account is static text, rather than a pull-down).
- 3 In the **Delivery Schedule** section, enter the **Effective Date**.
Select the month and year from the drop-down menus to define the starting period for updates. (This will usually be the current date.)
- 4 In the **Delivery Schedule** section, enter the **Deliver every** information.
Select how often you would like to have the update files delivered. You can select from as often as once a month to once a year (once every 12 months).
Click the select button before the options below **Deliver every** to control when you want the update notification delivered. The first option lets you have the update notification delivered on a certain day of the month (such as the 15th of each month). The second option lets you have the update notification delivered on a specific weekday, weekend, or day of the week each month (such as the second Tuesday).
- 5 In the **Record Set Options** area, select what type of update records you want. This lets you request a complete up-to-date record set for your account or only records for titles that have changed.
- 6 By default the **Email Address** field contains the default email address for the account. You can accept this address or enter a different address. (You may only enter one email address.)
- 7 Click **Save Delivery Preferences**.

An email message containing a URL and instructions on how to download your ProQuest MARC records set will be sent on the day requested.

Request Past Updates

To request the delivery of past updates, follow these steps:

- 1 Make sure you are on the **Collection Information, MARC Records** page:
 - Click the **Collection Information** tab, and make sure the **MARC Records** tab is selected.
 - Or, select **Get MARC records for ProQuest databases** from the Quick Picks pull-down menu.
- 2 If you have access to multiple Accounts or clients, select the desired **Account** from the pull-down menu located above the tabs. (If there is only one client available, the Account is static text, rather than a pull-down).
- 3 In the **Delivery Schedule** section, enter the **Effective Date** and the **Delivery Schedule** section to cover the desired date.
For example to get update records for the last six months you would enter the date from six months ago as the effective date and select 6 months for the delivery period.
- 4 In the **Record Set Options** area, select what type of update records you want. This lets you request a complete up-to-date record set for your account or only records for titles that have changed.
- 5 By default the **Email Address** field contains the default email address for the account. You can accept this address or enter a different address. (You may only enter one email address.)
- 6 Click **Save Delivery Preferences**.

An email message containing a URL and instructions on how to download your ProQuest MARC records set will be sent to the specified email address.