

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.