



Taylor & Francis Group

an **informa** business

HOW TO DOWNLOAD YOUR MARC RECORDS FOR

TAYLOR & FRANCIS EBOOKS



How to use this document

Please use this guide to assist you in downloading MARC records for the new Taylor & Francis eBooks platform.

In order to download MARC records, you need to be logged into the platform on an institutional admin account and within the IP range of the institution.

If you have general support queries, please email support@taylorfrancis.com, specifying your query in the subject line.

THIS GUIDE IS DIVIDED INTO TWO PARTS:

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In the first part, you will find a visual step-by-step walkthrough for downloading your MARC records. Each step is illustrated by a screenshot of the platform, with each action labelled for ease.

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In the second part, you will find a Q&A-style advice section on other options available to you, instructions on how to ask for support on missing MARC records or general issues, and what's to come.

Part 1: Downloading your MARC records

1

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Login

Explore & Discover

A World of Knowledge and Information from
Taylor & Francis

Search all books

Neighbourhood Perceptions of the Ukraine Crisis
Edited By Gerhard Besier, Katarzyna Stoklosa
Recent events in Ukraine and Russia and the subsequent incorporation of Crimea into the...

Imagining Japan in Post-war East Asia
Edited By Paul Morris, Edward Vickers, Naoko Shimazu
In the decades since her defeat in the Second World War, Japan has continued to loom large in ...

Click to
Log In

Part 1: Downloading your MARC records

2

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Log in to your Taylor & Francis account

With email

Email address

Password

Remember me [Forgot password?](#)

LOG IN

With Shibboleth or OpenAthens
to access research made available through your institution >

With ORCID
to submit your research for publication and access your dashboard >

Don't have an account yet? [Sign up](#)

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Help & Info
Privacy Policy Terms & Conditions

Journals
Taylor & Francis Online

Corporate
Taylor & Francis

FAQs
For Students

Connect with us
f t y p

Enter email address and password, then click "log in" button

Part 1: Downloading your MARC records

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The screenshot shows the Taylor & Francis Group website interface. At the top left is the logo and text "Taylor & Francis Group an informa business". At the top right, a user profile "Hi, Alex Dyakowski" has a dropdown menu with options: "Admin", "Your Institution" (highlighted with a red box and arrow), "Your Account", and "Logout". The main banner features the text "Explore & Discover A World of Knowledge and Information from Taylor & Francis" and a search bar labeled "Search all books". Below the banner are two book recommendations: "Neighbourhood Perceptions of the Ukraine Crisis" and "Imagining Japan in Post-war East Asia".

Select "Your Institution" in the drop down menu.

Part 1: Downloading your MARC records

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The screenshot shows the Taylor & Francis Group dashboard. The top left features the logo and text 'Taylor & Francis Group an informa business'. The top right shows a user profile 'Hi, Alex Dyakowski' with a dropdown arrow. The left sidebar contains a menu with five items: 'Dashboard', 'Access Entitlements', 'MARC Records', 'Usage Reports', and 'Institutional Settings'. The 'MARC Records' item is highlighted with a red box and a red arrow pointing to it. The main content area is titled 'CURRENT ENTITLEMENTS' and includes a 'View Entitlements' link. It displays a 'TOTAL 15.0K' and a donut chart. To the right, there are three data points: '324 LICENSED' (green dot), '7333 PILOT' (blue dot), and '7333 OPEN ACCESS' (yellow dot). A 'MORE FEATURES COMING SOON!' section is visible on the right side of the dashboard.

Select "MARC Records" on the left menu panel.

Part 1: Downloading your MARC records

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The screenshot displays the Taylor & Francis Group user interface. At the top left is the logo and name 'Taylor & Francis Group an informa business'. At the top right, it says 'Hi, Alex Dyakowski' with a dropdown arrow. The left sidebar contains navigation links: 'Dashboard', 'Access Entitlements', 'MARC Records' (highlighted), 'Usage Reports', and 'Institutional Settings'. The main content area is titled 'MARC Records' and includes the instruction 'Download the complete MARC Record for your University'. Below this, under the heading 'UPDATED RECORDS', there is a white box containing the text 'MARC Records' and a blue 'DOWNLOAD' button. A red circle highlights the 'DOWNLOAD' button, and a red arrow points from the text 'Click "download" button.' to it. The footer contains the Taylor & Francis Group logo, 'Help & Info', 'Journals', 'Corporate', 'FAQs', and 'Connect with us' with social media icons.

Click "download" button.

Part 1: Downloading your MARC records

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The screenshot displays the Taylor & Francis Group user interface. At the top left is the logo and name "Taylor & Francis Group an informa business". At the top right, a user profile is shown with the text "Hi, Alex Dyakowski" and a dropdown arrow. A teal sidebar on the left contains navigation links: "Dashboard", "Access Entitlements", "MARC Records" (highlighted), "Usage Reports", and "Institutional Settings". The main content area is titled "MARC Records" and includes the instruction "Download the complete MARC Record for your University". Below this, under the heading "UPDATED RECORDS", there is a white box containing the text "MARC Records" and a circular progress indicator. A red circle highlights this progress indicator, which contains the text "Processing your download" and "Please don't navigate away from this page". A red arrow points from this box to the explanatory text on the right. The footer is dark and contains the Taylor & Francis Group logo, "Help & Info" (with links to Privacy Policy and Terms & Conditions), "Journals" (with link to Taylor & Francis Online), "Corporate" (with link to Taylor & Francis Group), "FAQs" (with link to For Students), and "Connect with us" with social media icons for Facebook, Twitter, YouTube, and Pinterest.

Download process will take less than 10 seconds.

Part 1: Downloading your MARC records

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Hi, Alex Dyakowski

MARC Records
Download the complete MARC Record for your University

UPDATED RECORDS

MARC Records

✓ Your records are downloaded

Help & Info
Privacy Policy Terms & Conditions

Journals
Taylor & Francis Online

Corporate
Taylor & Francis Group

FAQs
For Students

Connect with us
f t YouTube p

Now you're all done, your download should be complete!

Part 2: Advice on downloading your MARC records

Questions

1. What is in the new MARC records?

In preparation for the launch of our new platform, we have updated the MARC records so that the URL now points to the new site. Within the MARC record, it is only the '=856' field which has been updated.

The leader code has also been updated which is explained further below.

For titles previously on CRC NetBASEs, you will now be able to download the MARC records for all of your eBook holdings from your librarian administrator area on www.taylorfrancis.com, you will no longer need to visit the CRC NetBASE Resource Center (<http://support.crcnetbase.com/>).

2. If it's just the URL which has changed, can I just update this field myself rather than ingesting a whole new set of records?

If you are confident that your Library Management System (LMS) is capable of changing the prefix of the '=856' field, you can change this. Please note that we are unable to support LMS and third party systems that handle MARC record editing and any changes you make are done so at your own risk. Please take care to ensure your changes to the MARC record urls are exactly as advised below.

The URL prefix has been changed from:

```
=856 40$uhttp://www.tandfebooks.com/  
isbn/9781315577449$zClick here to view
```

```
=856 40$uhttp://marc.crcnetbase.com/  
isbn/9781498725057$qapplication/PDF$zDistributed by  
publisher. Purchase or institutional license may be  
required for access.
```

To:

```
=856 40$uhttps://www.taylorfrancis.com/  
books/9781315577449$zClick here to view
```

```
=856 40$uhttps://www.taylorfrancis.com/  
books/9781315577449$qapplication/PDF$zDistributed by  
publisher. Purchase or institutional license may be  
required for access.
```

3. Will the new MARC records accommodate changes made locally by myself or by a 3rd party?

Unfortunately no. The new MARC records which are supplied will only have the new URL of the site, and any other changes which you may have made consequent to their original download will also have to be applied to the new set of MARC records.

Part 2: Advice on downloading your MARC records

4. What is the “Leader Code”?

The leader code is the first line which appears in the MARC record and is a fixed field that comprises the first 24 character positions (00-23) of each bibliographic record and consists of data elements that contain numbers or coded values that define the parameters for the processing of the record. (More info can be found here: <http://www.loc.gov/marc/bibliographic/bdleader.html>)

5. Has the Leader Code changed as a result of the new MARC records?

The leader code has had the 5th character in the code changed to a ‘c’ to reflect that the MARC record has been updated.

If your LMS supports the reading and updating of MARC records based upon the ‘Leader Code’ then this should hopefully speed up the process of updating your set of records.

6. What should I do if I discover there are missing MARC records?

In the event that you have discovered that some MARC records are missing, please see the following instructions.

Please provide the following in an email to support@taylorfrancis.com

- eISBN of the book(s)
- Title of the book(s)
- Your institution name

7. What should I do if I have a technical issue with downloading MARC records?

If you are unable to download your MARC records, please send an email to support@taylorfrancis.com with the following information:

- Your institution name
- The time which you first noticed the issue
- A brief description about the error and the events leading to it
- (Optional Step) Screenshot of the error
- Please include the subject line ‘MARC Download Error’ in your email to support@taylorfrancis.com.

8. How can I find out which MARC records are missing?

When you download the MARC records, within the zip file will be a text file. An example of the file name is ‘missing_isbn_1002017-08-22 01/03/27’.

The file will be a list of ISBNs whose MARC records could not be downloaded.

You can use this list to contact customer services and notify them that you have not received these records and they will help resolve your issue.

9. How will I know when new MARC records are available?

New MARC records are available 24 hrs after purchasing a new title, although notifications won’t be sent.

New MARC records are updated on a daily basis, so new records will be available from 00:00 UTC (midnight).

Part 2: Advice on downloading your MARC records

10. How can I download only the new MARC records since my last download?

Currently this feature is not available. We do plan to build this capability in the future.

11. Am I able to download a MARC record for an individual title / license?

Currently this feature is not available. We do plan to build this capability in the future.