



Through our relationship with OCLC, Midwest Tape is able to offer Full MARC Records, which are downloadable directly from our website

at any time! Records are available for any title we sell. Setup is easy, and you can begin downloading immediately.

Through the Cataloging Partners Program with OCLC, you will have holdings updated in WorldCat.® Midwest Tape will send a monthly invoice for the amount of the records purchased.

How can this help me?

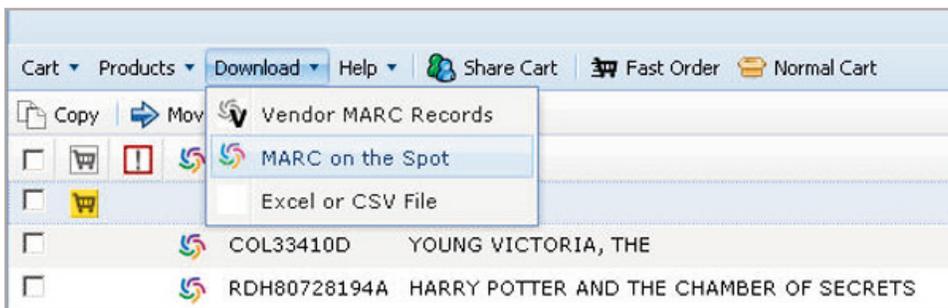
- We can include 9xx (order tags) in Full records.
- Eliminate overlaying MARC records by creating an order with a Full record.
- Purchase records for any title we sell, including records for past orders.
- Holdings updated in WorldCat.®
- All records are billed per title, not per load, so you can download the same record multiple times if needed.
- Choose when you want to buy records.

How do I get started?

Via Smart Cart

Steps:

1. Click "Download" in the Smart Cart navigation bar, and select "MARC on the Spot."



a. If you are new to MARC on the Spot, a form will pop up. Complete this form.



Download Full OCLC MARC Acceptance Form

Contact Information

Name:

Title:

Library Name:

Phone Number:

Email Address:

Address:

City, State, Postal Code:

How did you hear about our OCLC MARC download service?

Sales Rep
 Web Site
 Service Mailer
 Another Library:
 Other:

Is your library already an OCLC member?

No
 Yes, and my OCLC 3 or 5 character symbol is:

Agreement Terms

- Full OCLC MARC records are \$1.20 per title cataloged.
- You will be sent the first OCLC MARC invoice for this service. If OCLC MARC record invoices should be sent to someone else at your library, please contact Midwest Tape at your earliest convenience.
- There is no expiration of this agreement.
- By completing this form, you agree to be billed for all OCLC MARC records that are downloaded from this site along with any that may be requested at a later time.

b. Upon completing the form (or if you're already registered with MARC on the Spot), you will be directed to the "Download OCLC MARC Records" screen.



Download OCLC MARC Records

Midwest Tape has partnered with OCLC to deliver full OCLC MARC records directly from our web site. If a full record is not available for a product, we can provide our vendor MARC record now and deliver a full OCLC MARC record later when it becomes available.

OCLC MARC records are available for these products.
Check the box next to each one you'd like to download, then click the Next button at the bottom of the page to proceed.

Stock Number	Title	OCLC	ISBN	UPC	Media
<input type="checkbox"/> RDH80728194A	HARRY POTTER AND THE CHAMBER OF SECRETS		155135906	9780807281949	9780807281949 CD
<input type="checkbox"/> COL33410D	YOUNG VICTORIA, THE		501334317	9781435996335	043396334106 DVD

OCLC MARC records are NOT available for these products.
However, you can choose to download our free vendor MARC record instead.
Check the box next to each one you'd like to download.

Stock Number	Title	OCLC	ISBN	UPC	Media
<input checked="" type="checkbox"/> ADM029221C	VARMINT			045775029221	CD

Total: \$0.00

- 2.** Within the "Download OCLC MARC Records" screen, check the titles needing Full Records; mass select titles by clicking "Check All."

(Note: If a title has a Full Record available, it will have a colorful WorldCat pinwheel next to it (). However, if a Full Record is unavailable for any titles within your cart, they'll have a grey WorldCat symbol with a "V" on it () next to them. This means that there are Vendor Records available for these titles.)

- a.** If you'd like Vendor Records for titles that do not have Full Records available, please check these titles. You will receive FREE Vendor Records for these.

OCLC MARC records are NOT available for these products.
However, you can choose to download our free vendor MARC record instead.
Check the box next to each one you'd like to download.

Stock Number	Title	OCLC	ISBN	UPC	Media
<input checked="" type="checkbox"/> ADM029221C	VARMINT			045775029221	CD

- b.** Upon checking titles with Vendor Records available, you'll be given the option to receive Full OCLC MARC Records for those titles when the records become available. (If you choose this option, you will be billed for these records upon delivery at \$1.20 per title.)

I want completed MARC records emailed to me when they become available, this will cost \$1.20.

Yes, email them to

No thanks.

- 3.** After you have chosen the titles that need records, select "Next."

- 4.** Choose to either have your records downloaded via a link within your web browser or delivered via email.

- a.** If you choose to have your records delivered via email, enter your email address in the provided space.

(Note: Separate multiple email addresses with semi-colons or commas.)

 **OCLC Marc Record Delivery Options**

You've selected 2 OCLC MARC records and 1 vendor MARC records to download, for a total cost of \$2.40.

How would you like the records delivered?

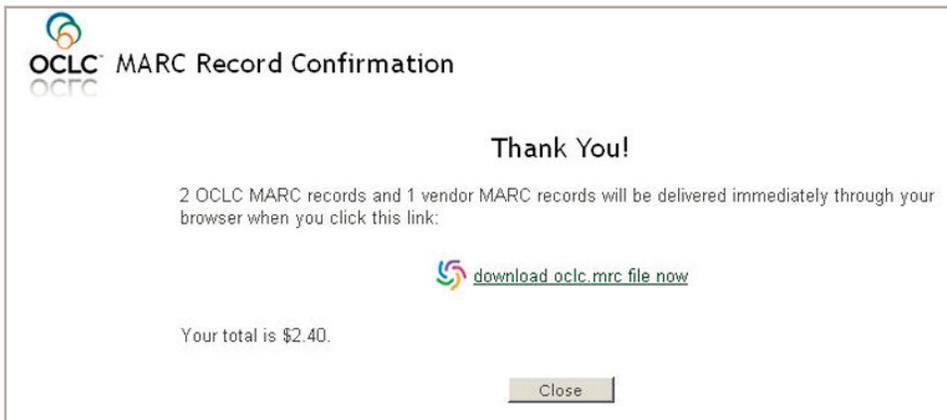
my web browser

email to

5. Click "OK" to deliver your records.

a. Emailed records will arrive in your inbox as .MRC files.

b. If you select "my web browser," click the link that appears on your MARC Record Confirmation page.



c. Select where you'd like to save your file or save the file to the location your library uses to import items into their ILS.

Via Normal Cart

Steps:

1. Scroll down to the bottom of your cart, and click the "Download OCLC MARCs..." button.



a. If you're new to MARC on the Spot, a form will pop up. Complete this form.

The form is titled "OCLC Download Full OCLC MARC Acceptance Form". It has several sections:

- Contact Information:** Fields for Name, Title, Library Name, Phone Number, Email Address, Address, and City, State, Postal Code.
- How did you hear about our OCLC MARC download service?:** Radio buttons for "Sales Rep", "Web Site", "Service Mailer", "Another Library:", and "Other:".
- Is your library already an OCLC member?:** Radio buttons for "No" and "Yes, and my OCLC 3 or 5 character symbol is:".
- Agreement Terms:** A list of four terms:
 - Full OCLC MARC records are \$1.20 per title cataloged.
 - You will be sent the first OCLC MARC invoice for this service. If OCLC MARC record invoices should be sent to someone else at your library, please contact Midwest Tape at your earliest convenience.
 - There is no expiration of this agreement.
 - By completing this form, you agree to be billed for all OCLC MARC records that are downloaded from this site along with any that may be requested at a later time.

At the bottom right, there are "Cancel" and "I Agree" buttons.

- b. Upon completing the form (or if you're already registered with MARC on the Spot), you will be directed to the "Download" screen.

Download
 Midwest Tape has partnered with OCLC to deliver full OCLC MARC records directly from our web site. If a full record is not available for a product, we can provide our vendor MARC record now and deliver a full OCLC MARC record later when it becomes available.

Need help?
[Click here for instructions.](#)

Select OCLC MARC Records To Receive Now

Select All	Stock Number	Title	OCLC Number	ISBN	UPC	Media	Cost
<input type="checkbox"/>	RDH80728194A	HARRY POTTER AND THE CHAMBER OF SECRETS	155135906	9780807281949	9780807281949	CD	\$0.00
<input type="checkbox"/>	COL33410D	YOUNG VICTORIA, THE	501334317	9781435996335	043396334106	DVD	\$0.00
Total:							\$0.00

Select Vendor MARC Records To Receive Now

Select All	Stock Number	Title	OCLC Number	ISBN	UPC	Media	Cost
<input type="checkbox"/>	ADM029221C	VARMINT			045775029221	CD	\$0.00
Total:							\$0.00

Deliver all of the records I have selected to:

My web browser

Email them to

Please select at least one MARC record to continue.
 If you do not want any, click on the CANCEL button.

2. Within the "Download" screen, check the titles needing Full Records; mass select titles by clicking the "Select All" checkbox.

(Note: If a title has a Full Record available, it will have a colorful WorldCat pinwheel next to it (🌀). However, if a Full Record is unavailable for any titles within your cart, they'll have a grey WorldCat symbol with a "V" on it (🌀V) next to them. This means that there are Vendor Records available for these titles.)

- a. If you'd like Vendor Records for titles that do not have Full Records available, please check these titles. You will receive FREE Vendor Records for these.
- b. Upon checking titles with Vendor Records available, you'll be given the option to receive Full OCLC MARC Records for those titles when the records become available. (If you choose this option, you will be billed for these records upon delivery at \$1.20 per title.)

Some of the records selected for delivery are vendor MARC records. Do you want **completed** OCLC MARC records delivered for them when they become available later?

Unedited Record Cost applies per title.

No, I do not want completed MARC records delivered later.

Yes, I want completed MARC records emailed to me when they become available, this will cost \$1.20

For all titles with the V symbol, decide if you would like complete records emailed when they are completed by OCLC.

- 3.** After you have chosen the titles that need records, choose to either have your records downloaded via a link within your web browser or delivered via email.
- a.** If you choose to have your records delivered via email, enter your email address in the provided space.
(Note: Separate multiple email addresses with semi-colons or commas.)



Deliver all of the records I have selected to:

My web browser

Email them to

Next Deliver Cancel

Please provide a valid method for delivering the selected records, then click NEXT.

- 4.** Click "Deliver" to receive your records.
- a.** Emailed records will arrive in your inbox as .MRC files.
 - b.** If you select "my web browser," a pop up will prompt you to save file "oclc.mrc."
(Note: If a pop-up does not appear, check your default save location for the file.)

Downloading

Q

When I chose to download a file to my computer, the web said "Download Complete," but no file appeared on my computer. What happened?

A

If you're using Internet Explorer (IE), you will need to set up our site as a trusted site. Please follow these steps:

- 1.** Open IE and locate the tool bar.
- 2.** Select Tools < Internet Options < Security tab < Trusted Sites tab < Sites.
- 3.** Uncheck "Require server verification (https:) for all sites in this zone."
- 4.** Enter the Midwest Tape website (www.midwesttapes.com) in the uppermost field on the screen.
- 5.** Click "Add." Our web address will display in the lower box.
- 6.** Click "Close," then "OK." Close IE, re-open our website, and proceed with your downloads.