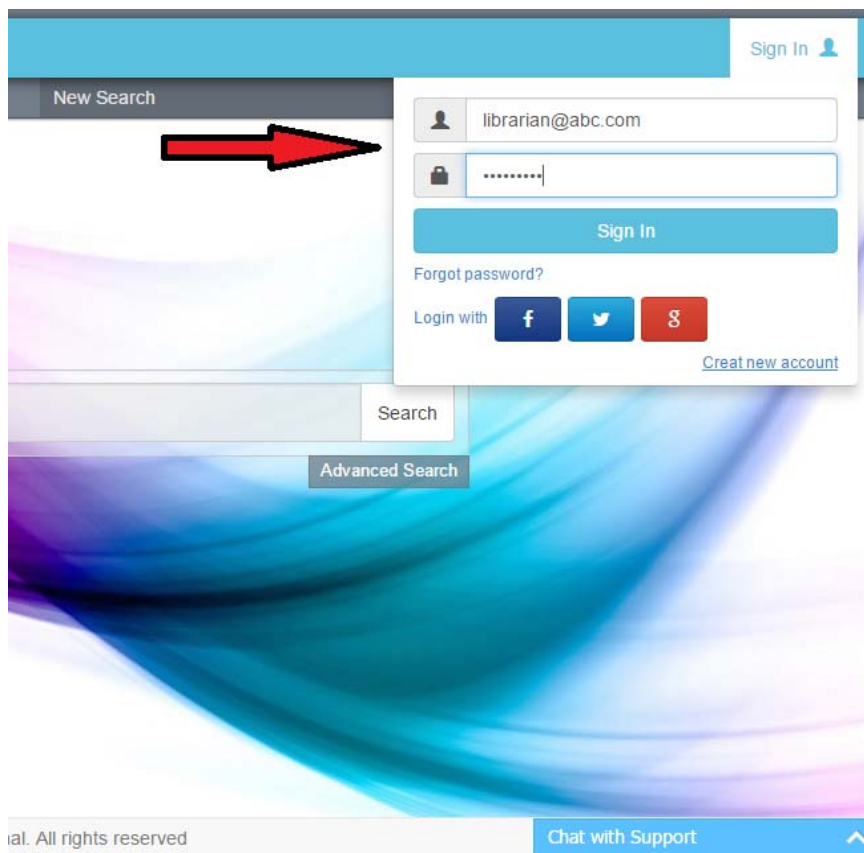


## How to Download MARC Records form AI Manhal Platform

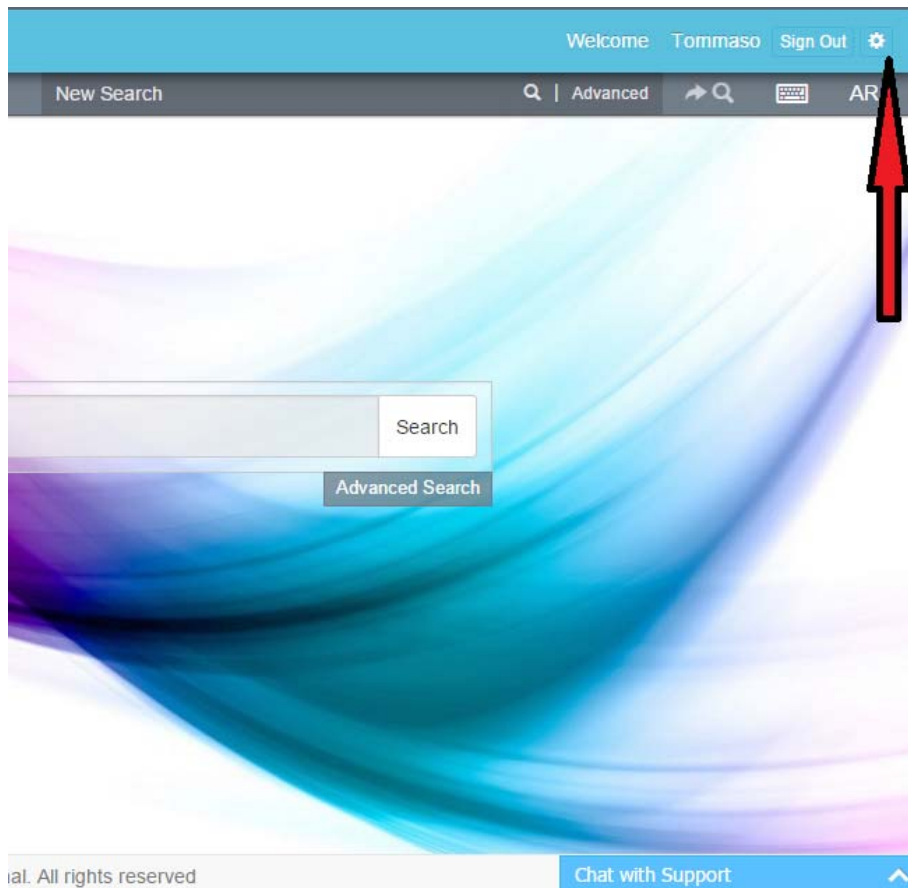
AI Manhal provides MARC records so that you can easily upload info about all your AI Manhal books into all of your discovery tools. For example, if you provide your patrons with access to an online catalog of your books from various sources, you can upload your AI Manhal MARC records into the catalog to make your AI Manhal books discoverable and accessible via your online catalog.

These are the steps to reach out and download the MARC records on AI Manhal Platform (note that only the Librarian/Administrator has access to MARC records):

- 1) Login into the Platform with you Librarian/Admin account.



- 2) Once logged with your Librarian/Admin account, click on the 'gear' icon that has appeared on the upper right corner (upper left for the Arabic interface) to gain access to the Administration Page.

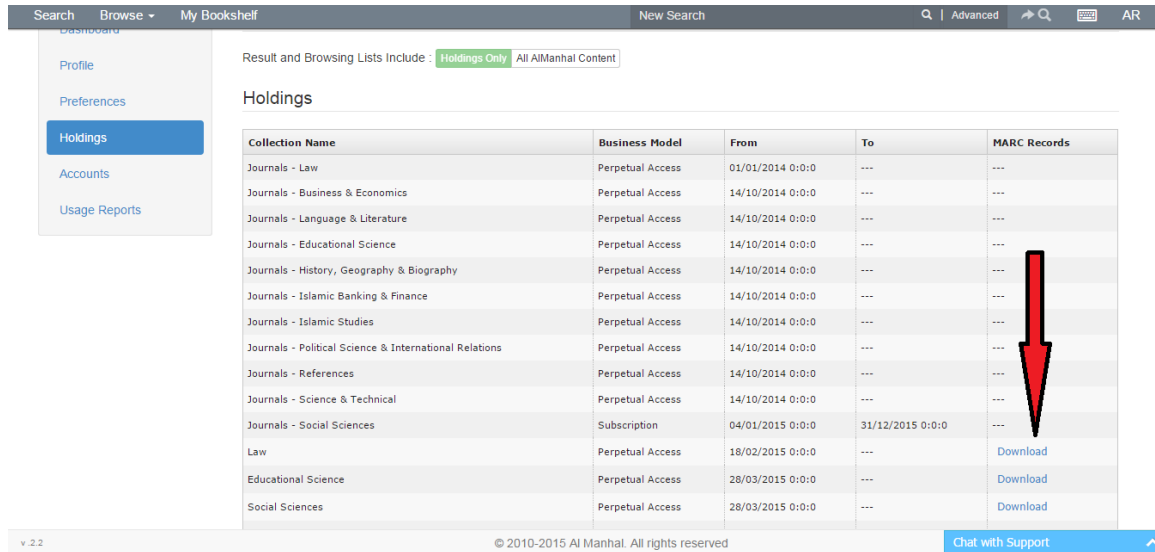


3) Once in the Administration Page, click on the 'Holdings' tab.



The screenshot shows the Al Manhal Administration Page. The top navigation bar includes 'Search', 'Browse', 'My Bookshelf', 'New Search', 'Advanced', and 'AR'. The main dashboard displays several statistics: 36246 Documents in the Library, 12 Open Bookshelves, 80 Item stored on Bookshelves, 43 Annotations, 36 Citations, and 117 Downloads. A sidebar on the left contains navigation options: Dashboard, Profile, Preferences, Holdings (highlighted with a red arrow), Accounts, and Usage Reports. Below the sidebar, there are two charts: 'Top Usage' (a bar chart for the period 03/2015 - 05/2015) and 'Top Collections Usage' (a horizontal bar chart for the period 02/2015 - 05/2015). The 'Top Usage' chart shows a significant peak in April 2015. The 'Top Collections Usage' chart shows usage for various collections, with 'Political Science & International Relations' having the highest usage at 617.00. The footer includes the version 'v.2.2', copyright '© 2010-2015 Al Manhal. All rights reserved', and a 'Chat with Support' button.

- 4) In your 'Holdings' page you will find the list of all the collections your library has purchased. For each **BOOK** collection, you can find on their right side a link to download the corresponding MARC records.



Result and Browsing Lists Include: **Holdings Only** All AlManhal Content

### Holdings

Collection Name	Business Model	From	To	MARC Records
Journals - Law	Perpetual Access	01/01/2014 0:0:0	---	---
Journals - Business & Economics	Perpetual Access	14/10/2014 0:0:0	---	---
Journals - Language & Literature	Perpetual Access	14/10/2014 0:0:0	---	---
Journals - Educational Science	Perpetual Access	14/10/2014 0:0:0	---	---
Journals - History, Geography & Biography	Perpetual Access	14/10/2014 0:0:0	---	---
Journals - Islamic Banking & Finance	Perpetual Access	14/10/2014 0:0:0	---	---
Journals - Islamic Studies	Perpetual Access	14/10/2014 0:0:0	---	---
Journals - Political Science & International Relations	Perpetual Access	14/10/2014 0:0:0	---	---
Journals - References	Perpetual Access	14/10/2014 0:0:0	---	---
Journals - Science & Technical	Perpetual Access	14/10/2014 0:0:0	---	---
Journals - Social Sciences	Subscription	04/01/2015 0:0:0	31/12/2015 0:0:0	---
Law	Perpetual Access	18/02/2015 0:0:0	---	<a href="#">Download</a>
Educational Science	Perpetual Access	28/03/2015 0:0:0	---	<a href="#">Download</a>
Social Sciences	Perpetual Access	28/03/2015 0:0:0	---	<a href="#">Download</a>

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- 5) Once you click on any of the 'Download' links, a collectionName.xml file will be automatically downloaded locally on your computer. You now have available the complete set of MARC records for that collection, in XML format.

You are free to convert your AI Manhal MARC records in any other format requested by your own catalog system (we recommend to use MARCEdit 6 for the conversion to other MARC formats).

**\* You are not allowed to redistribute AI Manhal MARC records.**