

# How to Obtain eBook Library MARC Records

1. Access the McGraw-Hill eBook Library at <https://mhebooklibrary.com>.

Navigate to the upper-right side of the page and click “Sign in.” Enter your administrator username and password.

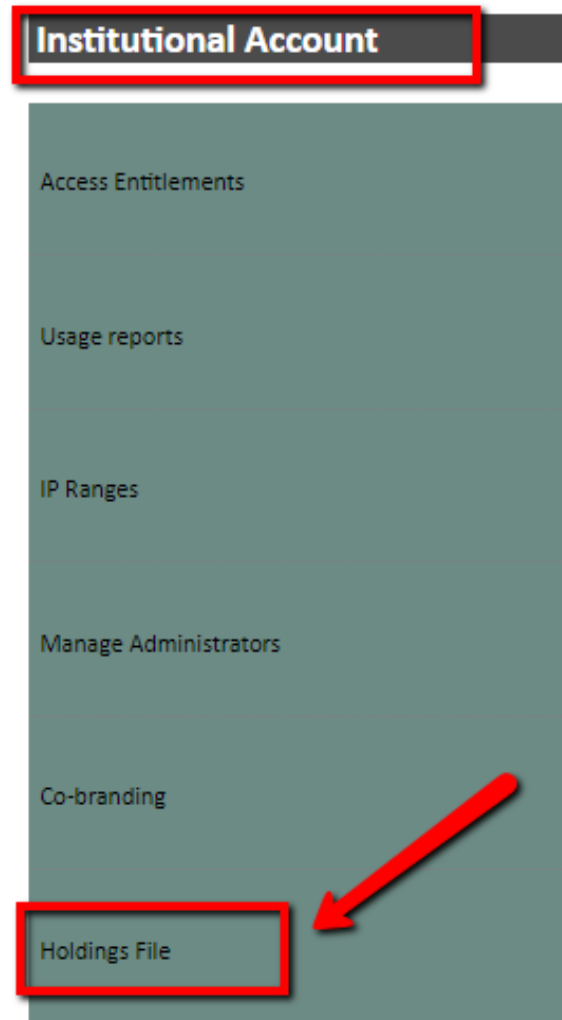
\*If you do not know your administrator log in, please email [userservices@mheducation.com](mailto:userservices@mheducation.com).



2. Click on your name in the upper-right corner.



3. Scroll down to Institutional Account in the lower-left side of the page and click on “Holdings File.”



First name:

Organization:

Position:

Address line 1:

Address line 2:

City/Town:

State/County/Province:

Zip/Postal code:

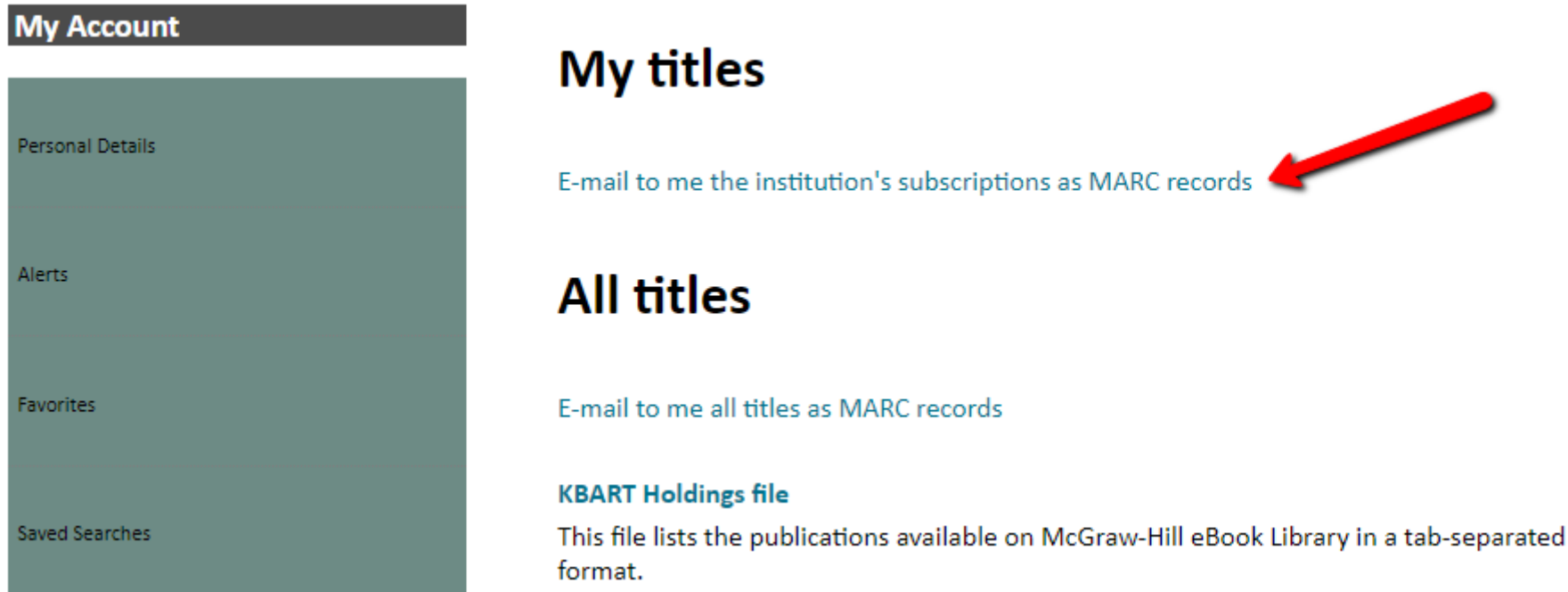
Country:

Telephone number:

[Reset Two Factor Auth](#)

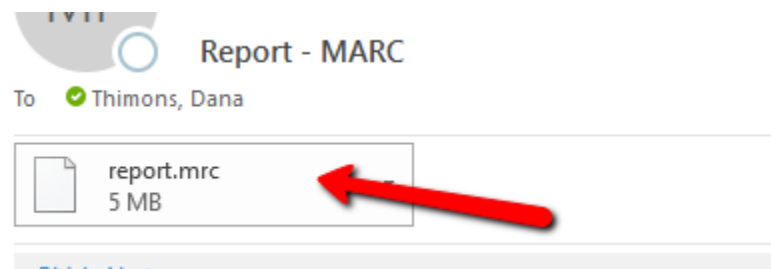
By registering, you opt out of these notifications. You can change your mailing preferences on the [mailing preferences](#) page.

4. Click on the link “E-mail to me the institution’s subscriptions as MARC records.”



The screenshot shows a user account interface. On the left is a dark grey sidebar with the title "My Account" and four menu items: "Personal Details", "Alerts", "Favorites", and "Saved Searches". The main content area has a heading "My titles" followed by a blue link "E-mail to me the institution's subscriptions as MARC records" which is pointed to by a red arrow. Below this is a heading "All titles" followed by a blue link "E-mail to me all titles as MARC records". At the bottom of the main content area is a section titled "KBART Holdings file" with a sub-heading "This file lists the publications available on McGraw-Hill eBook Library in a tab-separated format."

5. You will receive an email with your institution’s eBook Library MARC records attached in a .mrc file.



The screenshot shows an email interface. At the top left is a logo with the letters "IVII" and a blue circle. To its right is the subject line "Report - MARC". Below the subject line is the recipient information "To Thimons, Dana" with a green checkmark icon. The main body of the email shows an attachment box containing a document icon, the filename "report.mrc", and the size "5 MB". A red arrow points to the attachment box.