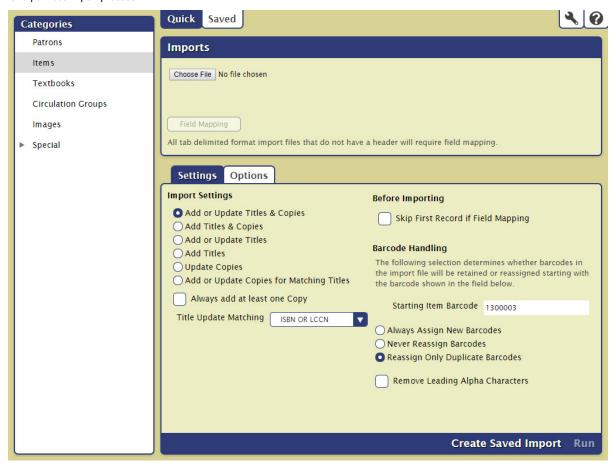
## Importing MARC Records from a Vendor

Tip for 10.22.18

When you receive a file of item records from the vendor, importing those records into Alexandria doesn't need to be complicated. Follow these steps for a painless import process.



## **Best practices**

- We highly recommend that you run imports when Alexandria is not busy. Large imports could slow down your system. This also makes it
  easier to track down any problems later on, as it isolates activity during that time.
- The format of the file may be MARC, MicroLIF, or tab-delimited. In the case of tab-delimited, we recommend using Alexandria Headers for accurate field mapping. Otherwise, you'll need to manually adjust it by clicking Field Mapping for each import.
- Create Saved Imports to save the settings you use most often, including Field Mapping (v7 only).
- Read the Import Items article for more. (Or see v6 Imports.)

## To import item records from a vendor file in v7

- 1. Go to Tools and select Import.
- 2. Click the Items category.
- 3. Drag and drop your import file onto the window, or use Choose File to select from your desktop.
- 4. Set Field Mapping, if needed.
- 5. For this example, select Add or Update Titles & Copies.
- 6. Make sure Always add at least one Copy is unchecked and Title Update Matching is set to ISBN OR LCCN.
- 7. Set Barcode Handling to Reassign Only Duplicate Barcodes; vendors typically know your barcode range and have assigned them in the file.
- 8. Go to the Options tab and set the Title and Copy options as necessary, if the vendor didn't supply them. In the Copy subtab, make sure the Site is set correctly.
- 9. When you're finished, click Run.
- 10. Check Operations for the status of your import.

## To import item records from a vendor file in v6

- 1. Go to Tools and select Import.
- 2. Choose **Quick** for a one-time import, or add a new **Advanced** import for FTP imports and field mapping.
- 3. Drag and drop your import file onto the window, or use the plus icon (+) to select from your desktop.
- Click the Item Settings tab.
   Set Copies to Add Found Copies.
- 6. Check the boxes for Use Imported Barcodes, Reassign Duplicate Barcodes, and Allow Title Updates.
- 7. Look over the location defaults and Item Policy settings.8. When you're finished, click **Start**.
- 9. Check Operations Management for the status of your import.



If you use Mackin or Bound to Stay Bound, you can turn on automatic imports.