

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.

The screenshot shows the Alexandria import interface. On the left is a 'Categories' sidebar with 'Items' selected. The main area has two tabs: 'Quick' and 'Saved'. The 'Imports' section includes a 'Choose File' button (labeled 'No file chosen') and a 'Field Mapping' button. A note states: 'All tab delimited format import files that do not have a header will require field mapping.' Below this are 'Settings' and 'Options' tabs. The 'Settings' tab is active, showing 'Import Settings' with radio buttons for 'Add or Update Titles & Copies' (selected), 'Add Titles & Copies', 'Add or Update Titles', 'Add Titles', 'Update Copies', and 'Add or Update Copies for Matching Titles'. There is also an 'Always add at least one Copy' checkbox and a 'Title Update Matching' dropdown set to 'ISBN OR LCCN'. The 'Before Importing' section has a 'Skip First Record if Field Mapping' checkbox. The 'Barcode Handling' section includes a text box for 'Starting Item Barcode' (1300003) and radio buttons for 'Always Assign New Barcodes', 'Never Reassign Barcodes' (selected), and 'Reassign Only Duplicate Barcodes'. There is also a 'Remove Leading Alpha Characters' checkbox. At the bottom right are 'Create Saved Import' and 'Run' buttons.

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.
4. Click the **Item Settings** tab.
5. 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.