

Import Images

Operations

Import

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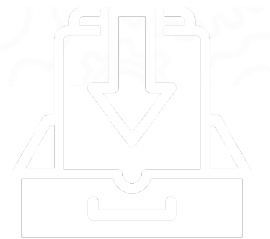
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Import Images

Last Updated: \$action.dateFormatter.formatDateTime(\$content.getLastModificationDate())



Patron Pictures

 this page has been moved to <https://support.goalexandria.com/operations/import/import-images/#patron>

Import Patron Pictures

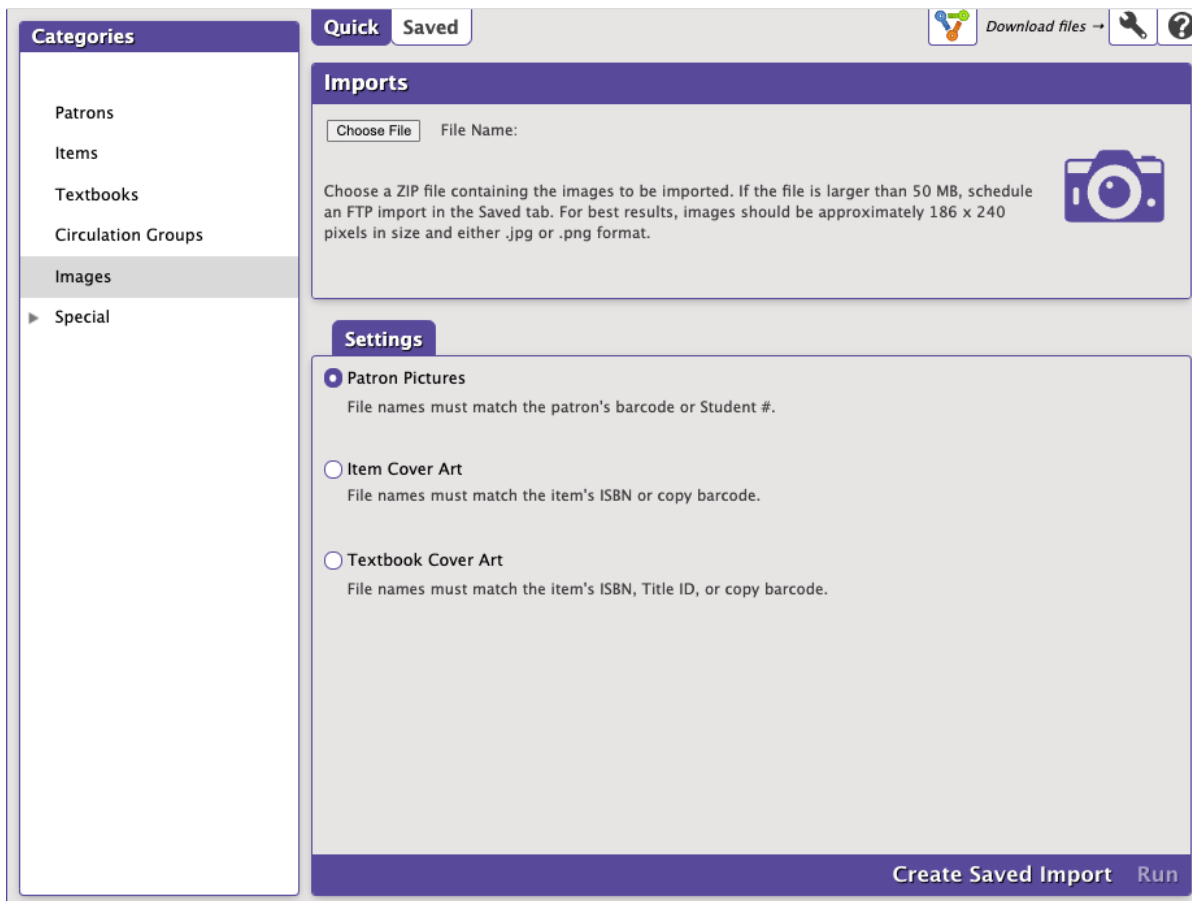
During the import process, Alexandria will attempt to match pictures with patrons using the image filenames. For example, let's say you have a student named John Doe whose Alexandria barcode number is 1080 and you would like to import an image of him in ".JPG" format. His picture file must be named "1080.jpg" so that Alexandria can match it to his barcode. If all your patron image filenames have been given valid patron barcode numbers (e. g. "1080.jpg"), Alexandria can successfully import individual pictures into each patron record, accessible afterward through the Personal Info tab of the Patrons management window.

The Patron Pictures import will match the filename by patron barcode.

Existing patron pictures will be replaced with newer ones if found during import. If Alexandria is unable to match a filename with a patron during import, the picture will be ignored and noted as an exception in the Operation Information report.

You can import most standard image files (.png and .jpg) into Alexandria. Although they can be larger (or smaller), the default, optimal size for patron pictures is 240 pixels by 186 pixels at 72 ppi (pixels per inch) resolution. Larger images will be auto-sized and shrunk to fit within those pixel specifications if they're revealed to be too large upon import.

Since image filenames essentially specify who gets new pictures, there are no additional import options.



The screenshot shows the Alexandria software interface. On the left is a 'Categories' sidebar with options: Patrons, Items, Textbooks, Circulation Groups, Images (selected), and Special. The main area has tabs for 'Quick' and 'Saved'. Below the 'Imports' section, there is a 'Choose File' button and a 'File Name:' label. A camera icon is also present. Below this, a text box explains: 'Choose a ZIP file containing the images to be imported. If the file is larger than 50 MB, schedule an FTP import in the Saved tab. For best results, images should be approximately 186 x 240 pixels in size and either .jpg or .png format.' The 'Settings' section has three radio buttons: 'Patron Pictures' (selected), 'Item Cover Art', and 'Textbook Cover Art'. Each has a description of the required filename format. At the bottom right, there are buttons for 'Create Saved Import' and 'Run'.

Step-by-Step: Import Patron Pictures

1. Go to **Operations > Imports**.
2. Select **Images** from the categories pane.
3. On the Imports pane, click **Choose File**.

4. Locate the patron image file on your computer, then click **Open** to select it for import.
5. **Select Patron Pictures in the Settings tab. In order to work properly, the names of the image contained in the .ZIP file must match the patron's barcode number and be in .png or .jpg format.**
6. Since image filenames essentially specify who gets new pictures, there are no additional options required to import patron pictures.
7. Click **Run** to send the patron image import to the [Operations](#) queue. During import, in the Operations Management interface, a progress bar is shown; click Cancel to stop the import.

Import Patron Pictures

During the import process, Alexandria will attempt to match pictures with patrons using the image filenames. For example, let's say you have a student named John Doe whose Alexandria barcode number is 1080 and you would like to import an image of him in ".JPG" format. His picture file must be named "1080.jpg" so that Alexandria can match it to his barcode. If all your patron image filenames have been given valid patron barcode numbers (e. g. "1080.jpg"), Alexandria can successfully import individual pictures into each patron record, accessible afterward through the Personal Info tab of the Patrons management window.

The Patron Pictures import will match the filename by patron barcode.

Existing patron pictures will be replaced with newer ones if found during import. If Alexandria is unable to match a filename with a patron during import, the picture will be ignored and noted as an exception in the Operation Information report.

You can import most standard image files (.png and .jpg) into Alexandria. Although they can be larger (or smaller), the default, optimal size for patron pictures is 240 pixels by 186 pixels at 72 ppi (pixels per inch) resolution. Larger images will be auto-sized and shrunk to fit within those pixel specifications if they're revealed to be too large upon import.

Since image filenames essentially specify who gets new pictures, there are no additional import options.

The screenshot displays the Alexandria software interface. On the left is a 'Categories' sidebar with options: Patrons, Items, Textbooks, Circulation Groups, Images (selected), and Special. The main area has two tabs: 'Quick' and 'Saved'. The 'Imports' section under 'Quick' contains a 'Choose File' button, a 'File Name:' label, and a camera icon. Below this is instructional text: 'Choose a ZIP file containing the images to be imported. If the file is larger than 50 MB, schedule an FTP import in the Saved tab. For best results, images should be approximately 186 x 240 pixels in size and either .jpg or .png format.' The 'Settings' section below has three radio button options: 'Patron Pictures' (selected), 'Item Cover Art', and 'Textbook Cover Art'. Each option has a description of the required filename format. At the bottom right are buttons for 'Create Saved Import' and 'Run'.

Step-by-Step: Import Patron Pictures

1. Go to **Tools > Import**.
2. Select **Images** from the categories pane.
3. On the Imports pane, click **Choose File**.
4. Locate the patron image file on your computer, then click **Open** to select it for import.
5. **Select Patron Pictures in the Settings tab. In order to work properly, the names of the image contained in the .ZIP file must match the patron's barcode number and be in .png or .jpg format.**
6. Since image filenames essentially specify who gets new pictures, there are no additional options required to import patron pictures.
7. Click **Run** to send the patron image import to the [Operations](#) queue. During import, in the Operations Management interface, a progress bar is shown; click Cancel to stop the import.

[Link](#)

Item Cover Art

 this page has been moved to <https://support.goalexandria.com/operations/import/import-images/#item>

 [Tools > Import > Images > Item Cover Art](#)

During the import process, Alexandria will attempt to match cover art with items using the image filenames. For example, let's say that you have The Wizard of Oz whose barcode in Alexandria is 4130 and you would like to import a ".JPG" picture of the item's cover art. The item's image file must be named "4130.jpg" so that Alexandria can match it to the barcode belonging to The Wizard of Oz. If all your item image files were created using item barcode numbers (e.g. "4130.jpg"), then Alexandria can correctly, individually import each cover art into your item record, later accessible through the Publication subtab of the Items management window.

The Item Cover Art import will first attempt to match the filename by Barcode, then ISBN/ISSN, and finally LCCN.

Existing cover art will be replaced with newer ones if found during import. If Alexandria is unable to match a filename with an item during import, the cover art will be ignored and noted as an exception in the Operation Information report.

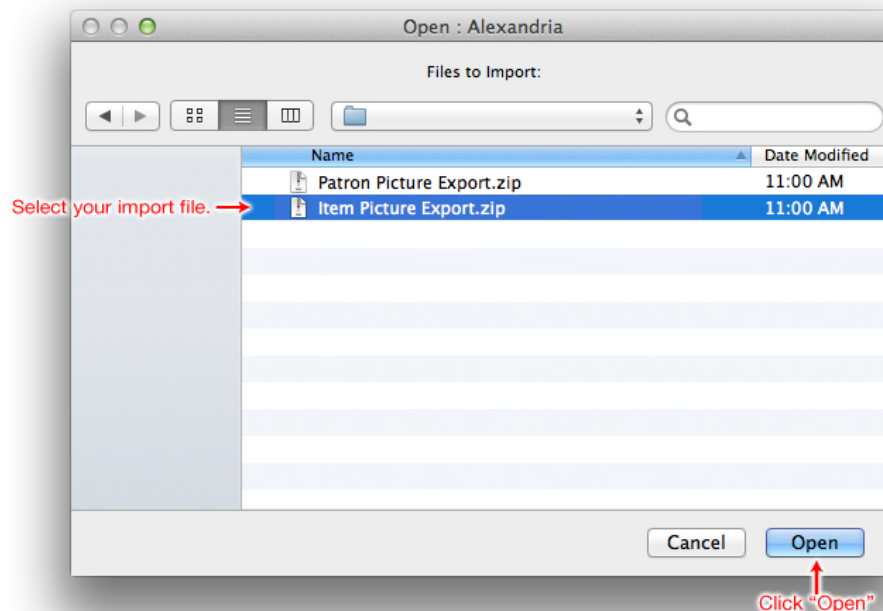
You can import most standard image files into Alexandria (i.e. .GIF, .JPG, .BMP, .PNG). Although they can be larger (or smaller), the default, optimal size for patron pictures is 240 pixels by 186 pixels at 72 ppi (pixels per inch) resolution. Larger images will be auto-sized and shrunk to fit within those pixel specifications if they're revealed to be too large upon import.

Since image filenames essentially specify what items get new cover art, there are no additional import options.

Step-by-Step

To import item cover art from a directory shared network folder or portable memory storage device, following the steps below:

1. [Log in](#) to the Alexandria Imports module by adding **/imports** to the end of your login URL.
2. Select **Images** as the import type from the Categories pane.
3. Click **Choose File**, located in the Imports Quick pane; this allows you to locate and select a 50 MB (or less) .ZIP file full of item cover art to import using your operating system standard explorer window.



4. Once the item import file has been highlighted, click **Open** to prepare it for import.
5. Next, select **Item Cover Art** in the **Settings** tab. Images filenames in the .ZIP file must match the item's ISBN number and be in .PNG or .JPG format.
6. Since image filenames essentially specify what items get new cover art, there are no additional options required to import.
7. When you are ready to begin, click **Run** to send the item cover art import to the Operations Management queue.

Categories

Patrons
Items
Textbooks
Circulation Groups
Images
Special

Quick Saved

Download files →

Imports

Choose File

File Name:

Choose a ZIP file containing the images to be imported. If the file is larger than 50 MB, schedule an FTP import in the Saved tab. For best results, images should be approximately 186 x 240 pixels in size and either .jpg or .png format.

Settings

☐ Patron Pictures

File names must match the patron's barcode or Student #.

☒ Item Cover Art

File names must match the item's ISBN or copy barcode.

☐ Textbook Cover Art

File names must match the item's ISBN, Title ID, or copy barcode.

Create Saved Import Run

During import, Alexandria will attempt to match incoming cover art with existing items using the image filenames. If Alexandria is unable to match a filename with an item during import, the cover art will be ignored.

Every image imported or ignored will be documented in the Operation Information report in Operation Management.

[Link](#)