

Mitinet MARC Update



this page has been moved to <https://support.goalexandria.com/add-ons/mitinet/#mitinetimport>



MITINET[®]
LIBRARY SERVICES

Are you a Mitinet user? Now you can upload your enhanced records to Alexandria in a new, streamlined process.

Mitinet is a third-party service that helps libraries get materials in the hands of patrons through better MARC records. They take your MARC records, streamline and enhance them, then send them back to you. Here are a few of the improvements they can make:

- Check spelling
- Find and replace text
- Change material type
- Update subject headings
- Update reading program information
- Eliminate duplicates
- and more

Visit the [Mitinet Library Services](#) website to learn more about what they can do for you.

How It Works

1. Export your current item records.
2. Send the file to Mitinet for cleanup and enhancement.
3. Wait for them to send your records back.
4. Import the updated record file from Mitinet to your library.

Let's get started!

Export MARC Records

Exporting records will create a copy of your database and will *not* interrupt your circulation. Changes to the records will be seen once you import the records back into Alexandria.




Changes to title records made after export but before import will be lost.

Once you've exported your records, do not add, change or delete any records from your database until after your records have been updated and you've imported them back into your database.

Step-by-Step Instructions

1. In Alexandria, go to **Operations > Export**.
2. Select **Items** from the Categories list on the left.
3. Choose **Export Items, Title Based** from the Exports pane on the right.
4. In the **Selections** tab, set the following options:
 - a. Titles with a Policy of: **Any Policy**
 - b. Titles with a Medium of: **Any Medium**
5. In the **Options** tab, set the following options:
 - a. Sort Titles by: **Title Call Number**
 - b. Format: **MARC**
6. Click **Run** to begin the export.
7. Go to **Operations Management**.

8. Locate the export, and then click  to download the records.
9. Send the export to Mitinet for enhancement.

Import Updated MARC Records

Once you have the updated record file from Mitinet, you can import the file to update your library records. The import process will eliminate duplicate titles and merge record data from titles being removed into titles being retained. This data includes copy records, title statistics, pending holds, accession date, modification date (right now), and last used date.



Remember to back up your library before importing a Mitinet record update in case you need to start over. Read [Back Up Your Data](#) for more information.

Step-by-Step Instructions

1. Go to **Operations > Import**.
2. In the Categories list on the left, select **Special > Mitinet MARC Update**.
3. In the Imports pane, click **Choose File**.
 - a. If your file exceeds 50mg, you'll need to import using FTP.
4. Browse your computer for the file of the new records you'd like to import.
5. Click **Run** to begin the import.

And that's it! You can view details about what data was merged and what couldn't be updated in the import summary file located in Operation Management.