

# Important info on imports

January 10 2022

Did you get new books for the new year? Adding records to Alexandria is probably something you're pretty familiar with. But do you know all the great resources we have in our support center to help make importing a breeze?

The screenshot shows the Alexandria import interface. On the left is a 'Categories' sidebar with links to Patrons, Items, Textbooks, Circulation Groups, Images, and Special. The main area has two tabs: 'Quick' and 'Saved'. The 'Imports' tab is active, showing a 'Choose File' button, a 'No file chosen' message, and a 'Field Mapping' button. Below this is a note: 'All tab delimited format import files that do not have a header will require field mapping.' The 'Settings' tab is also visible, showing 'Import Settings' (Skip First Record), 'Defaults' (Site: WHS - Washington ..., Patron Policy: High Student, Security Group: Patron (5)), 'Barcode Handling' (Assign new Barcodes, Use Barcodes in Import File, Strip Leading Alpha Characters), and 'Patron Updates' (Always Create New Records on Import, Allow Import to Modify Existing Records). At the bottom right are 'Create Saved Import' and 'Run' buttons.

First, let's review best practices for running imports.

- We recommend that you schedule imports when Alexandria is not busy, because large imports can slow down your system. This also makes it easier to track down any problems later on, as it isolates activity during that time.
- Files should be smaller than 50 MB.
- The format of the file may be MARC, MicroLIF, or tab-delimited. In the case of tab-delimited, we recommend using [Item 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).

## More *important* resources...

- [Importing MARC Records from a Vendor](#)
- [Refresher—Adding records](#)
- [Import](#)
- [Import eBooks](#)
- [Quick Items Import](#)
- [Move Copy to This Title](#)

As always, you can contact our stellar support team for assistance at [support@goalexandria.com](mailto:support@goalexandria.com), with any additional questions you may have.



Tell us how we're doing! Fill out our [Support Center Content Feedback](#) to let us know how we can improve our Support Center.