

Important info on imports

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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?

Categories

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Quick Saved

Imports

Choose File No file chosen

Field Mapping

All tab delimited format import files that do not have a header will require field mapping.

Settings

Import Settings

Skip First Record

Defaults

Site WHS - Washington ...

Patron Policy High Student

Security Group Patron (5)

Barcode Handling

The following selection determines whether barcodes in the import file will be retained or reassigned starting with the barcode shown in the field below.

Starting Patron Barcode 1100001

Assign new Barcodes

Use Barcodes in Import File

Strip Leading Alpha Characters

Patron Updates

Add a new record for each patron imported, or update patron records when a matching RSN, GUID, barcode, SSN, Student #, or email is found.

Always Create New Records on Import

Allow Import to Modify Existing Records

Create Saved Import Run

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, with any additional questions you may have.



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