Importing eBooks

Tip for: 11.03.14

It’s time to add some eBooks to your Alexandria collection!

> This tip is outdated for version 7. Please see Add Titles - Import Electronic Resources instead.

Remember, if you are using OverDrive ebooks, the records will be imported into Alexandria automatically.

Other vendors -- Axis360, Capstone Interactive, and MackinVIA -- will provide MARC records you can import.

Because ebooks don’t have copies, you will want to set some specific Item Settings when importing a vendor file of ebooks into Alexandria.

To add ebooks to Alexandria:

- Drag and drop your vendor file on Circulation.
- In the **Import** module, under **Status**, check the box **Archive First**.
- Go to the **Item Settings** tab.
- Change the **Copies** drop-down menu to **Never Add Copies**.
- Make sure **Reassign Duplicate Barcodes** is checked.
- Uncheck **Allow Title Updates**.
- Select the **Item Policy**, such as **eBook**, and fill in any other applicable fields.
- Click on **Run**.

After the import, be sure to check Operation Management:

- From Tools in the menu bar, open **Operation Management**.
- Locate the **Import** and click the information icon.
- Check that the records imported correctly.

Did you know you can try out some Capstone Interactive ebooks for free? To find out how, follow the wiki link to Importing eBooks.