

Import Field Mapping

Operations

Import

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Import Field Mapping

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

Field Mapping

If the import file is recognized, Alexandria will automatically sort, organize, and match the information to the correct, specified fields. If the import file is missing a header, it will not be recognized. The relationships between fields and attributes of different names and types may not match and have to be mapped. Alexandria will require you to set your patron and item field mapping in order to proceed.

Use the Field Mapping dialog to specify where data from the import file belongs in Alexandria; in other words, match data in the import file to specific Alexandria fields. Data from the import file is shown on the left-hand of the window while Alexandria field names are shown on the right-hand side.



Patron Field Mapping

Select a field and use the arrows below to specify the order of the fields to be imported. Clicking on a green checkmark will disable importing of that field.

1088	✓ Barcode
Lonnie Ann	✓ First Name
Amstead	✓ Last Name
	✓ Middle Initial
S08	✓ Policy
1	✓ Status
	✓ SSN
Stark	✓ Location
	✓ Sublocation
8	✓ Grade
	✓ Student #
CDL	✓ Site

▲ ▼ ✓ ✗

Cancel Set

Data is imported in sequential order; use the white up and down arrows to correctly align the fields of the import file. Click on a field to exclude it from the import; clicking on fields will toggle them between a green ✓ and a red ✗. See Item Import Fields by Field Number for more information on the fields that can be imported.

When you've finished matching Alexandria fields to the information in your file, click the **Set** button.



If you have a patron with a combined first and last name (one that has not been separated by tab delimitation), use this field to split the name into First and Last Name during import.

Related Links

- [Import Tab-Delimited Records](#)
- [Patron Field Mapping](#)

Patron Fields

Patron Import Fields

When importing patron records, Alexandria looks for a header that contains a file designation of **PT01** to specify patron information.

Field	Header	Notes
Barcode	1000	Limit 15 characters
First Name	1007	Limit 25 characters

Last Name	1006	Limit 25 characters  If a patron has multiple last names and you only want to import one, you will need to modify the import file to reflect that.
Middle Name	1008	Limit 25 characters
Nickname	1070	Limit 25 characters
Policy	1028	Limit 4 characters Uses policy short code as specified in Preferences.
Status	1026	Integer indicating Status: 1=Active, 2=Card Lost, 3=Suspended, 4=Transferred, 5=Inactive, 6=Other
Government ID *	1002	Terminology field, often named SSN
Location *	1004	Terminology field, often named Homeroom
Sublocation *	1005	Terminology field, often named 2nd Location
Level * (Grade)	1010	Terminology field, often named Grade
Community ID *	1001	Terminology field, often named Student #
Site	1050	Site code as specified in Site Management
Optional Date *	1048	Limit 12 characters Terminology field, often named Graduation Date
Address	1011	Limit 100 characters
Address 2	88	
City	1012	Limit 100 characters
State	1013	Limit 100 characters
Postal Code	1014	Limit 100 characters
Country	1016	Limit 100 characters
Telephone	1017	Limit 25 characters
Date of Birth	1045	Limit 12 characters
Sex	1032	Integer indicating sex or gender: Unspecified=0 or U, Male=1 or M, Female=2 or F
Contact Notes	1020	Limit 1000 characters
General Notes	1021	Limit 2000 characters
2nd Phone Number *	1018	Limit 25 characters Terminology field, often named Mobile or Fax
Primary Email	1019	Limit 100 characters
Other Emails	1054	Limit 100 characters
Categories	1025	Limit 1000 characters Separate category terms with \
Patron Accession Date	1046	Limit 12 characters
Additional Contact *	1049	Limit 100 characters Terminology field, often named Parent/Guardian
Username	1052	Limit 100 characters
Lexile Table	1060	Limit 300 characters All grades contained in single string, rows separated by // and cells by (e.g. <i>Patron ID<tab> //grade score source date ...repeated as necessary</i>)
Password - Encrypted	1063	Limit 30 characters This option is used when importing a password that is already encrypted MD5

Password - Plain Text		Import, only.
Card Exp. Date	1047	Limit 12 characters
Lexile	1051	Limit 4 characters
Reading Level *	1053	Terminology preference field
Patron GUID	1200	Limit 100 characters

* terminology

Item Fields

Item Import Fields

While importing, Alexandria looks for a header that contains a file designation of **FT01** to specify item information.

Field	Header	MARC	Notes
Copy Barcode	2000	852_p	Limit 15 characters
Copy Site Code	2023	852_a	Limit 8 characters
Copy Location *	2024	852_b	Limit 8 characters Terminology preference field
Shelving Location *	2027		Limit 32 characters Terminology preference field
Copy Accession Date	2009	852_1	Limit 12 characters
Copy Inventory Date	2008	852_1	Limit 12 characters
Copy Volume	2064		Limit 30 characters
Copy Call Number	2025	852_h	Limit 50 characters
Copy Policy Code	2013		Limit 4 characters
Copy Serial #	2441		Limit 50 characters
Copy Condition	2017	852_1	Limit 4 characters
Vendor	2016	852_1	Limit 50 characters
Purchase Cost	2012	852_9	Limit 7 characters, up to \$99,999.99 Must include decimal (5.00 NOT 5)
Replacement Cost	2011		Limit 7 characters, up to \$99,999.99 Must include decimal (5.00 NOT 5)
Special Funds *	2022		Limit 45 characters Terminology preference field
Copy Notes	2018	852_x	Limit 1000 characters
Copy Alert Notes	2019	852_z	Limit 1000 characters
LCCN	2010	010_a	
ISBN	2020	020_a	
Title Volume	2026	092_v	Limit 30 characters
Primary Author	2100	100_a	
Title	2245	245_a	
Sub Title	2246	245_b	
Statement of Responsibility	2247	245_c	
Medium	2248	245_h	
Edition	2250	250_a	
Publisher Place	2260	260_a	
Publisher	2261	260_b	
Publication Year	2262	260_c	

Extent	2300	300_a	
Other Physical Details	2302	300_b	
Dimensions	2303	300_c	
Accompanying Material	2304	300_e	
General Note	2500	500_a	
Content Notes	2501	505_a	
Summary	2520	520_a	
Target Audience	2521	521_a	
Review Source	2522	521_b	
Lexile Value	2757	521_a	The term <i>Lexile</i> will be automatically added to 521_b
Lexile Code	2758	521_a	The term <i>Lexile</i> will be automatically added to 521_b
Fountas and Pinnell Value	2761	521_a	The term <i>Fountas and Pinnell</i> will be automatically added to 521_b
Guided Reading Value	2762	521_a	The term <i>Guided Reading</i> will be automatically added to 521_b
Study Program Name	2750	526_a	
Study Program Interest Code	2751	526_b	
Study Program Reading Level	2752	526_c	
Study Program Point Count	2753	526_x	
Study Program Test Number	2759	526_z	
Study Program Have Test	2754	526_9	
Study Program Holding Code	2755	526_5	
First Subject	2651	650_a 650_x 650_y 650_z	
Second Subject	2652	650_a 650_x 650_y 650_z	
Third Subject	2653	650_a 650_x 650_y 650_z	
Fourth Subject	2654	650_a 650_x 650_y 650_z	
Fifth Subject	2655	650_a 650_x 650_y 650_z	
Bibliographic Term	2040	653_a	Separate each term by \
Genre	2442	655_a	
Curriculum Term	2041	658_a	Separate each term by \
Series	2440	830_a	
URL Description	2531	856_y	
URL	2530	856_u	
Call Number	2063	900_a	
Don't Show Title in Researcher	2042	917_a	
Policy Code	2052		