# **Import Item Cover Art**

# **Operations**

### **Import**

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# Import Item Cover Art

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

## **Import**



this page has been moved to https://support.goalexandria.com/operations/import/import-images/#item



During the import process, Alexandria will attempt to match cover art with items using the image filenames. For example, let's say that you have The Wizard of Oz whose barcode in Alexandria is 4130 and you would like to import a ".JPG" picture of the item's cover art. The item's image file must be named "4130.jpg" so that Alexandria can match it to the barcode belonging to The Wizard of Oz. If all your item image files were created using item barcode numbers (e.g. "4130.jpg"), then Alexandria can correctly, individually import each cover art into your item record, later accessible through the Publication subtab of the Items management window.

The Item Cover Art import will first attempt to match the filename by Barcode, then ISBN/ISSN, and finally LCCN.

Existing cover art will be replaced with newer ones if found during import. If Alexandria is unable to match a filename with an item during import, the cover art will be ignored and noted as an exception in the Operation Information report.

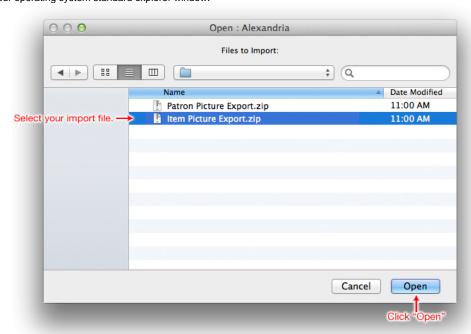
You can import most standard image files into Alexandria (i.e. .GIF, .JPG, .BMP, .PNG). Although they can be larger (or smaller), the default, optimal size for patron pictures is 240 pixels by 186 pixels at 72 ppi (pixels per inch) resolution. Larger images will be auto-sized and shrunk to fit within those pixel specifications if they're revealed to be too large upon import.

Since image filenames essentially specify what items get new cover art, there are no additional import options.

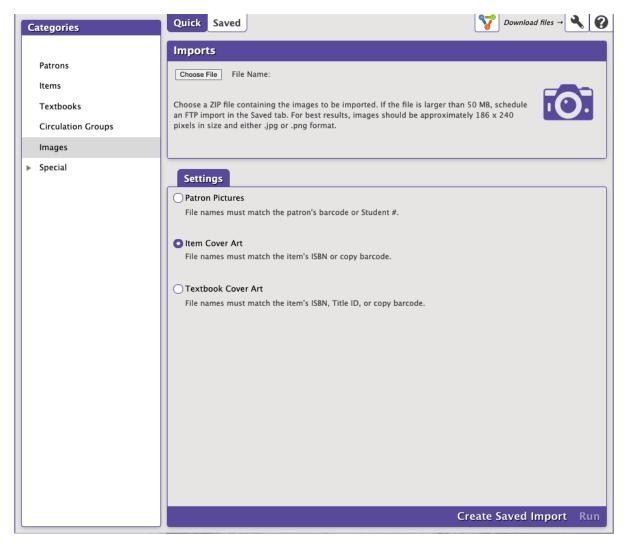
#### Step-by-Step

To import item cover art from a directory shared network folder or portable memory storage device, following the steps below:

- 1. Log in to the Alexandria Imports module by adding /imports to the end of your login URL.
- 2. Select Images as the import type from the Categories pane.
- 3. Click **Choose File**, located in the Imports Quick pane; this allows you to locate and select a 50 MB (or less) .ZIP file full of item cover art to import using your operating system standard explorer window.



- 4. Once the item import file has been highlighted, click **Open** to prepare it for import.
- Next, select Item Cover Art in the Settings tab. Images filenames in the .ZIP file must match the item's ISBN number and be in .PNG or . JPG format.
- 6. Since image filenames essentially specify what items get new cover art, there are no additional options required to import.
- 7. When you are ready to begin, click Run to send the item cover art import to the Operations Management queue.



During import, Alexandria will attempt to match incoming cover art with existing items using the image filenames. If Alexandria is unable to match a filename with an item during import, the cover art will be ignored.

Every image imported or ignored will be documented in the Operation Information report in Operation Management.