

# Add or Update Titles

## Operations

### Import

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# Add or Update Titles

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



## About

 this info and scenario tab has been moved to <https://support.goalexandria.com/operations/import/import-items/#titlesaddupdate>

## Add or Update Titles

This is used to add or update Title Records. Import Data for copy related fields is ignored, however copy barcode data may be used for matching a title by copy barcode. This is valid for Tab Delimited and MARC import data. For each import record, only Title fields are examined so that only new Title Records are added. Import Data for copy related fields is ignored. If a matching Title is found, it is updated, otherwise a new title Record is created. If **Always add at least one Copy** is selected a copy with the next available barcode (Starting Item Barcode in the import window) is added with the Copy Data Options to the added or updated Title record.

**Reject Import File:** If the import file is a Tab Delimited file and there is no "Title" field in the import header this is an error and the import is terminated with "Title Field required in import records. Import Cancelled." The import is cancelled.

**Ignore Rules** Barcode Handling, and Copy Data Options (unless Always add at least one Copy is selected).

**Record Error Logging:** Added Title must have a valid Title of one or more characters (at 245a) "Missing Title data, import record ignored." is logged in the Summary and the imported record is ignored. Add and Update Title Options are honored. If a matching Title record can be identified, that record is Update, ELSE a new Title Record is Added. If Always add at least one Copy is selected a copy with the next available barcode is added with the Copy Data Options to the added or updated Title record.

**The Summary file ends with:**

- Title Records Examined xxxx
- Title Records Added xxxx
- Title Records Modified xxxx
- Title Records Ignored xxxx
- Copy Records Updated xxxx

## Step-by-Step Instructions

1. In the imports module, select Items from the categories pane.
2. In the Imports pane, click Choose File.
3. Locate the import file on your computer and click Open.
4. If your import file does not have a header, click [Field Mapping](#).
5. In the Settings tab, choose the following settings:
  - **Import Settings:** Add or Update Titles
  - **Title Update Matching:** ISBN or LCCN
    - Vendor supplied records should contain accurate ISBNs, which make it a reliable identifier for title matching.
  - **Skip First Record if Field Mapping:** Check this option if your import file includes a header row, or leave unchecked if there is not.
  - **Barcode Handling:** Select *Reassign Only Duplicate Barcodes*
6. Go to the Options tab and the Title subtab. Then choose the following options:
  - **Title Policy:** Choose a default policy for any new items.
  - **Use Call Number Policy Mapping:** Leave unchecked.
  - **Replace MARC Records on Title Match.** Leave unchecked so any title record being updated is not inadvertently replaced!
7. Click Run.

## Import Title Update

### Scenario - Import Title Update

You would like to change or fix certain data that is either harder to do in the management windows or utilities (e.g. working off a spreadsheet) or not possible / practical in these modules. For example, adding lexile values or standardizing / correcting the cAsE or punctuation used in call numbers. You should include the ISBN for the titles they wish to update, along with the data you are trying to add or change in a tab delimited file.

[Settings](#)

[Title Options](#)

## Import Settings

Add or Update Titles

## Title Update Matching

ISBN or LCCN

## Skip First Record if Field Mapping

Check if you mapped your fields or the import file includes a header row. Leave unchecked if there is not a header row.

## Barcode Handling

Reassign Only Duplicate Barcodes

## Title Policy

Choose a default policy for any new items.

## Use Call Number Policy Mapping

Leave unchecked.

## Replace MARC Records on Title Match

Leave unchecked so any title record being updated is not inadvertently replaced!



### Skip Copy Options

This import will not add or update any copies, so you don't need to modify settings in the Copy subtab.

Now, if you're ready, click **Run**.