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[http://www.goalexandria.com/v7Docs/index.php/Preferences: Management: Extras: Baker & Taylor](http://www.goalexandria.com/v7Docs/index.php/Preferences:_Management:_Extras:_Baker_&_Taylor)

Set up Extras Preferences: Baker & Taylor

Alexandria partners with Baker & Taylor, a leading supplier of books, multimedia, and digital information services for libraries and retailers.

Open Preferences, go to the Extras area, and choose Baker & Taylor on the left.

Check the box to Enable Baker & Taylor. Save.

That's it!

There's really no setup necessary. When you buy books from Baker & Taylor, you will receive MARC records for your items. Import these records in Alexandria using the Import module, and the items will be available in your catalog.

If you fill in this Vendor URL, you will have easy access to their website from Circulation; in the Current Item pane, click on the gear icon, go to Vendors, and choose Baker & Taylor.

Back in the preference, under Contact, you can fill in the contact information for your B&T representative.

When finished, save the preference.

Export

One other option you do have here is the Baker & Taylor Export. This exports your collection in MARC format so you can upload it to Baker & Taylor's book ordering site for analysis and review. I'll briefly take you through the steps to do this.

If you are part of a Central Union and would like to export your entire catalog, check the box to Export All Sites. Otherwise leave it unchecked, and only the collection for the site you are *currently logged in to* will be exported.

Click Baker & Taylor Export, and the export will start.

Go to your Operation Management to check the status of the export and, when it's finished, and to download the file.

Next, you will log in to the School Selection website with your existing Baker & Taylor User Name and Password,
<http://schoolselection.btol.com/>
and that's as far as I can show you. See our Support Center article or contact Baker & Taylor for more information.

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