

qt57

Import New Copies from a Vendor

From Tools, open the Import module, or type /import at the end of your data station URL.

Select the Items category.

Choose the File. If it is a tab-delimited file without an Alexandria header, you will need to do Field Mapping. Otherwise, move on to the Settings.

Learn More: <http://www.goalexandria.com/v7Docs/index.php/Import>

Change the Import Settings to Import Titles and Included Copies.

Note: If you are importing ebooks, choose Import Titles Only, as ebooks do not have copies.

Under Title Updates, make sure it's set to Allow Import to Modify Existing Records.

Leave the box checked to Enable Call Number Matching.

Under Barcode Handling, fill in your Next Barcode, and choose the behavior for barcodes found in the file. If the vendor file includes the barcodes you will be using, Reassign Only Duplicate Barcodes.

Go to the Options tab.

Select the Site you will be importing the copies to, and you could also fill in the Vendor. You may set the Copy Location and Shelving, for example to On Display or New Items.

Under the other Options, you can choose to use Policy Mapping to map your policies to the call numbers in the import file.

If these copies are not ready to be circulated, you can Set New Copies as 'In Processing'. Then, when they are ready, you can bookdrop them in Circulation to set the status to Available.

When you have finished with the Settings and Options, Run the import.

View the summary in Operation Management.