



The State University of New York

# Advanced Acquisitions: Import Profiles

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# Import Profile Types

- **New Order\*** – Bibliographic records with embedded order data (EOD). Used to import bibliographic information and create PO lines and physical/electronic inventory
- **Update Inventory** – Shelf-ready material for inventory associated with PO lines, based on the PO line reference number or vendor reference number
- **Repository\*** – Used to import bibliographic information and create physical/electronic inventory
- **Authority** – Used to update authority records on an ongoing basis. Existing authority records that are matched with imported ones are updated and new imported authority records are added. (Available only if enabled by Ex Libris)
- **Initial Authority** – Completely reload authority records. If matching authority records exist, they are deleted and replaced by the new ones. Available only if enabled by Ex Libris and you have local authority records in your repository)
- **Digital** – Bibliographic records for digital inventory and may also contain the digital inventory. There are two types of digital import profiles:
  - Local - Import digital resources stored locally
  - Remote - Import digital resources stored in a remote digital repository
- **Collections** – Used to create top-level collections with their sub-collections by importing an encoded archival description (EAD) or OAI-PMH ListSets file.

\* - Import profile being focused on in this session



# Roles Required to Create Import Profiles

1. To create, edit, copy, or delete import profiles, you must have one of the following roles:

Acquisitions Administrator	Cataloging Administrator
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2. To view or share an import profile, you must have one of the following roles:

Acquisitions Administrator	Purchasing Operator
Purchasing Manager	Repository Administrator
Catalog Administrator	General System Administrator

3. To delete an import profile, you must have one of the following roles:

Acquisitions Administrator	Cataloging Administrator
Repository Administrator	General System Administrator

4. To create/edit a digital import profile, you must have the following role:

Digital Inventory Operator
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# Import Profiles

- Import Profiles automate the ordering process by allowing records to be added in bulk to Alma
- Import profiles can import a variety of records, such as
  - EOD (embedded order data that create order records in Alma)
  - Shelf ready
  - Bibliographic
  - Authority
  - Digital
- Import profiles can be used to add newly acquired physical and electronic resources into Alma

	New Order Import Profiles	Repository Import Profile
Uses EOD records	Yes	No
Uses MARC records	No	Yes
Creates POLs	Yes	No
Creates Inventory	Yes	Yes

# Import Profiles – Import Profiles vs. API

Functionality	Import Profile	API
Import Electronic Order Records (EOD) & Creates Inventory	Yes	Yes
Import MARC Records With or Without Inventory	Yes	No
Use Full MARC Records	Yes	No
Use Brief Bib Records	Yes	Yes
Links E-Resources to Existing CZ Records (E-Resources)	Yes	Yes (Proquest/GOBI)
Use CZ Bib Records	Yes	Yes
Use Imported MARC Record Instead of CZ Record	Yes	No
Activate E-Resources After Import Automatically	Yes	No
Delete Bib Records	Yes	No
Real Time Ordering	No	Yes
Additional Cost	Ask Vendor	No (Proquest/GOBI)
Creates a Report History in Alma	Yes	No

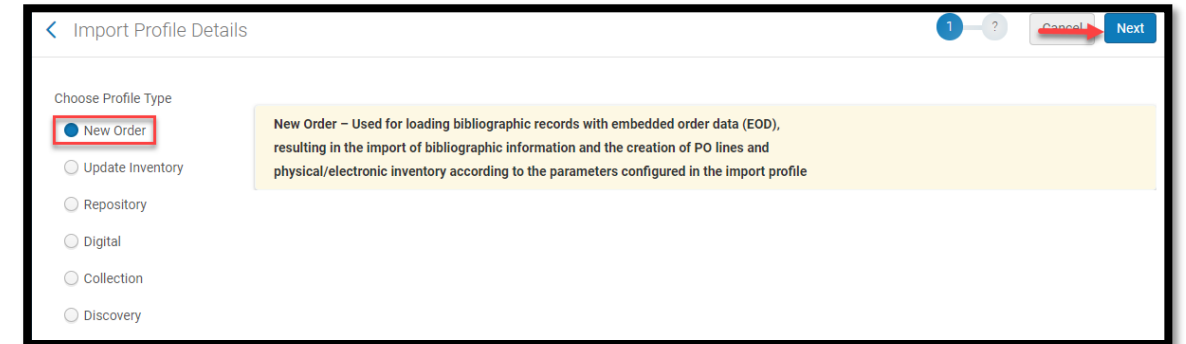
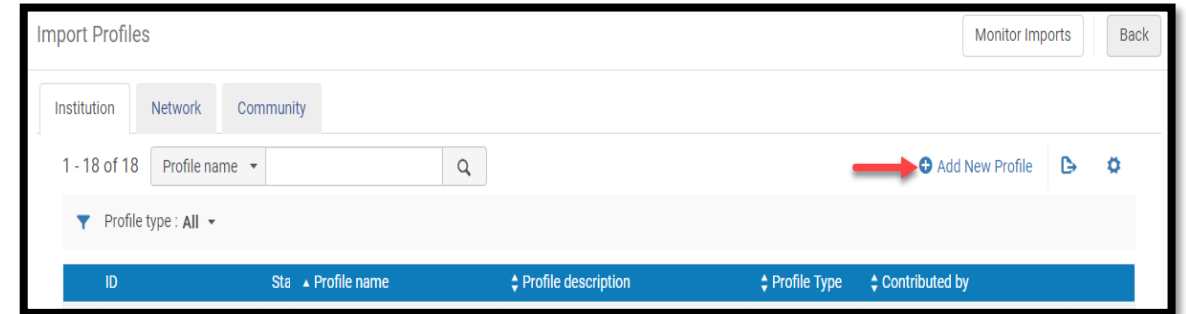
# New Order Import Profile - eBooks

# To Create a New Order Import Profile - eBooks

## Requirements:

- EOD to be configured with the ordering vendor (ask about if there are service charges associated with EODs)
- Tech specs with mapping information
- .mrc file from the vendor

1. Go *to Resources>Import>Manage Import Profiles*
2. Click **Add New Profile**
3. Choose the Profile Type: [Select New Order]
4. Click **Next**



# To Create a New Order Import Profile - eBooks

5. Profile details page 2 screen opens
  1. Use Network Zone – [Uncheck this box]
    - Ebooks should not use the NZ
    - The import profile can be used to add the order/records to a local or CZ electronic collection
  2. Profile Name – [Type name]
  3. Profile Description – [Optional]
  4. Originating system – [Select vendor system]
    - Select “Other” if the vendor system is not in the list
  5. File name patterns – [Type .mrc]
  6. Import Protocol – [Select Upload files, FTP, or OAI]
    - OAI (Open Archives Initiatives protocol) is only available for authority and repository import profiles
  7. Crosswalk –[Defaults to No and cannot be changed]
  8. Encoding format – [Select Binary for MARC files]
  9. Source format – [Select MARC21 Bibliographic]
    - Options that display are based on what record formats are configured in Alma
  10. Target format – [Automatically matches source format]
  11. Status – [Select Active]
  12. Click **Next**





# To Create a New Order Import Profile - eBooks

Import Profile Details

1 2 3 4 5 6 7

Save Draft Cancel Next

Profile Details

Use Network Zone ☐

Profile name \* GOBI New Ebooks Orders

Profile description Optional field

Originating system \* GOBI (YBP) Select Vendor System or Other if not in the list

Import Protocol Upload File/s Select how to import records

Physical source format Binary Source format for .mrc files is Binary

Encoding format UTF-8 Select UTF-8 to import MARC records correctly and

Source format MARC21 Bibliographic Must be MARC21 Bib for .mrc files

Status Active Must be Active to use the import profile

File name patterns .mrc Must be a MARC file ending in .mrc

Cross walk ☐ Yes ☒ No

Target format Target format will automatically match the Source format

MARC21 Bibliographic

# To Create a New Order Import Profile - eBooks

6. Profile details page 3 screen opens
  1. Filter out Data Using – [Leave blank]
    - Uses indication rules to filter records from being imported
    - If a filter is applied to import profiles it can prevent records to be imported
  2. Correct the date using – [Select “SUNY OCLC Normalization Rule”]
    - Uses normalization rules to make changes to the bib record upon import
    - The SUNY normalization rule removes SUNY approved field
    - The SUNY normalization rule applies the SUNY LSHs
  3. Handle invalid data using – [Select MarcXML Bib Import]
    - Use “MarcXML Bib Import” per Ex Libris’ documentation
  4. Click **Next**

**NOTE:** if “Use Network Zone” is selected on Page 2 when creating an import profile, the import profile will have the ability to “Import local extensions”




# To Create a New Order Import Profile - eBooks

Import Profile Details


1 2 3 4 5 6 7

Cancel Save Draft Back Next


Filter

Filter out the data using   **Leave the filter blank for IZ and NZ import profiles**

Normalization

Correct the data using   **Use the SUNY OCLC Normalization Rule for IZ and NZ import profiles. It removes SUNY approved MARC fields and changes SH to adhere to the SUNY Local Subject Heading Project**

Validation Exception Profile

Handle invalid data using   **Use MarcXML Bib import per Ex Libris' recommendation**

# To Create a New Order Import Profile - eBooks

7. Profile details page 4 screen opens (Match Profile)
  1. Match by Serial/Non Serial – [Select “Yes” to consider record type]
    - “No” does not consider the record type and used one match point
  2. Serial match method - [Select the best match method]
    - Appears when “Yes” is selected for Match by Serial / Non Serial
  3. Non Serial match method - [Select the best match method]
    - Appears when “Yes” is selected for Match by Serial / Non Serial

Import Profile Details

1 2 3 4 5 6 7

Cancel Save Draft Back Next

Match Profile

Match by Serial / Non Serial ☒ Yes ☐ No

Serial match method ISSN / 024 / 035 Match Method

Non Serial match method ISBN / 024 / 035 Match Method

Select "Yes" to consider the resource type (serial/ non serial). Select "No" to ignore resource type and match on one match point

The match method depends what unique identifiers are provided by the vendor. The OCLC number is the best match point as SUNY is configured to match on the OCLC number.

Use "Unique OCLC Identifier Match Method" when OCLC numbers are provided in the MARC file

# To Create a New Order Import Profile - eBooks

7. Profile details page 4 screen opens (Match Actions part 1)
  1. Handling method – [Select Automatic]
    - Automatic allows the system to merge matches without intervention
  2. Upon match – [Select how to handle matching bib records]
    - Merge -
    - Overlay -
    - Do Not Import -
    - Use NZ Record (when creating an NZ import profile)
  3. Single match – match only record with the same inventory type (electronic/physical) – [Check the box]



# To Create a New Order Import Profile - eBooks

7. Profile details page 4 screen opens (Match Actions)
  4. Merge method – [Select merge method]
    - Use “SUNY – Overlay All But Local Fields” merge rule
  5. All bibliographic record deletion – [Keep unchecked]
    - For New Order Records delete records will not be included in EOD files
  6. Do not override/merge a record with a lower brief version – [Keep unchecked]
    - A bib record will not be imported if the bib record’s brief level is the same as the brief level of the record being imported
  7. Do not override Originating System – [Keep unchecked]
    - Merging/overlaying a record that was loaded with a different originating system will not change its existing originating system
  8. Do not override/merge record with an older version – [Optional]
    - Prevent older bibliographic records from overlaying or merging with newer records

# To Create a New Order Import Profile - eBooks

Match Actions

**Handling method** ☒ Automatic ☐ Manual **Select automatic match handling to reduce human intervention**

**Upon match** ☐ Merge ☒ Overlay ☐ Do Not Import ☐ Import New Record **Upon Match selection depends on the zone and EOD record quality**

**Single match - match only record with the same inventory type (electronic/physical)** ☒ **Check this box for imported records to match on the same inventory type**

**Do not override/merge record with an older version**

**Merge method** **SUNY - Overlay All But Local Fields** **Use the "SUNY - Overlay All But Local Fields"**

Select Action ☐ Allow bibliographic record deletion

☐ Do not override/merge a record with lower brief version

☐ Do not override Originating System

☒ Disabled ☐ Consider Originating System ☐ Ignore Originating System **Use the default setting of Disabled per Ex Libris documentation**



# To Create a New Order Import Profile - eBooks

7. Profile details page 4 screen opens (Automatic Match Handling/No Match)
  1. Disregard invalid/canceled system control number identifiers
    - Field is irrelevant for multi-matches
  2. Prefer record with the same inventory type (electronic/physical)
    - Gives preference to the matching bib record that contains the same inventory type
  3. Skip and so not import unresolved records
    - Multi matches will require manual handling if this is checked

Import Profile Details

1 2 3 4 5 6 7

Cancel Save Draft Back Next

record with an older version

Automatic Multi-Match Handling

☐ Disregard invalid/canceled system control number identifiers

☒ Prefer record with the same inventory type (electronic/physical)

☐ Skip and do not import unresolved records

Field is irrelevant for multiple matches

Gives preference to a matching bibliographic record that contains the same type of inventory as the records that you are importing

Multiple matches will require Manual Handling if this is checked



# To Create a New Order Import Profile - eBooks

7. Profile details page 4 screen opens (Merge Records and Combine Inventory for Multi-Matches & Match)
  1. Merge and Combine – [Select Manually]
    - Disabled ignored this section
  2. Preferred record – [Selected which record to keep]
    - Records with most items
    - Records with highest brief level
  3. Secondary Record – [Select Delete]
    - ALWAYS select delete
  4. Merge method – [Select SUNY Overlay All But Local Fields]
  5. Update holdings call number – [Optional]
  6. Upon no match – [Select Import]
  7. Click **Next**

# To Create a New Order Import Profile - eBooks

**Merge Records and Combine Inventory for Multi-Match**

**Merge and Combine** ☐ Disabled ☒ Manually

**Preferred record** Record with the most items

**Secondary record** ☒ Delete ☐ Suppress ☐ Keep it

**Merge method** SUNY - Overlay All But Local Fields

Update holdings call number ☐

**No Match**

**Upon no match** ☐ Do Not Import ☒ Import

**Callouts:**

- Merge and Combine** - Select "Manually". This section is ignored if "Disabled" is selected
- Choose the preferred record for multiple matches
- Secondary record should ALWAYS be deleted
- Use the "SUNY - Overlay All But Local Fields" merge method
- Optional - but recommended to keep unchecked
- Select "Import" (IZ import profile) or "Add to the Network Zone" (NZ import profile) to import the file in the EOD/files order when there is no match in the repository

# To Create a New Order Import Profile - eBooks

8. Profile details page 5 screen opens (Set management tags for all the records imported using this profile)
  1. Synchronize with OCLC – [Select “Don’t Publish” and select the condition]
    - Condition can be configured to “Only new records” or “Unconditionally”
  2. Click **Next**

Import Profile Details

1 2 3 4 5 6 7

Cancel Save Draft Back Next

Set management tags for all the records imported using this profile

Suppress record/s from publish/delivery ☐ Condition Only for new records

Suppress record/s from external search ☐ Condition Only for new records

Synchronize with OCLC Don't publish Condition Only for new records

Synchronize with Libraries Australia Don't publish Condition Only for new records

**SUNY only published to OCLC**

Synchronize with OCLC should be configured to "Don't Publish." SUNY libraries do no publish e-resources from Alma to OCLC

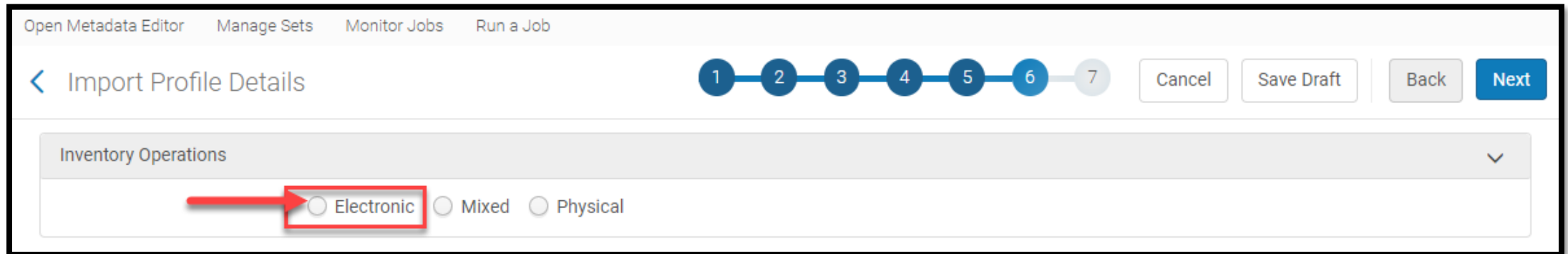
Condition can be set to "Only for new records" or "Unconditionally"

# To Create a New Order Import Profile - eBooks

9. Profile details page 6 screen opens (Inventory Operations)

1. Click on the radio button next to **Electronic**

- Once the button is selected eBook Mapping will display
- Use the information from your technical specifications from the vendor to configure the inventory operations screen



The screenshot shows the 'Import Profile Details' page, step 6 of 7. The page has a top navigation bar with links: 'Open Metadata Editor', 'Manage Sets', 'Monitor Jobs', and 'Run a Job'. Below this is a breadcrumb trail 'Import Profile Details' and a progress indicator showing steps 1 through 7, with step 6 highlighted. To the right of the progress indicator are buttons for 'Cancel', 'Save Draft', 'Back', and 'Next'. The main content area is titled 'Inventory Operations' and contains three radio buttons: 'Electronic', 'Mixed', and 'Physical'. A red arrow points to the 'Electronic' radio button, which is highlighted with a red box.

# To Create a New Order Import Profile - eBooks

9. Profile details page 6 screen opens (eBook Mapping)
  1. Portfolio Type – [Select Part of an electronic collection
    - Ebooks should be added to a CZ or local collection
  2. Electronic Collection – [Select the electronic collection]
    - Use the search list to find the electronic collection
  3. Service – [Select service type]
    - Defaults to Full Text
  4. Material type – [Select material type]
    - Defaults to Book
  5. Single portfolio
    - Select single portfolio unless the portfolios comes in parts and the EOD contains separate URLs for each part
  6. Create inventory only for new bibliographic records – [Leave unchecked]
  7. Extract access URL from field –[Enter MARC field from EOD]
  8. Subfield – [Enter MARC subfield from EOD]



# To Create a New Order Import Profile - eBooks

Import Profile Details

1 2 3 4 5 6 7 Cancel Save Draft Back Next

Inventory Operations

☒ Electronic ☐ Mixed ☐ Physical

E-Book Mapping

Delete/deactivate portfolios ☐

Use Community Zone portfolios ☐

Portfolio type ☐ Standalone ☒ Part of an electronic collection

Electronic Collection \* EBSCOhost Ebooks

Service \* Full Text

Material type Book

☒ Single portfolio ☐ Multiple portfolios

Create inventory only for new bibliographic records ☒

Extract access URL from field 856

Indicators to skip (use # for empty indicator)

Extract internal description note from field

Ebooks should be imported to be added to a CZ or a local electronic collection

Select the electronic Collection ebooks should be added to. Each vendor should have their own ebook import profile so the appropriate collection can be selected

Select the Service and Material type for the electronic collection.

Select single portfolio unless the portfolio comes in parts and has a separate URL for each part

Typically checked for repository imports as new ebooks should not be in the

MARC field/subfield where the URL is mapped in the EOD

subfield u

subfield



# To Create a New Order Import Profile - eBooks

9. Profile details page 6 screen opens (eBook Mapping)
10. Populate other information that is contained in the EOD if applicable
  - Only need the URL, but libraries may map notes
11. License – [Select the license]
  - Licenses must be configured in Alma to be selected
12. Activate resource – [Check the box]
  - This activates and makes the ebook available upon import
13. Click **Next**

Default internal description note

Extract authentication note from field

Default authentication note

Extract public note from field

Default public note

Populate other information from MARC fields contained in the EOD if applicable

subfield

subfield

License Select from a list

Select the license if licenses have been configure in Alma

Activate resource ☒

Check this box so the ebook is activated and available upon import

# To Create a New Order Import Profile - eBooks

10. Profile details page 7 screen opens (EOD General Parameters)
  1. Electronic PO Line type – [Select Electronic Book – One time]
  2. Multiple vendors – [Leave unchecked]
  3. Vendor – [Select vendor]
  4. Vendor account – [Select the ebook account]
    - Must be configured in the vendor information to select
  5. PO Line Currency – [Use default of USD]
  6. Decimal point location – [Leave 0 if the EOD contains pricing in this format: 10.00]
  7. Acquisitions method – [Select acquisition method]
    - Use “Purchase at vendor system” if the institution uses funds
      - Requires fund mapping to be configured after saving the import profile
    - Use “Technical” if the institution does not use funds



# To Create a New Order Import Profile - eBooks

Import Profile Details

1 2 3 4 5 6 7

Cancel Save Draft Back Save

EOD General Parameters

**Select Electronic Book - One Time**

Electronic PO Line type \* Electronic Book - One Time

Multiple vendors ☐

**Select the Vendor**

Vendor YBP - GOBI ebook

**Select Vendor Account for ebooks, must be configured under Vendor information**

Vendor account Account (M) - 597050

PO Line currency USD **Use default currency USD**

Decimal point location 0

**Leave 0 if vendor EOD price is as follows: 10.00**

Acquisition Method Purchase at Vendor System **Use Purchase at Vendor System (Technical for libraries not using funds)**

# To Create a New Order Import Profile - eBooks

10. Profile details page 7 screen opens (EOD Mapping)
  8. Map fields based on how fields are mapped in the vendor tech specs
  9. Default PO Line owner – [Select the purchasing library]
  10. Map funds – [Check this box when using “Purchase at Vendor System”]
    - Funds need to be mapped after saving the import profile
  11. Access Model Field/subfield or Default Access Model Field
    - Use the Access Model Field and subfield if the access model is mapped in the EOD populate
    - Use a Default Access model if there is no access model mapped in the EOD
    - Can leave these fields blank and will not impact import
  12. Do not create electronic task – [Check this box]  
Only check this box if you selected “Activate resource” on screen 6 of the import profile
  13. Click **Save**
    - Funds need to be mapped after saving

# To Create a New Order Import Profile - eBooks

EOD mapping

Additional PO line reference field		<b>Fields mapping depend on the information provided in the EOD MARC record and is included in the technical specifications</b>	subfield	
Vendor Reference Number field	035		subfield	b
Vendor Reference Number type field			subfield	
List price field	980		subfield	b
Vendor title number field	980		subfield	f
Volume Part Number field			subfield	
PO number field			subfield	
PO Line Owner field			subfield	
Default PO Line owner	Sojourner Truth Library		Map Owner	<input type="checkbox"/>
Fund distribution field	981		subfield	b
Percent subfield			Default fund	
Map funds	<input checked="" type="checkbox"/>	<b>Check this if using "Purchase at vendor system" as the acquisitions method</b>		
Reporting code field			subfield	
Default reporting code				
Secondary reporting code field			subfield	

# To Create a New Order Import Profile - eBooks

Default secondary reporting code	<input type="text"/>	
Tertiary reporting code field	<input type="text"/>	subfield <input type="text"/>
Default tertiary reporting code	<input type="text"/>	
Interested users field	<input type="text"/>	subfield <input type="text"/>
Vendor invoice number field	<input type="text"/>	subfield <input type="text"/>
Note field	<input type="text"/>	subfield <input type="text"/>
Rush request field	<input type="text"/>	subfield <input type="text"/>
Receiving note field	<input type="text"/>	subfield <input type="text"/>
Note to vendor field	<input type="text"/>	subfield <input type="text"/>
Ordered ISBN/ISSN field	<input type="text"/>	subfield <input type="text"/>
Access Model field	<input type="text"/>	subfield <input type="text"/>
Default Access Model	<input type="text" value="Unlimited Access (UA)"/>	
Do not create electronic activation task	<input checked="" type="checkbox"/>	

**Map or use a default access model**

**Check the box to prevent an e-activation task list being created in Alma**

# To Create a New Order Import Profile - eBooks

## 11. Mapping Funds

1. Select **Edit** from the ellipses of the import profile
2. Click on the **Mapping** tab
3. Click **Add Fund**
  1. Source Name – [Type the name of the fund]
  2. Fund – [Select the fund from the list]
  3. Click **Add**

NOTE : Repeat this step for every fund that is required to be mapped
4. Click **Save**

**NOTE:** New Order Import Profiles for physical records require locations to be mapped as well. Electronic portfolios do not have locations, therefore locations do not need to be mapped.

# To Create a New Order Import Profile - eBooks

Mapping

Save Draft Cancel Save

Profile Details Normalization & Validation Match Profile Set Management Tags Inventory Information PO Line Information Mapping

Fund Mapping

	Source value	Fund
1	MAGGIE	Maggie's Fund

+ Add Fund

Source value

Fund Code

Fund

Select from a list

Fund Name

Add

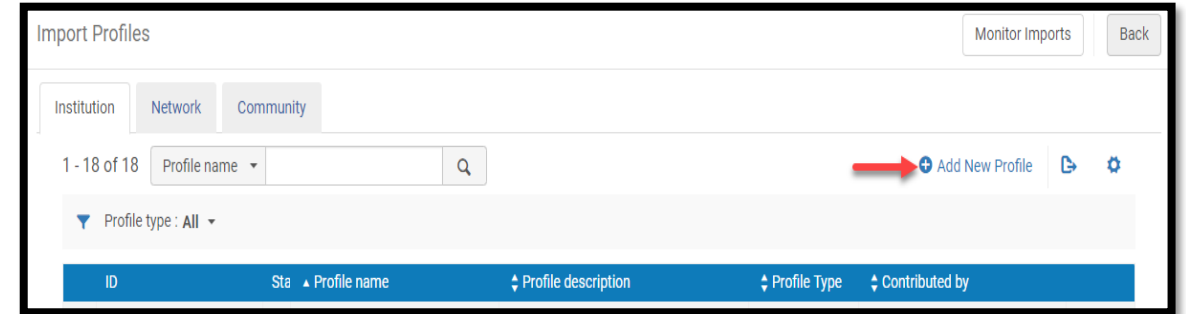
# Repository Import Profile - eBooks

# To Create a Repository Import Profile

Requirement:

1. A .mrc file from vendor

1. Go to **Resources>Import>Manage Import Profiles**
2. Click **Add New Profile**
3. Choose the Profile Type: [Select Repository]
4. Click **Next**



Import Profiles

Monitor Imports Back

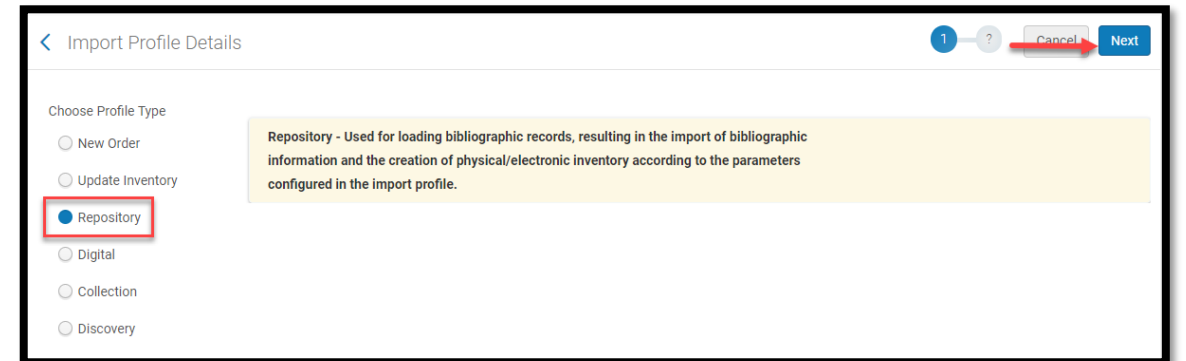
Institution Network Community

1 - 18 of 18 Profile name [search icon]

+ Add New Profile [share icon] [settings icon]

Profile type : All

ID	Sta	Profile name	Profile description	Profile Type	Contributed by
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Import Profile Details

1 ? Cancel Next

Choose Profile Type

☐ New Order

☐ Update Inventory

☒ Repository

☐ Digital

☐ Collection

☐ Discovery

Repository - Used for loading bibliographic records, resulting in the import of bibliographic information and the creation of physical/electronic inventory according to the parameters configured in the import profile.



# To Create a Repository Import Profile - eBooks

5. Profile details page 2 screen opens
  1. Use Network Zone – [Uncheck this box]
    - Ebooks should not use the NZ
    - The import profile can be used to add the order/records to a local or CZ electronic collection
  2. Profile Name – [Type name]
  3. Profile Description – [Optional]
  4. Originating system – [Select vendor system]
    - Select “Other” if the vendor system is not in the list
  5. File name patterns – [Type .mrc]
  6. Import Protocol – [Select Upload files, FTP, or OAI]
    - OAI (Open Archives Initiatives protocol) is only available for authority and repository import profiles
  7. Crosswalk –[Defaults to No and cannot be changed]
  8. Encoding format – [Select Binary for MARC files]
  9. Source format – [Select MARC21 Bibliographic]
    - Options that display are based on what record formats are configured in Alma
  10. Target format – [Automatically matches source format]
  11. Status – [Select Active]
  12. Click **Next**



# To Create a Repository Import Profile - eBooks

Open Metadata Editor   Manage Sets   Monitor Jobs   Run a Job

< Import Profile Details 1 2 3 4 5 6 Save Draft Cancel Next

**Profile Details**

Use Network Zone ☐ **Uncheck this box for ebooks or import profiles not using the Network Zone. This setting cannot be changed once the import profile is created**

Profile name \* Test Repository Import profile

Profile description **Optional Field**

Originating system \* Other **Select Vendor System or Other if not in the list**

Import Protocol FTP **Select how to import the records**

Physical source format Binary **Source format for .mrc is Binary**

Encoding format UTF-8 **Select UTF-8 to import MARC record correctly**

Source format MARC21 Bibliographic **Must be MARC21 Bib for .mrc files**

Status Active **Must be active to use the import profile**

File name patterns .mrc **Must be a MARC file ending in .mrc**

Cross walk ☐ Yes ☒ No

Target format MARC21 Bibliographic

# To Create a Repository Import Profile - eBooks

5. Profile details page 2 screen opens (Scheduling - FTP Information)
  1. Files to Import
    - All – includes new, updates, and deletes (LDR 05 “n”, “c”, or “d”)
    - New – only new records (LDR 05 “n”)
  2. Schedule status – [Select Active]
  3. Scheduler – [Select how often the ftp runs (daily or monthly)]
    - Email Notifications – click the button to set up users to be notified when the import profile runs
  4. Description – [Optional]
  5. Server – [Type in the FTP server path provided by the vendor]
  6. Port – [Type in the Port for the server]
  7. UserName – [Type in username]
  8. Password – [Type in password]
  9. Input directory – [Type in the directory path provided by the vendor]
  10. Is full path – [Check only if a full path is required to access the server]

# To Create a Repository Import Profile - eBooks

5. Profile details page 2 screen opens (Scheduling - FTP Information)
  11. Max. Number of Files – [Keep default]
    - Not is use
  12. Max. file size – [Keep default]
    - Not in use
  13. Size type – [Keep MB]
  14. FTP Server Secured – [Check if using a secure transfer (SFTP)]
  15. FTP Passive Mode – [Check if using passive mode]
  16. Test Connection
    1. Click the Test Connection button to test Alma can connect to the FTP server

# To Create a Repository Import Profile - eBooks

Scheduling

Files to import

☐ All ☒ New

Scheduler status

☐ Active ☒ Inactive

Scheduler \*

Not scheduled

Email Notifications

To use FTP to automatically upload MARC records:

Select what type of files to import All or New. All would include deleted (LDR 05 "d")

Scheduler status must be Active

Scheduler - select how often (everyday or monthly)

Email Notifications allow users to be notified when the import has run

FTP Information

Description

Optional

Server

Type in the FTP server provided by the vendor

Port

Type in the port provided by the vendor

UserName

Type in acct. user name for vendor

Password

Type acct. password for vendor

Input directory

Type in the directory path provided by vendor

Is full path

☐ Only check this box if using the full directory path is required

Max. Number of Files

1 Not in use - use default

Max. file size

1 Not in use - use default

Size type

MB

Ftp Server Secured

☐ Check box if using a secured FTP server Transfer (SFTP)

FTP Passive Mode

☐ Check box of using passive mode

Test Connection

Click to test connection

# To Create a Repository Import Profile - eBooks

6. Profile details page 3 screen opens
  1. Filter out Data Using – [Leave blank]
    - Uses indication rules to filter records from being imported
    - If a filter is applied to import profiles it can prevent records to be imported
  2. Correct the date using – [Select “SUNY OCLC Normalization Rule”]
    - Uses normalization rules to make changes to the bib record upon import
    - The SUNY normalization rule removes SUNY approved field
    - The SUNY normalization rule applies the SUNY LSHs
  3. Handle invalid data using – [Select MarcXML Bib Import]
    - Use “MarcXML Bib Import” per Ex Libris’ documentation
  4. Click **Next**

**NOTE:** if “Use Network Zone” is selected on Page 2 when creating an import profile, the import profile will have the ability to “Import local extensions”




# To Create a Repository Import Profile - eBooks

Import Profile Details

1 2 3 4 5 6 7 Cancel Save Draft Back Next

Filter

Filter out the data using   Leave the filter blank for IZ and NZ import profiles

Normalization

Correct the data using  Use the SUNY OCLC Normalization Rule for IZ and NZ import profiles. It removes SUNY approved MARC fields and changes SH to adhere to the SUNY Local Subject Heading Project

Validation Exception Profile

Handle invalid data using  Use MarcXML Bib import per Ex Libris' recommendation

# To Create a Repository Import Profile - eBooks

7. Profile details page 4 screen opens (Match Profile)
  1. Match by Serial/Non Serial – [Select “Yes” to consider record type]
    - “No” does not consider the record type and used one match point
  2. Serial match method – [Select the best match method]
    - Appears when “Yes” is selected for Match by Serial / Non Serial
  3. Non Serial match method – [Select the best match method]
    - Appears when “Yes” is selected for Match by Serial / Non Serial

Import Profile Details

1 2 3 4 5 6

Cancel Save Draft Back Next

Match Profile

Match by Serial / Non Serial ☒ Yes ☐ No

Serial match method Unique OCLC Identifier Match Method

Non Serial match method Unique OCLC Identifier Match Method

Select "Yes" to consider the resource type (serial/non serial). Select "No" to ignore resource type and match on one match point

The match method depends on what unique identifiers are provided by the vendor in the MARC file. The OCLC number is the best match point as SUNY is configured to match on the OCLC number. If the OCLC number is provided, use "Unique OCLC Identifier Match Method."



# To Create a Repository Import Profile - eBooks

7. Profile details page 4 screen opens (Match Actions part 1)
  1. Handling method – [Select Automatic]
    - Automatic allows the system to merge matches without intervention
  2. Upon match – [Select how to handle matching bib records]
    - Merge -
    - Overlay -
    - Do Not Import
    - Use NZ Record (when creating an NZ import profile)
  3. Single match – match only record with the same inventory type (electronic/physical) – [Check the box]

# To Create a Repository Import Profile - eBooks

7. Profile details page 4 screen opens (Match Actions)
  4. Merge method – [Select merge method]
    - Use “SUNY – Overlay All But Local Fields” merge rule
  5. All bibliographic record deletion – [Keep unchecked]
    - For New Order Records delete records will not be included in EOD files
  6. Do not override/merge a record with a lower brief version – [Keep unchecked]
    - A bib record will not be imported if the bib record’s brief level is the same as the brief level of the record being imported
  7. Do not override Originating System – [Keep unchecked]
    - Merging/overlaying a record that was loaded with a different originating system will not change its existing originating system
  8. Do not override/merge record with an older version – [Optional]
    - Prevent older bibliographic records from overlaying or merging with newer records

# To Create a Repository Import Profile - eBooks

Match Actions Select Automatic match handling to allow the system to handle

Handling method ☒ Automatic ☐ Manual

Upon match ☐ Merge ☒ Overlay ☐ Do Not Import ☐ Import New Record

Single match - match only record with the same inventory type (electronic/physical) ☒ Check this box for imported records to match on the same inventory type

MERGE/OVERLAY

Merge method SUNY - Overlay All But Local Fields Use the "SUNY - Overlay All But Local Fields"

Select Action ☒ Allow bibliographic record deletion Check this box if the repository import profile will handle delete files

☐ Do not override/merge a record with lower brief version

☐ Do not override Originating System

Do not override/merge record with an older version ☒ Disabled ☐ Consider Originating System ☐ Ignore Originating System Use default setting of "Disabled"

**Annotations:**

- Upon Match selection depends on the zone and EOD record quality
- If MARC records contains brief bibs, select "Do Not Import"
- If the MARC records contain full bib records you may want to choose merge or overlay depending on the zone

# To Create a Repository Import Profile - eBooks

7. Profile details page 4 screen opens (Automatic Match Handling/No Match)
  1. Disregard invalid/canceled system control number identifiers
    - Field is irrelevant for multi-matches
  2. Prefer record with the same inventory type (electronic/physical)
    - Gives preference to the matching bib record that contains the same inventory type
  3. Skip and so not import unresolved records
    - Multi matches will require manual handling if this is checked

Import Profile Details

1 2 3 4 5 6 7

Cancel Save Draft Back Next

record with an older version

Automatic Multi-Match Handling

☐ Disregard invalid/canceled system control number identifiers

☒ Prefer record with the same inventory type (electronic/physical)

☐ Skip and do not import unresolved records

Field is irrelevant for multiple matches

Gives preference to a matching bibliographic record that contains the same type of inventory as the records that you are importing

Multiple matches will require Manual Handling if this is checked

# To Create a Repository Import Profile - eBooks

7. Profile details page 4 screen opens (Merge Records and Combine Inventory for Multi-Matches & Match)
  4. Merge and Combine – [Select Manually]
    - Disabled ignored this section
  5. Preferred record – [Selected which record to keep]
    - Records with most items
    - Records with highest brief level
  6. Secondary Record – [Select Delete]
    - ALWAYS select delete
  7. Merge method – [Select SUNY –Overlay All But Local Fields]
  8. Update holdings call number – [Optional]
  9. Upon no match – [Select Import]
  10. Click **Next**

# To Create a Repository Import Profile - eBooks

The screenshot displays a configuration interface for handling multi-match records. It is divided into two main sections: 'Merge Records and Combine Inventory for Multi-Match' and 'No Match'. The first section contains options for merging records, selecting a preferred record, handling secondary records, and choosing a merge method. The second section handles the 'No Match' scenario with options to either not import or import the record. Red boxes highlight specific UI elements, and red arrows point from explanatory text boxes to these elements.

**Merge Records and Combine Inventory for Multi-Match**

**Merge and Combine** ☐ Disabled ☒ Manually

**Preferred record** Record with the most items

**Secondary record** ☒ Delete ☐ Suppress ☐ Keep it

**Merge method** SUNY - Overlay All But Local Fields

Update holdings call number ☐

**No Match**

**Upon no match** ☐ Do Not Import ☒ Import

**Annotations:**

- This section are used when processing failed import records in the Resolve Import Issues page. Merge multi-matches into one bib. Requires manual handling
- Merge and Combine - Select "Manually". This section is ignored if "Disabled" is selected
- Choose the preferred record for multiple matches
- Secondary record should ALWAYS be deleted
- Use the "SUNY - Overlay All But Local Fields" merge method
- Optional - but recommended to keep unchecked
- Select "Import" (IZ import profile) or "Add to the Network Zone" (NZ import profile) to import the file in the EOD/files order when there is no match in the repository

# To Create a Repository Import Profile - eBooks

8. Profile details page 5 screen opens (Set management tags for all the records imported using this profile)
  1. Synchronize with OCLC – [Select “Don’t Publish” and select the condition]
    - Condition can be configured to “Only new records” or “Unconditionally”
  2. Click **Next**

Import Profile Details

1 2 3 4 5 6 7

Cancel Save Draft Back Next

Set management tags for all the records imported using this profile

Suppress record/s from publish/delivery	<input type="checkbox"/>	Condition	Only for new records
Suppress record/s from external search	<input type="checkbox"/>	Condition	Only for new records
Synchronize with OCLC	Don't publish	Condition	Only for new records
Synchronize with Libraries Australia	Don't publish	Condition	Only for new records

**SUNY only published to OCLC**

Synchronize with OCLC should be configured to "Don't Publish." SUNY libraries do no publish e-resources from Alma to OCLC

Condition can be set to "Only for new records" or "Unconditionally"

# To Create a Repository Import Profile - eBooks

9. Profile details page 6 screen opens (Inventory Operations)

1. Click on the radio button next to **Electronic**

- Once the button is selected the inventory operations screen will display
- Use the information from your technical specifications from the vendor to configure the inventory operations screen

The screenshot shows the 'Import Profile Details' page at step 6 of a 6-step process. The 'Inventory Operations' section is expanded, showing four radio button options: 'Electronic' (selected and highlighted with a red box and arrow), 'Mixed', 'Physical', and 'None'. The top navigation bar includes a back arrow, the title 'Import Profile Details', a progress indicator with steps 1 through 6 (step 6 is active), and buttons for 'Cancel', 'Save Draft', 'Back', and 'Save'.



# To Create a Repository Import Profile - eBooks

9. Profile details page 6 screen opens (Inventory Operations)
  2. Delete/deactivate portfolios – [Check box if repository import files will contain records with LDR 05 “d”]
  3. Use Community Zone Portfolios – [Check box if prefer to use CZ records if using a CZ electronic collection]
  4. Portfolio Type – [Select Part of an electronic collection]
    - Ebooks should be added to a CZ or local collection
  5. Electronic Collection – [Select the electronic collection]
    - Use the search list to find the electronic collection
  6. Service – [Select service type]
    - Defaults to Full Text
  7. Material type – [Select material type]
    - Defaults to Book
  8. Single portfolio
    - Select single portfolio unless the portfolios comes in parts and the EOD contains separate URLs for each part



# To Create a Repository Import Profile - eBooks

**Import Profile Details** 1 2 3 4 5 6 Cancel Save Draft Back Save

**Inventory Operations**

☒ Electronic ☐ Mixed ☐ Physical ☐ None

**E-Book Mapping**

Delete/deactivate portfolios ☒ **Check this box if the repository import deletes portfolios**

Use Community Zone portfolios ☐ **Check this box if a CZ electronic collection is used and prefer to use the CZ bib records instead**

Portfolio type ☐ Standalone ☒ Part of an electronic collection **CZ records should be imported and added to an electronic collection (IZ or CZ electronic collection)**

Electronic Collection \* RBDIGITAL TEST **Select the IZ or CZ electronic collection**

Service \* Full Text **Select Service and Material type**

Material type Sound Recording

☒ Single portfolio ☐ Multiple portfolio **Select single portfolio, unless the portfolio comes in parts and has a separate URL for each part**

Create inventory only for new bibliographic records ☒ **Check this box so multiple portfolios for the same title are not created**

Extract access URL from field 856

Indicators to skip (use # for empty indicator)

Extract internal description note from field

Default internal description note

**MARC field/subfield where the URL is contained in the .mrc file**

subfield u

subfield



# To Create a Repository Import Profile - eBooks

9. Profile details page 6 screen opens (Inventory Operations)
  9. Create inventory only for new bibliographic records – [Leave unchecked]
  10. Extract access URL from field –[Enter MARC field from EOD]
  11. Subfield – [Enter MARC subfield from EOD]
  12. Populate other information that is contained in the EOD if applicable
    - Only need the URL, but libraries may map notes
  13. License – [Select the license]
    - Licenses must be configured and in Alma to be selected
  14. Activate resource – [Check the box]
    - This activates and makes the ebook available upon import
  15. Click **Save**

# To Create a Repository Import Profile - eBooks

Extract internal description note from field	<input type="text"/>	<b>Populate other information from MARC fields contained in the .mrc files if applicable</b>	subfield	<input type="text"/>
Default internal description note	<input type="text"/>		subfield	<input type="text"/>
Extract authentication note from field	<input type="text"/>		subfield	<input type="text"/>
Default authentication note	<input type="text"/>			
Extract public note from field	<input type="text"/>		subfield	<input type="text"/>
Default public note	<input type="text"/>			
Extract library from field	<input type="text"/>		subfield	<input type="text"/>
Default library	<input type="text"/>			
License	<input type="text" value="Select from a list"/> <b>Select the license if licenses are configured in Alma</b>			
Activate resource	<input checked="" type="checkbox"/> <b>Check this box to have ebooks activated and available upon import</b>			



# Testing Import Profiles



# Testing Import Profiles

- It is important to test import profiles before importing large number of records to make sure the import profile's behavior works as expected
  - Place a very small order of 1-2 titles
  - Manually run the import and review how the records were imported

To Manually run an import profile for testing:

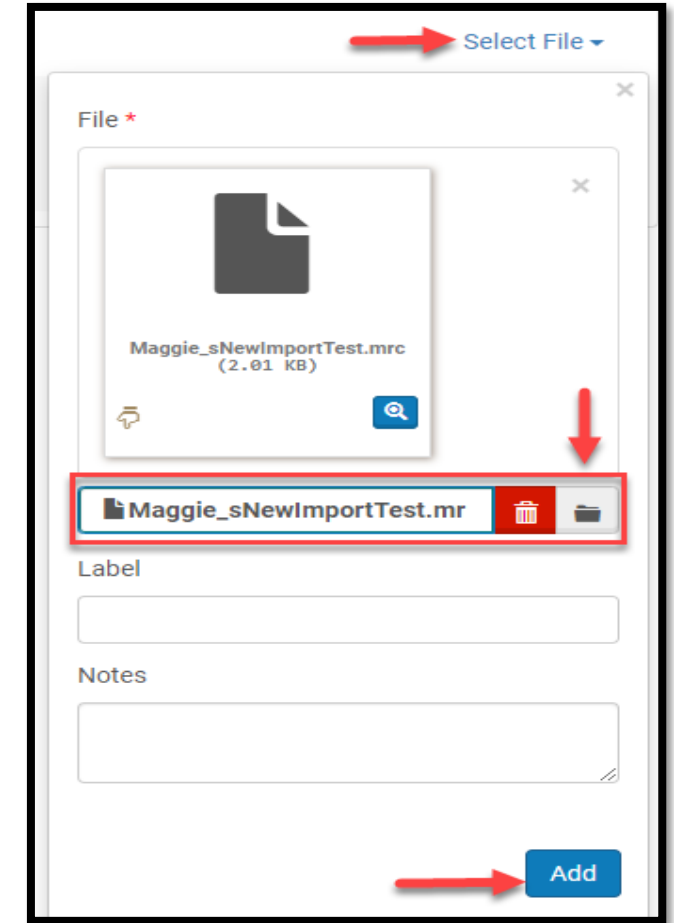
1. Get the .mrc file from the vendor server
2. Go to **Resources>Import>Manage Import Profiles**
3. Click **Run** from the ellipses of the import profile being used

13	1543695550004844	A...	Maggie's Test New Order Import Profile -...	-	New Order	-	...
14	1303502390004844	A...	MARCIVE eGovDoc	-	Discovery	-	Edit
15	13088290000231	A...	New Electronic Book Order	New Electronic Book Order	New Order	-	View
16	13101680000231	A...	New Order Electronic	-	New Order	-	History
							Run
							Copy

# Testing Import Profiles

To Manually run an import profile for testing:



4. Click Select file
  1. Click the **file** icon to select the .mrc file
  2. Click **Add**
5. Click **Submit**



# Testing Import Profiles

To Manually run an import profile for testing:

6. Click **Report** from the ellipses of the job
7. Review the Job
8. View the record(s) in Alma
9. Troubleshoot if necessary

▼ Job ID	↕ Status	↕ User	↕ Time Started	↕ Time Ended	Files Processed	
1. 1544008160004844	Completed Successfully	slc	2020-10-13 09:08:32	2020-10-13 09:09:23	100% 	
<div><div>Report</div><div>View file details</div><div>Events</div><div>Imported Records</div><div>Imported PO Lines</div></div>						



# Supporting Documentation



# Supporting Documentation

SLSS:

- [Import Profiles Libguide](#)

Ex Libris:

- [Import Profile Types](#)
- [Record Import](#)
- [Manage Import Profiles](#)
- [Adding Local Extensions Using Import](#)

