

Mark Record Pickup – Accessing Marc Records and Printing Barcode Labels from records picked up from Library Services Web pages

Importing Marc Records

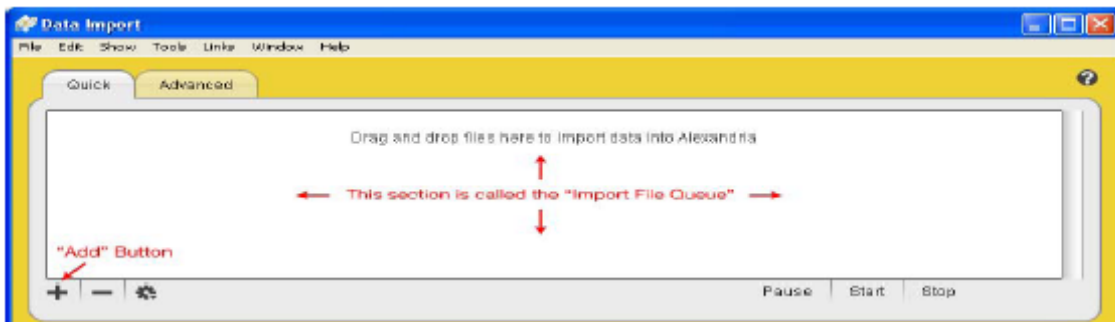
You may occasionally be required to pickup records from the Library Services Web site. You will import the file, Alexandria will assign barcode numbers to each copy, you can then print out the barcode labels and/or spine labels. After you apply labels and stamp the books, your books should be ready to circulate.

Locate the MARC record(s)

1. Go to: <http://www.hisdlibraryservices.org> → Librarians' Page → Librarian's Resources → MARC record Pickup
2. Locate the records you are looking for and click on that link.
3. You will be prompted to **Open with** or **Save File**. Choose **Save File**
-----or-----
the record may open within your browser. It will look like a string of letters and numbers. If this is the case, click on **File** and **Save As** . Make sure the file type is **Text**. You can name the file anything you like, just remember what file title you choose.
4. Choose **your desktop** as the place you want the file saved and take note of the file name.

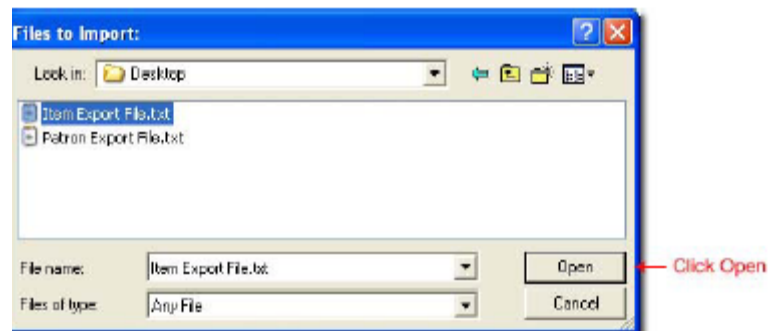
Import the MARC record(s) into Alex

1. Select **Tools** from the menu bar and choose **Import**. The **Data Import** window will appear.
2. Click the **Add** (“+”) button, located in the bottom-left corner of the **Quick** tab pane.



3. Use the window that appears to locate and select the file that you want added to the import file queue. Once the file has been highlighted, click **Open** to add it to the list.

4. Click the **Start** button to begin the item import. When the import is finished, you should see the titles added in the transaction. The *Operation Manager* will come up to show that your job is complete.



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Creating Barcode and Spine labels

Please see the documentation on creating barcode and/or spine labels for the item(s) you just imported. Here is the direct link to these directions:

<http://www.hisdlibraryservices.org/resources/Alexandria/Printing%20spine%20and%20barcode%20labels%20in%20ALexandria%206.pdf>

Or you can find them here:

Go to: Library Services homepage (www.hisdlibraryservices.org) → Librarian's Page → Librarians Resources → Alexandria → Library Book Processing → Printing spine and barcode labels in Alexandria