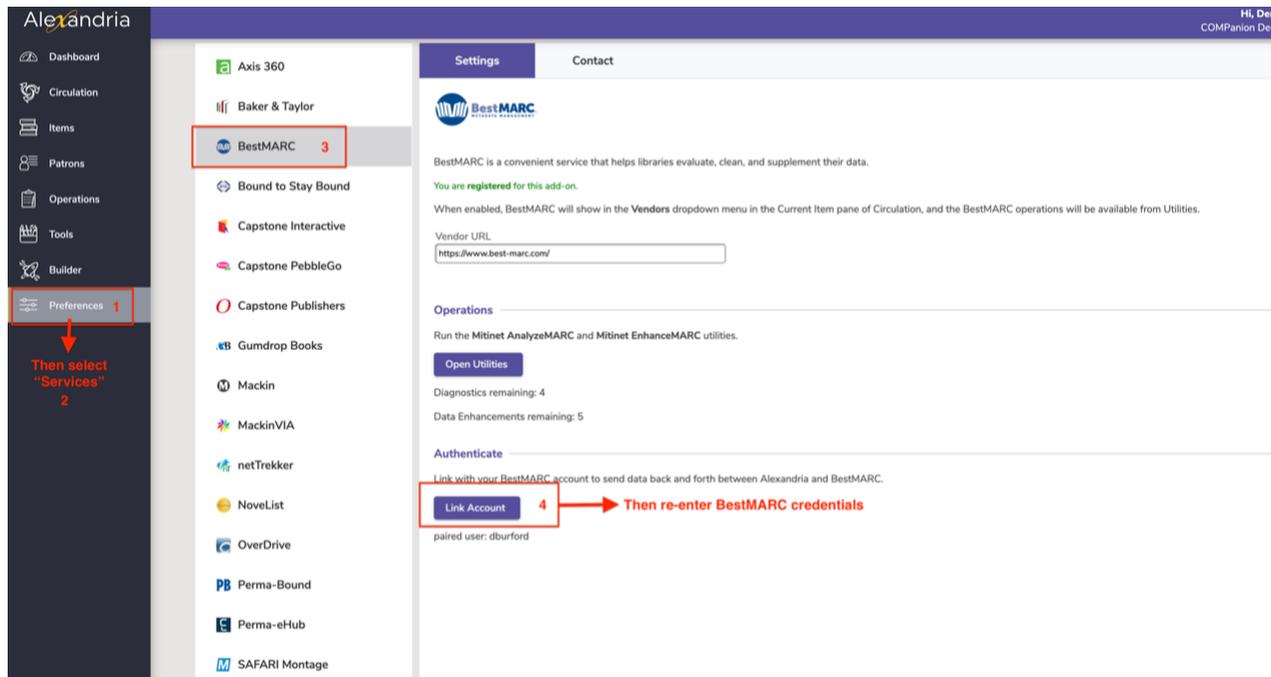


Processing Vendor Records

Setup

Link your accounts in Alexandria and Best Marc.

- Log into Alexandria and click on Preferences
- Go to Settings and click **Link Account**
- Enter your Best Marc account information



The screenshot shows the Alexandria library system interface. On the left sidebar, the 'Preferences' menu item is highlighted with a red box and a red arrow pointing to it, with the text 'Then select "Services" 2' below it. In the main content area, the 'Settings' tab is active, and the 'BestMARC' vendor is selected in the left-hand list, also highlighted with a red box and the number '3'. The 'Settings' page for BestMARC includes a 'Vendor URL' field with the value 'https://www.best-marc.com/'. Below this, there are sections for 'Operations' and 'Authenticate'. The 'Authenticate' section has a 'Link Account' button highlighted with a red box and the number '4', with a red arrow pointing to it and the text 'Then re-enter BestMARC credentials' next to it. The 'paired user' is listed as 'dburford'.

Log into Best Marc

- Click on Profile
- Click on Library
- Change Library System to Alexandria
- Type in your site four-letter code

BestMARC HOME PROFILE AC

User Profile

LIBRARY CATALOGING ENHANCEMENTS USER

Library automation system: **ALEXANDRIA**

Default File Layout: Standard from Leader/09

Copy/Holding Defaults: Site: EQUC

Copy Location:

- Click on Import
- Click on Edit (*Next to Run: Import Only*)
- Locate and Highlight the workflow "NYCSLS Record Update and Enhancement"
- Click OK

BestMARC

HOME PROFILE ACCOUNT

CREATE TOOLS **IMPORT** EXPORT

Click **Select files** to select one or more MARC files to import.

Storage: 0 of 100,000 records (0.0% used)

Run: Import Only

Add to List: None

Options: Standard

File: **+ SELECT FILES...**

EDIT EDIT EDIT

MY RECORDS DOWNLOADS

File Records Options Filters Checkpoints Support

Status ISBN Title Author

Run on import...

Select a **Global Edit** or **Workflow** to run or select **Import Only**.

Import Only

- Private
 - NYCSLS Record Update and Enhancement**

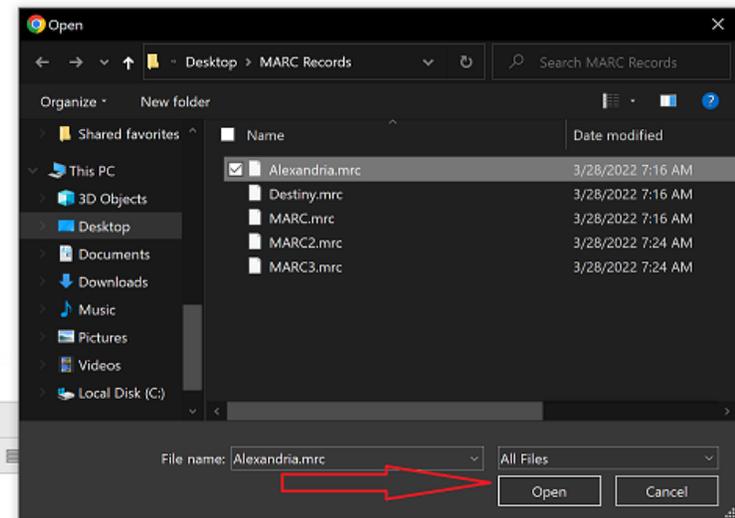
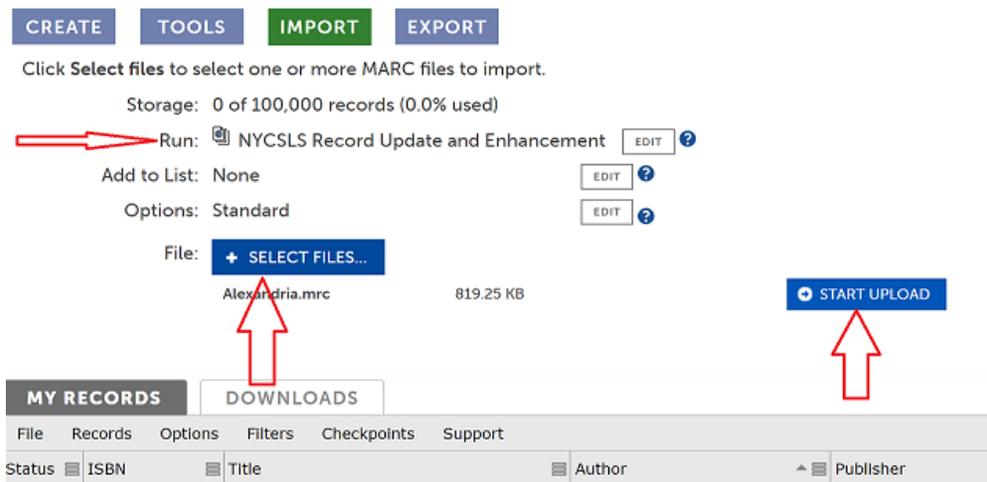
Tip: Create **Workflows** to run all your **Enhancements** and **MARC** edits on the **Tools** pane.

Summary

- Run Brief to Full Enhancement
- Run Award Notes Enhancement
- Run Reading Program Updates Enhancement
- Run Record Repair Enhancement

OK CANCEL

- You will now see the workflow listed next to the Run: button
- Click Select Files
- Find your vendor record file that you saved on your computer
- Click open
- Click Start Upload



Your files have now been updated and the last step is to export those records into Alexandria.

- Click on Export
- Name the file
 - Make sure the **Import into Alexandria** box is checked
- Click Export

CREATE

TOOLS

IMPORT

EXPORT

Creates a MARC file for you to download and import into your automation system.

Description: ?

Records: ?

Output File: ?

After Export: ?

Run Labels & Cards Enhancement ?

Import into Alexandria ?

EXPORT RECORDS

Those records will now be in your database.

