Converting to Alexandria is a BREEZE!

PREPARING FOR YOUR CONVERSION

EXPORT YOUR CATALOG IN MRC

First we'd like to see your collection to get an idea on the scope of work. **Send your sale representative an exported copy of your items in MRC format**. Along with a few pictures of examples of your current barcodes labels that are in use. We can review these and let you know the compatibility with Alexandria.

DETERMINE PATRON DATA PATH FROM SIS

Next, consider how you would like to have patrons imported into your new system. Typically customers import patrons new from SIS (not from old system), find out what that process looks like on your end. **We can automate this to save you time!**

TEST YOUR EXISTING HARDWARE

Quickly test your existing hardware on our sandbox demo, provided by your sales representative.

PICK YOUR CONVERSION DATE

Lastly, determine when you want the transition to take place. **Ideally after running inventory, once items are checked in.** Work with your sales representative to discuss the scope of the project and when you'll be in the office to do this.

***For your personalized conversion timeframe speak with your sales representative ***

YOU ARE NOW READY TO BEGIN THE IMPLEMENTATION PROCESS!