

How do I move materials from one building to another?

The typical way to move library materials is to export them from the old school and import them at the new school. While this will move the titles and copies, all circulation history for the copies will be lost.

Note that there is no way to include the history when moving titles and copies, and I wanted to make you aware of this consequence of moving the materials.

At the "giving" school:

1. Select the **Catalog** tab.
2. Select **Export Tiles** from the options on the left. You will be presented with a screen similar to this:

The screenshot shows a web interface titled "Export titles...". At the top, there is a dropdown menu labeled "Select" with "by barcode" selected. Below this is a section for "Create a barcode list" with an input field and an "Add" button. A list box below contains "-- Barcodes --" and a "Remove" button. An "OR..." separator is present. Below that is a "Select a barcode file" section with a "Browse..." button. The "Include" section has three radio buttons: "All records" (selected), "Full records only", and "Brief records only". The "Options" section has two checkboxes: "Include copy information" (checked) and "Delete titles/copies after export" (unchecked). The "Export File Format" section has two radio buttons: "UTF-8" (selected) and "ALA". At the bottom, there is a note: "When the process has completed, go to the Job Manager in the Back Office to view a summary of the export and to download the file." and an "Export" button.

3. Choose "**by barcode**" from the **Select** by drop down. You will have the option to scan barcodes directly in to the process or bring in a plain text file with one barcode per line. You may use a program such as Notepad to create the proper file format. Leave the **Include** option set to **All Records** and put checks in both **Options** choices. Leave the **Export File** Format as shown.

4. Click Export. This will submit a job that, when completed, will have created a MARC record file for the selected titles and copies. Click to View the job output and download the file.

At the "receiving" school:

1. Select the **Catalog** tab.
2. Select **Import titles** from the options on the left.
3. If you want to keep the same barcodes as currently exist for the copies, all you need to do is click the Browse or Choose File button for the Import File and select the downloaded file created above. If you want to re-barcode the copies, select the option to always add the copy and assign the next available barcode. Enter the starting barcode to use or select to use the next available number in your system.
4. Click the **Preview** button. This will submit a job that simulates the import. The output to the job will display errors that would have occurred had you selected Import.

You should view the output before proceeding. Errors you might encounter would be skipped titles (not a problem) and skipped copies. Any copy listed as skipped would not have been added to your catalog had you used Import instead of Preview. The most common reason for this is a duplicate barcode, meaning the barcode on the copy is already in use at the receiving site. These would need to be added manually. If you receive no skipped messages for copies, or if you are amenable to manually adding any skipped copies, then you can use the Import button in the Preview job output to run the actual import.

Be sure to check the job output for the job submitted as there are a few things that the Preview does not do that may go wrong with the actual Import (e.g. insufficient storage available to write record). If you feel that there are too many copies that were skipped to add manually, you may go back to the Import Titles screen and select to have the system assign new barcodes. Note that any copies added manually or added with the system assigned barcodes will need to have new barcode labels printed for the copy.